



Staff Report

PLANNING DIVISION

To: Salt Lake City Appeals Hearing Officer
From: Mayara Lima, Planning Manager-Zoning Administrator
mayara.lima@slcgov.com, 801-535-6141
Date: January 18, 2024
Re: PLNAPP2023-00902, Appeal of HLC Decision at 1345 E Normandie Circle

Appeal of Historic Landmark Commission Decision

PROPERTY ADDRESS: 1345 E Normandie Circle
PARCEL ID: 16-09-306-001-0000
GENERAL PLAN: [East Bench](#)
ZONING DISTRICT: R-1/5000 (Single-Family Residential District) & H Historic Preservation Overlay District (Yalecrest-Normandie Circle)

APPELLANT: Michael Young, property owner

APPEAL REQUEST:

The appellant is contesting the Historic Landmark Commission's decision to deny a request to approve the replacement of the front porch steps and walkway at the property located at 1345 E Normandie Circle.

BACKGROUND:

Michael Young, property owner, submitted the Minor Alteration request on June 6, 2023. The standards at the time of review allowed staff to administratively approve but not deny a minor alteration. Because staff found that the request did not comply with the standards of review, the decision was referred to the Historic Landmark Commission.

The property is located within the Yalecrest-Normandie Circle Local Historic District and it is subject to the [H - Historic Preservation Overlay District](#) regulations. Any exterior changes to properties located within the overlay require a Certificate of Appropriateness. The property is listed as a contributing structure to the character and integrity of the district, and therefore is specifically subject to standards in 21A.34.020.G.

The work has already been completed without approval and an enforcement case is on hold pending the outcome of this appeal. The Historic Landmark Commission Staff Report provide more background on the request(see [Attachment F](#)).

HISTORIC LANDMARK DECISION:

The request was heard by the Historic Landmark Commission at the October 5, 2023 meeting. The Historic Landmark Commission denied the Minor Alteration based on the information presented and discussion. Specifically, the commission's decision was based on staff's analysis, findings and

discussion in the staff report that the proposal does not comply with the standards of approval in 21A.34.020.G, the Standards for a Certificate of Appropriateness for Alteration of a Landmark Site or Contributing Structure. A video recording of the meeting can be viewed here: <https://www.youtube.com/watch?v=wb0734AvvqM>. The minutes from the meeting can be found in [Attachment E](#).

BASIS FOR APPEAL:

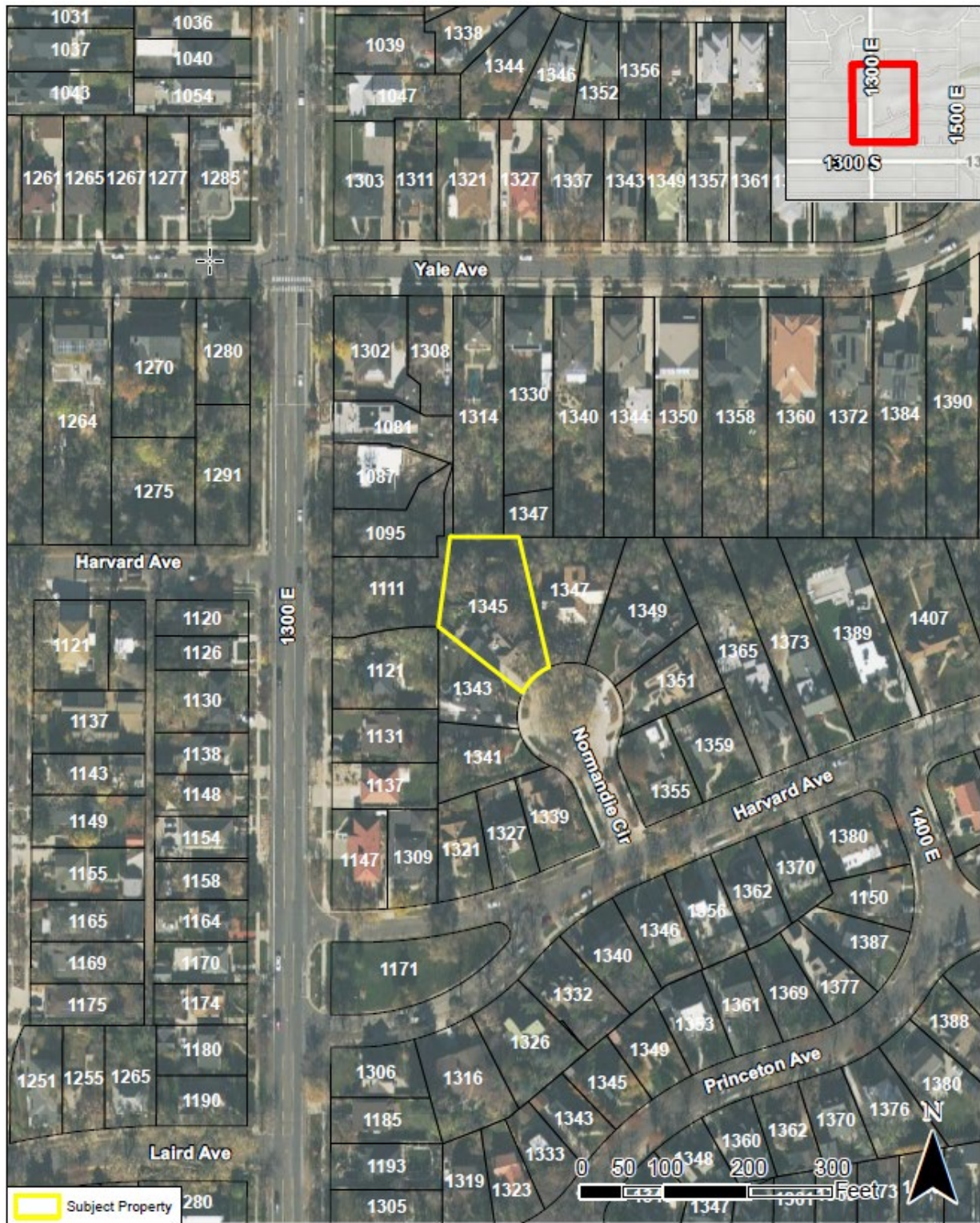
The appellant's application and brief are included as [Attachment B](#) and the City Attorney's response to the appeal is included as [Attachment C](#).

This is an appeal of a Historic Landmark Commission decision and thus, the Appeal Hearing Officer's decision must be made based on the record. This is not a public hearing; therefore, no public testimony shall be taken.

ATTACHMENTS:

- A. [ATTACHMENT A: Vicinity Map](#)
- B. [ATTACHMENT B: Appeal Application](#)
- C. [ATTACHMENT C: City Attorney's Brief](#)
- D. [ATTACHMENT D: Record of Decision Letter](#)
- E. [ATTACHMENT E: Historic Landmark Commission Minutes](#)
- F. [ATTACHMENT F: Historic Landmark Commission Staff Report](#)

ATTACHMENT A: Vicinity Map



ATTACHMENT B: Appeal Application

APPEAL OF A DECISION

IMPORTANT INFORMATION



CONSULTATION

Available prior to submitting an application. For questions regarding the requirements, email us at zoning@slcgov.com.



SUBMISSION

Submit your application online through the [Citizen Access Portal](#). Learn how to submit online by following the [step-by-step guide](#).



REQUIRED FEES

- **\$303** filing fee submitted within required appeal period. Additional required notice and hearing fees will be assessed after submission.

APPLICANT INFORMATION

ADDRESS OF SUBJECT PROPERTY

1345 E Normandie Cir

DECISION APPEALED

Historic Landmark Commission Hearing for minor alteration

NAME OF APPELLANT

Michael Young

PHONE

[REDACTED]

MAILING ADDRESS

1345 E Normandie Cir

EMAIL

[REDACTED]

APPELLANT'S INTEREST IN PROPERTY (*owner's consent required)

Owner Architect* Contractor* Other*

IF OTHER, PLEASE LIST

NAME OF PROPERTY OWNER (if different from appellant)

[REDACTED]

PHONE

[REDACTED]

MAILING ADDRESS

[REDACTED]

EMAIL

[REDACTED]

OFFICE USE

CASE NUMBER BEING APPEALED

[REDACTED]

RECEIVED BY

[REDACTED]

DATE RECEIVED

[REDACTED]

APPEALED DECISION MADE BY

Administration Historic Landmark Commission Planning Commission

DISCLAIMER: PLEASE NOTE THAT ADDITIONAL INFORMATION MAY BE REQUIRED BY THE PROJECT PLANNER TO ENSURE ADEQUATE INFORMATION IS PROVIDED FOR STAFF ANALYSIS. ALL INFORMATION REQUIRED FOR STAFF ANALYSIS WILL BE COPIED AND MADE PUBLIC, INCLUDING PROFESSIONAL ARCHITECTURAL OR ENGINEERING DRAWINGS, FOR THE PURPOSES OF PUBLIC REVIEW BY ANY INTERESTED PARTY.

