

Proposed

**Clifton Historic Preservation District Designation
Progress Report**

**Based on
Landmarks Commission Ordinance and By-law Requirements
for
Designation of Preservation Districts**

Updated: August 19, 2003

Action	Task complete	Timeline
I. Form of Petition for District Designation (LCO 32.510 and By-laws Article 4.1-4.3)		
<i>A petition requesting to designate an area as a district shall contain:</i>		
the verified names and addresses of no fewer than 200 residents of such proposed district or the verified names and addresses of the owners of at least 50% of the structures or properties within the proposed district, whichever is fewer	x	Submitted March 3, 2003
A description of the distinctive characteristics of the proposed district and a summary narrative history of the area (architectural and/or historical information)	x	Submitted March 3, 2003
a statement describing the category or categories under which designation is requested pursuant to the criteria established by ordinance	x	Submitted March 3, 2003
'Lojic' or Sanborn map showing the line of the proposed boundary for the district	x	Submitted March 3, 2003
photographs of the street-facing façade of each structure in the proposed district in a digital medium	x	Submitted March 3, 2003
information about who to contact for more information	x	Submitted March 3, 2003
Cashier's check for \$1,500 payable to the Metro Louisville to cover the costs of the required legal notices	x	Submitted March 3, 2003

II. Designation Study (By-laws Article 1.3, 2.11 and 4.4)		
A petition verified to meet the requirements of the ordinance and the Landmarks Commission's by-laws shall be automatically referred to the Committee on Local Landmark and Preservation District Designations for study (By-laws Article 1.3, and 2.11)	x	Referred to Committee Feb. 18, 2003
The staff shall prepare a survey of structures and properties and draft a designation report, which shall include findings of fact and a recommended boundary for the proposed district or local landmark site.		In Progress
The Committee on Local Landmark and Preservation District Designations shall review the draft designation report and, upon its approval by the committee, schedule the public hearing by the Commission.	x	Committee met August 5, 2003
The approved draft designation report shall be published on the Metro Louisville's internet site for public access.		Publication target date 8-22-03
III. Optional Request for a Moratorium on the Issuance of Permits (LCO 32.511.10)		
In addition to such other powers, duties, and authority as are set forth in the ordinance, the Commission may also develop a preservation plan creating a framework of expectations that are commonly agreed upon and clearly expressed regarding the preservation of the structures within each District.		In Progress
In order to facilitate the planning effort, the Commission may request the Metro Council to impose a moratorium on the issuance of permits by Metro Louisville in a District, area of a proposed District or portions thereof for up to six (6) months during the preparation of the preservation plan	x	6 mo. Moratorium on issuance of permits for "exterior change" approved by Metro Council 3-27-03
IV. Public Hearing/Notice and Public Participation Components (LCO 32.510 and By-laws 4.5)		
A description of the proposed district or local landmark shall be published in the newspaper in accordance with KRS Chapter 424 no less than twice, at least seven (7) but not earlier than twenty-one (21) days before the date of the public hearing. Notice shall also specify the date, time and place of the hearing.	x	Scheduled for publication 8-20-03 and 8-21-03
If the request is for designation of a district, a copy of the proposed district description and the notice of the hearing shall be mailed, by first class mail, to all property owners within the proposed District.	x	Mailed 8-19-03
At the hearing, the draft designation report shall be submitted for the record. The chairman shall permit other interested parties to testify either orally or in writing		

V. Designation Criteria (LCO 32.510,E-1 (A through I))		
<i>In considering the designation of any neighborhood, area, Property or Structure in Metro Louisville as a Local Landmark, or District, the Commission shall apply the following criteria with respect to such Structure, Property or District:</i>		
Its exemplification of the historic, aesthetic, architectural, prehistoric or historic archaeological, educational, economic, or cultural heritage of Metro Louisville, the commonwealth, or the nation.		
Its location as a site of a significant historic event.		
Its identification with a person or persons who significantly contributed to the culture and development of Metro Louisville, the commonwealth, or the nation.		
Its embodiment of distinguishing characteristics of an architectural type or specimen.		
Its identification as the work of an architect, landscape architect, or master builder whose individual work has influenced the development of Metro Louisville, the commonwealth, or the nation.		
Its embodiment of elements or architectural design, detail, materials, or craftsmanship which represents a significant architectural innovation.		
Its relationship to other distinctive areas which are eligible for preservation according to a plan based on an historic, cultural, or architectural motif.		
Its location or physical characteristics representing an established and familiar visual feature or which reinforce the physical continuity of a neighborhood, area, or place within Metro Louisville.		
VI. Commission Approval to Designate (LCO 32.510 F, G, and I)		
After the public hearing, the Commission may vote on the question of the establishment of the District or designation of the Local Landmark.		Public Hearing scheduled for August 27, 2003 at Clifton Center at 5:30 PM
If the Commission designates a Local Landmark or District, it shall forward a copy of the designation to the Metro Council within three (3) days of the meeting at which the designation was approved,		
No designation of a District shall be effective until ratified by Ordinance enacted by the Metro Council.		
Within sixty (60) days of such ratification, the Commission shall appoint a Committee for the new District and the Committee shall approve Guidelines for the new District in accordance with the procedures established in this Section.		
The Commission shall adopt interim guidelines for the District which shall apply until the Guidelines are adopted and approved for the District as provided in this Section.		
The provisions of this Ordinance shall apply to all Exterior Alterations to Structures or Properties within the new District thirty (30) days after the Metro Council enacts an ordinance establishing the new District.		

VII. Commission To Approve Guidelines (LCO 32.508)		
The Commission shall approve Guidelines governing the review of Applications pursuant to this Ordinance for each District and for Local Landmarks no later than eight (8) months after the effective date of this Ordinance or after the designation of a new District or Local Landmark.		
The Commission shall direct each Committee to establish a guidelines drafting task force composed of the members of the Committee and owners of real property within a District or in the case of the Committee having jurisdiction over Local Landmarks, the owners of such Local Landmarks and other interested citizens who shall be appointed by the Committee		
The Committee shall conduct no fewer than one (1) public hearing for the purpose of soliciting comments concerning the proposed Guidelines. Notice of such hearings shall be advertised in the newspaper in accordance with KRS Chapter 424.		
Each Committee shall, by majority vote, recommend Guidelines and shall submit the proposed Guidelines to the Commission for approval. The Commission prior to voting to approve the Guidelines shall conduct at least one (1) public hearing which it shall advertise in the newspaper pursuant to KRS Chapter 424.		
Guidelines approved by the Commission shall be submitted to the Metro Council for review and adoption. The Metro Council shall adopt the proposed Guidelines by resolution or refer the Guidelines back to the Commission for revision.		
Upon adoption of the Guidelines for a District or Local Landmarks by the Metro Council, all Applications for Exterior Alterations shall be reviewed in accordance with such Guidelines.		
All Guidelines adopted by the Commission shall further the public policy of this Ordinance as declared in § 32.500, and encourage the preservation of the distinctive characteristics of a District or Local Landmarks.		
Until such time as the Commission adopts Guidelines as provided in this section, review of Applications shall be in accordance with the rules used by the Commission at the time of the adoption of this Ordinance.		

G: Urban Design/Landmarks/Clifton Designation Check List