



**CITY OF GLENDALE, CALIFORNIA
REPORT TO THE CITY COUNCIL**

AGENDA ITEM

Report: Hearing: Amendments to Titles 2, 15, and 30 of the Glendale Municipal Code, 1995 relating to specific historic preservation-related Code sections to clarify and enhance the City's designation, design review, environmental review, and demolition clearance processes. (Code Amendment Case No. PZC2005282).

1. Ordinance for introduction amending Titles 2, 15, and 30.

COUNCIL ACTION

Item Type: Ordinance

Approved for May 12, 2020 **calendar**

ADMINISTRATIVE ACTION

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Approved by:

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RECOMMENDATION

The Community Development Department staff recommends that the City Council review the proposed amendments to Titles 2, 15, and 30 of the Glendale Municipal Code, 1995 relating to specific historic preservation-related Code sections to clarify and enhance the City's designation, design review, environmental review, and demolition clearance processes. Staff recommends that Council introduce the ordinance as recommended by the Planning Commission and the Historic Preservation Commission.

BACKGROUND/ANALYSIS

The February 2018 demolition of 1420 Valley View Road, a Craftsman-style house built in 1908, led City Council to direct Community Development Department staff to propose ways the City could strengthen the Glendale Municipal Code (GMC) to provide stronger and more comprehensive deterrents to discourage illegal demolitions of historic structures and appropriately punish offenders. Staff reviewed all preservation-related Code sections and proposed amendments to create a robust deterrence policy. Based on its review of these sections, as well as many years of experience working with them, staff also recommended additional amendments with the goal of bringing greater clarity, consistency, and functionality to the Code. These included expanding the types of properties covered, revising and adding definitions, and clarifying the designation, design review, environmental review, and demolition clearance processes.

On March 26, 2019, City Council considered an ordinance amending GMC Titles 2, 15 and 30 that contained both the demolition deterrence and the additional recommended revisions. At that time, Council decided to focus only on the deterrence-related amendments and directed staff to return at a later date with a revised ordinance with the remaining amendments. On May 14, 2019, Council approved amendments to GMC Titles 15 and 30 that enacted a very robust policy to deter illegal, unpermitted demolitions of historic properties. At that time Council indicated that the remainder of the initial proposal would be considered at a later date as "Phase II." Earlier this year, Council directed staff to prepare the present report for consideration of the Phase II changes.

The recommendations in this report, with one exception, are the same as those presented in the initial report; staff has reconsidered one of the recommendations (definition change of "visible from the street") which is discussed later in the report (see p. 3 - section 15.20.020 "Definitions"). The recommendations were vetted by the Historic Preservation and Planning Commissions in February and March 2019, respectively. In each case there was unanimous support for the Phase II revisions, as well as the demolition deterrence changes.

The Council's enacted Phase I demolition deterrence ordinance amendments were revisions to two Chapters of the GMC: Chapter 15.20 ("Historic Preservation") and Chapter 30.25 ("Historic District Overlay Zone"). In Phase II, staff recommends

additional amendments to these Chapters, along with minor changes to Chapter 2.76 (“Historic Preservation Commission”) and extensive changes to Chapter 15.22 (“Demolition Permits”) that serve to clarify and make consistent with Code and Council direction but do not change intent. These Phase II revisions are discussed in the next section.

DISCUSSION

During its review of the Glendale Municipal Code to identify amendments to create a stronger demolition deterrence policy, staff identified several Sections that would benefit from revision to eliminate confusion and obtain consistency. Chapter 15.22 (“Demolition Permits”), for example, which lays out the legal process to obtain a demolition permit is confusing and contradictory in places. Staff recommends changes to clearly outline the process and the appropriate review authorities for legal demolitions of all property types, historic or not. Other changes, especially to Chapters 15.20 (“Historic Preservation”) and 30.25 (“Historic District Overlay Zones”) are recommended to make the Code more internally consistent and bring it into closer conformance with standard historic preservation practice. The amendments proposed for Chapters 2.76, 15.20, 15.22, and 30.25 are discussed below.

Chapter 2.76 (“Historic Preservation Commission”)

This Chapter largely stands as previously written, with only minor clarifications proposed.

2.76.100 Powers and Duties Generally

- Amended to clarify the specific range of property types that fall under the purview of the Historic Preservation Commission.

Chapter 15.20 (“Historic Preservation”)

In approving the demolition deterrence ordinance, Council broadened the types of properties covered by the Code from the previous reference to only “designated historic resources” to include properties pending designation, identified as historic resources in surveys, and determined by the Director of Community Development to be potential historic resources. This change is now proposed throughout this Chapter to achieve policy consistency. Other global revisions are proposed to more clearly identify the design and environmental review authorities for specific types of work proposals. A few changes are proposed to bring this Chapter into better conformance with standard preservation practice, such as adding the concept of historic integrity to the Glendale Register designation. Sections with specific amendments are discussed below.

15.20.020 Definitions

- Added definitions for “historic integrity” and “tribal cultural resources” which will allow better conformance with standard preservation practice and current law (AB 52 and CEQA practice).
- Initially, the definition of “visible from the public right-of-way” was proposed to be modified to include a radius for determining visibility. Upon further consideration

of its implications, staff is now recommending that this term not be revised at this time, rather held in abeyance until the Historic Preservation Commission can consider staff's concern and bring a recommendation back to Council. This will have the effect of leaving the code as it currently exists, with the exception of the expansion of the types of properties covered, as discussed above.

15.20.030 Authority

- Renamed to clarify that it covers the authority of HPC, DRB, and the CDD Director for various types of historic properties.
- New subsection added to indicate the Design Review Board's review authority over potential historic resources (15.20.030.C), clarifying the review process for buildings identified in historic surveys.
- New subsection added to allow use of the administrative design review process for major alterations to potential historic resources after advisory review by the Historic Preservation Commission (15.20.030.A.2), codifying existing Planning Division practice.

15.20.050 Findings for Listing Resources in the Glendale Register of Historic Resources

Two major changes relating to the criteria established for a property to qualify for listing in the Glendale Register are proposed for this section:

- Amended to bring the concept of "historic integrity" into the historic designation process. The existing Code is "silent" on this concept even though historic integrity is part of the designation criteria at the federal and state levels, as well as in many other cities. Its use indicates that a property's retention of historic qualities and features is important for it to convey its story. As in standard preservation practice, the Historic Preservation Commission will be able to assess what level of integrity is required to convey different types of significance in keeping with federal guidelines (e.g. a property important for its architectural design may be expected to retain more of its original materials integrity than one important only for its association with an important person).
- In 2012, City Council approved a new designation criterion (Criterion 5) to incentivize property owners' designation of the city's earliest buildings, such as Craftsman style houses. Thought of as the "incentive criterion," it was intended to provide owners access to the Mills Act property tax reduction program as an incentive to not demolish older properties that retain their overall historic character but might not be eligible for the Glendale Register under a strict application of the designation criteria. Subsequently, Criterion 5 has been used in ways that do not result in designation or preservation. To better reflect Council's intent and avoid unanticipated CEQA issues, the elimination of Criterion 5 from this section is proposed and new, clearer language is suggested for Section 15.20.070 ("Incentive Program..."), which already focuses on incentives that encourage preservation.

15.20.060 Procedure for Designating or Deleting Resources in or from the Glendale Register of Historic Resources

- Amended to clarify the public noticing process for proposed deletions from the Glendale Register, bringing it into conformance with other Planning Division noticing requirements.

15.20.070 Incentive Program for Designated Historic Resources Listed in the Glendale Register of Historic Resources

- Amended to create a new incentive to allow potential Glendale Register designation and Mills Act contracts for early properties that help tell the story of the city's first decades, but that do not qualify for designation under a stricter application of the criteria. This change is made in conjunction with the elimination of the "incentive" designation criterion as discussed in 15.20.050 above.
- Minor changes to correct previous errors and include an incentive available for properties in the Downtown Specific Plan (DSP) area.

15.20.080 Demolition Clearance and Demolition Permit Required for Demolition of Designated Historic Resources, of Potential Historic Resources, and of Protected Interiors

- Renamed and extensively modified to emphasize that a permit is required for all demolitions and that a demolition clearance can only be approved after a project is approved for the subject property.

As an example, in 2019 the owner of 1642 S. Central Avenue applied for a demolition clearance of a potential historic resource identified in the South Glendale Survey without proposing a project for the site. This change will discourage this practice and also, in cases where a demolition permit is approved, ensure that no demolition will occur before design review for the new project is completed, giving the City some assurance that the project will move forward rather than allowing the demolition at an earlier point.

- Also separates the discussion of demolition from that of major alterations (which are now covered in a new section, 15.20.082).
- The amendments also bring it into conformity with the proposed changes to Chapter 15.22 ("Demolition Permits").

15.20.082 Review and Permit Required for Major Alterations of Designated Historic Resources, of Resources pending Designation as a Historic Resource, of Potential Historic Resources, or of Protected Interiors

- This new section allows for a separate discussion of "major alterations," as noted above.
- Provides for advisory HPC review of proposals involving potential historic resources, with review authority given to either the Design Review Board or the Director of Community Development, as determined by the Director. This will

allow for consideration of how major changes might affect a possible historic resource, and avoidance of negative impacts, without treating these properties as though they are already designated.

15.20.084 Review and Permit Required for Minor Alterations of Designated Historic Resources, of Resources pending Designation as a Historic Resource, of Potential Historic Resources, or of Protected Interiors

- Amended to provide greater clarity regarding work that requires design review in case where a building permit is or is not required.

Chapter 15.22 (“Demolition Permits”)

This Chapter establishes the City’s policies for permitted, legal demolitions. When it was reviewed last year as part of the preparation of the demolition deterrence ordinance, staff found the chapter to be confusing and contradictory in places. Most of the proposed revisions are intended to bring greater clarity to both the Code language and the City’s process for issuing demolition clearances and permits. Two significant changes are proposed to this section:

- Currently, if a property is 30 years old or less, a demolition can be cleared without any further environmental review. The proposed amendment calls for eliminating this 30-year window. It is rare for a property this young to be viewed as “historic,” but exceptional specimens may not require the passage of decades for their importance to be recognized. As an example, 2096 Rimcrest Drive is listed in the Glendale Register and was built in 1993, making it only about 27 years old today. There may be other eligible, but unlisted and unsurveyed, buildings of comparable youth that should be at least cursorily reviewed before a demolition is cleared. This change is recommended, in part, because we rarely review requests to demolish buildings less than thirty years old, so it is unlikely to become a burden on staff time.
- The two-step process of obtaining a demolition permit is clarified to emphasize the need to obtain a demolition clearance before issuance of a demolition permit. The proposed amendments will allow demolition clearances to be approved only after projects are reviewed and approved by the appropriate authorities. This includes the environmental review required to determine if a project will have an adverse impact on the environment, including historic or potentially historic properties. In addition, the demolition clearance application can only be finalized after a new project is approved for the site, helping avoid premature demolitions that can have negative impacts such as leaving empty lots for extended periods and removing viable residential and commercial buildings prior to the City having some certainty that a desirable new project will be built on the site.

Other important changes include adding a definitions section, the inclusion of historic district properties, and establishing levels of authority and review processes for different resource types, both historic and not historic. These proposed amendments are discussed below.

15.22.010 Purpose and Intent

- Previously, this section indicated that the entire chapter applied only to “structures,” which are very narrowly defined in the Code, and did not mention “buildings,” which are the subject of most demolition requests. The revision broadens the list of property types to include buildings, structures, and objects, accounting for the full range of potential demolition requests.

15.22.025 Authority

- Added to clearly identify the demolition clearance authority for different property types as HPC, DRB, or CDD Director. It also sets forth the responsibility for conducting environmental review under CEQA.

15.22.030 Definitions

- Amended to include appropriate definitions, similar to those added to 15.20.020.

15.22.040 Demolition Clearance Required Prior to Issuance of Demolition Permit

- Amended to emphasize that a demolition clearance is required as a prerequisite for obtaining a demolition permit. This clarifies existing City policy and practice that demolition permits are only issued after a property is examined for any potential historic significance, all necessary environmental review has been completed, and after a project has been approved for the site.

15.22.050 Historic Preservation Commission Review

15.22.060 Design Review Board Review

15.22.070 Director of Community Development Review

- These sections are substantially amended to identify the specific responsibilities of HPC, DRB, and/or the CDD Director, including which types of properties are under their purview, what level of environmental review is required, and how the review process will proceed.
- These sections also discuss the appropriate design review authorities for subsequent projects on properties for which demolitions are approved. Provisions are also included for proposals to demolish garages and accessory buildings.

Chapter 30.25 (“Historic District Overlay Zones”)

Several significant changes regarding historic districts are proposed for this chapter, though the designation criteria and procedure remain largely the same. The largest changes, discussed in more detail below, include: the establishment of a clear design review authority in proposed but undesignated (aka “pending”) districts; new sections establishing design review thresholds and authorities to reflect those established in

Chapter 15.20; and the establishment of contributing properties as “historic resources” under CEQA.

30.25.015 Definitions

- New section added to provide consistency with other chapters. Several definitions specific to historic districts such as “historic district design guidelines” and “period of significance” are included. The design review thresholds set forth in Chapter 15.20, including definitions that apply to major and minor alterations, are included to provide consistency for all properties, whether historic or not.
- The most notable change occurs under the definition for “historic resource,” which makes clear that both a designated historic district and a contributor to a district are considered as historic resources under CEQA. This will help correct the lack of clarity in the existing Code and bring the City into conformance with standard preservation practice exercised by many jurisdictions around the state.

30.25.030 Procedure for Historic District Overlay Zone Designation and Expansion

- A provision is added that establishes a shorter process to expand an existing historic district in place of requiring the full process of creating a new district. This could help streamline the designation process for proponents attempting to gain the protections found in an adjacent district, though the existing petitioning and survey process will remain.

30.25.040 Design Review Authority

- Amended to give HPC authority for design review in pending historic districts. This will streamline the process by eliminating the current two-step process (advisory review by HPC, subsequent review by DRB) and also ensure that decision making is performed by the City’s appointed preservation experts.

30.25.050 Historic District Overlay Zone Design Review

- Amended to clarify the need for design review for major and minor alterations, and to indicate the specific documents that guide that review process.
- A new section is added indicating that the Director of Community Development can identify contributing and non-contributing properties in pending historic districts for which no survey has yet been prepared.

30.25.052 Permit and Review Required for Major Alteration or Partial Demolition of Contributors and Non-Contributors to Designated and Pending Historic Districts

30.25.054 Permit and Review Required for Minor Alteration of Contributors and Non-Contributors to Designated and Pending Historic Districts

- These new sections are added to establish the design review authority for varying levels of work, similar to the corresponding sections of Chapter 15.20 (sections 15.20.082 and 15.20.084). This will allow proposals for major and minor alterations to be reviewed under the thresholds established by Chapter 30.47 (“Design Review”) that were incorporated into Chapter 15.20 several years ago. It will also establish more consistency in the design review process.

- A provision in section 30.25.052 gives the Director of Community Development discretion to approve major alterations at properties in designated or proposed districts using the administrative design review process, therefore allowing for public participation in the review process without requiring a public hearing and providing design review consistency with Chapter 15.20.

30.25.056 Routine Maintenance and Repair to Contributors and Non-Contributors to Designated and Pending Historic Districts

- Added to establish the types and scopes of work that do not require any design review and correspond to the similar section of Chapter 15.20 (section 15.20.086).

30.25.060 Clearance and Permit Required for Demolition of Contributors and Non-Contributors to Designated and Pending Historic Districts

- Substantially amended to bring it into conformance with the new demolition clearance and permitting requirements established in the proposed changes to Chapter 15.22 (“Demolition Permits”).

Additional Review

During the period between when Council adopted the Demolition Deterrence portion of the code revision and the writing of this report for Phase II consideration, staff has had a chance to identify four additional areas that warrant some consideration. These items are more administrative and also serve to bring clarity, consistency, and functionality to the Code; however, they were not part of the original proposal presented to the City Council and therefore are not included in this revision. Should Council be interested in initiating those changes, staff would prepare an amendment to include the recommended changes, vet them through the HPC and Planning Commission and return back to Council for final consideration.

The four areas of additional consideration are:

- 1) Revise the definition of “historic district overlay zone” (30.25.015) to specifically refer to Glendale-designated districts, avoiding confusion with any current or future National/California Register historic districts, such as Rockhaven, for which a different level of design review scrutiny may be required.
- 2) Addition of an incentive section to historic district chapter (30.25.070). This would reflect Council’s prior establishment of Mills Act eligibility for contributing properties.
- 3) Addition of an appeals section to the historic district chapter (30.25.065), This would bring this portion of the code into conformity with other areas of the code by establishing an appeals procedure for properties in historic districts. The procedure would be parallel to existing appeal sections in 15.20 (Historic Preservation) and 30.47 (Design Review).
- 4) Addition of new language in 30.62 (Appeals) to update the relevant review authorities and provide a better linkage between this section and the appeals sections in 15.20, 15.22, and 30.25.

ENVIRONMENTAL REVIEW

The project is exempt from CEQA as a Class 5 (“Minor Alterations in Land Use Limitations”) and as a Class 8 (“Actions by Regulatory Agencies for Protection of the Environment”) categorical exemptions pursuant to sections 15305 and 15308 of the State CEQA Guidelines.

FISCAL IMPACT

No new costs or fiscal impact will result or are expected to result from the proposed GMC amendments at this time.

ALTERNATIVES

Alternative 1: The Council may introduce the amendments to Titles 2, 15, and 30 of the GMC, 1995 relating to specific historic preservation-related Code sections to clarify and enhance the City’s designation, design review, environmental review, and demolition clearance processes for historic properties.

Alternative 2: The Council may decline to introduce the amendments to Titles 2, 15, and 30 of the GMC, 1995 relating to specific historic preservation-related Code sections to clarify and enhance the City’s designation, design review, environmental review, and demolition clearance processes for historic properties.

Alternative 3: The Council may consider any other alternative not proposed by staff.

CAMPAIGN DISCLOSURE

Not applicable.

EXHIBITS

1. Proposed Ordinance – Strikeout Draft
2. Proposed Ordinance – Clean Draft

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GLENDALE, CALIFORNIA, AMENDING SECTION 2.76.100 OF TITLE 2, SECTIONS 15.20.010, 15.20.015, 15.20.020, 15.20.030, 15.20.050, 15.20.055, 15.20.060, 15.20.070, 15.20.080, 15.20.084, 15.20.086, 15.20.090, 15.20.100, 15.20.120, 15.22.010, 15.22.020, 15.22.030, 15.22.040, 15.22.050, 15.22.060, 15.22.070, 15.22.080, 15.22.090, 15.22.100, 15.22.110 OF TITLE 15, SECTIONS 30.25.010, 30.25.15, 30.25.020, 30.25.030, 30.25.040, 30.25.050, 30.25.060 OF TITLE 30 AND ADDING SECTIONS 15.20.082, 15.22.025, OF TITLE 15, SECTIONS 30.25.052, 30.25.054, 30.25.056 OF TITLE 30 TO THE GLENDALE MUNICIPAL CODE, 1995 RELATING GENERALLY TO SPECIFIC HISTORIC PRESERVATION-RELATED CODE SECTIONS TO CLARIFY AND ENHANCE THE CITY'S DESIGNATION, DESIGN REVIEW, ENVIRONMENTAL REVIEW AND DEMOLITION CLEARANCE PROCESSES.
(CASE NO. PZC 2005282)**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GLENDALE:

SECTION 1. Section 2.76.100 of the Glendale Municipal Code, 1995 is hereby amended as follows:

2.76.100 Powers and duties generally.

The Historic Preservation Commission shall have the power and it shall be its duty to perform the following acts:

- A. To consider and recommend to the City Council additions to and deletions from the Glendale Register of Historic Resources;
- B. To keep current and publish a register of historic resources;
- C. To make recommendations to the Planning Commission, and the City Council on amendments to the Historic Preservation Element of the city General Plan;
- D. To grant or deny applications for permits for demolition, or major alterations of historic resources;
- E. To grant or deny appeals from decisions of the Director of Community Development as specified in Section ~~15.20.030-15.20.040~~ of this code;
- F. To encourage public understanding of and involvement in the unique historical, architectural and environmental heritage of the city through educational and interpretative programs;
- G. To explore means for the protection, retention and use of any historic resource, historic district, or potential historic resource or district;
- H. To make recommendations to the City Council on applications for properties to be included in the Mills Act property tax incentives program which may be subject to historic property contracts as set forth in Section 15.20.070 of this Code;

- I. To encourage private efforts to acquire property and raise funding on behalf of historic preservation; however, the Commission is specifically denied the power to acquire any property or interest therein for or on behalf of itself or the City;
- J. To recommend and encourage the protection, enhancement, appreciation and use of structures of historical, cultural, architectural, community or aesthetic value which have not been designated as historic resources but are deserving of recognition;
- K. To encourage the cooperation between public and private historic preservation groups;
- L. To advise City Council and city boards and commissions as necessary on historic preservation issues;
- M. To make recommendations concerning, and render decisions on, design review applications affecting designated historic resources, resources pending designation as historic resources, potential historic resources, protected interiors, and protected landscape features as defined in Section 15.20.020 of this Code, and affecting existing or proposed buildings, structures, or objects in designated and pending historic district overlay zones, as defined in Section 30.25.030 C of this Code and pursuant to Chapter 30.47 of this Code;
- N. To perform any other functions that may be designated by resolution or motion of the City Council.
- O. To make environmental determinations under the California Environmental Quality Act on any discretionary project applications the Historic Preservation Commission considers for approval.

SECTION 2. Section 15.20.010 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.20.010 Purpose.

The purpose of this chapter is to promote the health, prosperity, cultural enrichment, and general welfare of the people through the identification, designation, protection, enhancement, perpetuation, and use of historic resources that reflect significant aspects of the city's heritage and to:

- A. Safeguard buildings, sites, objects, structures, neighborhoods, cultural landscapes, and archaeological sites that are important to the heritage of the city, state or nation, through the establishment and implementation of sound historic preservation policies and practices;
- B. Encourage public appreciation of and involvement with the city's unique architectural and cultural heritage;
- C. Strengthen civic pride in the historic and architectural character of the city and the notable accomplishments of the past;
- D. Recognize the economic benefits associated with the preservation and continued use of historic resources and provide incentives to property owners to encourage participation in the city's historic preservation program;

- E. Deter the demolition or neglect of: i) designated historic resources; ii) resources that are pending designation as historic resources; iii) potential historic resources; iv) protected interiors; and v) protected landscape features;
- F. Promote the private and public use of historic resources for the education, enrichment and general welfare of the people;
- G. Make the city a more attractive and desirable place to live, work, and visit;
- H. Implement the historic preservation goals, policies, and programs of the general plan, preservation element (applicable only to areas not encompassed by an approved community plan), and approved community plans; and
- I. Fulfill the city's responsibilities as a certified local government and in carrying out environmental review as mandated by federal and state laws.

In addition, the city recognizes that groups of buildings that are unified aesthetically by plan or historical physical development may be worthy of preservation consideration and this code therefore provides for the designation of historic districts in Chapter 30.25 through a change of zone that establishes a historic district overlay zone.

SECTION 3. Section 15.20.015 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.20.015 Enabling authority.