ACKNOWLEDGMENT OF RESPONSIBILITY

1. This is to certify that I am making an application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application will be processed under the name provided below.
2. By signing the application, I am acknowledging that I have read and understood the instructions provided for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that the documents provided are considered public records and may be made available to the public.
3. I understand that my application will not be processed until the application is deemed complete by the assigned planner from the Planning Division. I acknowledge that a complete application includes all of the required submittal requirements and provided documents comply with all applicable requirements for the specific applications. I understand that the Planning Division will provide, in writing, a list of deficiencies that must be satisfied for this application to be complete and it is the responsibility of the applicant to provide the missing or corrected information. I will keep myself informed of the deadlines for submission of material and the progress of this application.
4. I understand that a staff report will be made available for my review prior to any public hearings or public meetings. This report will be on file and available at the Planning Division and posted on the Division website when it has been finalized.

NAME OF APPLICANT	EMAIL	
Michael Young	[REDACTED]	
MAILING ADDRESS	PHONE	
1345 E Normandie Cir	[REDACTED]	
APPLICATION TYPE	SIGNATURE	DATE
Appeal of Historic Landmark Commission decision		11/5/2023

LEGAL PROPERTY OWNER CONSENT

If the applicant is not the legal owner of the property, a consent from property owner must be provided. Properties with a single fee title owner may show consent by filling out the information below or by providing an affidavit.

Affirmation of sufficient interest: I hereby affirm that I am the fee title owner of the below described property or that I have written authorization from the owner to pursue the described action.

LEGAL DESCRIPTION OF SUBJECT PROPERTY

[REDACTED]

NAME OF OWNER	EMAIL	
[REDACTED]	[REDACTED]	
MAILING ADDRESS	SIGNATURE	DATE
[REDACTED]	[REDACTED]	[REDACTED]

1. If a corporation is fee titleholder, attach copy of the resolution of the Board of Directors authorizing the action.
2. If a joint venture or partnership is the fee owner, attach copy of agreement authorizing action on behalf of the joint venture or partnership.
3. If a Home Owner's Association is the applicant then the representative/president must attach a notarized letter stating they have notified the owners of the proposed application. A vote should be taken prior to the submittal and a statement of the outcome provided to the City along with the statement that the vote meets the requirements set forth in the CC&Rs.

DISCLAIMER: BE ADVISED THAT KNOWINGLY MAKING A FALSE, WRITTEN STATEMENT TO A GOVERNMENT ENTITY IS A CRIME UNDER UTAH CODE CHAPTER 76-8, PART 5. SALT LAKE CITY WILL REFER FOR PROSECUTION ANY KNOWINGLY FALSE REPRESENTATIONS MADE PERTAINING TO THE APPLICANT'S INTEREST IN THE PROPERTY THAT IS THE SUBJECT OF THIS APPLICATION.

SUBMITTAL REQUIREMENTS

Please provide the following information with your application. Confirm that you have included each of the requirements listed below by adding a check mark for each item.

CHECK

STAFF

REQUIREMENTS (21A.16.030.A)



A written description of the alleged error and the reason for this appeal, see page 2.

INCOMPLETE INFORMATION WILL NOT BE ACCEPTED

INITIALS

DISCLAIMER: I ACKNOWLEDGE THAT SALT LAKE CITY REQUIRES THE ITEMS ABOVE TO BE SUBMITTED BEFORE MY APPLICATION CAN BE PROCESSED. I UNDERSTAND THAT PLANNING WILL NOT ACCEPT MY APPLICATION UNLESS ALL OF THE FOLLOWING ITEMS ARE INCLUDED IN THE SUBMITTAL PACKAGE.

Re: **PLNHLC2023-00439**

On October 5th, I had a hearing with the historic landmark commission. My case lost in a 3 to 4 vote. I'm appealing the decision because due process was violated several times throughout the hearing.

The staff report was prepared and presented by Mayara Lima of the planning division. The report stated the brick step 'created a cohesive look with the front façade' of the home. The fact is, the brick on the step is different compared to the brick on the front of the house. Prior to the hearing I attempted to have the report corrected, I provided a photo Mayara that shows a distinct difference in the two types of bricks. Mayara stated she still feels the brick was historic, so no correction would be made. The photo I provided should have been presented to the commission to allow them to make the decision about whether the brick was historic or not. This photograph is evidence that was omitted by the staffer.

Near the end of the staff's presentation, Mayara read aloud a comment from the public that was not in support of my case. Due process was violated when Mayara read aloud the comment as part of her presentation, these comments should have been saved for the part of the meeting reserved for public input, not as part of the presentation. Those remarks were made, and heard by the commission out of context.

When the time did come for public comment, the Chairperson De Lay made mention of the public comment Mayara had previously shared as part of her presentation and said there were two additional emails on record, yet those two emails were never read aloud. Due process was violated when the 2 emails in my support were not read aloud to the committee. How can the commissioner state they are on record if the content of those emails was not shared during the hearing?

During the time for public comment, an individual named Cindy Cromer whom was in attendance wanted to make some remarks that pertained to one of my main arguments., the lack of notice the city has provided to home owners regarding the need to have approval from the Historic Landmark Commission regarding any exterior modifications.

It turns out, Cindy's comments were false and misleading. She displayed 3 postcards to the commission and stated the city sends these notices out to home owners 'repeatedly,' and that I should have known about the requirements regarding exterior modification.

I had never seen such a post card, but coincidentally there was one in my mailbox when I got home from the hearing that night. The postcard I received from the city listed an email address for questions. I inquired as to how often the city has sent similar notices out in the past, the


Re: **PLNHLC2023-00439**

staffer said one time last year, but not prior to that. That staffer added that the city plans to send those out annually going forward. One could conclude that the city admits it needs to give regular notice. (I've included an email thread from the city's planning dept regarding postcards)

I've lived in my home for over 7 years, the city had sent me *one* notice in those 7+ years. The day of the hearing I received the second notice. The remarks made by Cindy were false and misleading and hurt my case

The process of the hearing matters. There is a time for public comment, only one of four comments were made at the right time, and that one person made false statements regarding my case. The two supporting emails were never read aloud to the commission. The fourth comment was included as part of the staff's presentation, rather than being read aloud when it was time for public comment.

I contest that the decision by the Historic Landmark Commission was made illegally due to violating proper due process at the hearing.


Michael Young

From: Historic Preservation historicpreservation@slcgov.com
Subject: RE: (EXTERNAL) Greetings from the Yalecrest Historic Districts postcard
Date: October 6, 2023 at 8:40 AM
To: [REDACTED] Historic Preservation historicpreservation@slcgov.com
Cc: Lima, Mayara Mayara.Lima@slcgov.com

Hi Michael,

A similar postcard was sent out in 2022. The city plans on sending these out on an annual basis.

Sara



SARA JAVORONOK | *(She/Her/Hers)*
Senior Planner, Planning Division
DEPARTMENT of COMMUNITY & NEIGHBORHOODS | SALT LAKE CITY CORPORATION
Office: (801) 535-7625
Email: Sara.Javoronok@slcgov.com
WWW.SLC.GOV/PLANNING WWW.SLC.GOV

Disclaimer: The Planning Division strives to give the best customer service possible and to respond to questions as accurately as possible based upon the information provided. However, answers given at the counter and/or prior to application are not binding and they are not a substitute for formal Final Action, which may only occur in response to a complete application to the Planning Division. Those relying on verbal input or preliminary written feedback do so at their own risk and do not vest any property with development rights.

From: michael young [REDACTED]
Sent: Thursday, October 5, 2023 9:09 PM
To: Historic Preservation <historicpreservation@slcgov.com>
Subject: (EXTERNAL) Greetings from the Yalecrest Historic Districts postcard

Caution: This is an external email. Please be cautious when clicking links or opening attachments.

I received a post card today regarding the notification that I live in the Yalecrest Historic district and notice that any exterior changes to the property require approval from the historic planning commission. Coincidentally, I met with the planning commission today regarding an exterior design issue. I don't think I have ever seen a post card like the one I received today. Can you tell me if you have sent those out in the past? How often are these notices sent out?

Mike Young
[REDACTED]



From: Historic Preservation historicpreservation@slcgov.com
Subject: RE: (EXTERNAL) Greetings from the Yalecrest Historic Districts postcard
Date: October 6, 2023 at 10:57 AM
To: Mike [REDACTED] Historic Preservation historicpreservation@slcgov.com
Cc: Lima, Mayara Mayara.Lima@slcgov.com

Hi Mike,

I don't believe there had been, at least not for some time.

Sara



SARA JAVORONOK | *(She/Her/Hers)*
 Senior Planner, Planning Division
 DEPARTMENT of COMMUNITY & NEIGHBORHOODS | SALT LAKE CITY CORPORATION
 Office: (801) 535-7625
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From: Mike [REDACTED]
Sent: Friday, October 6, 2023 8:54 AM
To: Historic Preservation <historicpreservation@slcgov.com>
Subject: Re: (EXTERNAL) Greetings from the Yalecrest Historic Districts postcard

Prior to the notice sent out in 22 have there been any other notices like this sent to homes in the historic districts?

