

RESOLUTION 19-04

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DUNEDIN APPROVING THE FORM OF THE CERTIFICATE OF APPROPRIATENESS APPROVAL MATRIX AND GUIDELINES FOR HISTORIC LANDMARKS; AND PROVIDING FOR AN EFFECTIVE DATE HEREOF.

WHEREAS, Section 111-1.7C1 of the Land Development Code provides that the Dunedin Historic Preservation Commission shall hold a public hearing and approve, by resolution, a Certificate of Appropriateness approval matrix and guidelines for historic landmarks; and

WHEREAS, the City Commission wishes to approve a Certificate of Appropriateness approval matrix and guidelines for historic landmarks; and

WHEREAS, the purpose of this resolution is to approve the form of the Certificate of Appropriateness approval matrix and guidelines for historic landmarks in accordance with Section 111-1.7C1 of the Land Development Code.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF DUNEDIN, FLORIDA, IN SESSION DULY ASSEMBLED:

Section 1. The City Commission of the City of Dunedin hereby approves the form of the Certificate of Appropriateness approval matrix and guidelines for historic landmarks attached hereto as Exhibit "A."

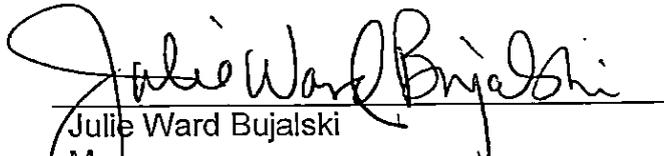
Section 2. That this Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF DUNEDIN, FLORIDA, THIS 2nd day of May, 2019.



ATTEST:


Denise M. Kirkpatrick
City Clerk


Julie Ward Bujalski
Mayor

A Certificate of Appropriateness (COA) is required for any exterior alteration to a designated landmark, landmark site, or property prior to undertaking construction. See Chapter 111 of the Dunedin Land Development Code - *Approval of Changes to Historic Landmarks*.

Property Owner(s)

Name		Email	
Address			
City	State	Zip	
Phone	Fax	Cellular	

Applicant

Name		Email	
Address			
City	State	Zip	
Phone	Fax	Cellular	

Agent (if applicable)

Name		Email	
Address			
City	State	Zip	
Phone	Fax	Cellular	

General Information

Property Location or Address		
Tax Parcel Number(s)	STAFF USE ONLY	
	Land Use Category	Zoning District
Current Use of Property	Contributing Structure?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Type of Proposed Activity: [please check all that apply]

- | | | | |
|-------------------------------------|---|--|--------------------------------------|
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Relocation* | <input type="checkbox"/> Structural Addition | <input type="checkbox"/> Driveway |
| <input type="checkbox"/> Renovation | <input type="checkbox"/> New Construction | <input type="checkbox"/> New Roof | <input type="checkbox"/> Other _____ |

***For Relocation, please indicate new location:**

New Property Location or Address		
Tax Parcel Number(s)	STAFF USE ONLY	
	Land Use Category	Zoning District

General Building Information

Year Built	Architectural Style	Porches? <input type="checkbox"/> YES <input type="checkbox"/> NO
Original Use	Present Use	Proposed Use
Roof Type & Material	Exterior Siding Material	

Previous Additions or Modifications: [please describe and include dates]

Description of Proposed Work:

For relocation or demolition, describe the property's physical condition, steps taken to save the property and whether renovation would be economically feasible:

Applicant's Signature:

Signature **Printed Name** **Date**

REQUIRED SUBMITTAL DOCUMENTS :

	SUBMITTED		
	Y	N	N/A
1. \$100.00 application fee (waived through 12/31/19)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Proof of ownership (warranty deed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Legal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Property survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Architectural plans and elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Site plan for new construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Landscaping plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Details of exterior modifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

City of Dunedin

CERTIFICATE OF APPROPRIATENESS (COA) APPROVAL MATRIX

Changes to Historic Landmarks. Actions Requiring Review

The Director of Planning & Development, in consultation with the Historic Preservation Advisory Committee (HPAC) has the discretion to refer any COA application to the Dunedin Historic Preservation Commission (DHPC). Approval of any action which is not specifically identified on this matrix shall be made by the DHPC.