California Government Code allows municipalities to provide for special conditions or regulations for the protection, enhancement, perpetuation, or use of places, buildings, structures, objects, works of art, sites, areas, or districts and other objects, that having a special character or special historical or aesthetic interest or value, ~~special conditions or regulations for their protection, enhancement, perpetuation or use.~~

SECTION 4. Section 15.20.020 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.20.020 Definitions.

For the purposes of this chapter the following words and phrases shall have the meaning(s) ascribed herein:

“Building” means anything constructed having a roof supported by columns or walls for the purpose of housing, shelter or enclosure.

“California Register of Historic Resources” is the official list of historic resources designated by the State of California through the State Statute codified in the California Public Resources Code Section 5020.1 et seq.

“CEQA,” means the California Environmental Quality Act, contained in California Public Resources Code Section 21000, et seq., and Title 14 of the California Code of Regulations (“CEQA Guidelines”) as they both now exist or may hereafter be amended.

“Character defining features” means the distinctive physical forms, elements, materials, details, and/or characteristics that convey the significance of a historic resource.

“Code” means the Glendale Municipal Code.

“Complete demolition” means removal of all above-grade portions of a designated historic resource, of a resource that is pending designation as a historic resource, of a potential historic resource, or of a protected interior.

“Demolition” is the act or process of destroying, knocking down, pulling down, tearing down, flattening, razing, or leveling a building, structure, or object. For purposes of this Chapter, demolition can be either complete or partial.

“Demolition by neglect” means the process by which the owner, or his or her designee, of a designated historic resource, a resource that is pending designation as a historic resource, a potential historic resource, or a protected interior allows its ongoing deterioration over a period of time as a result of lack of maintenance, failure to protect it from pests or vandals, and/or failure to take reasonable measures to prevent ingress of water or wind through the roof, walls, or apertures, leading to deterioration and/or structural failure that results in complete or partial demolition, the loss of character-defining features, and/or that constitutes a threat to public health and safety.

“Designated historic resource” means a historic resource that is listed in the National Register of Historic Places, the California Register of Historical Resources, or the Glendale Register of Historic Resources.

“Glendale Register of Historic Resources” means the official list of ~~designated~~ historic resources ~~indesignated by~~ the City of Glendale.

“Historic integrity” means the authenticity of a resource's historic identity, evidenced by the survival of physical characteristics that existed during the resource's prehistoric or historic period and which allow it to continue to convey its significance. Historic integrity is the composite of seven aspects or qualities: location; design; setting; materials; workmanship; feeling; and association (as defined by the National Park Service). All seven aspects or qualities do not need to be present for eligibility for designation as a historic resource as long as the overall sense of past time and place is evident.

“Historic resource” means a resource that is historically or archaeologically significant in the cultural, architectural, archaeological, tribal, engineering, scientific, economic, agricultural, educational, social, political or military heritage of the city of Glendale, the state of California, or the United States and retains sufficient historic integrity to convey its significance.

“Major alteration” means alteration to any exterior portion of a designated historic resource, of a resource that is pending designation as a historic resource, or of a potential historic resource, or to any protected interior that involves:

- A. Construction of an addition to an existing building or structure, or new construction, exceeding two hundred (200) square feet at a location visible from the public right-of-way;
- B. Construction of an addition to an existing building or structure, or new construction, ~~exceeding with~~ seven hundred (700) square feet or greater of building area at a location not visible from the public right-of-way;
- C. ~~Construction of more than one addition within a two (2) year period that cumulatively totals seven hundred (700) square feet or greater of building area regardless of visibility from the public right-of-way.~~

- GD. Construction of an additional story to any existing building or structure;
- DE. An alteration determined by the Director of Community Development to be incompatible with the Secretary of the Interior's Standards for Rehabilitation; or
- EF. An alteration including, but not limited to, changes to architectural style, roof form, roof cladding, wall cladding and/or fenestration that, based on the assessment of the Director of Community Development, is determined to require a public hearing design review by the appropriate design review authority in order to make a determination of compatibility with the ~~standards~~ Secretary of Interior's Standards for Rehabilitation.

"Minor alteration" means alteration to any exterior portion of a designated historic resource, a resource that is pending designation as a historic resource, or a potential historic resource, or to any protected interior, that involves:

- A. Construction of an addition to an existing building or structure, or new construction, of two hundred (200) square feet or less at a location visible from the public right-of-way;
- B. Construction of an addition to an existing building or structure, or new construction, of less than seven hundred (700) square feet ~~or less~~ at a location not visible from the public right-of-way; or
- C. Any alteration determined by the director of community development to be compatible with the Secretary of the Interior's Standards for Rehabilitation and that does not exceed the thresholds established by subsections A. and B. of this definition.

"National Register of Historic Places" means the official list of historic resources established by the federal government through the National Historic Preservation Act of 1966, as amended through 1992.

"Object" means a thing that is not a building or structure, or part thereof, that is expressive of the cultural, architectural, archaeological, tribal, engineering, scientific, economic, agricultural, educational, social, political or military heritage of the City of Glendale, the State of California, or the United States.

"Partial demolition" means the removal, alteration, or destruction of one or more character-defining features of a designated historic resource, of a resource that is pending designation as a historic resource, of a potential historic resource, or of a protected interior, that have been identified as character-defining in a property-specific historic assessment, in a historic resource assessment prepared by a person meeting the Secretary of the Interior's Professional Qualification Standards in Historic Architecture or Architectural History, or by the Director of Community Development.

"Pending designation," as applied to a resource, means a resource for which a nomination for listing in the Glendale Register of Historic Resources, signed by the property owner or nominated by City Council, has been received by the City but for which a final action on designation has not yet occurred.

"Potential historic resource" means a resource that: i) is not a designated historic resource; and either ii) is identified with a California Historical Resource Status Code of 1 to 5 on a DPR Form 523 and/or in a historic resource assessment commissioned by the City and

prepared by a person meeting the Secretary of the Interior's Professional Qualification Standards; or iii) is determined by the City to be a historic resource per Public Resources Code Section 21084.1.

"Protected interior" means any publicly accessible interior space of a publicly or privately owned property listed ~~on~~in the Glendale Register of Historic Resources that is routinely and customarily open to the public and is identified as significant in the Department of Community Development staff report presented to City Council at the time of the property's designation or by the Director of Community Development pursuant to Section 15.20.030 of this Code.

"Protected landscape feature" means any landscape or hardscape feature identified as significant to the property's history in the ~~department of community development~~Community Development Department staff report presented to City Council at the time of the property's designation or by the Director of Community Development pursuant to Section 15.20.030 of this Code.

"Resource" means a building, structure, object, site, area, or historic district, man-made or natural.

"Routine maintenance and repair" means alteration to any exterior portion of a designated historic resource, a resource that is pending designation as a historic resource, a potential historic resource, or to a protected interior, that does not conflict with its ongoing eligibility for listing ~~on~~in the Glendale Register of Historic Resources and that involves:

- A. Repair and/or replacement of a cumulative total of one hundred (100) square feet or less of any exterior wall or roof cladding material with new material that matches the existing in terms of material, dimension, color, texture, reflectivity, and overall appearance;
- B. Repair and/or replacement of a cumulative total of one hundred (100) square feet or less of any interior wall cladding material of a protected interior with new material that matches the existing in terms of material, dimension, color, texture, reflectivity, and overall appearance;
- C. Repointing of masonry joints with a cumulative total of twenty-five (25) linear feet or less with new mortar that matches the existing in terms of material, color, texture, profile, and overall appearance;
- D. Replacement of window or door glazing except for glazing identified as significant in the Department of Community Development staff report presented to City Council at the time of the property's designation or by the Director of Community Development pursuant to Section 15.20.030 of this Code;
- E. The removal, maintenance, and/or installation of landscape materials except ~~on~~for protected landscape features, and indigenous trees pursuant to Chapter 12.44 of this Code;
- F. The application of vapor-permeable paint or stain finishes to wall cladding materials and trim provided that the finish does not change the existing texture of the ~~cladding underlying material~~ and that the Department of Community Development staff report reviewed by City Council at the time of the property's designation, or the Director of Community Development pursuant to Section

15.20.030 of this Code, does not identify any finish color(s) and/or finish locations specific to the ~~designated historic~~-resource that should be maintained; or

- G. Any other work determined by the Director of Community Development to constitute “routine maintenance and repair.”

“Secretary of the Interior’s Professional Qualification Standards” is the set of requirements issued by the US Department of the Interior, National Park Service (36 CFR Part 61) that define minimum education and experience required to perform identification, evaluation, registration, and treatment activities.

“Secretary of the Interior’s Standards for Rehabilitation” is the set of standards issued by the US Department of the Interior, National Park Service (36 CFR Part 67) and the publications of the National Park Service (NPS), Preservation Assistance Division, Guidelines for Rehabilitating Historic Buildings (1992, NPS) and The Secretary of the Interior’s Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings (1995, NPS), and any subsequent publication on the Secretary’s Standards by the NPS.

“Structure” means anything constructed that has a foundation but no roof, not including fences and freestanding walls, which are considered “objects.”

“Tribal cultural resource” means a resource, with cultural value to a California Native American tribe that is either included or determined to be eligible for inclusion in the National Register of Historic Places or the California Register of Historical Resources, or included in the Glendale Register of Historic Resources, or is a resource determined by the Director of Community Development to be a potential historic resource. A cultural landscape that meets these criteria is a tribal cultural resource to the extent that the landscape is geographically defined in terms of the size and scope of the landscape. Historical resources, unique archaeological resources, or non-unique archaeological resources may also be tribal cultural resources if they meet these criteria.

“Visible from the public right-of-way” means any portion of a designated historic resource, a resource that is pending designation as a historic resource, or a resource that is a potential historic resource -that is visible from the public street or sidewalk immediately adjacent to the property. For the purposes of this Chapter, any portion of a designated historic resource, a resource that is pending designation as a historic resource, or a resource that is a potential historic resource -that is not visible due to landscaping shall nonetheless be considered visible from the public right-of-way.

SECTION 5. Section 15.20.030 of the Glendale Municipal Code, 1995 is hereby amended as follows:

~~15.20.030 Authority Duties of the Director of Community Development, Historic Preservation Commission and City Council regarding designated historic resources.~~

- A. ~~The director of community development shall consider and render decisions on minor alterations and routine maintenance and repair projects as specified in Section 15.20.110 of this code.~~The Director of Community Development shall:

1. Consider and render decisions on minor alterations to designated historic resources, to resources that are pending designation as historic resources, to potential historic resources, to protected landscape features, and to protected interiors as specified in Section 15.20.084 of the Code. All decisions by the Director of Community Development shall conform to the Secretary of the Interior's Standards for Rehabilitation and shall not conflict with the resource's ongoing eligibility for listing on the Glendale Register status as a designated historic resource, resource pending designation as a historic resource, potential historic resource, or protected interior. ~~The Director of Community Development shall also, when required, identify character-defining features of designated historic resources, of resources pending designation as historic resources, of potential historic resources, and of protected interiors as set forth in Section 15.20.035.~~
2. Conduct design review, at his or her discretion, consistent with the thresholds established in Section 30.47.030.H and render decisions on the major alteration of potential historic resources following advisory design review conducted by the Historic Preservation Commission.
3. Consider and render decisions regarding the identification of character-defining features of designated historic resources, of resources pending designation as historic resources, of potential historic resources, and of protected interiors as set forth in Section 15.20.035.

B. The Historic Preservation Commission shall conduct public hearing and render decisions or, as appropriate, make recommendations on matters brought before it as set forth pursuant to Sections 15.20.080 and 2.76.100 of this chapter Code. The Historic Preservation Commission shall also conduct public hearings and render decisions on major alteration and demolition of designated historic resources, of resources pending designation as a historic resource, and of protected interiors, and render advisory review decisions on major alteration of potential historic resources, pursuant to Sections 15.20.080 and 15.20.082 of this Code. The Secretary of the Interior's Standards for Rehabilitation shall be used by the Historic Preservation Commission to inform and guide its deliberations, ~~but its decisions need not conform to those Standards.~~ In no case shall the Historic Preservation Commission render a decision that would conflicts with the a resource's ongoing eligibility status as a designated historic resource, a resource pending designation as a historic resource, a potential historic resource, or a protected interior.

C. The Design Review Board may, at the discretion of the Director of Community Development, conduct public hearings and render decisions on major alteration of potential historic resources following an advisory design review conducted by the Historic Preservation Commission.

D. City Council shall conduct public hearings and render decisions on:

1. General plan and Community Plan amendments regarding ~~the~~ historic preservation ~~element~~;
2. Additions to and deletions from the Glendale Register of Historic Resources pursuant to Sections 15.20.050, 15.20.055 and 15.20.060; and

3. Applications for the Mills Act property tax incentives program pursuant to Sections ~~15.20.050, 15.20.055, and 15.20.060~~ 15.20.070 of this Code.

SECTION 6. Section 15.20.050 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.20.050 Findings for ~~designation of historic resources~~ listing resources in the Glendale Register of Historic Resources.

Upon recommendation of the Historic Preservation Commission, City Council shall consider and make findings for additions to the Glendale Register of Historic Resources. The designation of any ~~proposed resource in the city~~ resource that is proposed for inclusion in the Glendale Register of Historic Resources as a designated historic resource shall be granted only if City Council first finds that the ~~proposed historic~~ resource meets one (1) or more of the following criteria:

1. The ~~proposed historic~~ resource is identified with important events in national, state, or city history, or exemplifies significant contributions to the broad cultural, political, economic, social, tribal, or historic heritage of the nation, state, or city, and retains historic integrity.
2. The ~~proposed historic~~ resource is associated with a person, persons, or groups who significantly contributed to the history of the nation, state, region, or city, and retains historic integrity.
3. The ~~proposed historic~~ resource embodies the distinctive and exemplary characteristics of an architectural style, architectural type, period, or method of construction; or represents a notable work of a master designer, builder or architect whose genius influenced his or her profession; or possesses high artistic values, and retains historic integrity.
4. The ~~proposed historic~~ resource has yielded, or has the potential to yield, information important to archaeological pre-history or history of the nation, state, region, or city, and retains historic integrity.
- ~~5. The proposed historic resource exemplifies the early heritage of the city.~~

SECTION 7. Section 15.20.055 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.20.055 Findings for deletion of ~~designated historic resources~~ from the Glendale Register of Historic Resources.

Upon recommendation of the Historic Preservation Commission, City Council shall consider and may make findings for deletions from the Glendale Register of Historic Resources. The deletion ~~of any designated historic resource~~ shall be granted only if City Council first finds that the ~~historic resource~~ resource no longer conforms to any of the ~~findings criteria~~ identified in Section 15.20.050 of this code and:

- A. Has been destroyed or demolished by natural disaster, accident, or fire; or

- B. Has diminished historic significance or value upon a showing of clear and convincing evidence, including that this diminution is not the result of demolition by neglect or work performed without permit; or
- C. Cannot be restored, rehabilitated, or stabilized ~~or renovated~~ for any use permitted in the zone in which it is located without causing an economic hardship disproportionate to the historic value of the property substantiated by clear and convincing evidence. Proof of economic hardship shall require a showing that the cost of restoration, rehabilitation, and/or stabilization of the historic ~~fabrie~~ features of the property exceeds the appraised value as determined by a qualified appraiser of the historic improvements on the site. If the appraised value of the historic improvements on a historic site is less than seventy-five (75) percent of similarly sized buildings within a five hundred (500) foot radius, the average appraised value of property improvements in the radius area shall be used. For property where neighborhood standards are not comparable, standard real estate practice comparable worth studies shall be produced to justify the burden of restoration, rehabilitation, and/or stabilization as compared to property value. City Council shall consider the value of property tax incentives allowed by the historic preservation ordinance and other benefits as may be available for historic preservation or stabilization in determining if economic hardship exists to the extent findings for ~~that~~ deletion from the ~~historic register~~ Glendale Register of Historic Resources can be made is warranted.

SECTION 8. Section 15.20.060 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.20.060 Procedure for designati~~ng~~ or deleti~~ng~~ of historic resources in or from the Glendale Register of Historic Resources.

- A. Designation of ~~historic~~ resources ~~on~~ in the Glendale Register of Historic Resources shall be initiated by an application of an owner(s) of record of the subject property or authorized agents thereof. Designation may also be initiated by a four-fifths (4/5) vote of City Council without the consent of the owner(s) of record of the subject property.
- B. Deletion of resources from the Glendale Register of Historic Resources shall be initiated by an application of the owner(s) of record of the subject property or authorized agents thereof. Deletion of historic resources may also be initiated by the Director of Community Development upon receipt of evidence that the resource no longer conforms to the criteria identified in Section 15.20.050 and in Section 15.20.055.A and/or Section 15.20.055.B.
- C. The Director of Community Development shall set the application for Glendale Register of Historic Resources designation or deletions for ~~a~~ public hearing before the Historic Preservation Commission and the City Council ~~prior to designating or deleting a historic resource~~.
- D.

The City Clerk shall give notice of the public hearing which notice shall contain the date, time and place of the hearing, the general nature of the proposed designation or deletion and the street address or legal description of the property involved.

1. For ~~the designation of historic resources~~ in the Glendale Register of Historic Resources, no additional notice shall be required.
2. For ~~the deletion of historic resources~~ from the Glendale Register of Historic Resources, the notice of public hearing shall be ~~posted in a conspicuous place on the subject property and shall be mailed, at least ten (10) days before the date of the hearing to affected property owners and all persons, shown on the last equalized assessment roll as owning real property and to the occupants of such properties, located within a radius of five hundred (500) feet of the exterior boundaries of the property which is subject to the proposed deletion:~~
 - a. Mailed, postage prepaid, at least ten (10) days before the date of the hearing to all property owners, meaning persons shown on the last equalized assessment roll as owning real property, and occupants within a radius of five hundred (500) feet of the exterior boundary of the property proposed for deletion; and
 - b. At least ten (10) days prior to the hearing, the applicant shall cause notice thereof to be posted in a conspicuous place on the property involved as follows:
 - i. a sign shall be mounted on four (4) by four (4) inch wooden posts embedded in the ground, or on a vertical surface conforming to the requirements of items ii, iii, and iv below, and shall be able to withstand all types of weather conditions; and
 - ii. the sign shall not exceed six (6) feet above ground level and shall be visible from adjacent streets; and
 - iii. the sign shall be a height of three (3) feet and width of four (4) feet; and
 - iv. the sign shall be located not more than five (5) feet inside the property line in residential zones and not more than one (1) foot inside the property line in all other zones. In all instances, the sign shall be located in areas that are most visible to the public but not within the public right-of-way; and
 - v. the sign shall: not be illuminated; be limited to only one (1) per street frontage of the property; be clearly legible, and consist of black lettering on a white background.
 - c. Additional signs may be required at the discretion of the Director of Community Development.
 - d. The sign(s) shall remain for the duration of the appeal period given in the title. If no appeal is filed, the sign shall be removed within seven (7) days after the deadline for filing appeals. If an appeal is filed, the sign shall remain for at least fifteen (15) days, but no more than twenty-two (22) days, after the final action by the City on that appeal. The sign may be

altered or replaced to reflect information on the appeal hearing. If a subsequent appeal is filed, the sign shall remain for at least fifteen (15) days, but no more than twenty-two (22) days, after final action by the City on the subsequent appeal.

e. In situations where the above requirements are not physically possible due to site constraints, a comparable notice shall be prepared and located to the satisfaction of the Director of Community Development.

E. The City Council shall make findings of fact and determinations in writing pursuant to the criteria set forth in Section 15.20.050 and 15.20.055 of this Code as applicable. Designation of resources initiated by City Council shall require a 4/5 Council vote.

F. The decision of the City Council shall be made by resolution, which shall be recorded with the Los Angeles County Recorder.

G. In the event that the Historic Preservation Commission votes to not recommend designation and the property owner decides to not proceed to City Council for final determination, the owner may withdraw the application by submitting a written statement indicating such desire to withdraw the application to the Community Development Department. An application will be automatically withdrawn if a written withdrawal statement is not received within six months of the date on which the Historic Preservation Commission voted.

H. An application to list a property in the Glendale Register will not be considered if, in the previous five (5) years, an earlier application for the same property was either withdrawn pursuant to Section 15.20.060(G) of this Code or denied by a vote of City Council. The Director of Community Development may consider a new application if he or she determines such application contains substantial evidence, not previously reviewed by the Historic Preservation Commission, that the property meets at least one of the criteria for designation established in Section 15.20.050 of this Code.

SECTION 9. Section 15.20.070 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.20.070 Incentive program for designated historic resources listed in the Glendale Register of Historic Resources and resources potentially eligible for listing.

A. Notwithstanding any other incentive of federal or state law, owners of ~~designated historic resources~~properties listed in the Glendale Register of Historic Resources may apply to the Director of Community Development for the following incentives:

A1. ~~A reduction in property taxes through the Mills Act Property-property tax _____ incentive program and historical property contracts is potentially available to - Any owners of a historic resource which - properties listed in the Glendale Register of Historic Resources. Owners of listed properties is in the Glendale Register of Historic Resources shall may be eligible to apply for the a property tax incentive program abatement through the use of a Mills Act historical property contract pursuant to Sections 50280 et seq., of the California Government Code. All applications filed for Mills Act historical property contracts applications shall be considered for recommendation by the Historic Preservation Commission.~~

The Commission recommendation will be forwarded to City Council for consideration at a public hearing and forwarded to city council for final approval;

~~B2.~~ A rReduction in required parking for new uses in or additions of square footage to Glendale Register listed properties designated historic resources as specified in Title 30 of this Code;

~~3.~~ The aAllowance of specified uses permitted in the C1 zone, in the R-3050, R-2250, R-1650, and R-1250 zones, and as conditional uses in the ROS, R1R and R1 zones for Glendale Register listed properties, as specified in Title 30 of this Code.

~~4.~~ A height bonus and/or a floor area ratio bonus may be available for projects located on the same lot as a historic resource within the Downtown Specific Plan area provided that, prior to design review approval, the resource is listed in the Glendale Register of Historic Resources and that the proposed project meets the Secretary of the Interior's Standards for Rehabilitation. Such incentives may not be available to every property located in the Downtown Specific Plan area.

B. Notwithstanding any other incentive of federal or state law, owners of properties not listed in the Glendale Register of Historic Resources but which reflect the city's early architectural heritage, may apply to the Director of Community Development for listing in the Glendale Register, and may apply for a Mills Act historic property contract, if the following are met:

~~1.~~ The property contains one or more buildings built before 1925 and designed in the Craftsman architectural style or any style predating the Craftsman style;

~~2.~~ The property has been found through survey evaluation to not be individually eligible for listing in the Glendale Register of Historic Resources but nonetheless is determined by the Historic Preservation Commission to retain sufficient historic integrity to accurately reflect and exemplify the city's early architectural heritage or to be reasonably capable of being returned to such a level of historic integrity through the inclusion of conditions recorded as part of a Mills Act property contract; and

~~3.~~ The Historic Preservation Commission and City Council find that designating the property under Glendale Register designation Criterion 3 pursuant to Section 15.20.050.3 of this Code would be in keeping with the goals and intent of the City's historic preservation program.

SECTION 10. Section 15.20.080 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.20.080 Demolition clearance and demolition pPermit and review required for demolition of designated historic resources and potential historic resources.

