



PROVO CITY CORPORATION
DEVELOPMENT SERVICES DEPARTMENT
Landmarks Commission Agenda
February 18, 2026

NOTICE OF PUBLIC HEARING BEFORE THE LANDMARKS COMMISSION

The Provo City Landmarks Commission will hold a public hearing Wednesday, February 18, 2026, at 12:30 p.m. in the Council Chambers located at 445 W Center Street. The items listed below will be discussed, and anyone interested is invited to participate and provide comment. Hearings can be viewed live and on-demand at: YouTube [youtube.com/user/ProvoChannel17](https://www.youtube.com/user/ProvoChannel17) and on Facebook [facebook.com/provochannel17](https://www.facebook.com/provochannel17).

This item is an administrative action requiring the approval of only the Landmarks Commission. Decisions on items involving either landmark designation or the refusal to issue a Certificate of Historic Appropriateness may be appealed to the Municipal Council **within thirty (30) days of the decision of the Commission** per Section 16.03 of the Provo City Code

ITEM 1 Merrill Van Leuven requests a Landmarks Certificate of Appropriateness for restoration of a historic home in the R1.6 (One Family Residential) Zone, located at 690 West 300 South. Franklin Neighborhood. Dustin Wright (801) 852-6414 dwright@provo.gov PLLDR20260010

Preceding the public hearing, there will be a pre-meeting at 12:00 p.m. in the Provo Peak Conference Room, 445 W Center Street. The pre-meeting is open to the public; however, formal presentation of items, public comment and actions will be reserved for the public hearing.

Copies of the agenda materials, public hearing procedure, and staff recommendations are available the week of the hearing at reasonable cost in the Development Services office, located at 445 W Center Street, Suite 200, Provo, between the hours of 7:00 a.m. and 6:00 p.m., Monday through Thursday. Agendas and staff recommendations are also generally available on the Provo City Development Services web site the week of the meeting at provo.gov/landmarkscommission.

To send comments to the Provo City Landmarks Commission members, email them at dspublichearings@provo.gov. Please submit public comment emails before 3:00 PM the day of the hearing. Additional information can be found at provo.gov/publiccomments.

Provo City will make reasonable accommodations for all citizens interested in participating in this meeting. If assistance is needed to allow participation at this meeting, please call the Development Services Department at (801) 852-6400 before 12:00 p.m. the day before the meeting to make arrangements.

By order of the Provo City Landmarks Commission
Planning Secretary, (801) 852-6424





Landmarks Commission Staff Report Hearing Date: February 18, 2026

ITEM 1 Merrill Van Leuven requests a Landmarks Certificate of Appropriateness for restoration of a historic home in the R1.6 (One Family Residential) Zone, located at 690 West 300 South. Franklin Neighborhood. Dustin Wright (801) 852-6414
dwright@provo.gov PLLDR20260010

Applicant: Merrill Van Leuven

Staff Coordinator: Dustin Wright

Property Owner: HOLDAWAY, WENDY
(ET AL);

Parcel ID#: 04:035:0004

Acreage: 0.23

Current Zone: R1.6: One-Fam Res.

ALTERNATIVE ACTIONS

1. **Continue** to a future date to obtain additional information or to further consider the information presented. The next available meeting date is March 18, 2026, at 12:30 p.m.
2. **Deny** the requested Certificate of Appropriateness. This action would not be consistent with the recommendations of the Staff Report. The Landmarks Commission should state new findings.

Landmarks Designation:

This property is listed on the Provo Historic Landmarks Register.

Relevant History:

This 1879 home was placed on the Landmarks register in 2017.

Neighborhood Issues:

No issues have been made.

Summary of Key Issues:

- The Landmarks Commission will determine if the proposed work is appropriate for the preservation of the home.

Staff Recommendation:

Staff recommend approval of a certificate of appropriateness for restoration of the historic home at 690 W 300 S as proposed.

BACKGROUND

The applicant has submitted plans to restore parts of the exterior of the historic home. This home was listed on the Provo Landmarks Register and requires Landmark Commission approval for any work done on the exterior of the home. This is to help ensure that only appropriate work is done that will not compromise the historic integrity of the home. The applicant is proposing to repair elements that have deteriorated over time and is also looking to add a new balcony like one that was on the home earlier that is no longer there.

FINDINGS OF FACT

1. The property is listed on the Provo Landmarks Register.
2. Property on the Provo Landmarks Register is subject to approval of a Certificate of Appropriateness prior to any work being undertaken on the exterior of the building.