ACTION	DESIGNATED LANDMARKS	APPROVAL AUTHORITY
	REVIEW REQUIRED?	
ADDITIONS		
All	Yes	DHPC
CANVAS AWNINGS		
Installation, removal, or alterations	Yes	Staff/HPAC
CLEANING		
1. Pressure washing, less than 100 psi	No	N/A
2. Other methods and applications	Yes	Staff/HPAC
CARPORTS and PORTÉ COCHERES		
All alterations	Yes	DHPC
DECKS, PATIOS		
1. With a roof	Yes	Staff/HPAC
2. Without a roof	Yes	Staff/HPAC
DEMOLITIONS		
1. Primary structures	Yes	DHPC
2. Accessory structures, historic	Yes	DHPC
3. Accessory structures, non-historic	Yes	Staff/HPAC
4. Historic additions	Yes	DHPC
5. Non-historic additions	Yes	Staff/HPAC
DOORS, ENTRIES, AND GARAGE DOORS		
1. Same materials, style, and size	Yes	Staff/HPAC
2. Change in materials or style	Yes	DHPC
3. Change in openings	Yes	DHPC
4. Entry features	Yes	DHPC
5. ADA requirements	Yes	Staff/HPAC
6. Other alterations	Yes	Staff/HPAC
DRIVEWAYS		
1. Change in materials	Yes	Staff/HPAC
2. Change in size or configuration	Yes	Staff/HPAC
3. New or relocated driveway	Yes	Staff/HPAC
EXTERIOR WALL FINISH		
1. Removal of non-historic material	Yes	Staff/HPAC
2. All other finishes (including painting of an originally unpainted surface)	Yes	Staff/HPAC
3. Waterproofing	Yes	Staff/HPAC
LANDSCAPE FEATURES		
1. Sidewalks	Yes	Staff/HPAC
2. Walkways	Yes	Staff/HPAC
3. Arbors, pergolas, and gazebos	Yes	Staff/HPAC
4. Permanent water features	Yes	DHPC
5. Lighting	Yes	Staff/HPAC
6. Sidewalks	Yes	Staff/HPAC
7. Walkways	Yes	Staff/HPAC

8. Planting or removal, non-historic vegetation	No	N/A
9. Alteration, planting, or removal of historic vegetation or other character-defining features of the cultural landscape.	Yes	Staff/HPAC
MECHANICAL SYSTEMS		
1. Electrical, plumbing, pool equipment	Yes	Staff/HPAC
2. HVAC	Yes	Staff/HPAC
3. Solar Panels	Yes	Staff/HPAC
4. Other	Yes	Staff/HPAC
NEW CONSTRUCTION		
All	Yes	DHPC
PAINTING		
1. Painting previously painted surfaces	No	N/A
2. Changes in paint color	No	N/A
PLAQUES AND MARKERS		
All	Yes	Staff/HPAC
POOLS		
1. Above ground pools	Yes	DHPC
2. In ground pools	Yes	DHPC
3. Pool screen enclosures	Yes	DHPC
PORCHES AND BALCONIES		
1. Open an enclosed porch	Yes	DHPC
2. Enclose a porch	Yes	DHPC
3. Alterations	Yes	DHPC
RELOCATION		
1. All	Yes	DHPC
RESTORATION (A return to the original based on historic evidence as originally designed and constructed.)		
All	Yes	DHPC
ROOF and CHIMNEYS		
1. Same materials and shape	Yes	Staff/HPAC
2. Change in materials	Yes	Staff/HPAC
3. Change in shape	Yes	Staff/HPAC
4. Other alterations	Yes	Staff/HPAC
SIGNS		
All signage	Yes	DHPC
Street numbers	No	N/A
SHEDS		
Less than 100 sq. ft.	Yes	Staff/HPAC
SHUTTERS		
1. Removable shutters	Yes	Staff/HPAC
2. Permanent shutters	Yes	Staff/HPAC
SITE WALLS AND FENCES		
1. Walls or fences behind the front façade	Yes	Staff/HPAC
2. Walls or fences in front of or equal to front façade	Yes	DHPC
3. Retaining walls	Yes	Staff/HPAC
4. Demolition, historic	Yes	DHPC
5. Sea walls	Yes	Staff/HPAC
WINDOWS		
1. Same materials, style, and size	Yes	Staff/HPAC
2. Change in materials or style	Yes	DHPC
3. Change in openings	Yes	DHPC