A. No person shall completely demolish, demolish, any a designated historic resource or a potential historic resource without first obtaining a demolition clearance and demolition permit, pursuant to Chapter 15.22 of this Code. ~~An application for such clearance and permit shall be filed with the Permit Services Center which shall thereupon transmit same to the historic preservation commission, which will schedule the application for a public hearing. The Historic~~

~~Preservation Commission may require that the application for permit be supplemented by such additional information or materials as may be necessary for a complete review. The Commission may impose such reasonable conditions or restrictions as it deems necessary or appropriate on a case-by-case basis to promote or achieve the purpose of this code. If a permit applicant provides evidence that the cost of complying with a condition of approval is not economically feasible, the Commission may require that all conditions be met within a period of up to five (5) years.~~

~~_____The Commission shall not approve a request for demolition except upon written findings after a public hearing that denial of the requested demolition will deprive the owner of substantially all reasonable use of the property, or that demolition will not have a significant effect on the achievement of the purpose of this Chapter.~~

~~_____B._____No permit to demolish a designated historic resource may be issued without the issuance of a building permit for a replacement building, structure or project for the property involved; and~~

~~B._____In the event any designated historic resource or potential historic resource is completely demolished or partially demolished without demolition clearance and issuance of a demolition permit, the provisions of Section 15.20.090 of this Code shall apply.~~

~~C._____In the case of a property listed in the Glendale Register of Historic Resources, upon approval of a demolition permit, completion of any environmental review required by the CEQA and issuance of a demolition permit, the matter will be referred to the Historic Preservation Commission and City Council to commence the process of deleting the demolished property for deletion from the Glendale Register of Historic Resources pursuant to Sections 15.20.055 and 15.20.060 of this Code.~~

SECTION 11. Section 15.20.082 of the Glendale Municipal Code, 1995 is hereby added as follows:

15.20.082 Review and permit required for major alterations or for partial demolition of designated historic resources, of resources pending designation as historic resources, of potential historic resources, and of protected interiors.

A._____No person shall make major alterations to, or partially demolish, any resource that is a designated historic resource, a resource pending designation as a historic resource, or a protected interior without first completing environmental review required by CEQA and obtaining all required permits. An application for such permit(s) shall be filed with the Permit Services Center. The Director of Community Development shall set the application for public hearing before the Historic Preservation Commission. In the case of a major alteration proposed for a potential historic resource, the Director of Community Development shall set the application for public hearing before the Historic Preservation Commission for advisory design review. Based on the Historic Preservation Commission's comments and recommendations, the Director of Community Development shall forward the project to the appropriate design review authority.

B._____The Historic Preservation Commission, Design Review Board, or Director of Community Development may require permit application(s) be supplemented with additional information or materials deemed reasonably necessary for a complete review, and may impose such reasonable conditions or restrictions deemed necessary or appropriate to achieve the purpose of this Code.

SECTION 12. Section 15.20.084 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.20.084 Review and pPermit and review required for minor alterations of designated or pending historic resources, of resources pending designation as a historic resource, of potential historic resources, or of protected interiors.

A. Review of Alterations That Requiring-Require a Permit.

No person shall make minor alterations to ~~any~~ designated historic resource, ~~of a to a resource that is pending designation as a~~ historic resource, ~~or of a to a potential historic resource, or to a protected interior~~ without ~~first obtaining any required permit(s) including completing any environmental review required by CEQA and obtaining permits.~~ An application for such permit shall be filed with the Permit Services Center and will be reviewed by ~~with~~ the Director of Community Development. The Director may require ~~that~~ the application ~~for permit~~ be supplemented by such additional information or materials as deemed reasonably may be necessary for a complete review. The Director may impose such reasonable conditions or restrictions as he or she deems necessary or appropriate ~~on a case-by-case basis to promote~~ erto achieve the purpose of this Code.

B. Review of Alterations That Do Not Require a Permit. Requiring Approval of

The Director of Community Development shall be the review authority. ~~For the purposes of this Section and Chapter, to determine whether~~ certain work that does not require a building permit is ~~considered nonetheless~~ a minor alteration and therefore requires review ~~because of the potential for, based on review~~ the alteration may have a significant impacts on the character and appearance of a designated historic resource, of a resource that is pending designation as an historic resource, of a potential historical resource, of a protected landscape feature, or of a protected interior. The following work must be reviewed and approved by the Director of Community Development ~~prior to commencement~~:

1. Replacement of doors and garage doors within existing openings;
2. Removal of existing awnings, or installation of new awnings, that are fully supported by the wall;
3. Removal or installation of wall cladding, trim, shutters, or other decorative cladding materials;
4. Installation or removal of decorative light fixtures at existing junction boxes;
- ~~5. Any other work not requiring a permit and determined by the director of community development to require review due to its potential to affect the historic character and appearance of the property.~~
5. Construction or removal of hardscape, fences, and walls;
6. Removal of any protected landscape feature; and
7. Any other work not requiring a permit and determined by the Director of Community Development to require design review due to its potential to affect the historic character and appearance of the property.

C. Notwithstanding the foregoing, upon further review a proposal may be determined to be a major alteration by the Director of Community Development may determine that a proposed

alteration exceeds the standards to be considered a minor alteration and may, thereby requiring require review by the Historic Preservation Commission at a public hearing per pursuant to Section 15.20.082 of this Code.

SECTION 13. Section 15.20.086 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.20.086 Routine maintenance of, and repair to, designated or pending historic resources, to resources pending designation as a historic resource, or to potential historic resources.

The Director of Community Development must review and approve any rRoutine repair and maintenance performed at the exterior of a designated historic resource, of a resource pending designation as a historic resource, of a potential historic resource, or of a protected interior as defined in this Chapter and that does not require a permit may be performed without the review of the Director of Community Development or the Historic Preservation Commission. The Director of Community Development must review and approve any routine maintenance and repair that: (a) requires a permit; (b) exceeds the thresholds and/or requirements identified in Section 15.20.020 of this Code ("Routine maintenance and repair"); and or (c) is determined by the Director of Community Development to not meet the definition of "routine maintenance and repair."

SECTION 14. Section 15.20.100 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.20.100 Unsafe or dangerous conditions.

Nothing in this chapter shall prevent the construction, reconstruction, alteration, restoration, stabilization or demolition of a designated historic resource, a resource pending designation as a historic resource, a potential historic resource, or a protected interior designated historic resources, or any feature thereof, which the Director of Public Works/City's Building Official or his or her designee shall find and determines to be unsafe or which poses an imminent threat to public safety. certify is required because of an unsafe or dangerous condition and is a threat to public safety.

SECTION 15. Section 15.20.120 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.20.120 Duty to maintain historic resources.

Every owner of a designated historic resource, a resource pending designation as a historic resource, a potential historic resource, or a protected interior ~~designated historic resource~~ shall maintain and keep such resource in a manner that ensures its the continued availability of such premises for lawful and reasonable uses, that ensures its continued eligibility for listing on in the Glendale Register of Historic Resources, California Register of Historical Resources, and/or the National Register of Historic Places, and ensures that it does is not constitute subject to (and actively prevents) "demolition by neglect," and prevents as well as deterioration, dilapidation and decay of any portion of such resource.

SECTION 16. Section 15.22.010 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.22.010 Purpose and intent.

This Chapter provides for discretionary review and approval ~~before of the proposed~~ demolition of any ~~building, structure, or object within the city occurs. The intent is in order~~ to protect against the inadvertent destruction of ~~buildings, structures, or objects~~ of historic, architectural or cultural importance. The City Council finds that historically significant structures within the city constitute a cultural treasure for the entire community to enjoy, and that the preservation of these ~~structures-resources~~ will promote the general welfare by maintaining an invaluable link to the city's rich and distinguished past.

~~The city's permit procedures for demolishing structures therefore recognize that efforts should be made to identify historic resources, study alternatives to demolition, preserve the city's historic structures and, if a historic structure is approved for demolition, conditions should be considered and imposed prior to the demolition which may provide the opportunity for persons to reclaim potentially historic structures or features from destruction in some form to preserve the posterity of the historic and cultural significance of the structure.~~

SECTION 17. Section 15.22.020 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.22.020 Applicability

This Chapter shall apply citywide to any ~~building, structure, or object~~ for which an application for a demolition permit is made. No ~~structure building, structure, or object~~ shall be demolished until the ~~city's Building department-Division~~ issues a demolition permit ~~subsequent to the Director of Community Development's approval of a demolition clearance application in accordance with this Chapter. for which a clearance has first been granted in accordance with this chapter by the director of community development or designee.~~

~~If, within the five (5) years prior to the submittal of a demolition clearance application, an environmental review conducted pursuant to the California Environmental Quality Act (CEQA) found the building, structure, and/or object is not a historic resource as defined by Section 15064.5 of the State CEQA Guidelines, no further environmental review shall be required unless subsequent environmental review is necessitated pursuant to CEQA Guidelines. The Director of Community Development may process the application pursuant to Sections 15.22.070.A.4 or 15.22.070.A.5, as applicable, unless the Director of Community Development determines that substantial evidence indicates the property is a historic resource.~~

SECTION 18. Section 15.22.025 of the Glendale Municipal Code, 1995 is hereby added as follows:

15.22.025 Authority.

The Director of Community Development shall review all demolition clearance applications to: i) determine if the proposed demolition may have a substantial adverse impact on the environment pursuant to CEQA; ii) determine the required level of environmental review under CEQA and require preparation of any documents necessary to conduct this review; and iii) upon review of all applications and supporting documents, determine the appropriate authority for final review of the demolition clearance application and all other required discretionary applications, as follows:

A. The Historic Preservation Commission shall be the review authority for the demolition clearance application, any required environmental review pursuant to CEQA, and all other discretionary applications related to design review pursuant to Sections 15.20 and 15.22.050 of this Code if the proposal under review is determined by the Director of Community Development to involve a:

1. designated historic resource;
2. potential historic resource; or
3. contributor or non-contributor in a designated or pending historic district overlay zone.

B. The Design Review Board shall be the review authority for the demolition clearance application, any required environmental review pursuant to CEQA, and all other discretionary applications related to design review pursuant to Sections 30.47 and 15.22.060 of this Code if the proposal under review is determined by the Director of Community Development to:

1. not involve any resource type identified in 15.20.025.A, above; and
2. require design review by the Design Review Board pursuant to Title 30 of this Code.

C. The Director of Community Development shall be the review authority for the demolition clearance application, any required environmental review pursuant to CEQA, and all other discretionary applications related to design review pursuant to Sections 30.47 and 15.22.070 of this Code if the proposal under review is determined by the Director of Community Development to:

1. not involve any resource type identified in 15.20.025.A, above; and
2. not require design review by the Design Review Board pursuant to Title 30 of this Code.

SECTION 19. Section 15.22.030 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.22.030 Definitions.

~~The following words, as used in this chapter, shall have the meanings herein prescribed for them:~~

For the purposes of this Chapter the following words and phrases shall have the meanings set forth below:

“Building” means anything constructed having a roof supported by columns or walls for the purpose of housing, shelter or enclosure.

“CEQA,” means the California Environmental Quality Act, contained in California Public Resources Code Section 21000, et seq., and Title 14 of the California Code of Regulations (“CEQA Guidelines”) as they both now exist or may hereafter be amended.

“California Register of Historic Resources” means the official list of historic resources designated by the State of California through the State Statute codified in the California Public Resources Code Section 5020.1 et seq.

“Character defining features” means the distinctive physical forms, elements, materials, details, and/or characteristics that convey the significance of a historic resource.

“Code” means the Glendale Municipal Code.

“Complete demolition” means removal of all above-grade portions of a designated historic resource, a resource that is pending designation as a historic resource, a potential historic resource, or a district contributor or district non-contributor in a designated or pending historic district overlay zone.

“Contributor” means a historic resource in a designated or pending historic district overlay zone that was built within the Period of Significance and retains enough historic integrity to contribute to the overall character and significance of the historic district.

“Demolition” is the act or process of destroying, knocking down, pulling down, tearing down, flattening, razing, or leveling a building, structure, or object. For purposes of this Chapter, demolition can be either complete or partial.

“Demolition by neglect” means the process in which the owner of a resource, or his or her designee, allows its ongoing deterioration of a resource over a period of time as a result of lack of maintenance, failure to protect the resource from pests or vandals, and/or failure to take reasonable measures to prevent ingress of water or wind through the roof, walls, or apertures of the resource, leading to deterioration and/or structural failure that results in complete or partial demolition, the loss of character-defining features, and/or that constitutes a threat to public health and safety.

“Designated historic resource” means a historic resource that is listed in the National Register of Historic Places, the California Register of Historical Resources, or the Glendale Register of Historic Resources.

“Director of community development” shall mean the director of community development or designee.

“Glendale Register of Historic Resources” means the official list of historic resources designated by the City of Glendale.

“Historic district overlay zone” means a geographically definable area possessing a significant concentration, linkage or continuity of properties that constitute more than sixty (60) percent of the total properties in the district and which are united historically or aesthetically by plan or physical development.

“Historic Resource” means a resource that is historically or archaeologically significant in the cultural, architectural, archaeological, tribal, engineering, scientific, economic, agricultural,

educational, social, political or military heritage of the City of Glendale, the State of California, or the United States, and which retains sufficient historic integrity to convey its significance.

“National Register of Historic Places” mean the official list of historic resources established by the federal government through the National Historic Preservation Act of 1966, as amended through 1992.

“Non-contributor” means a resource in a designated or pending historic district overlay zone that was either not built within the historic district’s period of significance or was built within the period of significance but does not retain enough historic integrity to contribute to the overall character and significance of the historic district.

“Object” means an entity that is not a building or structure, or part thereof, that is expressive of the cultural, architectural, archaeological, tribal, engineering, scientific, economic, agricultural, educational, social, political or military heritage of the City of Glendale, the State of California, or the United States.

“Partial demolition” means the removal, alteration, or destruction of one or more character-defining features of a historic resource that have been identified as character-defining in a property-specific historic assessment, in a historic resource assessment prepared by a person meeting the Secretary of the Interior’s Professional Qualification Standards in Historic Architecture or Architectural History, or by the Director of Community Development.

“Pending designation,” as applied to a resource, means a resource for which a nomination for listing in the Glendale Register of Historic Resources, signed by the property owner or nominated by City Council, has been received by the City, but for which a final action has not occurred.

“Pending historic district overlay zone” means an area for which certain property owners of said area have submitted a historic district overlay zone application and for which the Historic Preservation Commission has held a public hearing at which it made a preliminarily eligibility determination.

“Period of significance” means the span of time during which events and activities significant in the history and development of a designated or pending historic district overlay zone occurred.

“Potential historic resource” means a resource that: i) is not a designated historic resource; and either ii) is identified with a California Historical Resource Status Code of 1 to 5 on a DPR Form 523 and/or in a historic resource survey commissioned by the City and prepared by a person meeting the Secretary of the Interior’s Professional Qualification Standards; or iii) is determined by the City to be a historic resource per Public Resources Code Section 21084.1.

“Resource” means a building, structure, object, site, area, or historic district, man-made or natural.

“Structure” means anything constructed that has a foundation but no roof. This term does not include fences and walls, which are considered “objects”.

SECTION 20. Section 15.22.040 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.22.040 Demolition clearance approval required prior to Applications for issuance of demolition permit.

~~Prior to submitting an application to the permit services center for a demolition permit, a request shall first be submitted to the director of community development for a demolition clearance pursuant to this chapter.~~

~~A. As a prerequisite to obtaining a demolition permit, an applicant must submit a demolition clearance application to the Permit Services Center for review by the Director of Community Development to determine the appropriate authority pursuant to Sections 15.22.025, 15.22.050, 15.22.060, and 15.22.070 of this Code. The demolition clearance application may be submitted concurrently with a demolition permit application. No demolition permit application shall be deemed complete without a demolition clearance approved by the Director of Community Development or his or her designee.~~

~~B. Demolition clearance applications may be processed concurrently with all other required discretionary applications and will not be approved until and unless all other discretionary permits for a proposed project are first approved.~~

~~Such request shall be made on a form provided by the planning division and shall:~~

~~_____ A. Be completed by the owner of the structure proposed for demolition, or the owner's authorized representative, and submitted to the planning division.~~

~~_____ B. Describe the purpose of the demolition.~~

~~_____ C. Identify the structure to be demolished by providing a description of the structure, its address, photos of the structure from all sides, legal description and tax assessors parcel number.~~

~~_____ D. Specify the date that construction of the structure was completed, and include documentation verifying that date to the satisfaction of the director of community development. If documentation is unavailable to reasonably establish the date of completed construction, the applicant shall write "age of structure unknown — no documentation available" on the permit application.~~

SECTION 21. Section 15.22.050 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.22.050 Historic Preservation Commission review of demolition clearance applications and approval.

~~Demolition permit applications for a historic resource as defined in Section 15.20.020 shall be scheduled for review and approval by the historic preservation commission pursuant to Section 15.20.080 of this Code. An environmental impact report shall be prepared in accordance with CEQA and shall be considered by the commission before making a decision on the demolition permit application. Pursuant to subsection 15.20.080.B., the application for a demolition permit shall be processed concurrently with all other required discretionary applications and shall not be approved until and unless all discretionary permits for the proposed new project on the site are approved.~~

The Historic Preservation Commission shall review demolition clearance applications, environmental review documents that may be required pursuant to CEQA, additional information

or materials submitted by the applicant as required by the Director of Community Development pursuant to Sections 15.22.070.A.1, 15.22.070.A.2, and 15.22.070.A.3, and any information or materials submitted by members of the public prior to rendering a decision to approve or disapprove a demolition clearance application.

A. For a designated historic resource, the Historic Preservation Commission shall not approve a demolition clearance application unless it finds:

1. The subject property is not a historic resource because it does not meet any of the criteria for listing on the Glendale Register pursuant to Section 15.20.050 of this Code and that this determination is not due to demolition by neglect or unpermitted work; or
2. It has certified an Environmental Impact Report (EIR) and adopted a Statement of Overriding Considerations in reference to a significant and unavoidable environmental impact on cultural resources stemming from the proposed demolition of a historic resource.

B. For a potential historic resource, the Historic Preservation Commission shall consider all evidence in the record and make findings as to whether or not the subject property is eligible for listing on the Glendale Register, and is therefore a historic resource because the resource meets one or more of the criteria for listing in Section 15.20.050 of this Code.

1. If the Historic Preservation Commission finds the property is a historic resource, the Commission shall direct the Community Development Department to prepare or cause to be prepared by private consultants under contract with the City, an Environmental Impact Report in accordance with CEQA. Following circulation of the draft EIR for public comment and preparation of the final EIR, the final EIR and all other required discretionary applications shall be reviewed by the Historic Preservation Commission pursuant to Sections 15.20.080 and 15.22.050 of this Code. The Historic Preservation Commission shall not approve a demolition clearance application for a property found to be a historic resource unless it adopts a Statement of Overriding Considerations, pursuant to CEQA, in reference to a significant and unavoidable environmental impact on cultural resources stemming from the proposed demolition of a historic resource.
2. If the Historic Preservation Commission finds the property is not a historic resource and this determination is not based on demolition by neglect or unpermitted work, the Commission shall approve the demolition clearance application. In such case, the Commission shall remand all other discretionary review to the Director of Community Development to determine the appropriate level of further discretionary review pursuant to Sections 15.22.070.A.4 and 15.22.070.A.5.

C. For a contributing property in a designated historic district overlay zone, the Historic Preservation Commission shall not approve a demolition clearance application unless it finds:

1. The property is not a historic resource because it is not a contributor to the historic district pursuant to Chapter 30.25 of this Code and that this determination is not due to demolition by neglect or unpermitted work; or

2. It has certified an Environmental Impact Report and adopted a Statement of Overriding Considerations in reference to a significant and unavoidable environmental impact on cultural resources stemming from the proposed demolition of a historic resource.

D. For a property identified as a non-contributor in the historic district survey adopted by City Council for a designated historic district, or identified as a non-contributor to a pending historic district by the Director of Community Development pursuant to Section 15.22.070.3 of this Code, no further environmental review under CEQA with regard to historic resources shall be required unless subsequent environmental review is necessitated pursuant to CEQA Guidelines Section 15162. The Historic Preservation Commission shall approve the demolition clearance application and review all other required discretionary applications pursuant to Sections 30.25.040 and 30.25.050 of this Code.

E. The Historic Preservation Commission shall review demolition clearance applications for garages and accessory buildings, structures, and objects located on properties that are designated historic resources, potential historic resources, or contributors to designated or pending historic district overlay zones, and at which the primary building is not proposed for demolition. Pursuant to Section 15.22.070.D of this Code, no Environmental Impact Report or intensive level survey shall be required unless subsequent environmental review is necessitated pursuant to CEQA Guidelines Section 15162. The Director of Community Development may require the applicant to provide information regarding the provenance of the building(s), its alteration history, the proposed replacement project, if any, and any additional information or materials as may be necessary for a complete review. The Commission shall conduct its review on a case-by-case basis, and base its determination on whether or not the proposed demolition(s) and possible new construction would affect the property's ongoing status as a designated historic resource, potential historic resource, or contributor to a designated or pending historic district overlay zone.

~~Following the decision of the historic preservation commission, the commission shall inform the applicant and the public of the right to appeal. The director of community development shall grant a clearance only after:~~

- ~~1. Such a permit has been approved by the historic preservation commission;~~
- ~~2. All discretionary approvals for the replacement project have been obtained in compliance with this code; and~~
- ~~3. The time limit for appeals has expired.~~

SECTION 22. Section 15.22.060 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.22.060 Design Review Board review of demolition clearance applications and approval.

~~Demolition permit applications for any historic building or structure in a designated historic district, or for any building or structure proposed to be demolished in conjunction with an application for new construction subject to design review pursuant to title 30 of this code, shall be scheduled for review and approval by the design review board, unless said demolition is subject to review by the historic preservation commission pursuant to Section 15.22.050 of this~~

~~chapter. The appropriate environmental review shall be conducted in accordance with CEQA and shall be considered by the design review board before making a decision on the demolition permit application. The application for a demolition permit shall be processed concurrently with all other required discretionary applications and shall not be approved until and unless all discretionary permits for the proposed new project on the site are approved.~~

~~Following the decision of the design review board, the board shall inform the applicant and the public of the right to appeal. The director of community development shall grant a clearance only after:~~

~~A. Such a permit has been approved by the design review board;~~

~~B. All discretionary approvals for the replacement project have been obtained in compliance with this code; and~~

~~C. The time limit for appeals has expired.~~

A. For any property the Director of Community Development determines is not a designated historic resource or potential historic resource, and that is not located in a designated or pending historic district overlay zone, the Design Review Board shall review demolition clearance applications and be the design review authority pursuant to Sections 30.47 and 15.22.060 of this Code. For such properties, the Board shall review demolition clearance applications; environmental review documents pursuant to CEQA; additional information or materials submitted by the applicant as required by the Director of Community Development pursuant to Sections 15.22.070.A.1, 15.22.070.4, and 15.22.070.5; any information or materials submitted by members of the public; and all other required discretionary design review applications.

