



**ADMINISTRATIVE DIRECTIVE 16-01  
HLPC CERTIFICATES OF APPROPRIATENESS REQUIRED**

TO: All Development Services Staff  
FROM: Tony Felts, AICP, Interim Director of Planning and Development Services  
DATE: October 24, 2016  
C: Opal Mauldin-Robertson, City Manager

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**ISSUE:**

When a Certificate of Appropriateness is and is not required.

**DISCUSSION AND DIRECTIVE:**

There have been misunderstandings among staff as to when a Certificate of Appropriateness is or is not required for properties within the City of Lancaster's Historic District.

Section 14.1103 of the Lancaster Development Code governs the issuance of a Certificate of Appropriateness. In order to ensure that Certificates of Appropriateness are being issued when they are necessary, the following steps will be taken:

1. All exterior repairs, alterations, construction, reconstruction, restoration, rehabilitation, removal, or demolition for any structure shall require a Certificate of Appropriateness (as outlined in Section 14.1103(a)(1) and Section 14.1103(a)(2), either from the HLPC/Planning and Zoning Commission or Administratively from the Historic Preservation Office (Senior Planner). The Certificate of Appropriateness shall be issued regardless of whether or not such exterior repairs, alterations, construction, reconstruction, restoration, rehabilitation, removal, or demolition can be seen from a public right-of-way.
2. The Director of Planning and Development Services shall make the decision as to whether or not to issue any permit, including emergency repairs, emergency demolition, or temporary repairs, at outlined in Section 14.1103(a)(4), regardless of whether or not such emergency repairs, emergency demolition, or temporary repairs can be seen from a public right-of-way.

Applicants shall be instructed by staff as to these procedures when applying for permits in the Historic District.

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Tony Felts, AICP, Interim Director of Planning and Development Services