

**Excerpt From Draft Minutes
Planning & Zoning Commission
Meeting of November 2, 2023**

Hold A Public Hearing To Consider An Ordinance **Amending The Text Of The Comprehensive Zoning Ordinance (CZO) To Amend Article XX.3 “HP” Historic Preservation Overlay District** To Add To The Intent Of The Designation Of A Historic Landmark And Historic District, Change The Name Of The Historic Preservation Advisory Committee And Their Duties, Change The Criteria For A Designation, Add Definitions, Add Application Criteria, And Amend The Process For Designating Landmarks And Districts. **Case No. PLZT 2023-103 CZO Text Amendment HP Overlay District.** Case Coordinator: Michael McCauley.

Michael McCauley advised that staff occasionally recommends updates to ordinances and said staff is recommending text changes to CZO Article XX.3 to allow for clearer understanding and remove sections not necessary to the zoning aspect of the ordinance. He stated that in May 2003, the Historic Preservation Overlay District was established and defined the regulations and criteria. One historic district, the Carrollton Heights Historic District, had been created. He explained that the Planning Department had previously overseen the Historic Preservation Advisory Committee (HPAC), including dedication of historical markers and regulation of the Historic Preservation Overlay District (Carrollton Heights.) In 2014, the Parks and Recreation Department began overseeing HPAC, now called the Museum and Historic Advisory Committee (MHAC), for designating historic markers and other non-zoning but historical related matters. The Planning Department continues accepting, reviewing, and taking administrative action on applications for certificates of historical appropriateness. Additionally, Planning oversees modifications to the Carrollton Heights Overlay District.

Mr. McCauley advised that with the joint efforts of the Parks and Recreation Department and the Planning Department, it became necessary to update Article XX.3 “HP” Historic Preservation Overlay District concerning assigned duties and responsibilities. He advised the changes will provide better clarification and understanding of the administration of the ordinance for the public, staff, Commission and Council. No public comments were received. Mr. McCauley added that the staff analysis section of the staff report provides the proposed changes to the text.

A five-minute recess was taken.

Commissioner Overholt inquired whether Council or others have reviewed this recommendation. Mr. McCauley replied that the Planning Department and the Parks and Recreation Department have jointly reviewed the changes.

Commissioner Martin inquired about oversight of the committee. Mr. McCauley confirmed that Parks and Recreation Department will provide the oversight. She also inquired where Carrollton Heights is located. Mr. McCauley provided a general location.

Chair Windrow opened the Public Hearing. There being no speakers, Chair Windrow opened the floor for discussion or a motion.

PLZT 2023-103 CZO Text Amendment HP Overlay District

- * ***Commissioner Doyle moved to close the public hearing and approve Case No. PLZT 2023-103 CZO Text Amendment HP Overlay District. Second by Commissioner Yarbrough. Motion approved 8-0 (Kramer absent).***

Chair Windrow advised this case will be forwarded to the City Council for consideration on December 5, 2023.