CERTIFICATE OF APROPRIATENESS GUIDELINES

- A. *Certificate of appropriateness (COA)*. No person may undertake any of the following actions affecting a historic landmark without first obtaining a COA:
1. Alteration of a designated archaeological site;
 2. Alteration to the exterior part of a building, structure or object within the designated boundary of a historic landmark;
 3. New construction;
 4. Demolition; or
 5. Relocation, including the relocation of a building into a historic district.
 6. Review of new construction and alterations to designated buildings and structures shall be limited to exterior changes. Whenever any alteration, new construction, demolition, or relocation is undertaken on a historic landmark without a COA, the Building Official is authorized to issue a stop work order.
 7. A COA shall be in addition to any other building permits required by law. The issuance of a COA shall not relieve the property owner of the duty to comply with other federal, state, and local laws and regulations.
 8. Ordinary repair and maintenance that is otherwise permitted by law may be undertaken without a COA. The final determination of what work is considered ordinary repair and maintenance shall be made by the Director. Property owners may request the Director to review any scope of work to determine if a COA is required at no charge.
 9. Owners of properties which are subject to a COA review shall make all artifacts from archaeological sites available to the investigating archaeologists for purposes of analysis and for the reasonable period of time needed for the analysis.
 10. No COA approved by the DHPC shall be effective for a period of ten days from the date of approval. If during that ten-day period an appeal is made, the decision shall automatically be stayed during the appeal.
- B. *Application procedures for a COA*. Each application for a COA shall be accompanied by the required fee. No permits shall be issued for an alteration, new construction, demolition or relocation affecting a historic landmark without first directing the applicant to the Director to determine if a COA is required. The applicant shall complete an application form provided by the Director which shall include the following information:
1. Drawings of the proposed work;
 2. Photographs of the existing building or structure and adjacent properties;
 3. A complete written description of the proposed work which clearly describes the building materials to be used;
 4. The Director shall determine when an application is complete and may request additional information when such application is determined to be incomplete.
 5. For relocations, a written statement from the applicant shall be included in the application addressing:
 - a. How the proposed relocation of the historic landmark will impact the NRHP seven factors of integrity which contribute to its; and
 - b. Why the relocation is necessary.
- C. *Review of a COA*.
1. The DHPC shall hold a public hearing and approve, by resolution, a COA approval matrix for historic landmarks. Changes to the matrix shall be made in the same manner. The matrix shall identify which actions require review. The Director, in consultation with the HPAC, shall have the discretion to refer any application to the DHPC. Approval of any action which is not specifically

identified on the matrix shall be made by the DHPC.

