

DATE: January 24, 2024

TO: George R. Keller, Jr. CPPT City Manager

FROM: Andria Wingett *AW*
Director, Development Services

BY: Anand Balram
Planning Manager

SUBJECT: Notice of Decisions Relating to the Tuesday, January 23rd, 2023, **Historic Preservation Board Meeting.**

The purpose of this notice is to inform the Mayor and City Commission of the opportunity to initiate a City Commission Request for Review (CRR) of a Board decision in accordance with [Section 5.6 of the City's Zoning and Land Development Regulations](#). The process for a CRR is initiated in one of the following ways: if three or more City Commissioners request a review during City Commission comments at a City Commission meeting, which is within 17 days of the Board's action; or if three or more City Commissioners file a request for review in writing with the City Clerk within 17 days of the Board's action. In any event, a *de novo* hearing shall be set.

A *de novo* hearing for a CRR shall be set no later than the next four City Commission meetings from either the City Commission meeting date where three Commissioners requested such review or no later than the next four City Commission meetings from the date that the City Clerk receives the third Commissioners request. Notice and other requirements of the hearing shall be provided in accordance with [Section 5.6 of the City's Zoning and Land Development Regulations](#).

Said request should be filed with the City Clerk's Office, with a copy forwarded to the Division of Planning & Urban Design of the Development Services Department by **February 9th, 2024**.

Please note, the Code requires the City Clerk's Office to receive all CRR's within seventeen (17) days of the date a decision is reached by the Board. As such, CRRs filed after **February 9th, 2024**, would not be consistent with the Code and could not be considered. The timeframe for setting a hearing provided herein may be extended by written request of the applicant. Appeal from a final decision of the City Commission shall be to circuit court by filing a petition for *writ of certiorari*.

This memorandum is also available on the City website. In this manner, the public is made aware of action taken by the Board, should they wish to encourage the Mayor and City Commission to file a request for review of the Board's decision pursuant to the procedures set forth above.

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The following summarizes actions taken by the Board. Item # 1 below may be considered Quasi-Judicial and may be subject to a CRR.

1. **FILE NO.:** 23-CM-95
APPLICANT: Henry & Rosa Leace
LOCATION: 1030 South Southlake Drive
REQUEST: Certificate of Appropriateness for Demolition and Certificate of Appropriateness for Design for a single-family house located in the Lakes Area Historic Multiple Resource Listing District.

STAFF RECOMMENDATION:

Certificate of Appropriateness for Design: Staff requested this item to be continued date and time certain, to the February 13, 2024, Historic Preservation Board meeting, to allow the applicant to revise the design.

BOARD DECISION:

Certificates of Appropriateness for Design: Item to be continued date and time certain, to the February 13, 2024, Historic Preservation Board meeting.

cc: Honorable Mayor and City Commissioners
City Manager
City Attorney
Assistant City Managers
Civic Affairs Administrator