Mike Young
 [REDACTED]

On Oct 6, 2023, at 8:40 AM, Historic Preservation <historicpreservation@slcgov.com> wrote:

Hi Michael,

A similar postcard was sent out in 2022. The city plans on sending these out on an annual basis.

Sara

<image001.png>

SARA JAVORONOK | *(She/Her/Hers)*
 Senior Planner, Planning Division
 DEPARTMENT of COMMUNITY & NEIGHBORHOODS | SALT LAKE CITY CORPORATION
 Office: (801) 535-7625
 Email: Sara.javoronok@slcgov.com
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From: michael young [REDACTED]
Sent: Thursday, October 5, 2023 9:09 PM
To: Historic Preservation <historicpreservation@slcgov.com>

ATTACHMENT C: City Attorney's Brief

ADMINISTRATIVE HEARING OF A LAND USE APPEAL

(Case No. **PLNAPP2023-00902**)

(Appealing Petition No. PLNHLIC2023-00439)

January 18, 2024

Appellant:	Michael Young
Decision-making entity:	Salt Lake City Historic Landmark Commission
Address Related to Appeal:	1345 E. Normandie Circle
Request:	Appealing the historic landmark commission’s denial of a certificate of appropriateness for a minor alteration for porch and walkway alterations.
Brief Prepared by:	Paul C. Nielson, Senior City Attorney

Land Use Appeals Hearing Officer’s Jurisdiction and Authority

The appeals hearing officer, established pursuant to Section 21A.06.040 of the *Salt Lake City Code*, is the city’s designated land use appeal authority on appeals of Salt Lake City Historic Landmark Commission (“Historic Landmark Commission” or “HLC”) decisions.

Standard of Review for Appeals to the Historic Preservation Appeal Authority

In accordance with Section 21A.16.030.A of the *Salt Lake City Code*, an appeal of the HLC “shall specify the decision appealed, the alleged error made in connection with the decision being appealed, and the reasons the appellant claims the decision to be in error, including every theory of relief that can be presented in District Court.” It is the appellant’s burden to prove that the decision made by the land use authority was erroneous. (Sec. 21A.16.030.J). Moreover, it is the appellant’s responsibility to marshal the evidence in this appeal. Carlsen v. City of

Smithfield, 287 P.3d 440 (2012), State v. Nielsen, 326 P.3d 645 (Utah, 2014), and Hodgson v. Farmington City, 334 P.3d 484 (Utah App., 2014).

“The appeals hearing officer shall review the decision based upon applicable standards and shall determine its correctness.” (Sec. 21A.16.030.I.2.b). “The appeals hearing officer shall uphold the decision unless it is not supported by substantial evidence in the record or it violates a law, statute, or ordinance in effect when the decision was made.” (Sec. 21A.16.030.I.2.c).

This case deals with application of Section 21A.34.020.G (Standards for Certificate of Appropriateness for Alteration of a Landmark Site or Contributing Structure Including New Construction of an Accessory Structure) of the *Salt Lake City Code*. Video of the commission’s October 5, 2023 public meeting is part of the record of this matter and is found at <https://www.youtube.com/watch?v=wb0734AvvqM> (41:22 to 1:31:44).

Background

This matter was heard by the HLC on October 5, 2023 on a petition by Michael Young (“Appellant” or “Applicant”) for a certificate of appropriateness for a minor alteration to reconstruct a porch and walkway at property located at 1345 East Normandie Circle (the “Property”).

Planning division staff prepared a report dated October 5, 2023 for the HLC’s consideration of the subject petition in which staff determined that the proposal to reconstruct a porch and walkway at the Property did not meet the standards for approving a certificate of appropriateness for a minor alteration in the H Historic Preservation Overlay District. (See Planning Division Staff Report Dated October 5, 2023). The basis for staff’s findings with respect to the front porch was that “[t]he new steps are larger than the original, rectangular in shape and made of concrete. These changes are not appropriate because they create an imbalance

in the design and are incompatible with the character of the building.” (See Planning Division Staff Report Dated October 5, 2023, p. 6). As for the front walkway, planning staff concluded that “a historic pattern is clearly established by the winding/curved walkways in the Yalecrest-Normandie Circle historic district and especially so amongst the properties located around the cul-de-sac” and that “[g]iven the established historic pattern of the district, the straight walkway is not found to be compatible with the historic context and the character of the neighborhood.” (See Planning Division Staff Report Dated October 5, 2023, p. 7).

At its October 5, 2023 meeting, the HLC heard presentations from planning division staff, Applicant, and received testimony from a member of the public. Following these presentations and testimony, the commission voted to deny the application “based on the information presented and discussion...as recommended by staff. (See Video of October 5, 2023 HLC Meeting at 1:29:18 to 1:31:32).

On November 5, 2023, Appellant filed an appeal by submitting the appropriate form along with an appeal letter.

Discussion

Appellant’s appeal letter asserts alleged due process violations occurred that Appellant believes affected the outcome of the HLC decision on his application. However, nothing in Appellant’s appeal letter contends that the commission’s decision was arbitrary and capricious or illegal.

Appellant asserts that his due process rights were “violated several times throughout the [October 5, 2023] hearing.” (See Appellant’s Appeal Letter, p. 1). Appellant’s first claim of a due process violation relates to a misstatement in the October 5, 2023 Planning Division Staff Report regarding the consistency of the former front porch brick material and colors with the

brick on the façade of the house. (See Appellant’s Appeal Letter, p. 1 and Planning Division Staff Report dated October 5, 2023, p. 5). Appellant’s second claim of a due process violation concerns the fact that planning division staff “read aloud a comment from the public” during the staff presentation that should have been read as part of the public comment portion of the meeting. (See Appellant’s Appeal Letter, p. 1). Appellant’s third argument pertains to notices sent to property owners in local historic districts and various statements made regarding those notices. None of these arguments have any merit and do not assert that an error was made by the HLC that would lead a court to find that its decision was arbitrary and capricious or illegal.

While Appellant’s appeal letter does not specify whether he’s claiming substantive or procedural due process issues, or both, it appears that Appellant is focused on procedural due process concerns. “Procedural due process ensures the state will not deprive a party of property without engaging fair procedures to reach a decision....” Farley v. Utah County, 440 P.3d 856, 862 (UT App. 2019) (citing Hyde Park Co. v. Santa Fe City Council, 226 F.3d 1207, 1210 (10th Cir. 2000)). “To state a valid substantive or procedural due process claim...[a land use applicant] ‘must first allege sufficient facts to show a property...interest warranting due process protection.’” Spencer v. Pleasant View City, 80 P.3d 546, 550-551 (UT App. 2003) (citing Patterson v. American Fork City, 67 P.3d 466 (UT 2003)). A protectable “‘property interest’ is ‘more than a unilateral expectation’; instead, it is a ‘legitimate claim of entitlement.’” Farley, 440 P.3d at 863 (citing Board of Regents v. Roth, 408 U.S. 564, 577 (1972)).

Appellant has not alleged anything that could give the appeals hearing officer or a court of competent jurisdiction any basis to find that any procedure was unfair to him or that he has been deprived of a protectable property interest in the form of a land use entitlement. Appellant has offered nothing to suggest that he is entitled to approval of a certificate of appropriateness for

a minor alteration of the walkway and front porch. He has pointed to no standards in the ordinance under which his application was considered. And he has not offered any assertion or provided any facts showing that the HLC erred or that its decision was arbitrary and capricious or illegal.

Appellant's accurate assertion that planning staff misstated a characterization of the front porch bricks being consistent with the front façade bricks was corrected in the staff presentation at the October 5, 2023 HLC meeting when the staff member acknowledged the mistake, even though staff determined that the correction didn't affect their findings regarding the compatibility and consistency of the porch materials with the façade bricks. (See Video of October 5, 2023 HLC meeting at 45:36 to 46:00). Even without the correction, there was no due process violation since Appellant had an opportunity to respond to the incorrect characterization made by staff, and Appellant was not entitled to approval and, therefore, had no protectable property interest that was deprived.

Appellant's argument regarding planning staff reading the content of a phone call regarding the proposal does nothing to establish a due process violation or error by the HLC. It is customary for staff to include written public comments in their staff reports, including information regarding calls received. At the October 5, 2023 meeting, planning staff mentioned that there were two emails and a phone call received after the staff report was published. (See Video of October 5, 2023 HLC meeting at 49:12 to 50:05). Appellant argues that this information should have been provided during the public comment portion of the meeting, but he fails to explain why that constitutes a due process violation or how the timing of that information being presented to the commission has any impact on decision making. Again, Appellant has

failed to show that he has a protectable property interest in a certificate of appropriateness and has provided no basis for the hearing officer to find that due process was violated.