2. The decision to approve, approve with conditions, or deny any application, shall be based on the criteria contained in this section.
 3. The DHPC shall hold a public hearing after providing mailed and posted notice as required in the application and procedures section for each COA request requiring DHPC approval. The DHPC may vote to defer its decision if adequate information is not available to make a decision but shall reconsider the application at the earliest opportunity after adequate information is made available. The DHPC shall act within 60 days after the close of the public hearing unless an extension is agreed to by the property owner.
 4. The decision by the Director to approve, approve with conditions, or deny any application shall be provided to the owner, and the applicant, if different than the owner. The Director's decision shall be in writing and shall state the reasons for such approval. The Director's decision may be appealed to the DHPC by following the procedures for appeals in the applications and procedures section, however, only the owner may appeal the Director's decision under this paragraph. The Director shall provide mailed notice to the owner as required in the application and procedures section for each COA request requiring Director approval at least ten days before making a decision unless this time frame is waived by the owner.
- D. *Modifications to a COA.* Modifications to a COA shall be made only by the DHPC or Director, based on the approval matrix, after receipt of a completed application by following the procedures for approval of a COA. The Director shall determine when an action affects a historic landmark. Modification to any work or materials approved by the COA or any condition of the COA is prohibited without receipt of an approval as set forth herein. Fees for review of a COA shall be established by the City Commission.
- E. *General criteria for granting a COA.* In approving or denying applications for a COA for alterations, new construction, demolition, or relocation, the DHPC and the Director shall evaluate the following:
1. The effect of the proposed work on the historic landmark;
 2. The relationship between such work and other structures on the property;
 3. The extent to which the historic, architectural, or archaeological significance, architectural style, design, arrangement, texture and materials of the historic landmark or the property will be affected;
 4. Whether the denial of a COA would deprive the property owner of reasonable beneficial use of the property;
 5. Whether the plans may be reasonably carried out by the applicant;
- F. *Additional guidelines for alterations.* In approving or denying applications for a COA for alterations, the DHPC and the Director shall also use the following additional guidelines which are based on the United States Secretary of the Interior's Standards for the Treatment of Historic Properties:
1. A historic landmark should be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
 2. The distinguishing historic qualities or character of a building, structure, or site and its environment shall be preserved. The removal or alteration of any historic material or distinctive architectural features shall be avoided when reasonable.
 3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings shall not be undertaken.
 4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
 5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, texture, and other visual qualities and, where reasonable, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archaeological resources affected by a project shall be protected and preserved, if designated pursuant to this section. If such resources must be disturbed, mitigation measures shall be undertaken.

G. *Additional guidelines for new construction.* In approving or denying applications for a COA for new construction (which includes additions to an existing structure), the DHPC and the Director shall also use the following additional guidelines:

1. The height of the proposed new construction shall be visually compatible with the historic character of the surrounding neighborhood.
2. The relationship of the width of the new construction to the height of the front elevation shall be visually compatible with the historic character of the surrounding neighborhood.
3. The relationship of the width of the windows to the height of the windows in the new construction shall be visually compatible with the historic character of the surrounding neighborhood.
4. The relationship of solids and voids (which is the pattern or rhythm created by wall recesses, projections, and openings) in the front facade of a building shall be visually compatible with the historic character of the surrounding neighborhood.
5. The relationship of the new construction to open space between it and adjoining buildings shall be visually compatible with the historic character of the surrounding neighborhood.
6. The relationship of the entrance and porch projections to sidewalks of the new construction shall be visually compatible the historic character of the surrounding neighborhood.
7. The relationship of the materials and texture of the facade of the new construction shall be visually compatible with the predominant materials used in the historic character of the surrounding neighborhood.
8. The roof shape of the new construction shall be visually compatible the historic character of the surrounding neighborhood.
9. Appurtenances of the new construction such as walls, wrought iron, fences, evergreen, landscape masses, building facades, shall, if necessary, form cohesive walls of enclosures along a street, to ensure visual compatibility of the new construction the historic character of the surrounding neighborhood.
10. The size of the new construction, the mass of the new construction in relation to open spaces, the windows, door openings, porches and balconies shall be visually compatible the historic character of the surrounding neighborhood.
12. New construction shall not destroy historic materials that characterize the historic landmark. The new construction should be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the historic landmark and its environment.
13. New construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic landmark and its environment would be unimpaired.

H. *Additional requirements for demolition.* In approving or denying applications for a COA for demolition, the DHPC and the Director shall also use the following additional guidelines:

1. The purpose and intent of these additional requirements is to determine that no other feasible alternative to demolition of the historic landmark can be found.