STAFF ANALYSIS

Applicable “Standards for Rehabilitation” in section 16.06.010 of the Provo City Code: **Staff response in bold**

(1) A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

The property will continue to be used as a residence as it was originally designed for.

(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.

The applicant is proposing to repair existing materials and replace ones that can't be repaired. There was a balcony on the second floor and that is no longer there. A new balcony is being proposed in the same location.

(3) Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

The proposed balcony will not use other features and there is a historic photo showing that a balcony existed on the structure.

(4) Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

It is unclear when the balcony was removed, but it was clearly an original or early element of the home. There is an exterior door at the second level that currently is unusable without a balcony and railing.

(5) Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

Since the balcony and railing are no longer there, they are not able to be preserved.

(6) Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall adhere to the old design, in terms of color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

Areas where the wood around windows or doors has need of repair, the applicant is proposing to repair them and preserve them. Some areas will need to be replaced rather than repaired. The proposal is to adhere to the original that it will be replaced with.

(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.

The proposed process to restore the exterior wood is to use non-abrasive blasting and be gentle on the wood to avoid abrasions and scratches. This will be done to remove old paint and stains. They will use baking soda paste and/or mineral spirits on more delicate areas.

(8) Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

This is not applicable.

(9) New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

While there is a historic photo for reference, not enough detail for the railing is available to be able to restore it perfectly as it was previously, but the location, size and scale will be followed. This is not introducing a new element to the structure that was not there historically but bring back a missing element that was there before.

(10) New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

The proposed balcony would be a replacement and not need to be removed in the future.

CONCLUSION

Staff find that this request to restore ageing elements on the exterior of the home would be appropriate and that rebuilding a balcony in the same location and size as what was there historically could also be appropriate. Attachment 3 contains the proposed process that will be followed for the restoration. Attachment 4 shows rendering of the proposed balcony and railing.

ATTACHMENTS

1. Site Location
2. Images
3. Restoration Process
4. Rendering of Balcony

ATTACHMENT 1 – SITE LOCATION



ATTACHMENT 2 – IMAGES





ATTACHMENT 3 – RESTORATION PROCESS

1. Front door - stripping - light restore



2. Pillar - strip old paint - light restore



3. 1-1 Window - strip paint, light restore



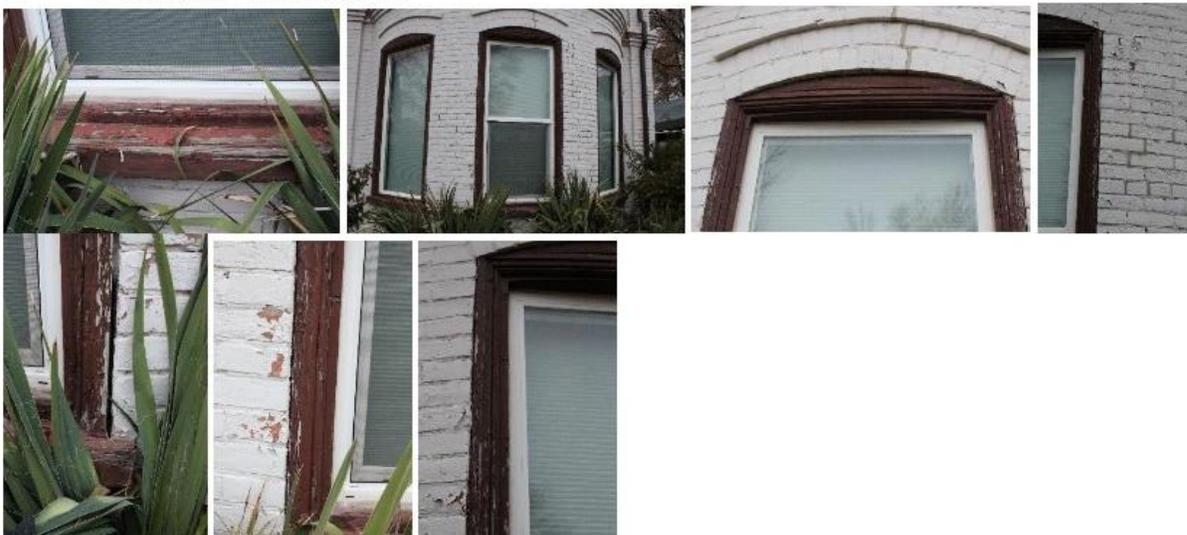
4. 1-2 Window - strip paint - light restore