B. Upon determination by the Historic Preservation Commission that a designated historic resource is no longer a historic resource pursuant to Section 15.22.050.A of this Code, or that a potential historic resource is not a historic resource pursuant to Section 15.22.050.B of this Code, and that the property is not located in a designated or pending historic district overlay zone, demolition clearance applications and proposals for new construction at the property shall be reviewed by the Design Review Board pursuant to Chapter 30.47 of this Code.

SECTION 23. Section 15.22.070 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.22.070 Director of Community Development review of demolition clearance applications and approval.

~~A. Applicability. Demolition permit applications for structures older than thirty (30) years old as of the date of the demolition permit and application and not considered historic resources as defined under Section 15.20.020 of this title, not within a historic district overlay zone established pursuant to title 30 of this code, or not part of an entitlement process including CEQA review, shall be scheduled for review by the Director of Community Development.~~

~~Demolition permit applications for structures which are not part of an entitlement process including CEQA review shall be exempted from this section if a CEQA review adopted by the City of Glendale within the last five (5) years has found that the structure is not a historic resource as defined by the Section 15064.5 of the State CEQA Guidelines.~~

~~Garages and other accessory buildings are exempted from this section if they are not located on a property which contains a historic resource as defined in Section 15.20.020 of this title; if they are not within a historic district overlay zone adopted in accordance with title 30 of the Glendale Municipal Code; and if they are not located on a property that has been found to be significant in a historic resources survey meeting the criteria of Section 5024.1(g) of the California Public Resources Code.~~

A. The Director of Community Development shall review all demolition clearance applications and determine the necessary level of environmental review and the appropriate authority to review an application pursuant to Section 15.22.025, as follows:

1. Following receipt and review of a demolition clearance application for a designated historic resource or a contributor in a designated historic district, the Community Development Department shall prepare, or cause to be prepared by private consultants under contract with the City, an Environmental Impact Report in accordance with CEQA. Following circulation of the draft EIR for public comment and preparation of the final EIR, the Director shall set the demolition clearance application, any required environmental review pursuant to CEQA, and all other required discretionary applications for a public hearing before the Historic Preservation Commission pursuant to Sections 15.20.080 and 15.22.050 of this Code.
2. Following receipt and review of a demolition clearance application for a potential historic resource, the Community Development Department shall prepare, or cause to be prepared by private consultants under contract with the City, an intensive-level survey of the property containing sufficient historical research and analysis to determine whether the potential historic resource is a historic resource. Subsequent to receipt of the survey and any additional information or materials as may be necessary for a complete review, the Director shall set the demolition clearance application, any required completed environmental review pursuant to CEQA, and all other required discretionary design review applications for a public hearing before the Historic Preservation Commission pursuant to Section 15.20.080 of this Code.
3. Following receipt and review of a demolition clearance application for a building, structure, or object in a pending historic district overlay zone, the Director of Community Development shall determine whether the property, or any portion thereof, is a contributor or non-contributor to the pending district. This determination is a rebuttable presumption and shall be based on the information included in the historic district application under consideration by the City and any additional information or materials as may be necessary for a complete review.
 - a. For a property determined to be a contributor to the pending historic district, the Director of Community Development shall prepare, or cause to be prepared by private consultants under contract with the City, an intensive-level survey of the property containing sufficient historical research and analysis to determine if the contributor to a pending historic district is a potential historic resource, and whether its demolition would

cause an adverse impact to the pending historic district's eligibility for designation pursuant to Section 30.25.020 of this Code. Subsequent to receipt of the survey and any additional information or materials as may be necessary for a complete review, the Director shall set the demolition clearance application, any required completed environmental review pursuant to CEQA, and all other required discretionary design review applications for a public hearing before the Historic Preservation Commission pursuant to Sections 30.25.040 and 30.25.050 of this Code.

b. For a property determined to be a non-contributor to a designated historic district or pending historic district, no further environmental review under CEQA with regard to historic resources shall be required unless subsequent environmental review is necessitated pursuant to CEQA Guidelines Section 15162. The Director of Community Development shall set the demolition clearance, any required environmental review pursuant to CEQA, and all other required discretionary design review applications for a public hearing before the Historic Preservation Commission pursuant to Sections 30.25.040 and 30.25.050 of this Code.

4. Following receipt and review of a demolition clearance application for a property that is not a designated historic resource, not a potential historic resource, and not a contributor or non-contributor to a pending or designated historic district overlay zone, no further environmental review with regard to historic resources will be required unless subsequent environmental review is necessitated pursuant to CEQA Guidelines Section 15162. Upon the determination by the Director of Community Development that the project proposed for the site requires design review by the Design Review Board pursuant to Title 30 of this Code, the Director shall set the demolition clearance application and all other required discretionary design review applications for a hearing before the Design Review Board pursuant to Chapter 30.47 and Section 15.22.060 of this Code.

5. Following receipt and review of a demolition clearance application for a property that is not a designated historic resource, not a potential historic resource, and not a contributor or non-contributor to a pending or designated historic district overlay zone, no further environmental review with regard to historic resources will be required unless subsequent environmental review is necessitated pursuant to CEQA Guidelines Section 15162. Upon determination by the Director of Community Development that the project proposed for the site does not require design review by the Design Review Board pursuant to Title 30 of this Code, the Director of Community Development shall review the demolition clearance application and all other required discretionary design review applications and make a final determination pursuant to Chapter 30.47 of this Code.

B. The Director of Community Development shall notify the applicant within thirty (30) days of receipt of a demolition clearance application regarding the level of environmental review required pursuant to Section 15.22.070.A and consistent with CEQA and the Permit Streamlining Act.

C. Garages and other accessory buildings, structures, and objects are exempted from this Section if they are not located on a property that is a designated historic resource, potential historic resource, or contributor to a designated or pending historic district overlay zone.

D. Garages and/or other accessory buildings, structures, and objects are subject to this Section if the primary building on the property is not proposed for demolition and the property is a designated historic resource, potential historic resource, or contributor to a designated or pending historic district overlay zone. Following review of a demolition clearance application for such a garage and/or accessory building, structure, or object, the Director of Community Development shall set a hearing before the Historic Preservation Commission. The Director may request the applicant provide additional information or materials as may be necessary for review by the Historic Preservation Commission, including environmental review pursuant to CEQA.

~~B. Review and Notice. A decision for approval, approval with conditions, or further environmental review under CEQA shall be made within seven (7) days from receipt of the demolition permit application. The decision of the director of community development shall be posted for a seven-day period on the subject property and the bulletin board outside of city hall before the director of community development grants a clearance.~~

~~———— If the director of community development, after review of the demolition permit application and all other available data including historic resource surveys, determines that the structure has no historical significance and demolition of the structure is determined to be exempt from CEQA, the permit application and structure shall also be exempt from further review by the city under this chapter, unless an appeal of the director's decision is made in accordance with this chapter. If no appeal is filed within the time provided for by this chapter, the director of community development shall grant a clearance pursuant to Section 15.22.020 of this code.~~

~~Upon council approval of a citywide historic survey, this section shall apply only to those buildings identified as significant in the citywide historic survey.~~

~~———— If the director of community development, after review of the demolition permit application and all other available data including historic resource surveys, determines that the structure may have historical significance and its demolition requires the preparation of a negative declaration or an environmental impact report under CEQA, and after conducting the appropriate environmental review under CEQA, the director may subsequently approve, approve with conditions or deny the clearance pursuant to Section 15.22.020 of this code.~~

SECTION 24. Section 15.22.080 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.22.080 Appeals.

All appeals shall be de novo, in that an independent reexamination of the matter shall be made.

A. Any person may appeal a decision made by the Director of Community Development regarding a demolition clearances application from the director of community development to the Historic Preservation Commission city council pursuant to Chapter 30.62 of this Code the uniform appeal procedure, chapter 2.88. The person making the appeal shall file within fifteen (15) days of the date of the decision.

B. Any person may appeal a decision of the Historic Preservation Commission regarding a demolition clearance application to the City Council pursuant to Section 2.88 of this Code

SECTION 25. Section 15.22.090 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.22.090 ~~Conditions of approval.~~Reserved.

~~—The city shall have the right to condition the issuance of a demolition permit to further the goals of this chapter and to protect the public health, safety and welfare interests of its citizens. If a demolition permit application is conditioned by imposing a delay, the city shall reasonably cooperate with the applicant and the owner of the structure for the purposes of saving the structure through purchase of the property, relocating the structure, or by any other means to rescue the structure from demolition, in the shortest time possible, but no longer than ninety (90) days, unless extended by the city council after a public hearing. The city shall make every reasonable effort to provide for the preservation of the structure, but nothing in this chapter shall require the city to purchase, relocate or otherwise expend city funds in connection with the efforts to save the structure.~~

SECTION 26. Section 15.22.100 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.22.100 Issuance of ~~permit~~demolition clearance.

Upon determining that the conditions of this ~~chapter~~Chapter have been met, the Director of Community Development shall issue a demolition clearance as a prerequisite for a demolition permit ~~application~~. No demolition permit may be issued without ~~such approval of~~ a demolition clearance application.

SECTION 27. Section 15.22.110 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.22.110 Dangerous buildings.

Nothing in this chapter shall prevent or delay the demolition of any ~~structure~~building, structure, or object to remedy a condition the City's Building Official finds and determines to be unsafe or which poses an imminent threat to public safety.~~determined dangerous to the general public as determined by the Director of Public Works.~~

SECTION 28. Section 30.25.010 of the Glendale Municipal Code, 1995 is hereby amended as follows:

30.25.010 Purpose.

The City recognizes that the historic and architectural resources of ~~the city~~Glendale are among its most important assets. It is the purpose of this Chapter:

- A. To protect the beauty of the city and improve the quality of its environment through identification, recognition, conservation, maintenance and enhancement of its historic and architectural resources within neighborhoods;

- B. To protect designated areas having historic and architectural significance against intrusion of alterations, additions, new structures and other designs that fail to protect such significance;
- C. To ensure harmonious, orderly and efficient growth and development of the city;
- D. To stabilize and improve property values in such districts-designated areas, thus strengthening the local economy;
- E. To foster civic pride; and
- F. By furthering such purposes, to promote the public welfare, to strengthen the cultural and educational life of the city and to make the city a more attractive and desirable place in which to live and work.

SECTION 29. Section 30.25.015 of the Glendale Municipal Code, 1995 is hereby amended as follows:

30.25.015 Definitions.

For the purposes of this Chapter the following words and phrases shall have the meanings ascribed to them unless otherwise noted:

“Building” means anything constructed having a roof supported by columns or walls for the purpose of housing, shelter or enclosure.

“CEQA” means the California Environmental Quality Act, contained in California Public Resources Code Section 21000, et seq., and Title 14 of the California Code of Regulations (“CEQA Guidelines”) as they both now exist or may hereafter be amended.

“Character defining features” means the distinctive physical forms, elements, materials, details, and/or characteristics that convey the significance of a historic resource.

“Code” means the Glendale Municipal Code.

“Complete demolition” means removal of all above-grade portions of a resource that is a contributing or non-contributing property in a designated or pending historic district overlay zone.

“Contributor” means a historic resource in a designated or pending historic district overlay zone that was built within the Period of Significance and retains enough historic integrity to contribute to the overall character and significance of the historic district overlay zone.

“Demolition” is the act or process of destroying, knocking down, pulling down, tearing down, flattening, razing, or leveling a building, structure, or object. For purposes of this Chapter, demolition can be either complete or partial.

“Demolition by neglect” means the process by which the owner, or his or her designee, of a resource that is a contributor in a designated historic district overlay zone or pending historic district overlay zone allows its ongoing deterioration over a period of time as a result of lack of maintenance, failure to protect it from pests or vandals, and/or failure to take reasonable measures to prevent ingress of water or wind through the roof, walls, or apertures, leading to deterioration and/or structural failure that results in complete or partial demolition, the loss of character-defining features, and/or that constitutes a threat to public health and safety.

“Historic district overlay zone” means a geographically definable area possessing a significant concentration, linkage or continuity of properties that constitute more than sixty (60) percent of the total properties in the district and which are united historically or aesthetically by plan or physical development.

“Historic district design guidelines” means the guidelines published by the City that provide direction for altering portions of properties that are contributors and non-contributors in designated and pending historic district overlay zones that are visible from the public right-of-way.

“Historic integrity” means the authenticity of a resource's historic identity, evidenced by the survival of physical characteristics that existed during the resource's prehistoric or historic period and allow it to continue to convey its significance. Historic integrity is the composite of seven aspects or qualities: location; design; setting; materials; workmanship; feeling; and association (as defined by the National Park Service). All seven aspects or qualities do not need to be present as long as the overall sense of past time and place is evident.

“Historic resource” means a resource that is historically or archaeologically significant in the cultural, architectural, archaeological, tribal, engineering, scientific, economic, agricultural, educational, social, political or military heritage of the City of Glendale, the State of California, or the United States and retains sufficient historic integrity to convey its significance. For the purposes of this Chapter, designated historic district overlay zones and properties that are contributors to designated historic district overlay zones are historic resources.

“Major alteration” means alteration to any exterior portion of a resource that is a contributor or non-contributor to a designated historic district overlay zone or pending historic district overlay zone that involves:

- A. Construction of an addition to an existing building or structure, or new construction, exceeding two hundred (200) square feet at a location visible from the public right-of-way;
- B. Construction of an addition to an existing building or structure, or new construction, with seven hundred (700) square feet or greater of building area at a location not visible from the public right-of-way;
- C. Construction of more than one addition as part of the same project at an existing building or structure, or new construction of, in combination, seven hundred (700) square feet or greater of building area at any location regardless of visibility from the public right-of-way.
- D. Construction of an additional story to any existing building or structure;
- E. An alteration determined by the Director of Community Development to be incompatible with the Secretary of the Interior’s Standards for Rehabilitation; or
- F. An alteration including, but not limited to, changes to architectural style, roof form, roof cladding, wall cladding and/or fenestration that, based on the assessment of the Director of Community Development, is determined to require design review by the appropriate review authority in order to make a determination of compatibility with the Secretary of the Interior’s Standards for Rehabilitation.

“Minor alteration” means alteration to any exterior portion of a resource that is a contributor or non-contributor to a designated historic district overlay zone or pending historic district overlay zone, that involves:

- A. Construction of an addition to an existing building or structure, or new construction, of two hundred (200) square feet or less at a location visible from the public right-of-way;
- B. Construction of an addition to an existing building or structure, or new construction, of less than seven hundred (700) square feet at a location not visible from the public right-of-way; or
- C. Any alteration determined by the Director of Community Development to be compatible with the Secretary of the Interior’s Standards for Rehabilitation and that does not exceed the thresholds established by Subsections A and B of this definition.

“Non-contributor” means a resource in a designated or pending historic district overlay zone that was either not built within the historic district overlay zone’s period of significance or was built within the period of significance but does not retain enough historic integrity to contribute to the overall character and significance of the historic district overlay zone.

“Object” means a thing that is not a building or structure, or part thereof, that is expressive of the cultural, architectural, archaeological, tribal, engineering, scientific, economic, agricultural, educational, social, political or military heritage of the City of Glendale, the State of California, or the United States.

“Partial demolition” means the removal, alteration, or destruction of one or more character-defining features of a historic district overlay zone contributor that have been identified as character-defining in a property-specific historic assessment, in a historic resources survey prepared by a person meeting the Secretary of the Interior’s Professional Qualification Standards in Historic Architecture or Architectural History, or by the Director of Community Development.

“Pending historic district overlay zone” means an area for which certain property owners of said area have submitted a historic district overlay zone application and which the Historic Preservation Commission has preliminarily determined to appear eligible for designation at a public hearing. These terms shall apply to the area until such time as the application is approved or denied by City Council, or is withdrawn by the applicants.

“Period of significance” means the span of time during which events and activities significant in the history and development of a designated or pending historic district overlay zone occurred.

“Protected landscape feature” means any significant landscape or hardscape feature, as identified in the historic resources survey approved by City Council for a designated historic district overlay zone, or as determined by the Director of Community Development for a pending historic district overlay zone.

“Resource” means a building, structure, object, site, area, or district, man-made or natural.

“Routine maintenance and repair” means alteration to any portion, visible from the public right-of-way, of a resource that is a contributor to a designated historic district overlay zone or

pending historic district overlay zone, that does not conflict with its ongoing status as a contributing property and that involves:

- A. Repair and/or replacement of a cumulative total of one hundred (100) square feet or less of any exterior wall or roof cladding material with new material that matches the existing in terms of material, dimension, color, texture, reflectivity, and overall appearance;
- B. Repointing of masonry joints with a cumulative total of twenty-five (25) linear feet or less with new mortar that matches the existing in terms of material, color, texture, profile, and overall appearance;
- C. Replacement of window or door glazing except for glazing identified as significant in the Department of Community Development staff report presented to City Council at the time of the property's designation or by the Director of Community Development pursuant to 15.20.030 of this Code;
- D. The removal, maintenance, and/or installation of landscape materials, except for protected landscape features, and indigenous trees pursuant to Chapter 12.44 of this Code;
- E. The application of vapor-permeable paint or stain finishes to wall cladding materials and trim provided that the finish does not change the existing texture of the underlying material, except for finish colors and and/or locations specific to the resource that should be maintained, as identified in: for a designated historic district overlay zone, the historic resources survey approved for the historic district overlay zone by City Council; or, for a pending historic district overlay zone, by the Director of Community Development.
- F. Any other work determined by the Director of Community Development to constitute "routine maintenance and repair."

"Secretary of the Interior's Professional Qualification Standards" is the set of requirements issued by the US Department of the Interior, National Park Service (36 CFR Part 61) that define minimum education and experience required to perform identification, evaluation, registration, and treatment activities.

"Secretary of the Interior's Standards for Rehabilitation" is the set of standards issued by the US Department of the Interior, National Park Service (36 CFR Part 67) and the publications of the National Park Service (NPS), Preservation Assistance Division, Guidelines for Rehabilitating Historic Buildings (1992, NPS) and The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings (1995, NPS), and any subsequent publication on the Secretary's Standards by the NPS.

"Structure" means anything constructed that has a foundation but no roof. "Structure" does not include fences and walls, which are considered "objects".

"Tribal cultural resource" means a resource, with cultural value to a California Native American tribe that is either included or determined to be eligible for inclusion in the National Register of Historic Places or the California Register of Historical Resources, or included in the Glendale Register of Historic Resources, or is a resource determined by the Director of Community Development to be a potential historic resource. A cultural landscape that meets

these criteria is a tribal cultural resource to the extent that the landscape is geographically defined in terms of the size and scope of the landscape. Historical resources, unique archaeological resources, or non-unique archaeological resources may also be tribal cultural resources if they meet these criteria.

“Visible from the public right-of-way” means any portion of a designated historic resource, a resource that is pending designation as a historic resource, or a resource that is a potential historic resource that is visible from the public street or sidewalk immediately adjacent to the property. For the purposes of this Chapter, any portion of a designated historic resource, a resource that is pending designation as a historic resource, or a resource that is a potential historic resource that is not visible due to landscaping shall nonetheless be considered visible from the public right-of-way.

SECTION 30. Section 30.25.020 of the Glendale Municipal Code, 1995 is hereby amended as follows:

30.25.020 Historic district overlay zone designation criteria.

~~A historic district is a geographically definable area possessing a concentration, linkage or continuity, constituting more than sixty (60) percent of the total, of historic or scenic properties, or thematically related grouping of properties.~~ A geographic area may be designated as a historic district overlay zone by the City Council upon the recommendation of the Historic Preservation Commission and Planning Commission if the district meets one or more of the following criteria:

- A. Exemplifies or reflects special elements of the city’s cultural, social, economic, political, aesthetic, engineering, architectural, or natural history;
- B. Is identified with persons or events significant in local, state, or national history;
- C. Embodies distinctive characteristics of a style, type, period, method of construction, or is a valuable example of the use of indigenous materials or craftsmanship;
- D. Represents the work of notable builders, designers, or architects;
- E. Has a unique location or is a view or vista representing an established and familiar visual feature of a neighborhood community or of the city;
- F. Embodies a collection of elements of architectural design, detail, materials, or craftsmanship that represent a significant structural or architectural achievement or innovation;
- G. Reflects significant geographical patterns, including those associated with different eras of settlement and growth, transportation modes, or distinctive examples of park or community planning;
- H. Conveys a sense of historic and architectural cohesiveness through its design, setting, materials, workmanship, or association; and/or
- I. Has been designated a historic district in the National Register of Historic Places or the California Register of Historical Resources.

SECTION 31. Section 30.25.030 of the Glendale Municipal Code, 1995 is hereby amended as follows:

30.25.030 Procedure for historic district overlay zone designation and expansion.

The following shall be the procedures for establishing and modifying historic district overlay zones:

- A. Requests for the establishment or modification of historic district overlay zones ~~may must~~ originate with the owners of any three (3) property propertiesowner within the proposed district and be presented to the Director of Community Development for consideration. Requests shall be accompanied by a draft historic district study area boundary, historical context, a statement describing why the proposed or expanded historic district historic district overlay zone meets the criteria for designation under Section 30.25.020, and any proposed supplements to the citywide historic district design guidelines. For study areas containing non-residential buildings, the request shall contain draft historic district design guidelines for those buildings. The draft historic district design guidelines for non-residential buildings shall identify the standards which will be applied to design review within the district, differentiating review standards for properties and features within the district that contribute to the historical significance of the area and those that do not, as well as for standards for in-fill development.
- B. The Director of Community Development shall forward the request to the Historic Preservation Commission to conduct a preliminary consideration of the request to determine eligibility under the criteria set forth in Section 30.25.020 of this chapter. The Director of Community Development may conduct meetings with residents of the community, seek advice of preservation professionals and historians and conduct or receive any preliminary research or studies to assist the Historic Preservation Commission with its decision.
- C. If the Historic Preservation Commission preliminarily determines that the study area is eligible to become a historic district overlay zone or expand an existing one, it shall authorize the project proponent(s) to circulate a petition requesting a historic resources survey to affected property owners, asking the City Council to authorize preparation of a historic resources survey or modification of an existing survey. Upon this preliminary determination, a proposed study area shall be deemed a "Pending Historic District Overlay Zone" until such time as the application is approved or denied by City Council, or is withdrawn by the applicants. The determination of the Historic Preservation Commission may be appealed to the City Council, following the Uniform Appeals Procedures of the Glendale Municipal Code.
- D. If the Historic Preservation Commission ~~or the City Council on appeal,~~ determines that the study area is eligible to become a historic district overlay zone or expand an existing one, the Director of Community Development shall send notice of such preliminary determination to every property owner, and every household that is not owner occupied according to the County Assessor's

office, in the study area, and to every property owner within ~~three-five~~ three-five hundred (300500) feet of the preliminary ~~boundaries~~boundary. In addition, the Director of Community Development shall mail to all owners, and each household that is not owner occupied according to the County Assessor's office, a document containing basic information regarding the proposed historic district overlay zone, a map indicating the proposed district boundary and the addresses of the properties within the boundary, and links to documents on the City of Glendale website, including within the study a summary of the city-wide Historic District Design Guidelines and any supplements thereto proposed for the proposed district; the Historic District Handbook~~handbook on historic districts, with a summary sheet~~; and any other appropriate informational materials.