2. No COA for demolition shall be issued by the DHPC until the applicant has demonstrated that there is no reasonable beneficial use of the property or the applicant cannot receive a reasonable return on a commercial or income-producing property. The DHPC may solicit expert testimony and should request that the applicant furnish such additional information believed to be necessary and relevant in the determination of whether there is a reasonable beneficial use or a reasonable return. The information to be submitted by a property owner should include, but not be limited to, the following information:
 - a. A report from a licensed architect or engineer who shall have demonstrated experience in structural rehabilitation concerning the structural soundness of the building and its suitability for rehabilitation including an estimated cost to rehabilitate the property.
 - b. A report from a qualified architect, real estate professional, or developer, with demonstrated experience in rehabilitation, or the owner as to the economic feasibility of rehabilitation or reuse of the property. The report should explore various alternative uses for the property and include, but not be limited to, the following information:
 - i. The amount paid for the property, date of purchase, remaining mortgage amount (including other existing liens) and the party from whom purchased, including a description of the relationship, if any, between the owner of record or applicant and the person from whom the property was purchased, and any terms of financing between the seller and buyer.
 - ii. The most recent assessed value of the property.
 - iii. Photographs of the property and description of its condition.
 - iv. Annual debt service or mortgage payment.
 - v. Real estate property taxes for the current year and the previous two years.
 - vi. An appraisal of the property conducted within the last two years. The City may hire an appraiser to evaluate any appraisals. All appraisals shall include the professional credentials of the appraiser.
 - vii. Estimated market value of the property in its current condition; estimated market value after completion of the proposed demolition; and estimated market value after rehabilitation of the existing historic landmark for continued use.
 - viii. Evidence of attempts to sell or rent the property, including the price asked within the last two years and any offers received.
 - ix. Cost of rehabilitation for various use alternatives. Provide specific examples of the infeasibility of rehabilitation or alternative uses which could earn a reasonable return for the property.
 - x. If the property is income-producing, submit the annual gross income from the property for the previous two years as well as annual cash flow before and after debt service and expenses, itemized operating and maintenance expenses for the previous two years, and depreciation deduction and projected five-year cash flow after rehabilitation.
 - xi. If the property is not income-producing, projections of the annual gross income which could be obtained from the property in its current condition.
 - xii. Evidence that the building can or cannot be relocated.
 - c. The DHPC may request that the applicant provide additional information to be used in making the determinations of reasonable beneficial use and reasonable return.
 - d. If the applicant does not provide the requested information, the applicant shall submit a statement to the DHPC detailing the reasons why the requested information was not provided.
3. The DHPC may ask interested individuals and organizations for assistance in seeking an alternative to demolition.

4. The DHPC shall review the evidence provided and shall determine whether the property can be put to a reasonable beneficial use or the applicant can receive a reasonable return without the approval of the demolition application. The applicant has the burden of proving that there is no reasonable beneficial use of the property or that the owner cannot receive a reasonable return. If the applicant fails to establish the lack of a reasonable beneficial use or the lack of a reasonable return, the DHPC shall deny the demolition application except as provided below.
 5. The DHPC may condition any demolition approval upon the receipt of plans and building permits for any new structure and submission of evidence of financing in order to ensure that the site does not remain vacant after demolition.
 6. The DHPC may grant a COA for demolition even though the historic landmark has reasonable beneficial use or receives a reasonable return if:
 - a. The DHPC determines that the property no longer has significance as a historic, architectural or archaeological landmark; or
 - b. The DHPC determines that the demolition of the designated property is necessary to achieve the purposes of a community redevelopment plan or the Comprehensive Plan.
 7. The DHPC may, at the owner's expense, require the recording of the property for archival purposes prior to demolition. The recording may include, but shall not be limited to, video recording, photographic documentation with negatives and measured architectural drawings.
- I. *Additional guidelines for relocation.* In approving or denying applications for a COA for the relocation of a historic landmark the DHPC and the Director shall also use the following additional guidelines:
1. The contribution the historic landmark makes to its present setting;
 2. Whether there are definite plans for the property the historic landmark is being moved from;
 3. Whether the historic landmark can be moved without significant damage to its physical integrity; and
 4. The compatibility of the historic landmark to its proposed site and adjacent properties.
 5. The property owner may be required to obtain an approved site plan before permits may be issued to relocate a historic landmark.
- J. *Additional guidelines for window and external door replacement.* Property owners may replace windows provided that³ in addition to the City building code requirements, each replacement window or external door meets the following criteria:
1. The relationship of height to width of the replacement window or external door shall be compatible with related elements of the historic building and with the historic character of the surrounding area.
 2. The relationship of solids to voids (wall to window) shall be compatible with related elements on the historic building and with the historic character of the surrounding area.
- K. *Additional guidelines for replacement and repair of brick roadways, brick walkways, and alleyway preservation areas.* In approving or denying applications for a COA for construction in brick roadways, brick walkways, and alleyway preservation areas, the Commission and the Director shall also use the following additional guidelines:
1. The responsibility for proper repair of brick roadways, brick walkways, and alleyways within a preservation area shall be governed by City policies and ordinances.
 2. All construction shall be done in accordance with City specifications and shall be inspected by the Director.
 3. All construction must obtain all required permits.
 4. The replacement and/or repair of existing brick roadways, walkways, and alleyways shall be made with brick.