Finally, Appellant's arguments regarding notice of what conduct is allowed in an historic district and comments provided by a member of the public regarding notice sent to property owners in local historic districts is off the mark and irrelevant. Appellant acknowledged that he was "well aware" that he lived in an historic district (see Video of October 5, 2023 HLC meeting at 1:09:30 to 1:09:55), and whether the city provided individual notice of that fact or the fact that there may be different exterior work requirements for properties in historic districts has no bearing on whether Appellant has the obligation to learn what development activity is allowed in a local historic district and whether he is required to get permission from the city for development work done on his property. Just as the city has no obligation to personally inform Appellant of *all* land use and other regulations pertaining to his property, the city has no obligation to inform Appellant of what development activities will require a certificate of appropriateness. As a courtesy, the city has been providing property owners in local historic districts notice that they are in an historic district. A city meets its due process obligation to notify its residents of required actions and prohibited conduct when it adopts and publishes ordinances in accordance with the requirements of Utah Code Section 10-3-711. (See Low v. City of Monticello, 103 P.3d 130, 134 (UT 2004) and Naples City v. Mechem, 709 P.2d 359 (UT 1985)). Thus, there was no due process violation concerning any lack of notice.

CONCLUSION

For all of the reasons stated above, Appellant's arguments must be rejected and the HLC's decision be upheld.

ATTACHMENT D: Record of Decision Letter

ERIN MENDENHALL
Mayor



DEPARTMENT of COMMUNITY
and NEIGHBORHOODS
PLANNING DIVISION

October 6, 2023

Michael Young
1345 E Normandie Circle
Salt Lake City, UT, 84116

RE: Record of Decision for Petition PLNHLC2023-00439 - Minor Alteration for Porch and Walkway at 1345 E Normandie Circle

Dear Michael:

On October 5, 2023, the Salt Lake City Historic Landmark Commission denied a request for a Certificate of Appropriateness for the property located at approximately 1345 E Normandie Circle.

This Record of Decision is provided to you indicating the date action was taken, the decision of the Historic Landmark Commission, and the appeal period.

Project Description

The Historic Landmark Commission reviewed and denied the following project:

Minor Alteration for Porch and Walkway at approximately 1345 E. Normandie Circle - Michael Young, property owner, is requesting approval of a Certificate of Appropriateness to replace the steps of the front porch and walkway at the above-listed address. The property is contributing to the character and integrity of the Yalecrest-Normandie Circle Local Historic District. The proposed work has already been completed without approval and is being referred to the Historic Landmark Commission for a decision because Staff finds that it does not comply with standards of review. The subject property is zoned R-1/7000 (Single-Family Residential), and is located within Council District 6, represented by Dan Dugan.

Review Process Standards and Findings of Fact

The Historic Landmark Commission made specific findings related to the standards of review for Minor Alteration as stated in Chapter 21A.34.020.G of the Zoning Ordinance. The decision was also based on the purpose of the zoning ordinance, the purpose of the zoning district where the project is located, the information contained in the staff report, the project details provided by you, testimony from the public, and the discussion of the Historic Landmark Commission. Copies of this information will be made available online here: <https://www.slc.gov/boards/historic-landmark-commission-agendas-minutes/>

Appeal Process

Appeal by the Applicant

There is a **30-day** period in which the applicant may appeal the Historic Landmark Commission's decision to the city's Appeals Hearing Officer. Any appeal by the applicant, including the filing fee, must be filed by the close of business on **November 6, 2023**.

Appeal by an Affected Party

There is a **10-day** appeal period in which any party entitled to appeal can appeal the Historic Landmark Commission's decisions to the city's Appeals Hearing Officer. This appeal period is required in the City's Zoning Ordinance and allows time for any affected party to protest the

decision, if they so choose. Any appeal, including the filing fee, must be filed by the close of business on October 16, 2023.

The summary of action for the Historic Landmark Commission meeting is located on the Planning Division's website at: <https://www.slc.gov/boards/historic-landmark-commission-agendas-minutes/>

If you have any questions, please contact me at 801-535-6141 or Mayara.lima@slcgov.com

Sincerely,

A handwritten signature in black ink that reads "Mayara Lima". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Mayara Lima
Planning Manager-Zoning Administrator

cc: File

ATTACHMENT E: Historic Landmark Commission Minutes

**SALT LAKE CITY
HISTORIC LANDMARK COMMISSION MEETING
City & County Building
451 South State Street, Room 326
Salt Lake City, Utah 84111
Thursday, October 5, 2023**

A roll is being kept of all who attended the Historic Landmark Commission Meeting. The meeting was called to order at approximately 5:30 PM. Audio recordings of the Historic Landmark Commission meetings are retained for a period of time. These minutes are a summary of the meeting. For complete commentary and presentation of the meeting, please visit <https://www.youtube.com/c/SLCLiveMeetings>.

Present for the Historic Landmark Commission meeting were: Chair Babs De Lay, Vice-Chair John Ewanowski, and Commissioners Michael Vela, Emoli Kearns, Michael Abrahamson, Kenton Peters, Carlton Getz, and Amanda De Lucia.

City Staff members present at the meeting were: Deputy Director Michaela Oktay, Zoning Administrator Mayara Lima, Senior Planner Sara Javoronok, and Administrative Assistant Aubrey Clark.

APPROVAL OF THE MEETING MINUTES FOR SEPTEMBER 7, 2023

Commissioner Michael Abrahamson motion to approve the minutes. Commissioner Emoli Kearns seconded the motion. Commissioners Kearns, De Lucia, and Chair De Lay

The motion passed unanimously. Commissioner Vela was not present for the approval of the minutes.

REPORTS OF THE CHAIR AND VICE-CHAIR

The Chair had nothing to report.

The Vice-Chair had nothing to report.

REPORT OF THE DIRECTOR

Deputy Director Michaela Oktay reported that Local Historic District postcards were distributed this week. She also updated the Commission that the Planning Commission forwarded a negative recommendation to City Council regarding the Yalecrest Laird Heights local historic district request. She stated that the next step is for ballots to go out to property owners in that proposed local historic district before going to City Council.

PUBLIC COMMENT

There were no public comments.

PUBLIC HEARING

1. **Minor Alteration for a Tree Platform at approximately 258 N. J Street** - Igor Kovalenko, the property owner, is requesting approval for a Minor Alteration for a tree platform in the rear

yard of his house at the above-listed address. The subject property is in the Avenues Historic District and the SR-1A (Special Development Pattern Residential) zoning district. The proposal is referred to the Historic Landmark Commission since it requires modifications to building coverage, maximum height for accessory structures, distance from the principal structure, and does not meet the adopted historic standards and guidelines. The subject property is within Council District 3, represented by Chris Wharton. (Staff Contact: Sara Javoronok at 801-535-7625 or sara.javoronok@slcgov.com) **Case number PLNHLC2023-00335**

Senior Planner Sara Javoronok reviewed the petition as outlined in the staff report. She stated that staff recommends denial of the petition.

Commissioner Vela Joined the meeting at 5:47 PM.

The applicant Igor Kovalenko reviewed his project, his findings, and the process he went through.

The Commission, staff and applicant discussed the height of the platform, whether the applicant was given permission to build the platform from the City, if the applicant knew that they lived in a historic district, and whether a building permit was obtained.

Commissioners shared concerns about the height of the platform and how much the tree will fill in and how long that would take.

PUBLIC HEARING

Chair De Lay opened the public hearing.

Seeing that no one wished to speak, Chair De Lay closed the public hearing.

EXECUTIVE SESSION

Commissioner Peters said that he found this situation troubling. He also said this is an accessory structure and it does not comply with the standards. He stated that the structure does not comply with the standards and does not support the petition.

Vice-Chair Ewanowski stated that he was struggling with the height of the structure, and he does not support the petition.

MOTION

Commissioner Kenton Peters stated, “Based on the information presented and discussion, I move that the Commission deny this Minor Alteration application as recommended by staff.” Commissioner De Lucia seconded the motion. Commissioners Kearns, Abrahamson, De Lucia, Getz, Peters, Ewanowski and Chair De Lay voted “aye”. Commissioner Vela abstained because he was not present for the full presentation. The motion passed.

- 2. Minor Alteration for Porch and Walkway at approximately 1345 E. Normandie Circle** - Michael Young, property owner, is requesting approval of a Certificate of Appropriateness to replace the steps of the front porch and walkway at the above-listed address. The property is contributing to the character and integrity of the Yalecrest-Normandie Circle Local Historic

District. The proposed work has already been completed without approval and is being referred to the Historic Landmark Commission for a decision because Staff finds that it does not comply with standards of review. The subject property is zoned R-1/7000 (Single-Family Residential), and is located within Council District 6, represented by Dan Dugan. (Staff Contact: Mayara Lima at 801-535-6141 or mayara.lima@slcgov.com) **Case Number: PLNHLC2023-00439**

Zoning Administrator Mayara Lima reviewed the petition as outlined in the staff report. She stated that staff recommends the Commission deny the petition because it does not comply with the standards of review.

Commissioner Getz asked how the case originated. Staff clarified that it was an enforcement case, that enforcement cases are usually citizen complaints, and that the City doesn't actively look for violations.

The applicant Michael Young stated that he was unaware that the front steps were a historic feature and that he was required to receive a permit. He shared a presentation that reviewed the project.

Commissioner De Lucia asked how long the applicant had owned the home. The applicant stated he bought it in 2016. Commissioner De Lay asked whether a licensed contractor was used to complete the work. The applicants stated that they had used a licensed landscaper.

PUBLIC HEARING

Chair De Lay opened the public hearing.