- E. Within ninety (90) days of the preliminary determination of eligibility of the Historic Preservation Commission, or within ninety (90) days of the City Council action ~~on sustaining the Historic Preservation Commission's determination~~ appeal following an appeal, the project proponents shall submit to the Director of Community Development the petition requesting a historic resources survey. Said petition must be signed by owners of more than twenty-five (25) percent of the properties in the historic district study area, or the application for a historic district overlay Zone shall be deemed denied. The ninety (90) day time limit may be extended by the ~~City Council~~ Historic Preservation Commission upon showing of good cause. Any request for an extension of time must be made prior to the expiration of the ninety (90) day time limit. Any petition that is deemed denied may not be re-submitted for a period of six (6) months after the date of denial.

For the purpose of this section, for the signature of an "owner of property" to constitute a valid petition signature, the petition shall be signed by one (1) of the following:

- i. Where the property is held by one individual, the petition shall be signed by that individual;
- ii. Where the property is held in a form of co-tenancy, including joint tenancy, tenants in common, tenants in partnership or community property, then each such co-tenant shall be required to sign the petition;
- iii. Where the property is held by a business entity, such as a corporation, limited partnership, general partnership, or limited liability, an authorized agent of such business entity with the power to bind the entity in contract shall sign the petition;
- iv. Where the property is a common interest development, as defined in California Civil Code Section 1351, the authorized agent of the homeowners association or other agent designated in the common interest development's governing documents shall sign the petition; or
- v. Where the property is held in trust, all co-trustees shall sign the petition unless the California Probate Code allows otherwise.

Properties owned by any public agency shall not be considered, either as signatories or when determining the total number of properties, in judging whether a petition has sufficient signatures.

- F. At the time of submittal of the petition requesting a historic resources survey, the project proponent(s) may request amendment of the application, including the boundaries of the study area, any supplements to the city-wide historic district design guidelines, any design guidelines proposed for non-residential structures, or any other aspect of the application. Any amendment of the application must be reviewed and approved by the Historic Preservation Commission, to determine that the amendment is consistent with the Commission's preliminary determination that the area is eligible to become a ~~historic district~~historic district overlay zone, pursuant to subsection A, above. The Historic Preservation Commission's determination on the amendment may be appealed to the City Council, following the uniform appeals procedures of the Glendale Municipal Code.
- G. Upon receipt of the petition requesting a historic resources survey, the Director of Community Development shall verify that the petition meets the requirements of subsection D, above, and, after the Historic Preservation Commission's review of amendments to the historic district overlay zone application, if any, the Director of Community Development shall forward the petition to the City Council for authorization to conduct a historic resources survey.
- H. Upon completion of the historic resources survey, the Director of Community Development shall forward the survey to the Historic Preservation Commission for its review and approval. Upon approving the survey, the Historic Preservation Commission shall authorize the project proponent(s) to circulate petitions to affected property owners asking the City Council to initiate the designation process. The petitions shall be accompanied by a copy of the city-wide historic district design guidelines, and any supplements proposed thereto, any draft historic district guidelines prepared for non-residential buildings, and shall also refer to where the historic district design guidelines and any such proposed supplements, and any draft design review guidelines for non-residential buildings may be reviewed. The commission's approval of the historic resources survey may be appealed to the City Council pursuant to Section 2.88 of this Code, ~~following the uniform appeals procedures of the Glendale Municipal Code.~~
- I. Within six (6) months of the Historic Preservation Commission's authorization to circulate a Petition Requesting a historic district overlay zone, the project proponents shall submit said petition to the Director of Community Development. Said petition must be signed by owners of more than fifty (50) percent of the properties in the historic district study area, or part thereof. Notwithstanding the foregoing, a petition satisfying the requirements of Article XV, Section 2 of the Glendale City Charter shall satisfy the requirement of this subsection. If such a petition is not submitted to the satisfaction of the Director of Community Development within six (6) months of the Historic Preservation Commission's authorization to circulate petitions, the application for a historic district overlay zone shall be deemed denied. The six-month time limit may be extended by the

~~City Council~~Historic Preservation Commission upon showing of good cause. Any request for an extension of time must be made prior to the expiration of the six-month time limit. Any petition that is deemed denied may not be re-submitted for a period of six (6) months after the date of denial.

For the purpose of this section, for the signature of an “owner of property” to constitute a valid petition signature, the petition shall be signed by one of the following:

- i. Where the property is held by one individual, the petition shall be signed by that individual;
- ii. Where the property is held in a form of co-tenancy, including joint tenancy, tenants in common, tenants in partnership or community property, then each such co-tenant shall be required to sign the petition;
- iii. Where the property is held by a business entity, such as a corporation, limited partnership, general partnership, or limited liability, an authorized agent of such business entity with the power to bind the entity in contract shall sign the petition;
- iv. Where the property is a common interest development, as defined in California Civil Code Section 1351, the authorized agent of the homeowners association or other agent designated in the common interest development’s governing documents shall sign the petition; or
- v. Where the property is held in trust, all co-trustees shall sign the petition unless the California Probate Code allows otherwise.

Properties owned by any public agency shall not be considered, either as signatories or when determining the total number of properties, in judging whether a petition has sufficient signatures.

- J. Upon receipt of the petition, and verification by the Director of Community Development that the petition satisfies the requirements of Subsection I, above, the Community Development Department shall prepare a report which will detail the appropriateness of the boundaries consistent with the historic district overlay zone designation criteria, provide the percentage of the property owners in the district petitioning the City Council, document the history and significance of the area, provide photographs of all properties within the area (both contributing and non-contributing buildings), present any supplements to the city-wide historic district design guidelines proposed for the historic district overlay zone and any proposed design guidelines for non-residential buildings, and indicate whether the historic resources survey has found that the supplements concern characteristics which have been identified in the historic resources survey to make significant contributions to the character of the potential historic district. Once complete, the Director of Community Development shall present the report to the Historic Preservation Commission for its consideration and recommendation to City Council.

- K. The Director of Community Development shall forward the Historic Preservation Commission's recommendation to the Planning Commission for consideration of a zone change to create the specific historic district overlay zone. The application shall then be processed according to the procedures set forth under Chapter 30.63 of this title.
- L. If the request for a historic district overlay zone includes any supplements to the city-wide historic district design guidelines specific to the requested overlay zone, the City Council may not approve the supplements unless it finds that the supplements concern characteristics which have been identified in the historic resources survey to make significant contributions to the character of the potential ~~historic district~~historic district overlay zone.
- M. The procedures for modification or deletion of a historic district overlay zone shall follow the procedures outlined in this section and elsewhere in the Zoning Code (Title 30) and the City Charter as applicable.

SECTION 32. Section 30.25.040 of the Glendale Municipal Code, 1995 is hereby amended as follows:

30.25.040 Design review authority.

The Historic Preservation Commission and the Director of Community Development, as applicable, shall have design review authority within all designated historic district overlay zones and pending historic district overlay zones and may additionally review design plans and applications outside of historic district overlay zones as needed, and shall review and either approve, approve with conditions, or deny all proposals under the authority granted by Chapter 30.47.

SECTION 33. Section 30.25.050 of the Glendale Municipal Code, 1995 is hereby amended as follows:

30.25.050 Historic district overlay zone design review.

~~Within the historic district overlay zone, neither the demolition, new construction, addition or alteration of exterior architectural features, nor the installation of wireless telecommunications facilities visible from the public right-of-way within the historic district overlay zone. For any resource that is a contributor or non-contributor to a designated historic district overlay zone or a pending historic district overlay zone, no major alterations or minor alterations pursuant to Sections 30.25.052 and 30.25.054, below, whether or not visible from the public right-of-way,~~ may take place without the design review approval of the Historic Preservation Commission or the Director of Community Development, as applicable. The Historic District Design Guidelines, and any supplements thereto, and the Secretary of the Interior's Standards for Rehabilitation shall establish the guiding principles for this design review for portions of a resource that are visible from the public right-of-way. The Comprehensive Design Guidelines shall establish the guiding principles for design review for portions of a resource that are not visible from the public right-of-way. No building permits shall be issued prior to such ~~an~~ design review approval for projects subject to review under this section. Any permit issued that is not in conformity with this

section shall be considered void from its inception. Application filing, review, notice, and appeals shall be conducted pursuant to Chapters 30.41, 30.42 and 30.47 of this Code.

For the purposes of design review for properties in pending historic district overlay zones and for which a historic resource survey has not been submitted by a consultant meeting the Secretary of the Interior's Professional Qualification Standards, the Director of Community Development shall determine whether the property is a contributor or a non-contributor. This determination is a rebuttable presumption and shall be based on the information included in the historic district application under consideration by the City and any additional information or materials as may be necessary for a complete review.

SECTION 34. Section 30.25.052 of the Glendale Municipal Code, 1995 is hereby added as follows:

30.25.052 Review and permit required for major alteration, or partial demolition of, contributors and non-contributors in designated historic district overlay zones and pending historic district overlay zones.

No person shall make major alterations to, or partially demolish, any resource that is a contributor or non-contributor to a designated historic district overlay zone or pending historic district overlay zone without first completing any environmental review required by CEQA and obtaining all required permits. An application for such permit(s) shall be filed with the Permit Services Center. The Director of Community Development shall determine the appropriate design review authority, which shall be either the Historic Preservation Commission or the Director of Community Development.

The Director of Community Development may require such supplemental additional information or materials, including environmental review pursuant to CEQA, as the Director of Community Development deems reasonably necessary for the appropriate design review authority to complete its review. The Historic Preservation Commission or the Director of Community Development may impose such conditions or restrictions as is deemed necessary or appropriate to achieve the purpose of this Code.

SECTION 35. Section 30.25.054 of the Glendale Municipal Code, 1995 is hereby added as follows:

30.25.054 Review and permit required for minor alteration of contributors and non-contributors to designated historic district overlay zones and pending historic district overlay zones.

A. Alterations Requiring Review and Requiring a Permit. No person shall make minor alterations to any resource that is a contributor or non-contributor to a designated historic district overlay zone or pending historic district overlay zone without completing any environmental review required by CEQA and obtaining permits. An application for such permit shall be filed with the Permit Services Center and will be reviewed by the Director of Community Development. The Director may require the application be supplemented by such additional information or materials as deemed reasonably necessary for a complete review. The Director

may impose such reasonable conditions or restrictions as he or she deems necessary or appropriate to achieve the purpose of this Code.

B. Alterations Requiring Review and Not Requiring a Permit. The Director of Community Development shall be the review authority for the purpose of determining whether certain work that does not require a permit is nonetheless a minor alteration and therefore requires review because, the alteration may have a significant impact on the character and appearance of a contributor or non-contributor to a designated historic district overlay zone or pending historic district overlay zone. The following work must be reviewed and approved by the Director of Community Development:

1. Replacement of doors and garage doors within existing openings;
2. Removal of existing awnings, or installation of new awnings, that are fully supported by the wall;
3. Removal or installation of wall cladding, trim, shutters, or other decorative materials;
4. Installation or removal of decorative light fixtures at existing junction boxes;
5. Construction or removal of hardscape, fences, and walls;
6. Removal of any protected landscape feature; and
7. Any other work not requiring a permit and determined by the Director of Community Development to require design review due to its potential to affect the historic character and appearance of the property.

C. Notwithstanding the foregoing, upon further review the Director of Community Development may determine that a proposed alteration exceeds the standards to be considered a minor alteration and may require review by the Historic Preservation Commission at a public hearing pursuant to Section 30.25.052 of this Code.

SECTION 36. Section 30.25.056 of the Glendale Municipal Code, 1995 is hereby added as follows:

30.25.056 Routine maintenance and repair to contributors and non-contributors to designated historic district overlay zones and pending historic district overlay zones.

The Director of Community Development must review and approve any routine maintenance and repair performed at the exterior portions of contributors and non-contributors to designated historic district overlay zones and pending historic district overlay zones that are visible from the public right of way that: a) requires a permit; b) exceeds the thresholds and/or requirements identified in Section 30.25.015 (“Routine maintenance and repair”); or (c) is determined by the Director of Community Development to not meet the definition of “routine maintenance and repair.”

SECTION 37. Section 30.25.060 of the Glendale Municipal Code, 1995 is hereby amended as follows:

30.25.060 Demolition clearance and demolition permit required for demolition of contributors and non-contributors to designated historic district overlay zones and pending historic district overlay zones.

A. No person shall completely demolish a contributor or non-contributor to a designated historic district overlay zone or pending historic district overlay zone without obtaining approval of a demolition clearance and a demolition permit, pursuant to Chapter 15.22 of this Code.

B. In the case of an approval of a demolition of a contributor to a designated historic district overlay zone, the Director of Community Development shall amend the historic resource survey for the district to update the record for the property.

C. In the event any contributing or non-contributing building in a designated or pending historic district overlay zone is completely demolished or partially demolished without approval of a demolition clearance and issuance of a demolition permit pursuant to Chapter 15.22 of this code, all provisions of Section 15.20.090 of this code may apply. In the case of a property in a pending historic overlay zone for which a historic resource survey has not been submitted by a consultant retained by the city and meeting the Secretary of the Interior's Professional Qualification Standards, the director of community development shall, as required to establish the applicability of the various enforcement provisions of Section 15.20.090, determine whether the property is a contributor or a non-contributor to the pending historic district overlay zone and, for a property determined to be a contributor, identify its character defining features. These determinations are rebuttable presumptions and shall be based on the information included in the historic district application under consideration by the city and any additional information or materials as may be necessary for a complete review.

~~Recognizing that the demolition of historic structures within designated historic district overlay zones may constitute an irreplaceable loss to the quality and character of the neighborhood and the city, the Historic Preservation Commission in considering an application for demolition of a building shall be guided by balancing the contribution of the particular structure to the character of the district against the special merit of the proposed replacement project after review and consideration under the California Environmental Quality Act.~~

~~A.—In considering a permit to demolish, the Historic Preservation Commission shall consider the following:~~

- ~~1.—The historic or architectural significance of the structure;~~
- ~~2.—The importance of the structure to the integrity and character of the district;~~
- ~~3.—Whether the building is one (1) of the last remaining examples of its kind in the neighborhood, the city, the region, the state or the nation;~~
- ~~4.—Whether reasonable measures can be taken to save the structure from further deterioration, neglect or collapse;~~
- ~~5.—The merit of the proposed replacement project in enhancing the character, harmony and economic health of the community;~~
- ~~6.—The opportunity to incorporate the existing buildings and structures in a replacement project that includes proposed new uses.~~

~~B.—Based on the considerations and review under the California Environmental Quality Act, the Historic Preservation Commission may approve the demolition permit, approve with conditions or deny.~~

SECTION 38. Development or tentative subdivision map applications which have been deemed complete, approved discretionary entitlements, or ministerial projects submitted to plan check

prior to the adoption of this ordinance shall be reviewed under the rules and regulations which were in effect on the day prior to adoption of this ordinance. The foregoing notwithstanding, any applicant may make a request in writing to the Director of Community Development that his or her application be reviewed under the rules and regulations as amended by this ordinance.

SECTION 39. Severability. This Ordinance's provisions are severable. If any portion of this Ordinance or its application to any person or circumstance is held invalid or unconstitutional, that decision does not affect the validity of the Ordinance's remaining portions and the Ordinance's application to other persons and circumstances. The City Council declares that it would have passed the remainder of this Ordinance without the invalid or unconstitutional provision.

Passed by the Council of the City of Glendale on the _____ day of _____, 2020.

Mayor

Attest

City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS.
CITY OF GLENDALE)

I, ARAM ADJEMIAN, City Clerk of the City of Glendale, California, certify that the foregoing Ordinance No. _____ was passed by the Council of the City of Glendale, California, by a vote of four-fifths (4/5ths) of the members thereof, at a regular meeting held on the _____ day of _____, 2020 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

City Clerk

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GLENDALE, CALIFORNIA, AMENDING SECTION 2.76.100 OF TITLE 2, SECTIONS 15.20.010, 15.20.015, 15.20.020, 15.20.030, 15.20.050, 15.20.055, 15.20.060, 15.20.070, 15.20.080, 15.20.084, 15.20.086, 15.20.090, 15.20.100, 15.20.120, 15.22.010, 15.22.020, 15.22.030, 15.22.040, 15.22.050, 15.22.060, 15.22.070, 15.22.080, 15.22.090, 15.22.100, 15.22.110 OF TITLE 15, SECTIONS 30.25.010, 30.25.15, 30.25.020, 30.25.030, 30.25.040, 30.25.050, 30.25.060 OF TITLE 30 AND ADDING SECTIONS 15.20.082, 15.22.025, OF TITLE 15, SECTIONS 30.25.052, 30.25.054, 30.25.056 OF TITLE 30 TO THE GLENDALE MUNICIPAL CODE, 1995 RELATING GENERALLY TO SPECIFIC HISTORIC PRESERVATION-RELATED CODE SECTIONS TO CLARIFY AND ENHANCE THE CITY'S DESIGNATION, DESIGN REVIEW, ENVIRONMENTAL REVIEW AND DEMOLITION CLEARANCE PROCESSES.
(CASE NO. PZC 2005282)**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GLENDALE:

SECTION 1. Section 2.76.100 of the Glendale Municipal Code, 1995 is hereby amended as follows:

2.76.100 Powers and duties generally.

The Historic Preservation Commission shall have the power and it shall be its duty to perform the following acts:

- A. To consider and recommend to the City Council additions to and deletions from the Glendale Register of Historic Resources;
- B. To keep current and publish a register of historic resources;
- C. To make recommendations to the Planning Commission, and the City Council on amendments to the Historic Preservation Element of the city General Plan;
- D. To grant or deny applications for permits for demolition, or major alterations of historic resources;
- E. To grant or deny appeals from decisions of the Director of Community Development as specified in Section 15.20.040 of this code;
- F. To encourage public understanding of and involvement in the unique historical, architectural and environmental heritage of the city through educational and interpretative programs;
- G. To explore means for the protection, retention and use of any historic resource, historic district, or potential historic resource or district;
- H. To make recommendations to the City Council on applications for properties to be included in the Mills Act property tax incentives program which may be subject to historic property contracts as set forth in Section 15.20.070 of this Code;

- I. To encourage private efforts to acquire property and raise funding on behalf of historic preservation; however, the Commission is specifically denied the power to acquire any property or interest therein for or on behalf of itself or the City;
- J. To recommend and encourage the protection, enhancement, appreciation and use of structures of historical, cultural, architectural, community or aesthetic value which have not been designated as historic resources but are deserving of recognition;
- K. To encourage the cooperation between public and private historic preservation groups;
- L. To advise City Council and city boards and commissions as necessary on historic preservation issues;
- M. To make recommendations concerning, and render decisions on, design review applications affecting designated historic resources, resources pending designation as historic resources, potential historic resources, protected interiors, and protected landscape features as defined in Section 15.20.020 of this Code, and affecting existing or proposed buildings, structures, or objects in designated and pending historic district overlay zones, as defined in Section 30.25.030 C of this Code and pursuant to Chapter 30.47 of this Code;
- N. To perform any other functions that may be designated by resolution or motion of the City Council.
- O. To make environmental determinations under the California Environmental Quality Act on any discretionary project applications the Historic Preservation Commission considers for approval.

SECTION 2. Section 15.20.010 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.20.010 Purpose.

The purpose of this chapter is to promote the health, prosperity, cultural enrichment, and general welfare of the people through the identification, designation, protection, enhancement, perpetuation, and use of historic resources that reflect significant aspects of the city's heritage and to:

- A. Safeguard buildings, sites, objects, structures, neighborhoods, cultural landscapes, and archaeological sites that are important to the heritage of the city, state or nation, through the establishment and implementation of sound historic preservation policies and practices;
- B. Encourage public appreciation of and involvement with the city's unique architectural and cultural heritage;
- C. Strengthen civic pride in the historic and architectural character of the city and the notable accomplishments of the past;
- D. Recognize the economic benefits associated with the preservation and continued use of historic resources and provide incentives to property owners to encourage participation in the city's historic preservation program;

- E. Deter the demolition or neglect of: i) designated historic resources; ii) resources that are pending designation as historic resources; iii) potential historic resources; iv) protected interiors; and v) protected landscape features;
- F. Promote the private and public use of historic resources for the education, enrichment and general welfare of the people;
- G. Make the city a more attractive and desirable place to live, work, and visit;
- H. Implement the historic preservation goals, policies, and programs of the general plan, preservation element (applicable only to areas not encompassed by an approved community plan), and approved community plans; and
- I. Fulfill the city's responsibilities as a certified local government and in carrying out environmental review as mandated by federal and state laws.

In addition, the city recognizes that groups of buildings that are unified aesthetically by plan or historical physical development may be worthy of preservation consideration and this code therefore provides for the designation of historic districts in Chapter 30.25 through a change of zone that establishes a historic district overlay zone.

SECTION 3. Section 15.20.015 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.20.015 Enabling authority.

California Government Code allows municipalities to provide for special conditions or regulations for the protection, enhancement, perpetuation, or use of buildings, structures, objects, sites, areas, or districts that have a special character or special historical or aesthetic interest or value.

SECTION 4. Section 15.20.020 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.20.020 Definitions.

For the purposes of this chapter the following words and phrases shall have the meaning(s) ascribed herein:

“Building” means anything constructed having a roof supported by columns or walls for the purpose of housing, shelter or enclosure.

“California Register of Historic Resources” is the official list of historic resources designated by the State of California through the State Statute codified in the California Public Resources Code Section 5020.1 et seq.

“CEQA,” means the California Environmental Quality Act, contained in California Public Resources Code Section 21000, et seq., and Title 14 of the California Code of Regulations (“CEQA Guidelines”) as they both now exist or may hereafter be amended.

“Character defining features” means the distinctive physical forms, elements, materials, details, and/or characteristics that convey the significance of a historic resource.

“Code” means the Glendale Municipal Code.

“Complete demolition” means removal of all above-grade portions of a designated historic resource, of a resource that is pending designation as a historic resource, of a potential historic resource, or of a protected interior.

“Demolition” is the act or process of destroying, knocking down, pulling down, tearing down, flattening, razing, or leveling a building, structure, or object. For purposes of this Chapter, demolition can be either complete or partial.

“Demolition by neglect” means the process by which the owner, or his or her designee, of a designated historic resource, a resource that is pending designation as a historic resource, a potential historic resource, or a protected interior allows its ongoing deterioration over a period of time as a result of lack of maintenance, failure to protect it from pests or vandals, and/or failure to take reasonable measures to prevent ingress of water or wind through the roof, walls, or apertures, leading to deterioration and/or structural failure that results in complete or partial demolition, the loss of character-defining features, and/or that constitutes a threat to public health and safety.

“Designated historic resource” means a historic resource that is listed in the National Register of Historic Places, the California Register of Historical Resources, or the Glendale Register of Historic Resources.

“Glendale Register of Historic Resources” means the official list of historic resources designated by the City of Glendale.

“Historic integrity” means the authenticity of a resource's historic identity, evidenced by the survival of physical characteristics that existed during the resource's prehistoric or historic period and which allow it to continue to convey its significance. Historic integrity is the composite of seven aspects or qualities: location; design; setting; materials; workmanship; feeling; and association (as defined by the National Park Service). All seven aspects or qualities do not need to be present for eligibility for designation as a historic resource as long as the overall sense of past time and place is evident.

“Historic resource” means a resource that is historically or archaeologically significant in the cultural, architectural, archaeological, tribal, engineering, scientific, economic, agricultural, educational, social, political or military heritage of the city of Glendale, the state of California, or the United States and retains sufficient historic integrity to convey its significance.

