

Dear Boise Resident:

The letter is being sent to you because our records show that your property is in a historic district. Preserving Boise's historic heritage requires cooperation from homeowners. The city is committed to helping assist and educate community members about historic districts and how to properly maintain and modify properties in each. The following items highlight vital information about historic districts and how they are regulated.

Please take time to review the information below. If you have questions or would like additional information, contact the City of Boise's Historic Preservation Division at HPinfo@cityofboise.org or call 208-608-7100

HISTORIC DISTRICT OVERVIEW

Boise is home to ten designated historic districts that serve as visible reminders of our historical heritage. When the districts were established, each property was reviewed to determine if it "contributed" to the historic character of the district or if it was "noncontributing." Both contributing and non-contributing structures are regulated to ensure changes are consistent with the goals for the district.

Regulatory bodies for Historic Preservation include Planning Staff the Historic Preservation Commission, which consists of nine volunteer members appointed by the Mayor.

External alterations usually require a Certificate of Appropriateness. An approved Certificate of Appropriateness (C of A) is the planning application required for external alterations to a home. Internal alterations do not require a C of A.

Work that requires a C of A includes new buildings, additions, demolitions, siding and window replacement, solar collector installation, tree removal, constructing a fence other than wood, building or converting space for an Accessory Dwelling Unit (ADU), and major landscaping changes among many other exterior changes.

Work that does not require a C of A includes basic repair, a change in paint color, installation of a wood fence, non-visible decking, small plantings, and non-visible basement windows among other minor exterior changes.

WHAT ARE THE HISTORIC DESIGN GUIDELINES?

The Design Guidelines are available at cityofboise.org/hp-guidelines. Planners review C of A applications against the guidelines to ensure designs are appropriate. Homeowners are encouraged to do the same before applying to encourage a timely review.

WHAT DOES THE REVIEW PROCESS LOOK LIKE?

The C of A application can be found at cityofboise.org/hp-certificate. Depending on the scope of the proposed work, the application will be reviewed either by planning staff or at a public hearing of the Historic Preservation Commission. Both will use the Historic Design Guidelines to determine if the proposed scope of work is appropriate in the district.

Staff level review can take up to 15 days, while public hearing reviews may take 2-3 months. There is a 10-day appeal period after the certificate is issued in which the decision can be appealed by the applicant or surrounding homeowners.

Thank you for your attention to this letter and for your continued participation in the Historic Preservation process as a homeowner in one of Boise's historic districts.

HISTORIC PRESERVATION POLICIES

Below are some clarifications of the City's policies and guidelines regarding work in the historic districts.

- ▶ If you aren't sure if the work you want to perform requires a Certificate of Appropriateness, please reach out to a historic preservation planning staff by emailing hpinfo@cityofboise.org or by calling (208) 608-7100 before beginning work.
- ▶ Tree removal, regardless of the tree's location on the lot, requires a Certificate of Appropriateness before the tree is removed.
- ▶ Demolition of any part of a building including the roof, a wall or walls, a detached structure, an addition, or any other external feature requires a Certificate of Appropriateness before a building permit can be issued.
- ▶ If the scope of work must exceed that which was approved in your Certificate of Appropriateness, reach out to Historic Preservation planners. You will need to modify your previous approval or apply for another C of A to cover the new scope of work.