Cindy Cromer – Stated that the applicant should know that they live in a historic district because it is on the title and the City sends out postcard notices to local historic district homeowners. Encourages staff to work with the applicant regarding modifications to the step to avoid a tripping hazard.

Seeing that no one else wished to speak, Chair De Lay closed the public hearing.

The applicant stated that he knew that he lived in a historic neighborhood but was not aware of the need to go through a specific process.

EXECUTIVE SESSION

Chair De Lay felt the round step and curve of the walkway are what gave the charm and asked if staff could verify whether there was only one curved step entry in the neighborhood. Staff share a slide that shows the path of the neighbors in the cul-de-sac.

Commissioner Peters stated that the city has made a good start on reaching out to people to let them know that they are in a historic neighborhood but felt the process needed to be accelerated.

Commissioner Vela asked if a permit was required to replace your steps and sidewalk. Staff verified that a permit was needed.

The Commission discussed the need for further processes to be in place to prevent

enforcement cases from happening, whether to table the item, and if there was an alternative to allow staff to work with the applicant on changes that need to be made.

Commissioner Ewanowski asked whether the walkways and stairs were usually handled administratively. Staff answer that it is handled administratively as long as the request meets the standards.

The Commission and staff discussed the penalties for non-compliance.

Deputy Direct Michaela Oktay reviewed the options the commission has.

Commissioner Getz shared his concerns of handling enforcement cases and feeling the City needed better processes in place.

The Commission discussed what features and process they felt were appropriate for the case moving forward.

MOTION

Commissioner De Lucia stated, “Based on the information presented and discussion, I move that the Commission deny this Minor Alteration application as recommended by staff.” Commissioner Vela seconded the motion. Commissioners Kearns, Abrahamson, Ewanowski voted “no”.

Commissioners De Lucia, Getz, Peters, Vela voted “aye”. Chair De Lay abstained. The motion passed.

OTHER BUSINESS

1. Chair & Vice-Chair Elections

Babs De Lay and John Ewanowski were voted to remain on in their current roles as Chair and Vice-Chair.

Chair De Lay reported that she was invited to serve on a committee for the RFP process regarding the public safety building located at 315 E 200 South and she accepted.

The meeting adjourned at 7:04 PM.

ATTACHMENT F: Historic Landmark Commission Staff Report



Staff Report

PLANNING DIVISION

To: Salt Lake City Historic Landmark Commission
From: Mayara Lima, Planning Manager-Zoning Administrator, mayara.lima@slcgov.com, 801-535-6141
Date: October 5, 2023
Re: PLNHLC2023-00439 - Porch and Walkway at 1345 E Normandie Circle

Minor Alteration

PROPERTY ADDRESS: 1345 E Normandie Circle
PARCEL ID: 16-09-306-001-0000
GENERAL PLAN: [East Bench](#)
ZONING DISTRICT: R-1/5000 (Single-Family Residential District) & H Historic Preservation Overlay District (Yalecrest-Normandie Circle)

REQUEST:

Michael Young, property owner, is requesting approval of a Certificate of Appropriateness to replace the steps of the front porch and walkway at the above-listed address. The property is contributing to the character and integrity of the Yalecrest-Normandie Circle Local Historic District. The proposed work has already been completed without approval and is being referred to the Historic Landmark Commission for a decision because Staff finds that it does not comply with standards of review.

RECOMMENDATION:

Based on the information and findings listed in the staff report, it is the Planning Staff's opinion that the request does not meet the applicable standards of approval and therefore recommends the Historic Landmark Commission deny the request.

ATTACHMENTS:

- A. [ATTACHMENT A: Vicinity Map](#)
- B. [ATTACHMENT B: Site and Building Photos](#)
- C. [ATTACHMENT C: Historic Survey Information](#)
- D. [ATTACHMENT D: Historic Preservation Overlay Standards](#)
- E. [ATTACHMENT E: Applicable Design Guidelines](#)
- F. [ATTACHMENT F: Public Process & Comments](#)

BACKGROUND

This property is currently in noncompliance with Salt Lake City regulations because the proposed work has already been carried out without the required Certificate of Appropriateness (COA) approval. Salt Lake City Civil Enforcement sent a notice of violation to the property owner in May 2023 for work without a building permit and COA. The owner was then informed that exterior alterations within a Historic Preservation Overlay District must obtain COA approval.

The property owner submitted a Minor Alteration application in July and has been since working with the Planning Division to resolve the issue. After reviewing the proposal, staff indicated to the applicant that the new porch steps and walkway did not meet standards. Staff recommended that the proposal be modified to reconstruct the porch steps and to create a new concrete walkway that maintained the prior curved path in the front yard. Despite the recommendation, the applicant has decided to move forward with the design as proposed. Because staff cannot deny an application, the item is being referred to the Historic Landmark Commission for a decision.

PROJECT DESCRIPTION

This proposal is a request to maintain the work already performed on the property located at approximately 1345 E Normandie Circle. For this petition, the scope of work includes the replacement of the front porch steps and the replacement of the walkway in the front yard. Other work that can be approved administratively will be reviewed in a separate petition, including the new patio and pavers in the front yard, and new grading with retaining wall and patio on the eastern side yard.

The building on the property is an English Tudor (Period Revival) house with a small porch and ample front yard area. The porch originally featured two brick steps that were rounded in shape. While the two steps remain, the material and form of the steps have been modified. The new steps are now made of concrete with a rectangular shape that extends outwards and beyond the original footprint. The walkway leading from the sidewalk to the front porch has also been modified in material and form. The walkway prior to alterations was curved to create a winding path and made of concrete pavers. The new walkway is made of poured concrete and starts at a different point on the sidewalk to create a straight path to the front porch of the house.

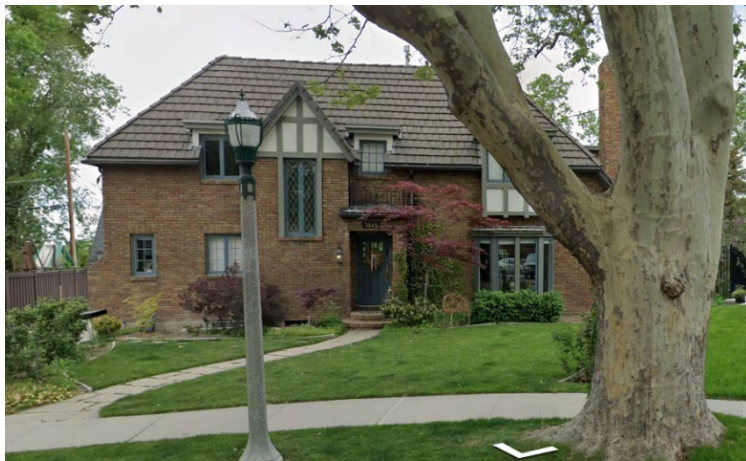


Figure 1 – Google street view of the property prior to alterations being made.

Quick Facts

Historic District: Yalecrest-Normandie Circle

Architectural style: English Tudor (Period Revival)

Year Built: 1926

Scope of work:

a. Walkway:

Existing: Winding concrete pavers

Proposed: Straight concrete path

b. Steps of front porch:

Existing: Brick and round

Proposed: Concrete and rectangular



Figure 2 –Front of the house after changes were made.

SITE CONDITIONS & CONTEXT

The subject property contains one historically contributing building. The Reconnaissance Level Survey (RLS) for the district indicates that the building was constructed in 1926 and is an example of English Tudor (Period Revival) architectural style. The Yalecrest-Normandie Circle Local Historic District is small, comprising only ten properties: eight homes on Normandie Circle (six around the cul-de-sac) plus two homes on Harvard Avenue. The district was adopted in 2015, which recognized the distinctive characteristics of the area for “its extremely high concentration of Period Revival style homes, making it remarkably visually cohesive” ([PLNHLC2014-00247 Staff Report](#)).

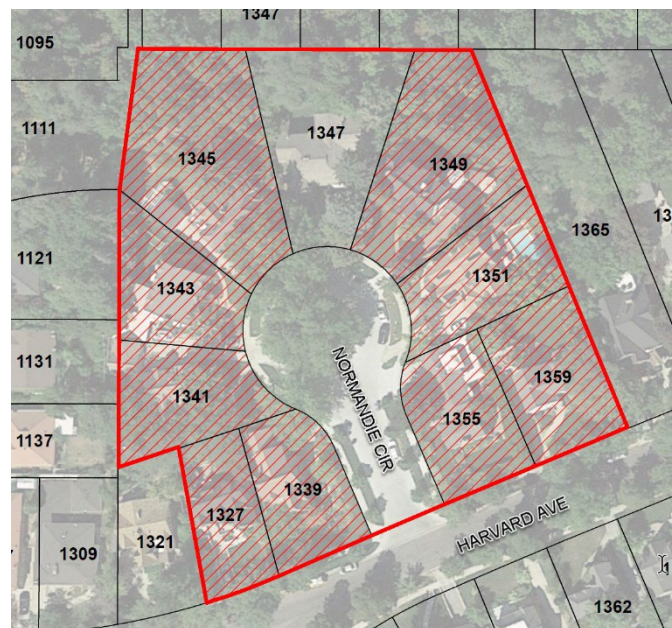


Figure 3 – Map of the Yalecrest-Normandie Circle Local Historic District with contributing structures highlighted.

