

Routine Alterations - Ordinary Maintenance

The Commission shall prepare a list of routine alterations that shall receive immediate approval from the Chairman or Vice-chairman of the Commission without a public hearing when an applicant complies with the specifications of the Design Guidelines. Refer to the Minor Review List for a Certificate of Appropriateness. At each meeting the Commission shall be informed of the Certificates of Appropriateness that have been issued under this provision.

Ordinary repairs and maintenance may be undertaken without a Certificate of Appropriateness provided this work on a landmark, a landmark site or a property in a local historic district does not change its exterior appearance that is visible to the public. Every person in charge of a landmark or a property in a historic district shall keep in good repair: (1) all of the exterior portions of such buildings or structures; and (2) all interior portions thereof which, if not so maintained, may cause such buildings or structures to deteriorate or become damaged or otherwise to fall into a state of disrepair. The purpose of this provision is to prevent a person from forcing the demolition of his building by neglecting it and by permitting damage to the building because of weather or vandalism. No provision in these Design Guidelines shall be interpreted to require an owner or tenant to undertake an alteration or to restore his building to its original appearance. The provisions of these Design Guidelines shall be in addition to the provisions of the Kentucky Building Code requiring buildings and structure to be kept in good repair.

Emergency situation

An owner shall immediately notify the City Code Enforcement Officer of emergency conditions dangerous to life, health, or property affecting a landmark, a landmark site, or a property in a local historic district and the owner shall promptly provide evidence of the dangerous conditions that has been prepared by a person with professional qualifications in evaluating buildings and structures.

At its next meeting the Commission shall be informed of the Certificates of Appropriateness that were issued. In situations requiring temporary action, an owner may do work in order to temporarily protect his property from further damage provided he reports this work to the Commission within two (2) business days.

In any case where the City Code Enforcement Officer determines that there are emergency conditions dangerous to life, health or property affecting a landmark, a landmark site, or a property in a historic district, he/she may order the remedying of these conditions without the approval of the Board. The City Code Enforcement Officer shall promptly notify the Chairperson of the Commission of the action being taken. If consultation is not possible, the City shall notify the Commission of the action taken after the completion of the work.

In the case of unusual circumstances whereby the normal process for obtaining a Certificate of Appropriateness creates undue hardship for the health, safety and welfare of the applicant, the Commission may at its discretion waive the normal process and give immediate approval for a Certificate of appropriateness. The Commission shall site its reasons for such immediate approval.