5. 1-3 Window - bottom needs heavy restore on bottom, moderate on top



6. 1-4 window - same as 1-3



7. 1-5 window - moderate restore on bottom, light restore on top



8. 1-6 window - light restore



9. Back porch door - moderate restore - new casing



10. 1-7 window moderate restore redo top



11. 1-8 window – heavy restore



12. 1-9 window - piece needs to be added on bottom pane - light restore everywhere else



13. 1-10 window - moderate restore on bottom - light restore in top



14. 1-11 window - moderate



15. Side door - bottom is severe top also - casing needs significant work - jam is too modern - trim may need replacement



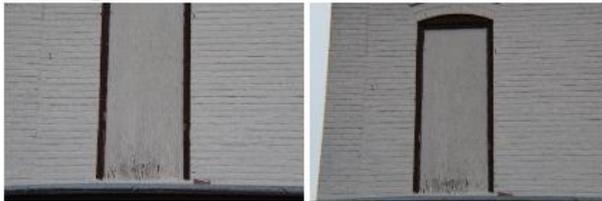
16. 1-12 window - light restore top, moderate restore bottom



17. 1-13 window - light restore



18. Top door - full restore - jam is moderate on sides, light on top. Door itself needs full restore plus added glass



19. 2-1 window - bottom moderate, top light



20. 2-2 window - same as 2-1



21. 2-3 window - replace bottom pane - heavy restore elsewhere



22. 2/4 window - same as 2-3



23. 2-5 window - same as 2-3 (security light will be relocated)



24. 2-6 window - moderate restore, esp on bottom



25. 2-7 window - same as 2-6



26. 2-8 window - significant damage on bottom pane - top is not too bad - light restore



27. 2-9 window - full replace on bottom and sides - top light restore



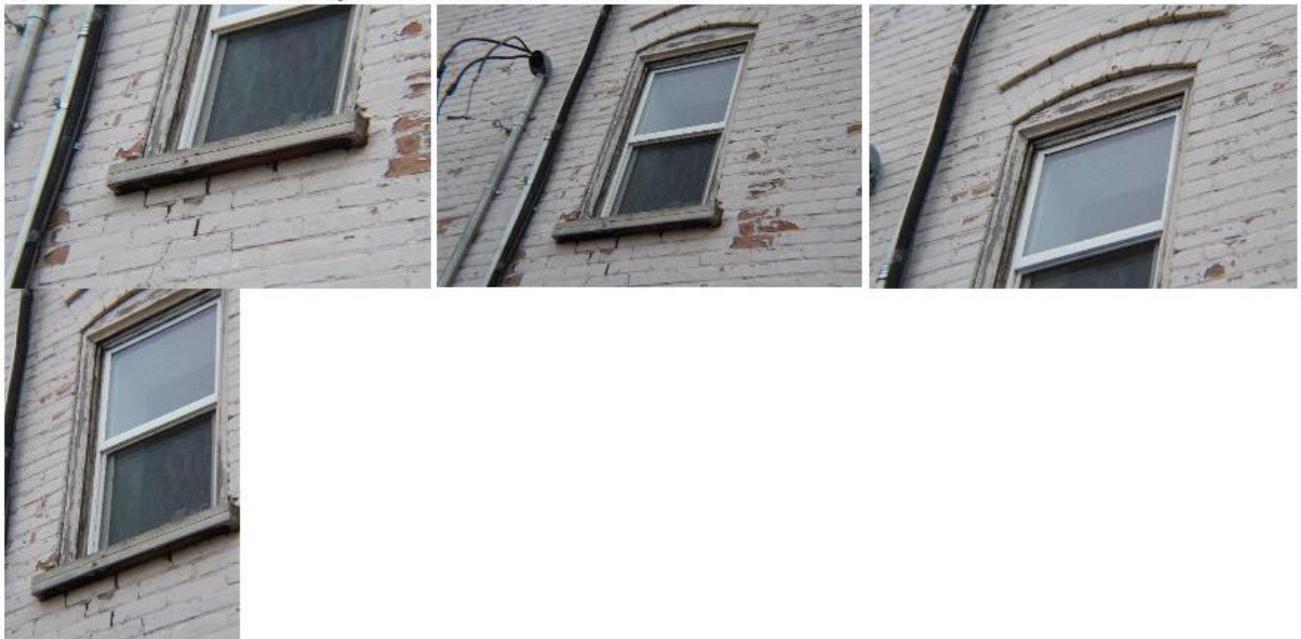
28. 2-10 window - heavy damage on casing, esp on bottom