Normandie Circle is an architecturally unique area of the city that still retains its physical integrity in terms of location, design, setting, materials, workmanship and overall neighborhood character. The district has an extremely high percentage of contributing structures (nine out of ten), with one deemed noncontributing due to alterations. All homes feature similar setbacks, treatment of exterior facades and site feature patterns. The use of decorative brick and cohesive landscape design are specifically mentioned as important elements in the Yalecrest National Register of Historic Places Nomination and documents supporting the adoption of the local district.

Like the neighboring properties, the front yard of 1345 E Normandie has been historically maintained with turf, bushes, and trees. Some landscaping changes have been made over time, but the overall character has remained. The homes located on the cul-de-sac feature small porches and concrete walkways. Before changes were made, four properties showed similar winding/curved walkways in the front yard, while two (including the district’s noncontributing building) had straight paths. The subject property appears to be the only example of round porch steps in the district, although the neighboring noncontributing building may have had similar steps originally.



Figure 4 – Aerial photographs from 2012 (left) and 1964 (right) show winding/curved walkway pattern in the Normandie Circle cul-de-sac.

KEY CONSIDERATIONS

The key considerations listed below were identified through the analysis of the project:

- 1. Alterations to porch steps and compatibility with the character of the building
- 2. Changes to walkway and its impact on the coherence of the district

Consideration 1: Alterations to porch steps and compatibility with the character of the building

Porches are typically considered character-defining features in historic buildings due to their functional importance and architectural prominence. Even small porches, like the one on the

subject property, are primary features of the front façade and emphasize the design expressions of the house. A porch has many components and often includes steps. As a porch component, the steps correspond to the architectural style of the historic house and speak to the design character of the building.

The City’s adopted historic design guidelines encourage repair rather than replacement when it comes to historic buildings. This approach is preferred because the original materials and craftsmanship of primary features contribute to the historic character of the building. [Chapter 5. Porches](#) sets forth relevant guidelines, including:

- 5.1 Preserve an original porch whenever feasible.
- 5.2 The historic materials and the details of a porch should not be removed or covered.

Similarly, [Chapter 2. Building Materials & Finishes](#) indicates that primary historic building materials should be preserved in place whenever feasible (guideline 2.1). Distinct characteristics of the materials, such as the scale of the unit, its texture and finish, contribute to the historic character of a building. The original materials also contribute to the authenticity and integrity of the property as a historic resource.

As indicated in the image below, the original porch steps of the house were made of brick, which created a cohesive look with the front façade, maintained a uniform but unique color pattern, and included detailing consistent with the character of the building. The alterations to the original porch steps did not follow these guidelines, resulting in an irreversible loss of original material.



Figure 5 – Front of the house and close up of the porch prior to changes. The original steps were a distinctive feature and corresponded to the style of the historic house.

The historic design guidelines state that in cases where replacement is necessary, “a new (replacement) porch should be in character with the historic building, in terms of scale, materials and detailing”. The replacement should match the original in form and detail (guideline 5.3). Masonry is the primary material of the house and as an important character-defining feature, masonry decorative elements and details should be retained. When dealing with replacement of masonry, the guidelines indicate:

2.3 The traditional scale and character of masonry surfaces and architectural features should be retained.

2.4 Match the size, proportions, finish, and color of the original masonry unit, if replacement is necessary.

The proposed replacement does not comply with these guidelines as it disregards the original scale, material and detailing of the original porch steps. The original brick steps were round, contained within the width of the porch and had enough detailing to be considered a feature of the building. The new steps are larger than the original, rectangular in shape and made of concrete. These changes are not appropriate because they create an imbalance in the design and are incompatible with the character of the building.

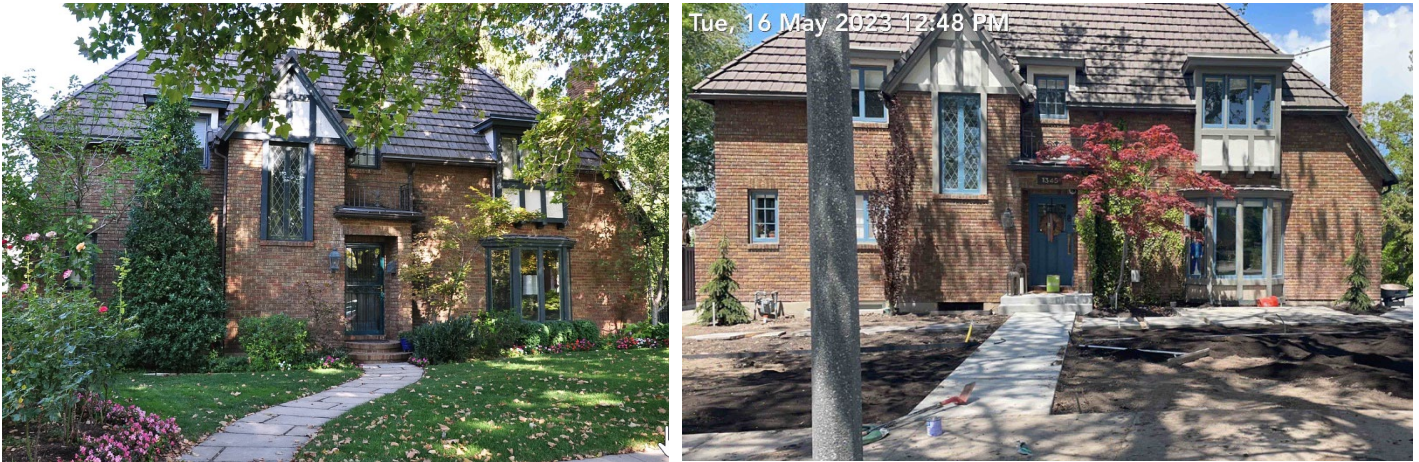


Figure 6 – Front façade of the house before (left) and after (right). The new steps does not respect the design of the house and is incompatible with the character of the building.

Consideration 2: Changes to walkway and its impact on the coherence of the district

While the walkway path individually does not diminish to the contributory status of the house, it has an overall impact on the historic district. Historic districts have a landscape component that is integral to their historic significance. It contributes to the understanding of the historic context and provides an insight into the physical interaction humans had with their environment. Historic districts usually feature patterns that create a rhythm. In residential landscapes, fences, walkways, and steps help to unify varied building scales and styles to create visual coherence.

[Chapter 1. Site Features](#) of the historic design guidelines indicates that “*New site work that alters the historic pattern of the block can negatively affect its visual continuity and coherence*”. The below guidelines must be followed to preserve the historic character and the relationship between a historic building, its neighbors and its context:

1.1 Historically significant site features should be preserved.

1.11 Respect a common historic walkway pattern in form, design and materials wherever possible.

The material proposed for the new walkway is similar and consistent with the previous walkway. However, as discussed in the Site Conditions & Context section above, a historic pattern is clearly established by the winding/curved walkways in the Yalecrest-Normandie Circle historic district and especially so amongst the properties located around the cul-de-sac. This site feature reflects the picturesque nature of the district and contributes to its visual cohesiveness. The straight path of the proposed walkway is most similar to the adjacent property to the east (1347 E Normandie), which is noncontributing and reviewed under different standards.

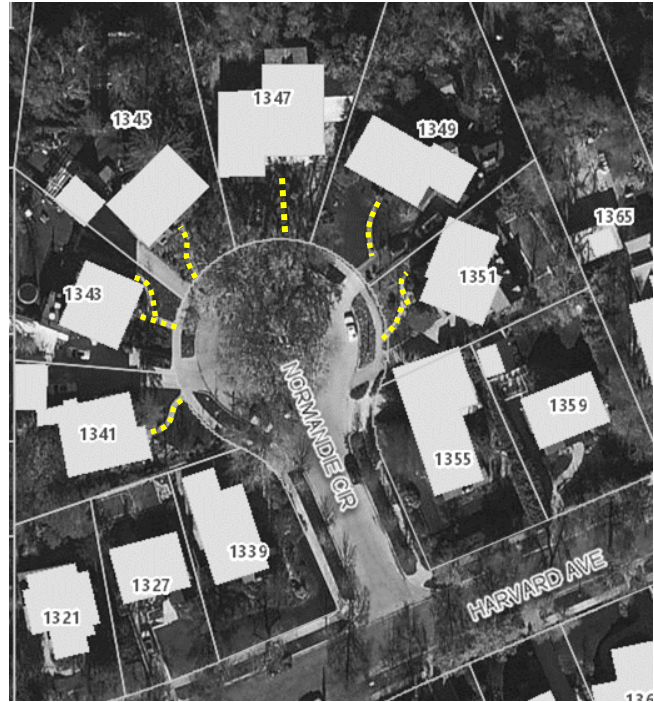


Figure 7 – Map highlighting the pre-existing winding/curved pattern of the front yard walkways in the Normandie Circle cul-de-sac. The proposed walkway is straight and most similar to the property to the east, which is noncontributing and reviewed under different standards.