“Major alteration” means alteration to any exterior portion of a designated historic resource, of a resource that is pending designation as a historic resource, or of a potential historic resource, or to any protected interior that involves:

- A. Construction of an addition to an existing building or structure, or new construction, exceeding two hundred (200) square feet at a location visible from the public right-of-way;
- B. Construction of an addition to an existing building or structure, or new construction, with seven hundred (700) square feet or greater of building area at a location not visible from the public right-of-way;
- C. Construction of more than one addition within a two (2) year period that cumulatively totals seven hundred (700) square feet or greater of building area regardless of visibility from the public right-of-way.
- D. Construction of an additional story to any existing building or structure;

- E. An alteration determined by the Director of Community Development to be incompatible with the Secretary of the Interior's Standards for Rehabilitation; or
- F. An alteration including, but not limited to, changes to architectural style, roof form, roof cladding, wall cladding and/or fenestration that, based on the assessment of the Director of Community Development, is determined to require design review by the appropriate design review authority in order to make a determination of compatibility with the Secretary of Interior's Standards for Rehabilitation.

"Minor alteration" means alteration to any exterior portion of a designated historic resource, a resource that is pending designation as a historic resource, or a potential historic resource, or to any protected interior, that involves:

- A. Construction of an addition to an existing building or structure, or new construction, of two hundred (200) square feet or less at a location visible from the public right-of-way;
- B. Construction of an addition to an existing building or structure, or new construction, of less than seven hundred (700) square feet at a location not visible from the public right-of-way; or
- C. Any alteration determined by the director of community development to be compatible with the Secretary of the Interior's Standards for Rehabilitation and that does not exceed the thresholds established by subsections A. and B. of this definition.

"National Register of Historic Places" means the official list of historic resources established by the federal government through the National Historic Preservation Act of 1966, as amended through 1992.

"Object" means a thing that is not a building or structure, or part thereof, that is expressive of the cultural, architectural, archaeological, tribal, engineering, scientific, economic, agricultural, educational, social, political or military heritage of the City of Glendale, the State of California, or the United States.

"Partial demolition" means the removal, alteration, or destruction of one or more character-defining features of a designated historic resource, of a resource that is pending designation as a historic resource, of a potential historic resource, or of a protected interior, that have been identified as character-defining in a property-specific historic assessment, in a historic resource assessment prepared by a person meeting the Secretary of the Interior's Professional Qualification Standards in Historic Architecture or Architectural History, or by the Director of Community Development.

"Pending designation," as applied to a resource, means a resource for which a nomination for listing in the Glendale Register of Historic Resources, signed by the property owner or nominated by City Council, has been received by the City but for which a final action on designation has not yet occurred.

"Potential historic resource" means a resource that: i) is not a designated historic resource; and either ii) is identified with a California Historical Resource Status Code of 1 to 5 on a DPR Form 523 and/or in a historic resource assessment commissioned by the City and prepared by a person meeting the Secretary of the Interior's Professional Qualification

Standards; or iii) is determined by the City to be a historic resource per Public Resources Code Section 21084.1.

“Protected interior” means any publicly accessible interior space of a publicly or privately owned property listed in the Glendale Register of Historic Resources that is routinely and customarily open to the public and is identified as significant in the Department of Community Development staff report presented to City Council at the time of the property’s designation or by the Director of Community Development pursuant to Section 15.20.030 of this Code.

“Protected landscape feature” means any landscape or hardscape feature identified as significant to the property’s history in the Community Development Department staff report presented to City Council at the time of the property’s designation or by the Director of Community Development pursuant to Section 15.20.030 of this Code.

“Resource” means a building, structure, object, site, area, or historic district, man-made or natural.

“Routine maintenance and repair” means alteration to any exterior portion of a designated historic resource, a resource that is pending designation as a historic resource, a potential historic resource, or to a protected interior, that does not conflict with its ongoing eligibility for listing in the Glendale Register of Historic Resources and that involves:

- A. Repair and/or replacement of a cumulative total of one hundred (100) square feet or less of any exterior wall or roof cladding material with new material that matches the existing in terms of material, dimension, color, texture, reflectivity, and overall appearance;
- B. Repair and/or replacement of a cumulative total of one hundred (100) square feet or less of any interior wall cladding material of a protected interior with new material that matches the existing in terms of material, dimension, color, texture, reflectivity, and overall appearance;
- C. Repointing of masonry joints with a cumulative total of twenty-five (25) linear feet or less with new mortar that matches the existing in terms of material, color, texture, profile, and overall appearance;
- D. Replacement of window or door glazing except for glazing identified as significant in the Department of Community Development staff report presented to City Council at the time of the property’s designation or by the Director of Community Development pursuant to Section 15.20.030 of this Code;
- E. The removal, maintenance, and/or installation of landscape materials except for protected landscape features, and indigenous trees pursuant to Chapter 12.44 of this Code;
- F. The application of vapor-permeable paint or stain finishes to wall cladding materials and trim provided that the finish does not change the existing texture of the underlying material and that the Department of Community Development staff report reviewed by City Council at the time of the property’s designation, or the Director of Community Development pursuant to Section 15.20.030 of this Code, does not identify any finish color(s) and/or finish locations specific to the resource that should be maintained; or

- G. Any other work determined by the Director of Community Development to constitute “routine maintenance and repair.”

“Secretary of the Interior’s Professional Qualification Standards” is the set of requirements issued by the US Department of the Interior, National Park Service (36 CFR Part 61) that define minimum education and experience required to perform identification, evaluation, registration, and treatment activities.

“Secretary of the Interior’s Standards for Rehabilitation” is the set of standards issued by the US Department of the Interior, National Park Service (36 CFR Part 67) and the publications of the National Park Service (NPS), Preservation Assistance Division, Guidelines for Rehabilitating Historic Buildings (1992, NPS) and The Secretary of the Interior’s Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings (1995, NPS), and any subsequent publication on the Secretary’s Standards by the NPS.

“Structure” means anything constructed that has a foundation but no roof, not including fences and freestanding walls, which are considered “objects.”

“Tribal cultural resource” means a resource, with cultural value to a California Native American tribe that is either included or determined to be eligible for inclusion in the National Register of Historic Places or the California Register of Historical Resources, or included in the Glendale Register of Historic Resources, or is a resource determined by the Director of Community Development to be a potential historic resource. A cultural landscape that meets these criteria is a tribal cultural resource to the extent that the landscape is geographically defined in terms of the size and scope of the landscape. Historical resources, unique archaeological resources, or non-unique archaeological resources may also be tribal cultural resources if they meet these criteria.

“Visible from the public right-of-way” means any portion of a designated historic resource, a resource that is pending designation as a historic resource, or a resource that is a potential historic resource that is visible from the public street or sidewalk immediately adjacent to the property. For the purposes of this Chapter, any portion of a designated historic resource, a resource that is pending designation as a historic resource, or a resource that is a potential historic resource that is not visible due to landscaping shall nonetheless be considered visible from the public right-of-way.

SECTION 5. Section 15.20.030 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.20.030 Authority

- A. The Director of Community Development shall:
1. Consider and render decisions on minor alterations to designated historic resources, to resources that are pending designation as historic resources, to potential historic resources, to protected landscape features, and to protected interiors as specified in Section 15.20.084 of the Code. All decisions by the Director of Community Development shall conform to the Secretary of the Interior’s Standards for Rehabilitation and shall not conflict with the resource’s

ongoing status as a designated historic resource, resource pending designation as a historic resource, potential historic resource, or protected interior.

2. Conduct design review, at his or her discretion, consistent with the thresholds established in Section 30.47.030.H and render decisions on the major alteration of potential historic resources following advisory design review conducted by the Historic Preservation Commission.
3. Consider and render decisions regarding the identification of character-defining features of designated historic resources, of resources pending designation as historic resources, of potential historic resources, and of protected interiors as set forth in Section 15.20.035.

B. The Historic Preservation Commission shall conduct public hearing and render decisions or, as appropriate, make recommendations on matters brought before it pursuant to Section 2.76.100 of this Code. The Historic Preservation Commission shall also conduct public hearings and render decisions on major alteration and demolition of designated historic resources, of resources pending designation as a historic resource, and of protected interiors, and render advisory review decisions on major alteration of potential historic resources, pursuant to Sections 15.20.080 and 15.20.082 of this Code. The Secretary of the Interior's Standards for Rehabilitation shall be used by the Historic Preservation Commission to inform and guide its deliberations. In no case shall the Historic Preservation Commission render a decision that would conflict with a resource's status as a designated historic resource, a resource pending designation as a historic resource, a potential historic resource, or a protected interior.

C. The Design Review Board may, at the discretion of the Director of Community Development, conduct public hearings and render decisions on major alteration of potential historic resources following an advisory design review conducted by the Historic Preservation Commission.

- D. City Council shall conduct public hearings and render decisions on:
1. General plan and Community Plan amendments regarding historic preservation;
 2. Additions to and deletions from the Glendale Register of Historic Resources pursuant to Sections 15.20.050, 15.20.055 and 15.20.060; and
 3. Applications for the Mills Act property tax incentives program pursuant to Section 15.20.070 of this Code.

SECTION 6. Section 15.20.050 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.20.050 Findings for listing resources in the Glendale Register of Historic Resources.

Upon recommendation of the Historic Preservation Commission, City Council shall consider and make findings for additions to the Glendale Register of Historic Resources. The designation of any resource that is proposed for inclusion in the Glendale Register of Historic Resources as a

designated historic resource shall be granted only if City Council first finds that the resource meets one (1) or more of the following criteria:

1. The resource is identified with important events in national, state, or city history, or exemplifies significant contributions to the broad cultural, political, economic, social, tribal, or historic heritage of the nation, state, or city, and retains historic integrity.
2. The resource is associated with a person, persons, or groups who significantly contributed to the history of the nation, state, region, or city, and retains historic integrity.
3. The resource embodies the distinctive and exemplary characteristics of an architectural style, architectural type, period, or method of construction; or represents a notable work of a master designer, builder or architect whose genius influenced his or her profession; or possesses high artistic values, and retains historic integrity.
4. The resource has yielded, or has the potential to yield, information important to archaeological pre-history or history of the nation, state, region, or city, and retains historic integrity.

SECTION 7. Section 15.20.055 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.20.055 Findings for deletion of resources from the Glendale Register of Historic Resources.

Upon recommendation of the Historic Preservation Commission, City Council shall consider and may make findings for deletions from the Glendale Register of Historic Resources. The deletion shall be granted only if City Council first finds that the resource no longer conforms to any of the criteria identified in Section 15.20.050 of this code and:

- A. Has been destroyed or demolished by natural disaster, accident, or fire; or
- B. Has diminished historic significance or value upon a showing of clear and convincing evidence, including that this diminution is not the result of demolition by neglect or work performed without permit; or
- C. Cannot be restored, rehabilitated, or stabilized for any use permitted in the zone in which it is located without causing an economic hardship disproportionate to the historic value of the property substantiated by clear and convincing evidence. Proof of economic hardship shall require a showing that the cost of restoration, rehabilitation, and/or stabilization of the historic features of the property exceeds the appraised value as determined by a qualified appraiser of the historic improvements on the site. If the appraised value of the historic improvements on a historic site is less than seventy-five (75) percent of similarly sized buildings within a five hundred (500) foot radius, the average appraised value of property improvements in the radius area shall be used. For property where neighborhood standards are not comparable, standard real estate practice comparable worth studies shall be produced to justify the burden of restoration, rehabilitation, and/or stabilization as compared to property value. City Council shall consider the value of property tax incentives allowed by the historic preservation ordinance and other benefits as may be available for historic preservation or

stabilization in determining if economic hardship exists to the extent findings for deletion from the Glendale Register of Historic Resources can be made.

SECTION 8. Section 15.20.060 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.20.060 Procedure for designating or deleting resources in or from the Glendale Register of Historic Resources.

A. Designation of resources in the Glendale Register of Historic Resources shall be initiated by an application of an owner(s) of record of the subject property or authorized agents thereof. Designation may also be initiated by a four-fifths (4/5) vote of City Council without the consent of the owner(s) of record of the subject property.

B. Deletion of resources from the Glendale Register of Historic Resources shall be initiated by an application of the owner(s) of record of the subject property or authorized agents thereof. Deletion of historic resources may also be initiated by the Director of Community Development upon receipt of evidence that the resource no longer conforms to the criteria identified in Section 15.20.050 and in Section 15.20.055.A and/or Section 15.20.055.B.

C. The Director of Community Development shall set the application for Glendale Register of Historic Resources designation or deletions for public hearing before the Historic Preservation Commission and the City Council.

D. The City Clerk shall give notice of the public hearing which notice shall contain the date, time and place of the hearing, the general nature of the proposed designation or deletion and the street address or legal description of the property involved.

1. For designation in the Glendale Register of Historic Resources, no additional notice shall be required.
2. For deletion from the Glendale Register of Historic Resources, the notice of public hearing shall be:
 - a. Mailed, postage prepaid, at least ten (10) days before the date of the hearing to all property owners, meaning persons shown on the last equalized assessment roll as owning real property, and occupants within a radius of five hundred (500) feet of the exterior boundary of the property proposed for deletion; and
 - b. At least ten (10) days prior to the hearing, the applicant shall cause notice thereof to be posted in a conspicuous place on the property involved as follows:
 - i. a sign shall be mounted on four (4) by four (4) inch wooden posts embedded in the ground, or on a vertical surface conforming to the requirements of items ii, iii, and iv below, and shall be able to withstand all types of weather conditions; and
 - ii. the sign shall not exceed six (6) feet above ground level and shall be visible from adjacent streets; and
 - iii. the sign shall be a height of three (3) feet and width of four (4) feet; and

- iv. the sign shall be located not more than five (5) feet inside the property line in residential zones and not more than one (1) foot inside the property line in all other zones. In all instances, the sign shall be located in areas that are most visible to the public but not within the public right-of-way; and
- v. the sign shall: not be illuminated; be limited to only one (1) per street frontage of the property; be clearly legible, and consist of black lettering on a white background.
- c. Additional signs may be required at the discretion of the Director of Community Development.
- d. The sign(s) shall remain for the duration of the appeal period given in the title. If no appeal is filed, the sign shall be removed within seven (7) days after the deadline for filing appeals. If an appeal is filed, the sign shall remain for at least fifteen (15) days, but no more than twenty-two (22) days, after the final action by the City on that appeal. The sign may be altered or replaced to reflect information on the appeal hearing. If a subsequent appeal is filed, the sign shall remain for at least fifteen (15) days, but no more than twenty-two (22) days, after final action by the City on the subsequent appeal.
- e. In situations where the above requirements are not physically possible due to site constraints, a comparable notice shall be prepared and located to the satisfaction of the Director of Community Development.

E. The City Council shall make findings of fact and determinations in writing pursuant to the criteria set forth in Section 15.20.050 and 15.20.055 of this Code as applicable. Designation of resources initiated by City Council shall require a 4/5 Council vote.

F. The decision of the City Council shall be made by resolution, which shall be recorded with the Los Angeles County Recorder.

G. In the event that the Historic Preservation Commission votes to not recommend designation and the property owner decides to not proceed to City Council for final determination, the owner may withdraw the application by submitting a written statement indicating such desire to withdraw the application to the Community Development Department. An application will be automatically withdrawn if a written withdrawal statement is not received within six months of the date on which the Historic Preservation Commission voted.

H. An application to list a property in the Glendale Register will not be considered if, in the previous five (5) years, an earlier application for the same property was either withdrawn pursuant to Section 15.20.060(G) of this Code or denied by a vote of City Council. The Director of Community Development may consider a new application if he or she determines such application contains substantial evidence, not previously reviewed by the Historic Preservation Commission, that the property meets at least one of the criteria for designation established in Section 15.20.050 of this Code.

SECTION 9. Section 15.20.070 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.20.070 Incentive program for designated historic resources listed in the Glendale Register of Historic Resources and resources potentially eligible for listing.

A. Notwithstanding any other incentive of federal or state law, owners of properties listed in the Glendale Register of Historic Resources may apply to the Director of Community Development for the following incentives.

1. A reduction in property taxes through the Mills Act property tax incentive program is potentially available to owners of properties listed in the Glendale Register of Historic Resources. Owners of listed properties may be eligible for a property tax abatement through a Mills Act historical property contract pursuant to Sections 50280 et seq., of the California Government Code. Mills Act historical property contract applications shall be considered by the Historic Preservation Commission. The Commission recommendation will be forwarded to City Council for consideration at a public hearing for final approval.
2. A reduction in required parking for new uses or additions of square footage to Glendale Register listed properties as specified in Title 30 of this Code.
3. The allowance of specified uses permitted in the C1 zone, in the R-3050, R-2250, R-1650, and R-1250 zones, and as conditional uses in the ROS, R1R and R1 zones for Glendale Register listed properties, as specified in Title 30 of this Code.
4. A height bonus and/or a floor area ratio bonus may be available for projects located on the same lot as a historic resource within the Downtown Specific Plan area provided that, prior to design review approval, the resource is listed in the Glendale Register of Historic Resources and that the proposed project meets the Secretary of the Interior's Standards for Rehabilitation. Such incentives may not be available to every property located in the Downtown Specific Plan area.

B. Notwithstanding any other incentive of federal or state law, owners of properties not listed in the Glendale Register of Historic Resources but which reflect the city's early architectural heritage, may apply to the Director of Community Development for listing in the Glendale Register, and may apply for a Mills Act historic property contract, if the following are met:

1. The property contains one or more buildings built before 1925 and designed in the Craftsman architectural style or any style predating the Craftsman style;
2. The property has been found through survey evaluation to not be individually eligible for listing in the Glendale Register of Historic Resources but nonetheless is determined by the Historic Preservation Commission to retain sufficient historic integrity to accurately reflect and exemplify the city's early architectural heritage or to be reasonably capable of being returned to such a level of historic integrity through the inclusion of conditions recorded as part of a Mills Act property contract; and
3. The Historic Preservation Commission and City Council find that designating the property under Glendale Register designation Criterion 3 pursuant to Section 15.20.050.3 of this Code would be in keeping with the goals and intent of the City's historic preservation program.

SECTION 10. Section 15.20.080 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.20.080 Demolition clearance and demolition permit required for demolition of designated historic resources and potential historic resources.

A. No person shall completely demolish a designated historic resource or a potential historic resource without first obtaining a demolition clearance and demolition permit, pursuant to Chapter 15.22 of this Code. B. In the event any designated historic resource or potential historic resource is completely demolished or partially demolished without demolition clearance and issuance of a demolition permit, the provisions of Section 15.20.090 of this Code shall apply.

C. In the case of a property listed in the Glendale Register of Historic Resources, upon completion of any environmental review required by CEQA and issuance of a demolition permit, the matter will be referred to the Historic Preservation Commission and City Council to commence the process of deleting the demolished property for deletion from the Glendale Register of Historic Resources pursuant to Sections 15.20.055 and 15.20.060 of this Code.

SECTION 11. Section 15.20.082 of the Glendale Municipal Code, 1995 is hereby added as follows:

15.20.082 Review and permit required for major alterations or for partial demolition of designated historic resources, of resources pending designation as historic resources, of potential historic resources, and of protected interiors.

A. No person shall make major alterations to, or partially demolish, any resource that is a designated historic resource, a resource pending designation as a historic resource, or a protected interior without first completing environmental review required by CEQA and obtaining all required permits. An application for such permit(s) shall be filed with the Permit Services Center. The Director of Community Development shall set the application for public hearing before the Historic Preservation Commission. In the case of a major alteration proposed for a potential historic resource, the Director of Community Development shall set the application for public hearing before the Historic Preservation Commission for advisory design review. Based on the Historic Preservation Commission's comments and recommendations, the Director of Community Development shall forward the project to the appropriate design review authority.

B. The Historic Preservation Commission, Design Review Board, or Director of Community Development may require permit application(s) be supplemented with additional information or materials deemed reasonably necessary for a complete review, and may impose such reasonable conditions or restrictions deemed necessary or appropriate to achieve the purpose of this Code.

SECTION 12. Section 15.20.084 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.20.084 Review and permit required for minor alterations of designated historic resources, of resources pending designation as a historic resource, of potential historic resources, or of protected interiors.

A. Review of Alterations That Require a Permit.

No person shall make minor alterations to a designated historic resource, to a resource pending designation as a historic resource, to a potential historic resource, or to a protected interior without completing any environmental review required by CEQA and obtaining permits. An application for such permit shall be filed with the Permit Services Center and will be reviewed by the Director of Community Development. The Director may require the application be supplemented by such additional information or materials as deemed reasonably necessary for a complete review. The Director may impose such reasonable conditions or restrictions as he or she deems necessary or appropriate to achieve the purpose of this Code.

B. Review of Alterations That Do Not Require a Permit.

The Director of Community Development shall be the review authority to determine whether certain work that does not require a building permit is nonetheless a minor alteration and therefore requires review because, the alteration may have a significant impact on the character and appearance of a designated historic resource, of a resource that is pending designation as an historic resource, of a potential historical resource, of a protected landscape feature, or of a protected interior. The following work must be reviewed and approved by the Director of Community Development:

1. Replacement of doors and garage doors within existing openings;
2. Removal of existing awnings, or installation of new awnings, that are fully supported by the wall;
3. Removal or installation of wall cladding, trim, shutters, or other decorative materials;
4. Installation or removal of decorative light fixtures at existing junction boxes;
5. Construction or removal of hardscape, fences, and walls;
6. Removal of any protected landscape feature; and
7. Any other work not requiring a permit and determined by the Director of

Community Development to require design review due to its potential to affect the historic character and appearance of the property.

C. Notwithstanding the foregoing, upon further review Director of Community Development may determine that a proposed alteration exceeds the standards to be considered a minor alteration and may require review by the Historic Preservation Commission at a public hearing pursuant to Section 15.20.082 of this Code.

SECTION 13. Section 15.20.086 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.20.086 Routine maintenance of, and repair to, designated historic resources, to resources pending designation as a historic resource, or to potential historic resources.

The Director of Community Development must review and approve any routine repair and maintenance performed at the exterior of a designated historic resource, of a resource pending designation as a historic resource, of a potential historic resource, or of a protected interior that: (a) requires a permit; (b) exceeds the thresholds and/or requirements identified in Section 15.20.020 of this Code (“Routine maintenance and repair”); or (c) is determined by the Director of Community Development to not meet the definition of “routine maintenance and repair.”

SECTION 14. Section 15.20.100 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.20.100 Unsafe or dangerous conditions.

Nothing in this chapter shall prevent the construction, reconstruction, alteration, restoration, stabilization or demolition of a designated historic resource, a resource pending designation as a historic resource, a potential historic resource, or a protected interior, or any feature thereof, which the City's Building Official finds and determines to be unsafe or which poses an imminent threat to public safety.

SECTION 15. Section 15.20.120 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.20.120 Duty to maintain historic resources.

Every owner of a designated historic resource, a resource pending designation as a historic resource, a potential historic resource, or a protected interior shall maintain and keep such resource in a manner that ensures its continued lawful and reasonable use, that ensures its continued eligibility for listing in the Glendale Register of Historic Resources, California Register of Historical Resources, and/or the National Register of Historic Places, and ensures that it is not subject to (and actively prevents) "demolition by neglect," as well as deterioration, dilapidation and decay of any portion of such resource.

