

## **TAYLORS FALLS SITE ALTERATION PERMIT REQUIREMENTS**

**255.06 Preservation Program.** All decisions of the Commission with respect to this Section shall be in accordance with the approved program for the rehabilitation and preservation of each Heritage Preservation Site or District. The Secretary of the Interior Standards for Rehabilitation, as may be amended, shall be used to evaluate a Preservation Program.

**Subd. 1 Review of Permit Applications.** The Heritage Preservation Commission shall review and advise the City Council upon the issuance of City permits for work within a designated Heritage Preservation Site or sites considered by the Commission to be historically significant. The City Zoning Administrator shall immediately refer permit applications to the Commission for review in accordance with the following procedures.

**Subd. 1 Site Alteration Permit.** A Site Alteration Permit shall be required for any alteration of any designated Heritage Preservation Site or District. The Commission shall review and approve or disapprove the application for a Site Alteration Permit to do any of the following in a Heritage Preservation Site or District in the City. In addition to any other specifics the Zoning Administrator may require, the Site Alteration Permit application shall be accompanied by detailed plans including a property site plan, building elevations and design details and materials as necessary to evaluate the request. In addition to the Site Alteration Permit, all other applicable City permits shall be required. The following are subject to a Site Alteration Permit:

- a. Architectural details and other related exterior alterations.
- b. Addition or deletion of awnings, shutters, canopies, and similar appurtenances.
- c. Application or use of exterior materials of a different kind, type, or texture than those already in use which will substantially cover one or more sides of the structure. This provision applies to roofing as well as siding.
- d. Signs.
- e. Construction of a new building or accessory structure.
- f. Any addition to or alteration of an existing structure, which increases the square footage in the structure or otherwise alters its size, height, contour, or outline.
- g. Change or alteration of a structure's architectural style.
- h. Alteration of a roof line.
- i. Demolition in whole or in part. This does not apply to structures required to be demolished in accordance with Minnesota Statutes, Chapter 463 (Building Line easements; Building Regulations; and Hazardous Buildings).

**Subd. 2 Findings.** Before approving any site alteration permit application required in Section 6A of this Ordinance, the Commission shall make findings based on the program for rehabilitation and preservation of the Heritage Preservation Site or District in regard to the following:

1. In the case of a proposed alteration or addition to existing buildings, the Commission shall make written findings on how the structure may be architecturally or historically affected considering the existing exterior appearance, building height, building width, depth, or other dimensions, roof style, type of building materials, ornamentation, paving and setback.
2. In the case of the proposed demolition of a building prior to approval of the demolition, the Commission shall make written findings on the following: architectural and historic merit of the building, the effect on surrounding buildings, the effect of any new proposed construction on the remainder of the building (in case of partial demolition) and on surrounding buildings, the economic value or usefulness of the building as it now exists, or if altered or modified, in comparison with the value or usefulness of any proposed structures designated to replace the present building or buildings.
3. In the case of a proposed new building, the Commission shall make written findings on how the building will in itself, or by reason of its location on the property, materially affect the architectural or historic value of buildings on adjacent sites or in the immediate vicinity of the Heritage Preservation Site.

**255.07 Appeal To The City Council.** The applicant for a Site Alteration Permit or any other party aggrieved by the decision of the Commission relative to a site alteration Permit shall, within ten (10) working days of the date of the Commission's order and decision, have a right to appeal such order and decision to the City Council. The appeal shall be deemed perfected upon receipt by the City Clerk of a notice of appeal and statement setting forth the grounds for the appeal. The City Clerk shall transmit a copy of the notice of appeal and statement to the City Council and to the Commission. The City Council may overturn the Commission's order and decision by a two-thirds vote of all members of the City Council. The Commission, in any written order denying a permit application, shall advise the applicant of the applicant's right to appeal to the City Council and shall include this Section in all such orders.

**255.08 Municipal Actions.** The Commission shall be notified of and shall review and make recommendations with respect to any municipal activity by the City of Taylors Falls which would result in changing the nature or appearance of any Heritage Preservation Site or District either pending or established.

**255.09 Limitations.** If, within sixty (60) days from the filing of a Site Alteration Permit application, the Commission has neither approved nor denied the Site Alteration Permit application, the plans and permit application shall be deemed to have been approved by the Commission, and if all other requirements of the City have been met, the City shall authorize a permit for the proposed work. No permit shall be issued nor work commenced in the event the Commission disapproves the Site Alteration Permit application in accordance with this Ordinance.

**255.10 Emergency Repair.** In emergency situations where immediate repair is needed to protect the safety of the structure and its inhabitants, the building official may without Commission action, approve the repair of only those items needed to insure safety.