Given the established historic pattern of the district, the straight walkway is not found to be compatible with the historic context and the character of the neighborhood. The proposed form of the walkway interrupts the existing rhythm and diminishes the visual cohesiveness that is noteworthy in the district.

STAFF RECOMMENDATION

As discussed in the Key Considerations above and the analysis in [Attachment D](#), the proposed work for the replacement of front porch steps and walkways does not comply with the standards of review. The proposed steps are a result of unauthorized removal of historic material that is detrimental to the building. The new steps are incompatible with the design of the building and depart from the building’s historic character. Likewise, the proposed walkway is inconsistent with the established pattern site features in the neighborhood and negatively affects the cohesiveness of the district. Therefore, staff recommends that the request be denied.

NEXT STEPS

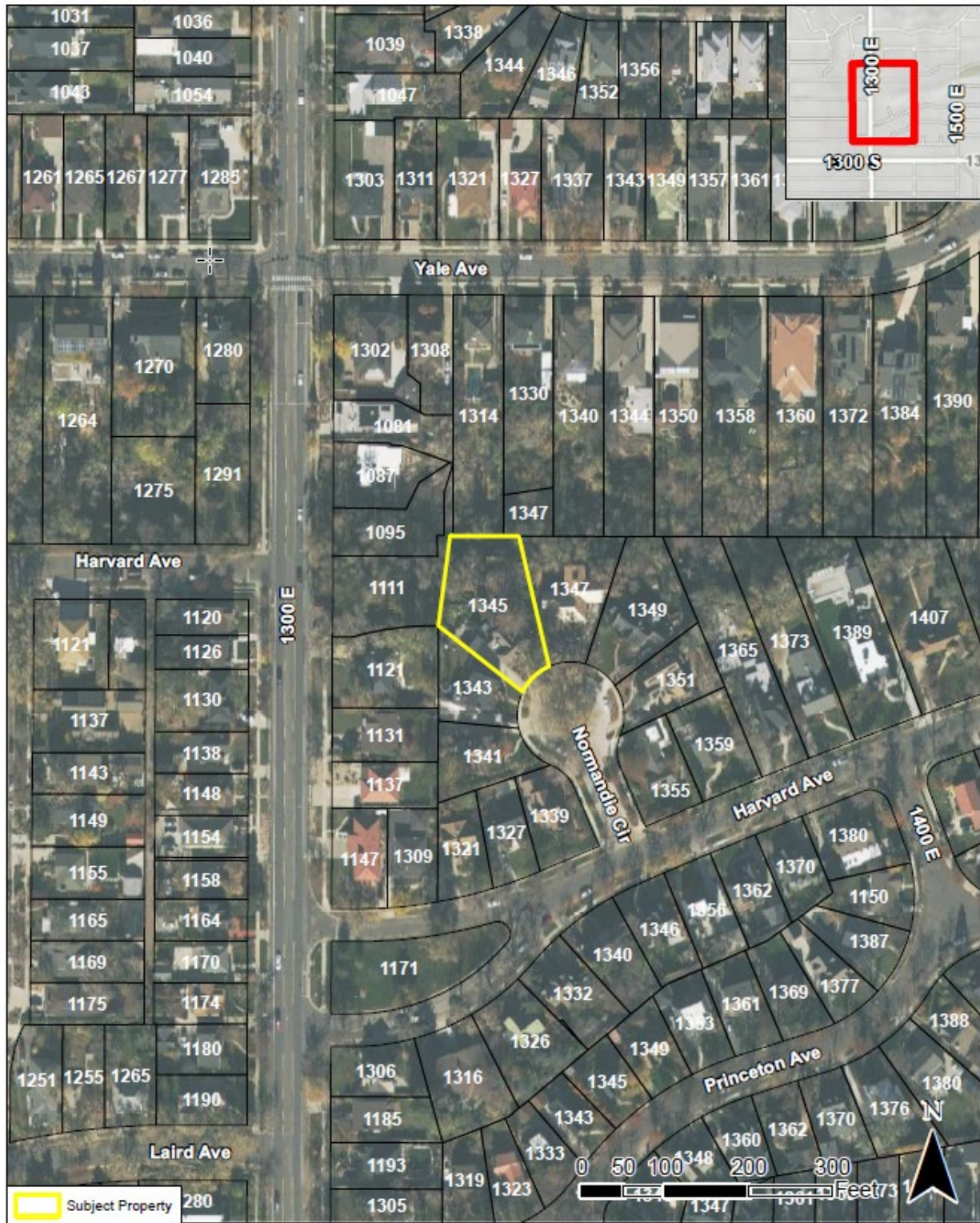
Denial of the Request

If the Commission denies the request, the applicant will not be issued a COA and the property will continue to be in noncompliance with Salt Lake City. To bring the property into compliance, the applicant will have to submit a new Minor Alteration application and propose a design that complies with the standards of review.

Approval of the Request

If the Commission disagrees with Staff’s recommendation and the project is approved, the applicant will receive a COA to proceed with the project as represented in this Staff Report.

ATTACHMENT A: Vicinity Map



ATTACHMENT B: Site and Building Photos



Figure 8 - Historic photo of the property provided by Salt Lake County Archive.



Figure 9 – Reconnaissance Level Survey photo taken in 2005.



Figure 10 – Property before changes were made. Source: Zillow



Figure 11 – Google street view of the cul-de-sac prior to changes being made to 1345 E Normandie.



Figure 12 – Photo record of the enforcement case.



Figure 13 – Property at its present condition.



Figure 14 – Current state of the properties located around the cul-de-sac.

ATTACHMENT C: Historic Survey Information

Architectural Survey Data for SALT LAKE CITY

Utah State Historic Preservation Office

Address/ Property Name	Eval/ Ht	OutB N/C	Yr.(s) Built	Materials	Styles	Plan (Type)/ Orig. Use	Survey Year RLS/ILS/Gen	Comments/ NR Status
1345 E NORMANDIE	A	0/1	1926	STRIATED BRICK HALF-TIMBERING	ENGLISH TUDOR	PERIOD COTTAGE	05	BOWERS INV. CO.; BALCONET
KIRKHAM, OSCAR & IDA 1347 E NORMANDIE	C	0/1	c. 1926	STRIATED BRICK STONE VENEER	PERIOD REVIVAL: OTHER	SINGLE DWELLING WWII-ERA COTTAGE	05	TRIPLE ANNUITY CO.
1349 E NORMANDIE	B	0/0	1926	STRIATED BRICK HALF-TIMBERING	ENGLISH TUDOR	SINGLE DWELLING PERIOD COTTAGE	05	A. BROWNING
BROWNING, ARCHIBALD 1351 E NORMANDIE	B	0/0	1929	STRIATED BRICK HALF-TIMBERING STONE VENEER	ENGLISH TUDOR	SINGLE DWELLING PERIOD COTTAGE	05	A.E. JORGENSEN, BLDR.
MILLER, J. MELROSE & MARION 1355 E NORMANDIE	B	0/0	c. 1937	BRICK:OTHER/UNDEF.	COLONIAL REVIVAL	SINGLE DWELLING PERIOD COTTAGE	05	
MADDISON, DR. W.E. 1339 E NORMANDIE	B	0/0	1929	STRIATED BRICK HALF-TIMBERING	ENGLISH TUDOR	SINGLE DWELLING PERIOD COTTAGE	05	OLOF NILSON, BLDR.; BARTILE
JOHNSON, FRANK A. & EDNA 1339 E NORMANDIE	B	0/0	1929	STRIATED BRICK HALF-TIMBERING	ENGLISH TUDOR	SINGLE DWELLING PERIOD COTTAGE	05	BUILT BY OLOF NILSON; BARTILE
JOHNSON, FRANK A. & EDNA, 1341 E NORMANDIE		1/0	1928	STRIATED BRICK HALF-TIMBERING	ENGLISH TUDOR	SINGLE DWELLING PERIOD COTTAGE	85 05	
COTTAM, S. 1341 E NORMANDIE	A	1/0	1928	HALF-TIMBERING STRIATED BRICK	JACOBETHAN REVIVAL ENGLISH TUDOR	SINGLE DWELLING PERIOD COTTAGE	05	BUILT-BOWERS BLDG & INVESTMENT
COTTAM/HANSEN, G. AARON & 1343 E NORMANDIE	A	0/1	1939	REGULAR BRICK	NEOCLASSICAL	SINGLE DWELLING PERIOD COTTAGE	85 05	RELIANCE BLDG. CO.
1345 E NORMANDIE	A	0/1	1926	STRIATED BRICK HALF-TIMBERING	ENGLISH TUDOR	SINGLE DWELLING PERIOD COTTAGE	05	bowers inv. Co.
1345 E NORMANDIE	A	0/1	1926	STRIATED BRICK HALF-TIMBERING	ENGLISH TUDOR	SINGLE DWELLING PERIOD COTTAGE	05	BOWERS INV. CO., BLDR; BALCONET
KIRKHAM, OSCAR & IDA, HOUSE		1.5				SINGLE DWELLING	85	

?=approximate address Evaluation Codes: A=eligible/architecturally significant B=eligible C=ineligible/alterd D=ineligible/out of period U=undetermined/lack of info X=demolished



1339 E NORMANDIE
B



1341 E NORMANDIE
A



1343 E NORMANDIE
A



1345 E NORMANDIE
A



1347 E NORMANDIE
C



1349 E NORMANDIE
B



1351 E NORMANDIE
B



1355 E NORMANDIE
B

PARK ROW



910 S PARK ROW
A



915 S PARK ROW
A



917 S PARK ROW
X

ATTACHMENT D: Historic Preservation Overlay Standards

H Historic Preservation Overlay District – Standards for Certificate of Appropriateness for Alteration of a Contributing Structure ([21A.34.020.G](#))

In considering an application for a certificate of appropriateness for alteration of a landmark site or contributing structure, the Historic Landmark Commission, or the Planning Director, for administrative decisions, shall find that the project substantially complies with all of the following general standards that pertain to the application and that the decision is in the best interest of the City.