SECTION 16. Section 15.22.010 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.22.010 Purpose and intent.

This Chapter provides for discretionary review and approval of the proposed demolition of any building, structure, or object. in order to protect against the inadvertent destruction of buildings, structures, or objects of historic, architectural or cultural importance. The City Council finds that historically significant structures within the city constitute a cultural treasure for the entire community to enjoy, and that the preservation of these resources will promote the general welfare by maintaining an invaluable link to the city's rich and distinguished past.

SECTION 17. Section 15.22.020 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.22.020 Applicability

This Chapter shall apply citywide to any building, structure, or object for which an application for a demolition permit is made. No building, structure, or object shall be demolished until the Building Division issues a demolition permit subsequent to the Director of Community Development's approval of a demolition clearance application in accordance with this Chapter.

If, within the five (5) years prior to the submittal of a demolition clearance application, an environmental review conducted pursuant to the California Environmental Quality Act (CEQA)

found the building, structure, and/or object is not a historic resource as defined by Section 15064.5 of the State CEQA Guidelines, no further environmental review shall be required unless subsequent environmental review is necessitated pursuant to CEQA Guidelines. The Director of Community Development may process the application pursuant to Sections 15.22.070.A.4 or 15.22.070.A.5, as applicable, unless the Director of Community Development determines that substantial evidence indicates the property is a historic resource.

SECTION 18. Section 15.22.025 of the Glendale Municipal Code, 1995 is hereby added as follows:

15.22.025 Authority.

The Director of Community Development shall review all demolition clearance applications to: i) determine if the proposed demolition may have a substantial adverse impact on the environment pursuant to CEQA; ii) determine the required level of environmental review under CEQA and require preparation of any documents necessary to conduct this review; and iii) upon review of all applications and supporting documents, determine the appropriate authority for final review of the demolition clearance application and all other required discretionary applications, as follows:

A. The Historic Preservation Commission shall be the review authority for the demolition clearance application, any required environmental review pursuant to CEQA, and all other discretionary applications related to design review pursuant to Sections 15.20 and 15.22.050 of this Code if the proposal under review is determined by the Director of Community Development to involve a:

1. designated historic resource;
2. potential historic resource; or
3. contributor or non-contributor in a designated or pending historic district overlay zone.

B. The Design Review Board shall be the review authority for the demolition clearance application, any required environmental review pursuant to CEQA, and all other discretionary applications related to design review pursuant to Sections 30.47 and 15.22.060 of this Code if the proposal under review is determined by the Director of Community Development to:

1. not involve any resource type identified in 15.20.025.A, above; and
2. require design review by the Design Review Board pursuant to Title 30 of this Code.

C. The Director of Community Development shall be the review authority for the demolition clearance application, any required environmental review pursuant to CEQA, and all other discretionary applications related to design review pursuant to Sections 30.47 and 15.22.070 of this Code if the proposal under review is determined by the Director of Community Development to:

1. not involve any resource type identified in 15.20.025.A, above; and
2. not require design review by the Design Review Board pursuant to Title 30 of this Code.

SECTION 19. Section 15.22.030 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.22.030 Definitions.

For the purposes of this Chapter the following words and phrases shall have the meanings set forth below:

“Building” means anything constructed having a roof supported by columns or walls for the purpose of housing, shelter or enclosure.

“CEQA,” means the California Environmental Quality Act, contained in California Public Resources Code Section 21000, et seq., and Title 14 of the California Code of Regulations (“CEQA Guidelines”) as they both now exist or may hereafter be amended.

“California Register of Historic Resources” means the official list of historic resources designated by the State of California through the State Statute codified in the California Public Resources Code Section 5020.1 et seq.

“Character defining features” means the distinctive physical forms, elements, materials, details, and/or characteristics that convey the significance of a historic resource.

“Code” means the Glendale Municipal Code.

“Complete demolition” means removal of all above-grade portions of a designated historic resource, a resource that is pending designation as a historic resource, a potential historic resource, or a district contributor or district non-contributor in a designated or pending historic district overlay zone.

“Contributor” means a historic resource in a designated or pending historic district overlay zone that was built within the Period of Significance and retains enough historic integrity to contribute to the overall character and significance of the historic district.

“Demolition” is the act or process of destroying, knocking down, pulling down, tearing down, flattening, razing, or leveling a building, structure, or object. For purposes of this Chapter, demolition can be either complete or partial.

“Demolition by neglect” means the process in which the owner of a resource, or his or her designee, allows its ongoing deterioration of a resource over a period of time as a result of lack of maintenance, failure to protect the resource from pests or vandals, and/or failure to take reasonable measures to prevent ingress of water or wind through the roof, walls, or apertures of the resource, leading to deterioration and/or structural failure that results in complete or partial demolition, the loss of character-defining features, and/or that constitutes a threat to public health and safety.

“Designated historic resource” means a historic resource that is listed in the National Register of Historic Places, the California Register of Historical Resources, or the Glendale Register of Historic Resources.

“Glendale Register of Historic Resources” means the official list of historic resources designated by the City of Glendale.

“Historic district overlay zone” means a geographically definable area possessing a significant concentration, linkage or continuity of properties that constitute more than sixty (60) percent of the total properties in the district and which are united historically or aesthetically by plan or physical development.

“Historic Resource” means a resource that is historically or archaeologically significant in the cultural, architectural, archaeological, tribal, engineering, scientific, economic, agricultural, educational, social, political or military heritage of the City of Glendale, the State of California, or the United States, and which retains sufficient historic integrity to convey its significance.

“National Register of Historic Places” mean the official list of historic resources established by the federal government through the National Historic Preservation Act of 1966, as amended through 1992.

“Non-contributor” means a resource in a designated or pending historic district overlay zone that was either not built within the historic district’s period of significance or was built within the period of significance but does not retain enough historic integrity to contribute to the overall character and significance of the historic district.

“Object” means an entity that is not a building or structure, or part thereof, that is expressive of the cultural, architectural, archaeological, tribal, engineering, scientific, economic, agricultural, educational, social, political or military heritage of the City of Glendale, the State of California, or the United States.

“Partial demolition” means the removal, alteration, or destruction of one or more character-defining features of a historic resource that have been identified as character-defining in a property-specific historic assessment, in a historic resource assessment prepared by a person meeting the Secretary of the Interior’s Professional Qualification Standards in Historic Architecture or Architectural History, or by the Director of Community Development.

“Pending designation,” as applied to a resource, means a resource for which a nomination for listing in the Glendale Register of Historic Resources, signed by the property owner or nominated by City Council, has been received by the City, but for which a final action has not occurred.

“Pending historic district overlay zone” means an area for which certain property owners of said area have submitted a historic district overlay zone application and for which the Historic Preservation Commission has held a public hearing at which it made a preliminarily eligibility determination.

“Period of significance” means the span of time during which events and activities significant in the history and development of a designated or pending historic district overlay zone occurred.

“Potential historic resource” means a resource that: i) is not a designated historic resource; and either ii) is identified with a California Historical Resource Status Code of 1 to 5 on a DPR Form 523 and/or in a historic resource survey commissioned by the City and prepared by a person meeting the Secretary of the Interior’s Professional Qualification Standards; or iii) is determined by the City to be a historic resource per Public Resources Code Section 21084.1.

“Resource” means a building, structure, object, site, area, or historic district, man-made or natural.

“Structure” means anything constructed that has a foundation but no roof. This term does not include fences and walls, which are considered “objects”.

SECTION 20. Section 15.22.040 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.22.040 Demolition clearance approval required prior to issuance of demolition permit.

A. As a prerequisite to obtaining a demolition permit, an applicant must submit a demolition clearance application to the Permit Services Center for review by the Director of Community Development to determine the appropriate authority pursuant to Sections 15.22.025, 15.22.050, 15.22.060, and 15.22.070 of this Code. The demolition clearance application may be submitted concurrently with a demolition permit application. No demolition permit application shall be deemed complete without a demolition clearance approved by the Director of Community Development or his or her designee.

B. Demolition clearance applications may be processed concurrently with all other required discretionary applications and will not be approved until and unless all other discretionary permits for a proposed project are first approved.

SECTION 21. Section 15.22.050 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.22.050 Historic Preservation Commission review of demolition clearance applications.

The Historic Preservation Commission shall review demolition clearance applications, environmental review documents that may be required pursuant to CEQA, additional information or materials submitted by the applicant as required by the Director of Community Development pursuant to Sections 15.22.070.A.1, 15.22.070.A.2, and 15.22.070.A.3, and any information or materials submitted by members of the public prior to rendering a decision to approve or disapprove a demolition clearance application.

A. For a designated historic resource, the Historic Preservation Commission shall not approve a demolition clearance application unless it finds:

1. The subject property is not a historic resource because it does not meet any of the criteria for listing on the Glendale Register pursuant to Section 15.20.050 of this Code and that this determination is not due to demolition by neglect or unpermitted work; or
2. It has certified an Environmental Impact Report (EIR) and adopted a Statement of Overriding Considerations in reference to a significant and unavoidable environmental impact on cultural resources stemming from the proposed demolition of a historic resource.

B. For a potential historic resource, the Historic Preservation Commission shall consider all evidence in the record and make findings as to whether or not the subject property is eligible for

listing on the Glendale Register, and is therefore a historic resource because the resource meets one or more of the criteria for listing in Section 15.20.050 of this Code.

1. If the Historic Preservation Commission finds the property is a historic resource, the Commission shall direct the Community Development Department to prepare or cause to be prepared by private consultants under contract with the City, an Environmental Impact Report in accordance with CEQA. Following circulation of the draft EIR for public comment and preparation of the final EIR, the final EIR and all other required discretionary applications shall be reviewed by the Historic Preservation Commission pursuant to Sections 15.20.080 and 15.22.050 of this Code. The Historic Preservation Commission shall not approve a demolition clearance application for a property found to be a historic resource unless it adopts a Statement of Overriding Considerations, pursuant to CEQA, in reference to a significant and unavoidable environmental impact on cultural resources stemming from the proposed demolition of a historic resource.
2. If the Historic Preservation Commission finds the property is not a historic resource and this determination is not based on demolition by neglect or unpermitted work, the Commission shall approve the demolition clearance application. In such case, the Commission shall remand all other discretionary review to the Director of Community Development to determine the appropriate level of further discretionary review pursuant to Sections 15.22.070.A.4 and 15.22.070.A.5.

C. For a contributing property in a designated historic district overlay zone, the Historic Preservation Commission shall not approve a demolition clearance application unless it finds:

1. The property is not a historic resource because it is not a contributor to the historic district pursuant to Chapter 30.25 of this Code and that this determination is not due to demolition by neglect or unpermitted work; or
2. It has certified an Environmental Impact Report and adopted a Statement of Overriding Considerations in reference to a significant and unavoidable environmental impact on cultural resources stemming from the proposed demolition of a historic resource.

D. For a property identified as a non-contributor in the historic district survey adopted by City Council for a designated historic district, or identified as a non-contributor to a pending historic district by the Director of Community Development pursuant to Section 15.22.070.3 of this Code, no further environmental review under CEQA with regard to historic resources shall be required unless subsequent environmental review is necessitated pursuant to CEQA Guidelines Section 15162. The Historic Preservation Commission shall approve the demolition clearance application and review all other required discretionary applications pursuant to Sections 30.25.040 and 30.25.050 of this Code.

E. The Historic Preservation Commission shall review demolition clearance applications for garages and accessory buildings, structures, and objects located on properties that are designated historic resources, potential historic resources, or contributors to designated or pending historic district overlay zones, and at which the primary building is not proposed for demolition. Pursuant to Section 15.22.070.D of this Code, no Environmental Impact Report or intensive level survey shall be required unless subsequent environmental review is necessitated

pursuant to CEQA Guidelines Section 15162. The Director of Community Development may require the applicant to provide information regarding the provenance of the building(s), its alteration history, the proposed replacement project, if any, and any additional information or materials as may be necessary for a complete review. The Commission shall conduct its review on a case-by-case basis, and base its determination on whether or not the proposed demolition(s) and possible new construction would affect the property's ongoing status as a designated historic resource, potential historic resource, or contributor to a designated or pending historic district overlay zone.

SECTION 22. Section 15.22.060 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.22.060 Design Review Board review of demolition clearance applications.

A. For any property the Director of Community Development determines is not a designated historic resource or potential historic resource, and that is not located in a designated or pending historic district overlay zone, the Design Review Board shall review demolition clearance applications and be the design review authority pursuant to Sections 30.47 and 15.22.060 of this Code. For such properties, the Board shall review demolition clearance applications; environmental review documents pursuant to CEQA; additional information or materials submitted by the applicant as required by the Director of Community Development pursuant to Sections 15.22.070.A.1, 15.22.070.4, and 15.22.070.5; any information or materials submitted by members of the public; and all other required discretionary design review applications.

B. Upon determination by the Historic Preservation Commission that a designated historic resource is no longer a historic resource pursuant to Section 15.22.050.A of this Code, or that a potential historic resource is not a historic resource pursuant to Section 15.22.050.B of this Code, and that the property is not located in a designated or pending historic district overlay zone, demolition clearance applications and proposals for new construction at the property shall be reviewed by the Design Review Board pursuant to Chapter 30.47 of this Code.

SECTION 23. Section 15.22.070 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.22.070 Director of Community Development review of demolition clearance applications.

A. The Director of Community Development shall review all demolition clearance applications and determine the necessary level of environmental review and the appropriate authority to review an application pursuant to Section 15.22.025, as follows:

1. Following receipt and review of a demolition clearance application for a designated historic resource or a contributor in a designated historic district, the Community Development Department shall prepare, or cause to be prepared by private consultants under contract with the City, an Environmental Impact Report in accordance with CEQA. Following circulation of the draft EIR for public comment and preparation of the final EIR, the Director shall set the demolition clearance application, any required environmental review pursuant to CEQA, and

all other required discretionary applications for a public hearing before the Historic Preservation Commission pursuant to Sections 15.20.080 and 15.22.050 of this Code.

2. Following receipt and review of a demolition clearance application for a potential historic resource, the Community Development Department shall prepare, or cause to be prepared by private consultants under contract with the City, an intensive-level survey of the property containing sufficient historical research and analysis to determine whether the potential historic resource is a historic resource. Subsequent to receipt of the survey and any additional information or materials as may be necessary for a complete review, the Director shall set the demolition clearance application, any required completed environmental review pursuant to CEQA, and all other required discretionary design review applications for a public hearing before the Historic Preservation Commission pursuant to Section 15.20.080 of this Code.
3. Following receipt and review of a demolition clearance application for a building, structure, or object in a pending historic district overlay zone, the Director of Community Development shall determine whether the property, or any portion thereof, is a contributor or non-contributor to the pending district. This determination is a rebuttable presumption and shall be based on the information included in the historic district application under consideration by the City and any additional information or materials as may be necessary for a complete review.
 - a. For a property determined to be a contributor to the pending historic district, the Director of Community Development shall prepare, or cause to be prepared by private consultants under contract with the City, an intensive-level survey of the property containing sufficient historical research and analysis to determine if the contributor to a pending historic district is a potential historic resource, and whether its demolition would cause an adverse impact to the pending historic district's eligibility for designation pursuant to Section 30.25.020 of this Code. Subsequent to receipt of the survey and any additional information or materials as may be necessary for a complete review, the Director shall set the demolition clearance application, any required completed environmental review pursuant to CEQA, and all other required discretionary design review applications for a public hearing before the Historic Preservation Commission pursuant to Sections 30.25.040 and 30.25.050 of this Code.
 - b. For a property determined to be a non-contributor to a designated historic district or pending historic district, no further environmental review under CEQA with regard to historic resources shall be required unless subsequent environmental review is necessitated pursuant to CEQA Guidelines Section 15162. The Director of Community Development shall set the demolition clearance, any required environmental review pursuant to CEQA, and all other required discretionary design review applications for a public hearing before the Historic Preservation Commission pursuant to Sections 30.25.040 and 30.25.050 of this Code.

4. Following receipt and review of a demolition clearance application for a property that is not a designated historic resource, not a potential historic resource, and not a contributor or non-contributor to a pending or designated historic district overlay zone, no further environmental review with regard to historic resources will be required unless subsequent environmental review is necessitated pursuant to CEQA Guidelines Section 15162. Upon the determination by the Director of Community Development that the project proposed for the site requires design review by the Design Review Board pursuant to Title 30 of this Code, the Director shall set the demolition clearance application and all other required discretionary design review applications for a hearing before the Design Review Board pursuant to Chapter 30.47 and Section 15.22.060 of this Code.
5. Following receipt and review of a demolition clearance application for a property that is not a designated historic resource, not a potential historic resource, and not a contributor or non-contributor to a pending or designated historic district overlay zone, no further environmental review with regard to historic resources will be required unless subsequent environmental review is necessitated pursuant to CEQA Guidelines Section 15162. Upon determination by the Director of Community Development that the project proposed for the site does not require design review by the Design Review Board pursuant to Title 30 of this Code, the Director of Community Development shall review the demolition clearance application and all other required discretionary design review applications and make a final determination pursuant to Chapter 30.47 of this Code.

B. The Director of Community Development shall notify the applicant within thirty (30) days of receipt of a demolition clearance application regarding the level of environmental review required pursuant to Section 15.22.070.A and consistent with CEQA and the Permit Streamlining Act.

C. Garages and other accessory buildings, structures, and objects are exempted from this Section if they are not located on a property that is a designated historic resource, potential historic resource, or contributor to a designated or pending historic district overlay zone.

D. Garages and/or other accessory buildings, structures, and objects are subject to this Section if the primary building on the property is not proposed for demolition and the property is a designated historic resource, potential historic resource, or contributor to a designated or pending historic district overlay zone. Following review of a demolition clearance application for such a garage and/or accessory building, structure, or object, the Director of Community Development shall set a hearing before the Historic Preservation Commission. The Director may request the applicant provide additional information or materials as may be necessary for review by the Historic Preservation Commission, including environmental review pursuant to CEQA.

SECTION 24. Section 15.22.080 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.22.080 Appeals.

All appeals shall be de novo, in that an independent reexamination of the matter shall be made.

A. Any person may appeal a decision made by the Director of Community Development regarding a demolition clearance application to the Historic Preservation Commission pursuant to Chapter 30.62 of this Code.

B. Any person may appeal a decision of the Historic Preservation Commission regarding a demolition clearance application to the City Council pursuant to Section 2.88 of this Code

SECTION 25. Section 15.22.090 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.22.090 Reserved.

SECTION 26. Section 15.22.100 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.22.100 Issuance of demolition clearance.

Upon determining that the conditions of this Chapter have been met, the Director of Community Development shall issue a demolition clearance as a prerequisite for a demolition permit. No demolition permit may be issued without approval of a demolition clearance application.

SECTION 27. Section 15.22.110 of the Glendale Municipal Code, 1995 is hereby amended as follows:

15.22.110 Dangerous buildings.

Nothing in this chapter shall prevent or delay the demolition of any building, structure, or object to remedy a condition the City's Building Official finds and determines to be unsafe or which poses an imminent threat to public safety.

SECTION 28. Section 30.25.010 of the Glendale Municipal Code, 1995 is hereby amended as follows:

30.25.010 Purpose.

The City recognizes that the historic and architectural resources of Glendale are among its most important assets. It is the purpose of this Chapter:

- A. To protect the beauty of the city and improve the quality of its environment through identification, recognition, conservation, maintenance and enhancement of its historic and architectural resources within neighborhoods;
- B. To protect designated areas having historic and architectural significance against intrusion of alterations, additions, new structures and other designs that fail to protect such significance;
- C. To ensure harmonious, orderly and efficient growth and development of the city;
- D. To stabilize and improve property values in such designated areas, thus strengthening the local economy;

- E. To foster civic pride; and
- F. By furthering such purposes, to promote the public welfare, to strengthen the cultural and educational life of the city and to make the city a more attractive and desirable place in which to live and work.

SECTION 29. Section 30.25.015 of the Glendale Municipal Code, 1995 is hereby amended as follows:

30.25.015 Definitions.

For the purposes of this Chapter the following words and phrases shall have the meanings ascribed to them unless otherwise noted:

“Building” means anything constructed having a roof supported by columns or walls for the purpose of housing, shelter or enclosure.

“CEQA” means the California Environmental Quality Act, contained in California Public Resources Code Section 21000, et seq., and Title 14 of the California Code of Regulations (“CEQA Guidelines”) as they both now exist or may hereafter be amended.

“Character defining features” means the distinctive physical forms, elements, materials, details, and/or characteristics that convey the significance of a historic resource.

“Code” means the Glendale Municipal Code.

“Complete demolition” means removal of all above-grade portions of a resource that is a contributing or non-contributing property in a designated or pending historic district overlay zone.

“Contributor” means a historic resource in a designated or pending historic district overlay zone that was built within the Period of Significance and retains enough historic integrity to contribute to the overall character and significance of the historic district overlay zone.

“Demolition” is the act or process of destroying, knocking down, pulling down, tearing down, flattening, razing, or leveling a building, structure, or object. For purposes of this Chapter, demolition can be either complete or partial.

“Demolition by neglect” means the process by which the owner, or his or her designee, of a resource that is a contributor in a designated historic district overlay zone or pending historic district overlay zone allows its ongoing deterioration over a period of time as a result of lack of maintenance, failure to protect it from pests or vandals, and/or failure to take reasonable measures to prevent ingress of water or wind through the roof, walls, or apertures, leading to deterioration and/or structural failure that results in complete or partial demolition, the loss of character-defining features, and/or that constitutes a threat to public health and safety.

“Historic district overlay zone” means a geographically definable area possessing a significant concentration, linkage or continuity of properties that constitute more than sixty (60) percent of the total properties in the district and which are united historically or aesthetically by plan or physical development.

“Historic district design guidelines” means the guidelines published by the City that provide direction for altering portions of properties that are contributors and non-contributors in

designated and pending historic district overlay zones that are visible from the public right-of-way.

“Historic integrity” means the authenticity of a resource's historic identity, evidenced by the survival of physical characteristics that existed during the resource's prehistoric or historic period and allow it to continue to convey its significance. Historic integrity is the composite of seven aspects or qualities: location; design; setting; materials; workmanship; feeling; and association (as defined by the National Park Service). All seven aspects or qualities do not need to be present as long as the overall sense of past time and place is evident.

“Historic resource” means a resource that is historically or archaeologically significant in the cultural, architectural, archaeological, tribal, engineering, scientific, economic, agricultural, educational, social, political or military heritage of the City of Glendale, the State of California, or the United States and retains sufficient historic integrity to convey its significance. For the purposes of this Chapter, designated historic district overlay zones and properties that are contributors to designated historic district overlay zones are historic resources.