- L. *Emergency conditions; designated properties.* In any case where the Building Official determines that there are emergency conditions dangerous to life, health or property affecting a historic landmark, the Building Official may order the remedying of these conditions (including demolition) without the approval of the DHPC or issuance of a required COA. The Director shall promptly notify the DHPC of the action being taken.
- M. *Appeals.* Decisions of the Director may be appealed to the DHPC.
- N. *Conformity with the COA.* All work performed pursuant to a COA shall conform to all provisions of such COA. The Director may inspect any work being performed to ensure such compliance. In the event work is not in compliance with such COA the Building Official may issue a stop work order. No additional work shall be undertaken as long as such stop work order is in effect.
- O. *Maintenance and repair of historic landmarks.* Every owner of a historic landmark shall protect the historic landmark against any fault, defect, or condition of the historic landmark which renders it structurally unsafe or not watertight and shall keep it in good repair including:
1. All of the exterior portions of such buildings or structures including but not limited to all roofing materials and roof components, window glass, window frames and sashes, exterior doors and door frames;
 2. All interior portions thereof which, if not so maintained, may cause such buildings or structures to deteriorate or to become damaged or otherwise to fall into a state of disrepair; and
- P. *Compliance.* The property owner and any other person having possession or control of a historic landmark shall comply with the City's minimum building standards and repair the historic landmark if it is found to have any of the defects listed above. In addition, the property owner and any other person having possession or control of the historic landmark shall keep all property, including vacant property, clear of all fallen trees or limbs, debris, abandoned vehicles, and all other refuse as specified under the City's minimum building codes and ordinances. The provisions of this section shall be supplemental to any other laws requiring buildings and structures to be kept in good repair.
- Q. *Enforcement.*
1. The Director and the DHPC may work with the property owner to encourage maintenance and stabilization of the structure and identify resources available before taking enforcement action under this section.
 2. The Director or the DHPC may file a complaint with the Code Enforcement Division requesting that the Code Enforcement Inspector issue a citation to require repairs to any historic landmark so that the historic landmark shall be preserved and protected in accordance with this section.
- R. *Expedited actions; stop work order; non-designated properties.*
1. The City Commission may call a special meeting to review a threat to property that has not yet been designated as a historic landmark by the City.
 2. The Director may issue a temporary stop work order for a maximum of 15 days or until City Commission conducts the special meeting or discusses the property at a regular City Commission session within that period. The City Commission may request that a stop work order be issued for up to 120 days to provide time to negotiate with the property owner to remove the threat to the property.
 3. During the stop work order period the City Commission may initiate steps to designate the property. Within the stop work order period the DHPC shall meet and seek alternatives that may remove the threat to the property and determine if the property should be designated.

4. If a stop work order is requested by an individual or group and the City Commission issues a stop work order, the requesting individual or group shall submit a completed designation application form and fee within 30 days from the date the City Commission stop work order is issued. If the City Commission or DHPC does not receive adequate information and documentation concerning the property or if a completed application and fees are not filed within this period, the City Commission may lift the stop work order or allow it to expire without taking further action.