Standard	Analysis	Finding
<p>1. A property shall be used for its historic purpose or be used for a purpose that requires minimal change to the defining characteristics of the building and its site and environment;</p>	<p>The existing building on site was constructed in 1926 as a single-family dwelling. The applicant is proposing to continue using it as a single-family dwelling.</p>	<p>Complies</p>
<p>2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided;</p>	<p>The changes to the porch steps altered a distinctive feature of the building and removed historic material. Both porches and masonry are important character-defining features of a historic building. The brick colors and detailing are predominant elements of this building. By removing the brick and the detailing in the shape and form of the original steps, the historic character was compromised. The shape, material, and size of the new steps are incompatible with the character of the building and create an imbalance in the overall design of the front façade.</p> <p>The new walkway also changes the historic character of the property in the context of the district. The winding/curved path reflected the picturesque nature of the district and contributed to its visual cohesiveness. The alteration of such feature affects the rhythm established by the landscaping/site feature pattern in the area and negatively impact the visual continuity of the district.</p>	<p>Does not comply</p>

<p>3. All sites, structures and objects shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create a false sense of history or architecture are not allowed;</p>	<p>The new porch steps and new walkway are contemporary designs that reflect the styles and aesthetics of this period.</p>	<p>Complies</p>
<p>4. Alterations or additions that have acquired historic significance in their own right shall be retained and preserved;</p>	<p>The proposed work does not involve such alterations.</p>	<p>Complies</p>
<p>5. Distinctive features, finishes and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved;</p>	<p>The original porch steps were made of the same brick as the house, giving the building a uniform look. The shape, color and detailing of the steps were one of the distinctive features of the building, demonstrated craftsmanship, and provided authenticity to the historic building. The work performed on the steps removed an important element that contributed to the character of the historic property.</p> <p>The winding walkway is a distinctive landscape feature of the district, which helped to characterize the property within its context. While replacement of this site feature is generally appropriate, the modification of its path form compromised the unified look of the area.</p>	<p>Does not comply</p>

<p>6. Deteriorated architectural features shall be repaired rather than replaced wherever feasible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, texture and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other structures or objects;</p>	<p>It is uncertain whether the original porch steps of the house were deteriorated beyond repair. Based on the available images, it is likely that repair would have been feasible prior to its removal. Because the alterations did not follow this standard, it resulted in an irreversible loss of original material. As a result, replacement is now necessary.</p> <p>The proposed porch step replacement does not match the characteristics of the original. It is different in scale, material and detailing from the original steps. The original brick steps were round, contained within the width of the porch and had enough detailing to be considered a feature of the building. The new steps are larger than the original, rectangular in shape and made of concrete.</p>	<p>Does not comply</p>
<p>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;</p>	<p>The proposed work does not involve such alterations.</p>	<p>Complies</p>
<p>8. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant cultural, historical, architectural or archaeological material, and such design is compatible with the size, scale, color, material and character of the property, neighborhood or environment;</p>	<p>The new porch steps and new walkway are contemporary designs that reflect the styles and aesthetics of this period. However, the design is incompatible with the historic character of the property. As previously discussed, the new porch steps do not match the size, scale, color, material of the property and the new walkway does not match the pattern and character of the neighborhood.</p>	<p>Does not comply</p>

<p>9. Additions or alterations to structures and objects shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired. The new work shall be differentiated from the old and shall be compatible in massing, size, scale and architectural features to protect the historic integrity of the property and its environment;</p>	<p>As discussed above, the new porch steps have a contemporary design that clearly differs from the old. However, the design is not compatible with the historic character of the building and creates an imbalance in the massing and scale of the porch feature. In result, the proposed porch steps does not protect the integrity of the historic resource.</p>	<p>Does not comply</p>
<p>10. Certain building materials are prohibited including the following:</p> <p>a. Aluminum, asbestos, or vinyl cladding when applied directly to an original or historic material.</p>	<p>The project does not involve the direct application of aluminum, asbestos, or vinyl cladding.</p>	<p>Complies</p>
<p>11. Any new sign and any change in the appearance of any existing sign located on a landmark site or within the H Historic Preservation Overlay District, which is visible from any public way or open space shall be consistent with the historic character of the landmark site or H Historic Preservation Overlay District and shall comply with the standards outlined in chapter 21A.46 of this title.</p>	<p>The project does not involve changes to or any new signage.</p>	<p>Complies</p>

ATTACHMENT E: Applicable Design Guidelines

Design Guidelines for [Historic Residential Properties and Districts in Salt Lake City](#), Chapter 1. Site Features, Chapter 2: Building Materials & Finishes and Chapter 5. Porches are the relevant historic guidelines for this design review and are identified below for the Commission's reference.

Chapter 1. Site Features

Design Objective

Historic site features that survive should be retained, preserved or repaired when feasible. New site features should be compatible with the historic context and the character of the neighborhood.

- 1.1 Historically significant site features should be preserved.
 - These may include historic retaining walls, irrigation ditches, gardens, driveways and walkways.
- 1.11 Respect a common historic walkway pattern in form, design and materials wherever possible.
 - Review the prevailing patterns in the immediate neighborhood.
 - Design alterations or a new walkway to complement a traditional pattern.

Chapter 2. Building Materials & Finishes

Design Objective

Primary historic building materials should be preserved in place whenever feasible. When the material is damaged, then limited replacement, matching the original, may be considered. Primary building materials should never be covered or subjected to harsh cleaning treatments.

- 2.1 Primary historic building materials should be retained in place whenever feasible.
 - Limit replacement to those materials that cannot be repaired.
 - When the material is damaged beyond repair, match the original wherever feasible.
 - Covering historic building materials with new materials should be avoided.
- 2.2 Traditional masonry surfaces, features, details and textures should be retained.
 - Regular maintenance will help to avoid undue deterioration in either structural integrity or appearance.
- 2.3 The traditional scale and character of masonry surfaces and architectural features should be retained.
 - This includes original mortar joint characteristics such as profile, tooling, color, and dimensions.
 - Retain bond or course patterns as an important character-defining aspects of traditional masonry.
- 2.4 Match the size, proportions, finish, and color of the original masonry unit, if replacement is necessary.

Chapter 5. Porches

Design Objective

Where a porch has been a primary character defining feature of a front facade, this emphasis should continue. A new (replacement) porch should be in character with the historic building, in terms of scale, materials and detailing.

5.1 Preserve an original porch whenever feasible.

- Consult Chapter 2 for appropriate materials for masonry, wood, metal and other porch materials.

5.2 The historic materials and the details of a porch should not be removed or covered.

5.3 If porch replacement is necessary, reconstruct it to match the original in form and detail when feasible.

- Use materials similar to the original where possible.

ATTACHMENT F: Public Process & Comments

Public Notice, Meetings, Comments

The following is a list of public meetings that have been held, and other public input opportunities, related to this project:

Public Hearing Notice:

Notice of the public hearing for this project includes:

- Public hearing notice mailed on September 22, 2023.
- Public hearing notice posted on City and State websites on September 22, 2023.
- Sign posted on the property on September 22, 2023.

Public Input:

At the time of the publication of this staff report, one public comment was received in support of the proposal. The comment is attached. Any other comments received after publication will be forwarded to the Commission.

Lima, Mayara

From: Angela McKellar [REDACTED]
Sent: Monday, September 25, 2023 4:47 PM
To: Lima, Mayara
Subject: (EXTERNAL) public hearing about 1345 E Normandie Circle

Follow Up Flag: Follow up
Flag Status: Flagged

Caution: This is an external email. Please be cautious when clicking links or opening attachments.

We love the new porch and walkway.

I live right next door at 1347 E Normandie Circle. The porch and walkway that the Young's have installed is beautiful, with fantastic landscaping. It looks really nice, and enhances the beauty of the historical home. The porch and walkway are similar to others in the neighborhood and in no way do they detract from the historical beauty and charm of the home or the circle. They have done incredible work restoring their home and yard since they moved in and have greatly added to the beauty of our circle.

I absolutely approve of the new porch and walkway.

Angela McKellar
[REDACTED]