

## **2.63 Register of Landmarks and Historic Districts.**

- (a) Listing Landmarks and Historic Districts on the South Pasadena Register of Landmarks and Historic Districts. The Commission shall have the responsibility to recommend to the City Council the adoption of ordinances or resolutions designating improvements, sites or natural features as Landmarks or Historic Districts and thereby encouraging their preservation, protection, enhancement, rehabilitation or perpetuation. The Commission shall prepare and transmit a report of its recommendation to the Council on the historical and architectural significance of the improvement, site or natural feature to be designated.
- (1) The Report's statement of significance shall clearly state the reasons the property meets the City's criteria with brief facts that explain the way in which the property was important to the local, state or national history during the period of significance. It would also include significant themes and historic contexts to which the property relates.
- (2) In addition to a statement of significance the report shall provide written findings as to the reasons the Landmark or Historic District qualifies for designation on the South Pasadena Register of Landmarks and Historic Districts. These findings shall include:
- that the designation of Landmark or Historic District is consistent with one or more of the purposes set forth in subsection 2.58 above; and,
  - that the Landmark or Historic District meets one or more of the criteria for designation listed in sub-subsections (A through L) of subsection (2) of Section 2.62 herein; and,
  - that the Landmark or Historic District possess integrity of location, design, setting, materials, workmanship, feeling, or association.
- (3) When considering an application for a Historic District or a Landmark, a Survey of the Historic Resource(s) shall be included as part of the Commission's report. The Historic Resource Survey shall include a context statement supporting a finding establishing the relation between the physical environment of the Landmark or Historic District and its history. The context statement shall represent the history of the area by theme, place, and time. It shall define the various historic factors which shaped the development of the area. It shall define a period of significance for the Historic District and relate historic features to that period of significance. It may include, but not be limited to, Historical activities or events, associations with Historic personages, architectural styles and movements, master architects, designers, building types, building materials, landscape design, or pattern of physical development that influenced the

character of the Landmark or Historic District at a particular time in history. Using this information, the survey shall identify those buildings, structures, landscaping, or Contributing Resources.

- (4) In addition to the required findings in subsection 2.63(a)(1)(B) when recommending approval of a Historic District the Commission shall also find:
- that the proposed boundaries are appropriate in that the district possesses a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development. A district derives its importance from being a unified entity or a theme, even though it may be composed of a wide variety of resources (Districts organized around a theme). Thematic districts are not required to have physical or contiguous boundaries
  - that the identity of a district results from the interrelationship of its resources, which can convey a visual sense of the overall historic environment or be an arrangement of historically or functionally related properties.
  - The district contains a number of Contributing Resources that add to the historic architectural qualities or historic associations for which a district is significant because it was present during the period of significance and, possesses historic integrity reflecting its character at that time.
  - With respect to the designation of a local district that is not listed on the California Register, but was identified in a local survey, not less than sixty percent of all affected owners of the proposed historic district must consent to such designation. Each parcel or lot shall be entitled to only one vote per parcel.—By way of example only, if the proposed historic district were composed of twenty parcels, then the owners of twelve parcels would be required to consent to the designation.
  - With respect to the designation of a Historic District that was listed on the California Register prior to December 2004, not less than fifty percent minus one of all affected owners of the proposed Historic District must consent to such designation. Each parcel or lot shall be entitled to only one vote per parcel. By way of example only, if the proposed Historic District were

composed of twenty parcels, then eleven property owners would be required to oppose the designation.

- (5) In recommending approval of a Historic District, the Cultural Heritage Commission may recommend conditions to be included in design guidelines, as appropriate to further the purpose of this section.
- (b) Designation Criteria for Landmarks and Historic Districts. Criteria and standards for the designation of Landmarks and Historic Districts shall include any or all of the following, as applicable:
- (1) Its character, interest or value as a part of the heritage of the community;
  - (2) Its location as a site of a significant historic event;
  - (3) Its identification (such as the residence, ownership, or place of occupation, etc.) with a person, persons or groups who significantly contributed to the culture and development of the City, state or United States;
  - (4) Its exemplification of a particular architectural style of an era of history of the City;
  - (5) Its exemplification of the best remaining architectural type in a neighborhood;
  - (6) Its identification as the work of a person or persons whose work has influenced the heritage of the City, the state or the United States;
  - (7) Its embodiment of elements of outstanding attention to architectural design, engineering, detail design, detail, materials or craftsmanship;
  - (8) Its being a part of or related to a square, park or other distinctive area which should be developed or preserved according to a plan based on a historic cultural or architectural motif;
  - (9) Its unique location or singular physical characteristic representing an established and familiar visual feature of a neighborhood;
  - (10) Its potential for yielding information of archaeological interest;
  - (11) Its integrity as a natural feature or environment that strongly contributes to the well-being of the people of the City;
  - (12) Its significance as a distinguishable neighborhood or area whose components may lack individual distinction;