29. 2-11 window - full replace except bottom pane



30. 2-12 window - heavy restore on sides and bottom



31. 2-13 window - moderate to heavy restore esp on bottom. Above window needs moderate restore



32. 2-14 window - same as 2-13



33. 2-15 window - might restore top, moderate bottom



34. Chimney - Top light restore



35. Vent - west side light to moderate restore



36. Soffit southwest side - light restore



37. Soffit bay window - replace west side - heavy damage on top underneath - hole on east side



38. Roof above bay window - moderate to heavy restore



39. East side soffit - light restore except middle - more moderate theree



40. Northeast soffit - moderate restore



41. West side soffit - light restore



42. Southwest soffit - moderate to heavy restore



43. Deck supports - remove and restore and replace



44. Deck pillars - remove outer casing - create new pillars to match



ATTACHMENT 4 – RENDERING OF BALCONY





Provo City Landmarks Commission
Report of Action
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The following action was taken by the Landmarks Commission on the above described item at its regular meeting of February 18, 2026:

APPROVED A PORTION AND CONTINUED A PORTION

On a vote of 6:0, the Landmarks Commission approved proposed repairs and continued the addition of the deck and porch to a future meeting.

Motion By: David Amott

Second By: Susan Krueger-Barber

Votes in Favor of Motion: David Amott, Susan Krueger-Barber, Eric Carter, Wendy Ahlman, Jessie Embry, Florence Hawkinson

Votes Opposed to Motion: None

Vice-Chair, Eric Carter was present as Acting Chair

- Includes facts of the case, analysis, conclusions and recommendations outlined in the Staff Report, with any changes noted; Landmarks Commission determination is generally consistent with the Staff analysis and determination.

STAFF PRESENTATION

The Staff Report to the Landmarks Commission provides details of the facts of the case and the Staff's analysis, conclusions, and recommendations.

NEIGHBORHOOD AND PUBLIC COMMENT

Neighbors or other interested parties were present or addressed the Landmarks Commission.

CONCERNS RAISED BY PUBLIC

Any comments received prior to completion of the Staff Report are addressed in the Staff Report to the Landmarks Commission. Key issues raised in 9 written comments received subsequent to the Staff Report or public comment during the public hearing included the following:

- An email was provided offering support of the request.
- Rachel Breen, Council Office staff, provided a short report from Franklin representative in support.

APPLICANT RESPONSE

Key points addressed in the applicant's presentation to the Landmarks Commission included the following:

- The plan is to rebuild a deck that is as close as possible to the original as possible and the software used to show this was limiting.
- The windows will not be replaced at this time. The surrounding woodwork will be repaired at this time.
- The original door leading to the balcony is still there and will be used, right now there is a sheet of wood blocking this doorway.
- The side porch roof extension would be removed.

LANDMARKS COMMISSION DISCUSSION

Key points discussed by the Landmarks Commission included the following:

- The Secretary of the Interior has guidelines for railings in preservation. These would suggest that the railing height of the original railing is kept and that a new, less predominant railing is installed that meets today's building code height requirements.

- Accurate drawings of the porch and deck are needed to be able to make a better decision. These could even be existing drawings with more detail added to properly convey what is being proposed.
- The pillars supporting the deck and the ones in the railing should follow the placement of the original.

FINDINGS / BASIS OF LANDMARKS COMMISSION DETERMINATION

The Landmarks Commission identified the following findings as the basis of this decision or recommendation:

- The proposed work to repair the wood trim would be appropriate at this time and the applicant can proceed with that work.
- The proposed deck and porch railings will need better plans drawn up and provided for review. The applicant would then come back to the Landmarks Commission for a decision on that portion of the request.



Landmarks Commission Chair



Director of Development Services

See Key Land Use Policies of the Provo City General Plan, applicable Titles of the Provo City Code, and the Staff Report to the Landmarks Commission for further detailed information. The Staff Report is a part of the record of the decision of this item. Where findings of the Landmarks Commission differ from findings of Staff, those will be noted in this Report of Action.

Legislative items are noted with an asterisk (*) and require legislative action by the Municipal Council following a public hearing; the Landmarks Commission provides an advisory recommendation to the Municipal Council following a public hearing.

Administrative decisions of the Landmarks Commission (items not marked with an asterisk) **may appeal** that decision to the Mayor, subject to the procedures in Section 3.06.010, Provo City Code.

BUILDING PERMITS MUST BE OBTAINED BEFORE CONSTRUCTION BEGINS