- (13) Subject to review and approval by the City Council, the Commission may by resolution adopt additional or more detailed criteria and standards for the determination of designation of Landmarks and Historic Districts.
- (c) Designation Procedure. Landmarks and Historic Districts shall be established by the City Council in the following manner:
- (1) The Commission, upon its own initiative or upon the written request of any person or City agency, may recommend the designation of any cultural resource in the City as a Landmark or Historic District.
  - (2) The Commission shall appoint a subcommittee of two members (the "Landmark subcommittee") to review all applications for consideration of an improvement, site or natural feature as a Landmark or Historic District. The Landmark subcommittee shall review the application materials and make a preliminary written recommendation, based on such documentation as it may require, as to whether the Commission shall consider the improvement, site or natural feature for appropriate designation. The Landmark subcommittee, as soon as practicable and prior to the hearing on designation, shall:
    - With respect to the proposed designation of a Landmark, exercise its best efforts to meet with the owner in an effort to obtain such owner's written consent to the proposed designation; and
    - With respect to the proposed designation of a Historic District, shall have obtained the consent of affected owners in accordance with Section 2.62(a)(1)(D)(iv). The aforementioned consent shall be obtained by sending a ballot and an impartial opinion of the City Attorney to every parcel owner in said district, as to the effect of the designation on the parcels located in the proposed district. The ballot shall provide the owner with the option to consent to or to oppose the proposed historic district designation.
  - (3) If the Landmark subcommittee determines that the improvement, site or natural feature, which is the subject of the application, merits consideration by the Commission, it shall recommend that the Commission place the application upon its agenda for its next regularly scheduled meeting for consideration of such designation.
  - (4) The Commission shall notify the Planning and Building Director of the pendency of the consideration. No applications for Design Review shall be accepted by the Planning and Building Department to construct, alter or demolish any property that is not on the South Pasadena Inventory of Historical Resources within a proposed Historic District, subsequent to the date of notice to the Director by the Commission, while proceedings are

pending on such designation; provided, however, that after one hundred eighty days have elapsed from the date of the notice, if final action on such designation has not been completed, the applications for Design Review may be accepted by the Planning and Building Department.

- (5) The Commission shall send written notice by registered mail to each affected owner of a proposed designation as a Landmark or Historic District of the date, place, time and purpose of the hearing to consider such designation, at least twenty days prior to the date of the hearing, and shall publish notice of such hearing at least once in a newspaper of general circulation in the City not less than ten days prior to such hearing.
- (6) The Commission shall provide an opportunity to be heard to each affected owner and other interested members of the public. The Commission may, if necessary, continue the consideration of designation to its next regularly scheduled meeting.
- (7) The Commission shall, within fifteen days of its hearing regarding designation or of any continued hearing on the designation, recommend approval in whole or in part, or disapproval in whole or in part of the application, in writing to the City Council.
- (8) The affected owner may object to the decision of the Commission by filing with the City Clerk a written statement setting forth their objection prior to the hearing before the City Council.
- (9) The City Council, upon receipt of the recommendation, shall set the matter for hearing within thirty days of the date of filing of the Commission recommendation with the City Clerk. The Council shall cause written notice of the Council hearing to be given by registered mail to each affected owner and shall provide a reasonable opportunity for the owner to be heard at the Council hearing. The City Council shall render its decision thereon within thirty days after the close of the hearing of the City Council.
- (10) The City shall notify the affected owner in writing of the final action of the City Council with respect to the proposed designation and shall give such owner written notice of any further action which it takes with respect to such designation.
- (11) Failure to send any notice by mail to any affected owner where the address of such owner is not a matter of public record shall not invalidate any proceedings in connection with the proposed designation. The Commission and City Council may also give such other notice as they may deem desirable and practicable.
- (12) Upon designation by the City Council, the City Clerk shall record the City Council's declaration in the office of the County Recorder of the County.