“Major alteration” means alteration to any exterior portion of a resource that is a contributor or non-contributor to a designated historic district overlay zone or pending historic district overlay zone that involves:

- A. Construction of an addition to an existing building or structure, or new construction, exceeding two hundred (200) square feet at a location visible from the public right-of-way;
- B. Construction of an addition to an existing building or structure, or new construction, with seven hundred (700) square feet or greater of building area at a location not visible from the public right-of-way;
- C. Construction of more than one addition as part of the same project at an existing building or structure, or new construction of, in combination, seven hundred (700) square feet or greater of building area at any location regardless of visibility from the public right-of-way.
- D. Construction of an additional story to any existing building or structure;
- E. An alteration determined by the Director of Community Development to be incompatible with the Secretary of the Interior's Standards for Rehabilitation; or
- F. An alteration including, but not limited to, changes to architectural style, roof form, roof cladding, wall cladding and/or fenestration that, based on the assessment of the Director of Community Development, is determined to require design review by the appropriate review authority in order to make a determination of compatibility with the Secretary of the Interior's Standards for Rehabilitation.

“Minor alteration” means alteration to any exterior portion of a resource that is a contributor or non-contributor to a designated historic district overlay zone or pending historic district overlay zone, that involves:

- A. Construction of an addition to an existing building or structure, or new construction, of two hundred (200) square feet or less at a location visible from the public right-of-way;

- B. Construction of an addition to an existing building or structure, or new construction, of less than seven hundred (700) square feet at a location not visible from the public right-of-way; or
- C. Any alteration determined by the Director of Community Development to be compatible with the Secretary of the Interior's Standards for Rehabilitation and that does not exceed the thresholds established by Subsections A and B of this definition.

"Non-contributor" means a resource in a designated or pending historic district overlay zone that was either not built within the historic district overlay zone's period of significance or was built within the period of significance but does not retain enough historic integrity to contribute to the overall character and significance of the historic district overlay zone.

"Object" means a thing that is not a building or structure, or part thereof, that is expressive of the cultural, architectural, archaeological, tribal, engineering, scientific, economic, agricultural, educational, social, political or military heritage of the City of Glendale, the State of California, or the United States.

"Partial demolition" means the removal, alteration, or destruction of one or more character-defining features of a historic district overlay zone contributor that have been identified as character-defining in a property-specific historic assessment, in a historic resources survey prepared by a person meeting the Secretary of the Interior's Professional Qualification Standards in Historic Architecture or Architectural History, or by the Director of Community Development.

"Pending historic district overlay zone" means an area for which certain property owners of said area have submitted a historic district overlay zone application and which the Historic Preservation Commission has preliminarily determined to appear eligible for designation at a public hearing. These terms shall apply to the area until such time as the application is approved or denied by City Council, or is withdrawn by the applicants.

"Period of significance" means the span of time during which events and activities significant in the history and development of a designated or pending historic district overlay zone occurred.

"Protected landscape feature" means any significant landscape or hardscape feature, as identified in the historic resources survey approved by City Council for a designated historic district overlay zone, or as determined by the Director of Community Development for a pending historic district overlay zone.

"Resource" means a building, structure, object, site, area, or district, man-made or natural.

"Routine maintenance and repair" means alteration to any portion, visible from the public right-of-way, of a resource that is a contributor to a designated historic district overlay zone or pending historic district overlay zone, that does not conflict with its ongoing status as a contributing property and that involves:

- A. Repair and/or replacement of a cumulative total of one hundred (100) square feet or less of any exterior wall or roof cladding material with new material that matches the existing in terms of material, dimension, color, texture, reflectivity, and overall appearance;

- B. Repointing of masonry joints with a cumulative total of twenty-five (25) linear feet or less with new mortar that matches the existing in terms of material, color, texture, profile, and overall appearance;
- C. Replacement of window or door glazing except for glazing identified as significant in the Department of Community Development staff report presented to City Council at the time of the property's designation or by the Director of Community Development pursuant to 15.20.030 of this Code;
- D. The removal, maintenance, and/or installation of landscape materials, except for protected landscape features, and indigenous trees pursuant to Chapter 12.44 of this Code;
- E. The application of vapor-permeable paint or stain finishes to wall cladding materials and trim provided that the finish does not change the existing texture of the underlying material, except for finish colors and and/or locations specific to the resource that should be maintained, as identified in: for a designated historic district overlay zone, the historic resources survey approved for the historic district overlay zone by City Council; or, for a pending historic district overlay zone, by the Director of Community Development.
- F. Any other work determined by the Director of Community Development to constitute "routine maintenance and repair."

"Secretary of the Interior's Professional Qualification Standards" is the set of requirements issued by the US Department of the Interior, National Park Service (36 CFR Part 61) that define minimum education and experience required to perform identification, evaluation, registration, and treatment activities.

"Secretary of the Interior's Standards for Rehabilitation" is the set of standards issued by the US Department of the Interior, National Park Service (36 CFR Part 67) and the publications of the National Park Service (NPS), Preservation Assistance Division, Guidelines for Rehabilitating Historic Buildings (1992, NPS) and The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings (1995, NPS), and any subsequent publication on the Secretary's Standards by the NPS.

"Structure" means anything constructed that has a foundation but no roof. "Structure" does not include fences and walls, which are considered "objects".

"Tribal cultural resource" means a resource, with cultural value to a California Native American tribe that is either included or determined to be eligible for inclusion in the National Register of Historic Places or the California Register of Historical Resources, or included in the Glendale Register of Historic Resources, or is a resource determined by the Director of Community Development to be a potential historic resource. A cultural landscape that meets these criteria is a tribal cultural resource to the extent that the landscape is geographically defined in terms of the size and scope of the landscape. Historical resources, unique archaeological resources, or non-unique archaeological resources may also be tribal cultural resources if they meet these criteria.

“Visible from the public right-of-way” means any portion of a designated historic resource, a resource that is pending designation as a historic resource, or a resource that is a potential historic resource that is visible from the public street or sidewalk immediately adjacent to the property. For the purposes of this Chapter, any portion of a designated historic resource, a resource that is pending designation as a historic resource, or a resource that is a potential historic resource that is not visible due to landscaping shall nonetheless be considered visible from the public right-of-way.

SECTION 30. Section 30.25.020 of the Glendale Municipal Code, 1995 is hereby amended as follows:

30.25.020 Historic district overlay zone designation criteria.

A geographic area may be designated as a historic district overlay zone by the City Council upon the recommendation of the Historic Preservation Commission and Planning Commission if the district meets one or more of the following criteria:

- A. Exemplifies or reflects special elements of the city’s cultural, social, economic, political, aesthetic, engineering, architectural, or natural history;
- B. Is identified with persons or events significant in local, state, or national history;
- C. Embodies distinctive characteristics of a style, type, period, method of construction, or is a valuable example of the use of indigenous materials or craftsmanship;
- D. Represents the work of notable builders, designers, or architects;
- E. Has a unique location or is a view or vista representing an established and familiar visual feature of a neighborhood community or of the city;
- F. Embodies a collection of elements of architectural design, detail, materials, or craftsmanship that represent a significant structural or architectural achievement or innovation;
- G. Reflects significant geographical patterns, including those associated with different eras of settlement and growth, transportation modes, or distinctive examples of park or community planning;
- H. Conveys a sense of historic and architectural cohesiveness through its design, setting, materials, workmanship, or association; and/or
- I. Has been designated a historic district in the National Register of Historic Places or the California Register of Historical Resources.

SECTION 31. Section 30.25.030 of the Glendale Municipal Code, 1995 is hereby amended as follows:

30.25.030 Procedure for historic district overlay zone designation and expansion.

The following shall be the procedures for establishing and modifying historic district overlay zones:

- A. Requests for the establishment or modification of historic district overlay zones must originate with the owners of any three (3) properties within the proposed

district and be presented to the Director of Community Development for consideration. Requests shall be accompanied by a draft historic district study area boundary, historical context, a statement describing why the proposed or expanded historic district overlay zone meets the criteria for designation under Section 30.25.020, and any proposed supplements to the citywide historic district design guidelines. For study areas containing non-residential buildings, the request shall contain draft historic district design guidelines for those buildings. The draft historic district design guidelines for non-residential buildings shall identify the standards which will be applied to design review within the district, differentiating review standards for properties and features within the district that contribute to the historical significance of the area and those that do not, as well as for standards for in-fill development.

- B. The Director of Community Development shall forward the request to the Historic Preservation Commission to conduct a preliminary consideration of the request to determine eligibility under the criteria set forth in Section 30.25.020 of this chapter. The Director of Community Development may conduct meetings with residents of the community, seek advice of preservation professionals and historians and conduct or receive any preliminary research or studies to assist the Historic Preservation Commission with its decision.
- C. If the Historic Preservation Commission preliminarily determines that the study area is eligible to become a historic district overlay zone or expand an existing one, it shall authorize the project proponent(s) to circulate a petition requesting a historic resources survey to affected property owners, asking the City Council to authorize preparation of a historic resources survey or modification of an existing survey. Upon this preliminary determination, a proposed study area shall be deemed a "Pending Historic District Overlay Zone" until such time as the application is approved or denied by City Council, or is withdrawn by the applicants.
- D. If the Historic Preservation Commission determines that the study area is eligible to become a historic district overlay zone or expand an existing one, the Director of Community Development shall send notice of such preliminary determination to every property owner, and every household that is not owner occupied according to the County Assessor's office, in the study area, and to every property owner within five hundred (500) feet of the preliminary boundary. In addition, the Director of Community Development shall mail to all owners, and each household that is not owner occupied according to the County Assessor's office, a document containing basic information regarding the proposed historic district overlay zone, a map indicating the proposed district boundary and the addresses of the properties within the boundary, and links to documents on the City of Glendale website, including the Historic District Design Guidelines and any supplements thereto proposed for the proposed district; the Historic District Handbook, and any other appropriate informational materials.
- E. Within ninety (90) days of the preliminary determination of eligibility of the Historic Preservation Commission, or within ninety (90) days of the City Council action sustaining the Historic Preservation Commission's determination following

an appeal, the project proponents shall submit to the Director of Community Development the petition requesting a historic resources survey. Said petition must be signed by owners of more than twenty-five (25) percent of the properties in the historic district study area, or the application for a historic district overlay Zone shall be deemed denied. The ninety (90) day time limit may be extended by the Historic Preservation Commission upon showing of good cause. Any request for an extension of time must be made prior to the expiration of the ninety (90) day time limit. Any petition that is deemed denied may not be re-submitted for a period of six (6) months after the date of denial.

For the purpose of this section, for the signature of an “owner of property” to constitute a valid petition signature, the petition shall be signed by one (1) of the following:

- i. Where the property is held by one individual, the petition shall be signed by that individual;
- ii. Where the property is held in a form of co-tenancy, including joint tenancy, tenants in common, tenants in partnership or community property, then each such co-tenant shall be required to sign the petition;
- iii. Where the property is held by a business entity, such as a corporation, limited partnership, general partnership, or limited liability, an authorized agent of such business entity with the power to bind the entity in contract shall sign the petition;
- iv. Where the property is a common interest development, as defined in California Civil Code Section 1351, the authorized agent of the homeowners association or other agent designated in the common interest development’s governing documents shall sign the petition; or
- v. Where the property is held in trust, all co-trustees shall sign the petition unless the California Probate Code allows otherwise.

Properties owned by any public agency shall not be considered, either as signatories or when determining the total number of properties, in judging whether a petition has sufficient signatures.

- F. At the time of submittal of the petition requesting a historic resources survey, the project proponent(s) may request amendment of the application, including the boundaries of the study area, any supplements to the city-wide historic district design guidelines, any design guidelines proposed for non-residential structures, or any other aspect of the application. Any amendment of the application must be reviewed and approved by the Historic Preservation Commission, to determine that the amendment is consistent with the Commission’s preliminary determination that the area is eligible to become a historic district overlay zone, pursuant to subsection A, above. The Historic Preservation Commission’s determination on the amendment may be appealed to the City Council, following the uniform appeals procedures of the Glendale Municipal Code.

- G. Upon receipt of the petition requesting a historic resources survey, the Director of Community Development shall verify that the petition meets the requirements of subsection D, above, and, after the Historic Preservation Commission's review of amendments to the historic district overlay zone application, if any, the Director of Community Development shall forward the petition to the City Council for authorization to conduct a historic resources survey.
- H. Upon completion of the historic resources survey, the Director of Community Development shall forward the survey to the Historic Preservation Commission for its review and approval. Upon approving the survey, the Historic Preservation Commission shall authorize the project proponent(s) to circulate petitions to affected property owners asking the City Council to initiate the designation process. The petitions shall be accompanied by a copy of the city-wide historic district design guidelines, and any supplements proposed thereto, any draft historic district guidelines prepared for non-residential buildings, and shall also refer to where the historic district design guidelines and any such proposed supplements, and any draft design review guidelines for non-residential buildings may be reviewed. The commission's approval of the historic resources survey may be appealed to the City Council pursuant to Section 2.88 of this Code.
- I. Within six (6) months of the Historic Preservation Commission's authorization to circulate a Petition Requesting a historic district overlay zone, the project proponents shall submit said petition to the Director of Community Development. Said petition must be signed by owners of more than fifty (50) percent of the properties in the historic district study area, or part thereof. Notwithstanding the foregoing, a petition satisfying the requirements of Article XV, Section 2 of the Glendale City Charter shall satisfy the requirement of this subsection. If such a petition is not submitted to the satisfaction of the Director of Community Development within six (6) months of the Historic Preservation Commission's authorization to circulate petitions, the application for a historic district overlay zone shall be deemed denied. The six-month time limit may be extended by the Historic Preservation Commission upon showing of good cause. Any request for an extension of time must be made prior to the expiration of the six-month time limit. Any petition that is deemed denied may not be re-submitted for a period of six (6) months after the date of denial.
- For the purpose of this section, for the signature of an "owner of property" to constitute a valid petition signature, the petition shall be signed by one of the following:
- i. Where the property is held by one individual, the petition shall be signed by that individual;
 - ii. Where the property is held in a form of co-tenancy, including joint tenancy, tenants in common, tenants in partnership or community property, then each such co-tenant shall be required to sign the petition;

- iii. Where the property is held by a business entity, such as a corporation, limited partnership, general partnership, or limited liability, an authorized agent of such business entity with the power to bind the entity in contract shall sign the petition;
- iv. Where the property is a common interest development, as defined in California Civil Code Section 1351, the authorized agent of the homeowners association or other agent designated in the common interest development's governing documents shall sign the petition; or
- v. Where the property is held in trust, all co-trustees shall sign the petition unless the California Probate Code allows otherwise.

Properties owned by any public agency shall not be considered, either as signatories or when determining the total number of properties, in judging whether a petition has sufficient signatures.

- J. Upon receipt of the petition, and verification by the Director of Community Development that the petition satisfies the requirements of Subsection I, above, the Community Development Department shall prepare a report which will detail the appropriateness of the boundaries consistent with the historic district overlay zone designation criteria, provide the percentage of the property owners in the district petitioning the City Council, document the history and significance of the area, provide photographs of all properties within the area (both contributing and non-contributing buildings), present any supplements to the city-wide historic district design guidelines proposed for the historic district overlay zone and any proposed design guidelines for non-residential buildings, and indicate whether the historic resources survey has found that the supplements concern characteristics which have been identified in the historic resources survey to make significant contributions to the character of the potential historic district. Once complete, the Director of Community Development shall present the report to the Historic Preservation Commission for its consideration and recommendation to City Council.
- K. The Director of Community Development shall forward the Historic Preservation Commission's recommendation to the Planning Commission for consideration of a zone change to create the specific historic district overlay zone. The application shall then be processed according to the procedures set forth under Chapter 30.63 of this title.
- L. If the request for a historic district overlay zone includes any supplements to the city-wide historic district design guidelines specific to the requested overlay zone, the City Council may not approve the supplements unless it finds that the supplements concern characteristics which have been identified in the historic resources survey to make significant contributions to the character of the potential historic district overlay zone.
- M. The procedures for modification or deletion of a historic district overlay zone shall follow the procedures outlined in this section and elsewhere in the Zoning Code (Title 30) and the City Charter as applicable.

SECTION 32. Section 30.25.040 of the Glendale Municipal Code, 1995 is hereby amended as follows:

30.25.040 Design review authority.

The Historic Preservation Commission and the Director of Community Development, as applicable, shall have design review authority within all designated historic district overlay zones and pending historic district overlay zones and may additionally review design plans and applications outside of historic district overlay zones as needed, and shall review and either approve, approve with conditions, or deny all proposals under the authority granted by Chapter 30.47.

SECTION 33. Section 30.25.050 of the Glendale Municipal Code, 1995 is hereby amended as follows:

30.25.050 Historic district overlay zone design review.

For any resource that is a contributor or non-contributor to a designated historic district overlay zone or a pending historic district overlay zone, no major alterations or minor alterations pursuant to Sections 30.25.052 and 30.25.054, below, whether or not visible from the public right-of-way, may take place without the design review approval of the Historic Preservation Commission or the Director of Community Development, as applicable. The Historic District Design Guidelines, and any supplements thereto, and the Secretary of the Interior's Standards for Rehabilitation shall establish the guiding principles for this design review for portions of a resource that are visible from the public right-of-way. The Comprehensive Design Guidelines shall establish the guiding principles for design review for portions of a resource that are not visible from the public right-of-way. No building permits shall be issued prior to such design review approval for projects subject to review under this section. Any permit issued that is not in conformity with this section shall be considered void from its inception. Application filing, review, notice, and appeals shall be conducted pursuant to Chapters 30.41, 30.42 and 30.47 of this Code.

For the purposes of design review for properties in pending historic district overlay zones and for which a historic resource survey has not been submitted by a consultant meeting the Secretary of the Interior's Professional Qualification Standards, the Director of Community Development shall determine whether the property is a contributor or a non-contributor, This determination is a rebuttable presumption and shall be based on the information included in the historic district application under consideration by the City and any additional information or materials as may be necessary for a complete review.

SECTION 34. Section 30.25.052 of the Glendale Municipal Code, 1995 is hereby added as follows:

30.25.052 Review and permit required for major alteration, or partial demolition of, contributors and non-contributors in designated historic district overlay zones and pending historic district overlay zones.

No person shall make major alterations to, or partially demolish, any resource that is a contributor or non-contributor to a designated historic district overlay zone or pending historic district overlay zone without first completing any environmental review required by CEQA and obtaining all required permits. An application for such permit(s) shall be filed with the Permit Services Center. The Director of Community Development shall determine the appropriate design review authority, which shall be either the Historic Preservation Commission or the Director of Community Development.

The Director of Community Development may require such supplemental additional information or materials, including environmental review pursuant to CEQA, as the Director of Community Development deems reasonably necessary for the appropriate design review authority to complete its review. The Historic Preservation Commission or the Director of Community Development may impose such conditions or restrictions as is deemed necessary or appropriate to achieve the purpose of this Code.

SECTION 35. Section 30.25.054 of the Glendale Municipal Code, 1995 is hereby added as follows:

30.25.054 Review and permit required for minor alteration of contributors and non-contributors to designated historic district overlay zones and pending historic district overlay zones.

A. Alterations Requiring Review and Requiring a Permit. No person shall make minor alterations to any resource that is a contributor or non-contributor to a designated historic district overlay zone or pending historic district overlay zone without completing any environmental review required by CEQA and obtaining permits. An application for such permit shall be filed with the Permit Services Center and will be reviewed by the Director of Community Development. The Director may require the application be supplemented by such additional information or materials as deemed reasonably necessary for a complete review. The Director may impose such reasonable conditions or restrictions as he or she deems necessary or appropriate to achieve the purpose of this Code.

B. Alterations Requiring Review and Not Requiring a Permit. The Director of Community Development shall be the review authority for the purpose of determining whether certain work that does not require a permit is nonetheless a minor alteration and therefore requires review because, the alteration may have a significant impact on the character and appearance of a contributor or non-contributor to a designated historic district overlay zone or pending historic district overlay zone. The following work must be reviewed and approved by the Director of Community Development:

1. Replacement of doors and garage doors within existing openings;
2. Removal of existing awnings, or installation of new awnings, that are fully supported by the wall;
3. Removal or installation of wall cladding, trim, shutters, or other decorative materials;
4. Installation or removal of decorative light fixtures at existing junction boxes;
5. Construction or removal of hardscape, fences, and walls;
6. Removal of any protected landscape feature; and

7. Any other work not requiring a permit and determined by the Director of Community Development to require design review due to its potential to affect the historic character and appearance of the property.

C. Notwithstanding the foregoing, upon further review the Director of Community Development may determine that a proposed alteration exceeds the standards to be considered a minor alteration and may require review by the Historic Preservation Commission at a public hearing pursuant to Section 30.25.052 of this Code.

SECTION 36. Section 30.25.056 of the Glendale Municipal Code, 1995 is hereby added as follows:

30.25.056 Routine maintenance and repair to contributors and non-contributors to designated historic district overlay zones and pending historic district overlay zones.

The Director of Community Development must review and approve any routine maintenance and repair performed at the exterior portions of contributors and non-contributors to designated historic district overlay zones and pending historic district overlay zones that are visible from the public right of way that: a) requires a permit; b) exceeds the thresholds and/or requirements identified in Section 30.25.015 (“Routine maintenance and repair”); or (c) is determined by the Director of Community Development to not meet the definition of “routine maintenance and repair.”

SECTION 37. Section 30.25.060 of the Glendale Municipal Code, 1995 is hereby amended as follows:

30.25.060 Demolition clearance and demolition permit required for demolition of contributors and non-contributors to designated historic district overlay zones and pending historic district overlay zones.

A. No person shall completely demolish a contributor or non-contributor to a designated historic district overlay zone or pending historic district overlay zone without obtaining approval of a demolition clearance and a demolition permit, pursuant to Chapter 15.22 of this Code.

B. In the case of an approval of a demolition of a contributor to a designated historic district overlay zone, the Director of Community Development shall amend the historic resource survey for the district to update the record for the property.

C. In the event any contributing or non-contributing building in a designated or pending historic district overlay zone is completely demolished or partially demolished without approval of a demolition clearance and issuance of a demolition permit pursuant to Chapter 15.22 of this code, all provisions of Section 15.20.090 of this code may apply. In the case of a property in a pending historic overlay zone for which a historic resource survey has not been submitted by a consultant retained by the city and meeting the Secretary of the Interior’s Professional Qualification Standards, the director of community development shall, as required to establish the applicability of the various enforcement provisions of Section 15.20.090, determine whether the property is a contributor or a non-contributor to the pending historic district overlay zone and, for a property determined to be a contributor, identify its character defining features. These determinations are rebuttable presumptions and shall be based on the information included in the historic district application under consideration by the city and any additional information or materials as may be necessary for a complete review.

SECTION 38. Development or tentative subdivision map applications which have been deemed complete, approved discretionary entitlements, or ministerial projects submitted to plan check prior to the adoption of this ordinance shall be reviewed under the rules and regulations which were in effect on the day prior to adoption of this ordinance. The foregoing notwithstanding, any applicant may make a request in writing to the Director of Community Development that his or her application be reviewed under the rules and regulations as amended by this ordinance.

SECTION 39. Severability. This Ordinance's provisions are severable. If any portion of this Ordinance or its application to any person or circumstance is held invalid or unconstitutional, that decision does not affect the validity of the Ordinance's remaining portions and the Ordinance's application to other persons and circumstances. The City Council declares that it would have passed the remainder of this Ordinance without the invalid or unconstitutional provision.

Passed by the Council of the City of Glendale on the _____ day of _____, 2020.

Mayor

Attest

City Clerk

STATE OF CALIFORNIA)

COUNTY OF LOS ANGELES) SS.

CITY OF GLENDALE)

I, ARAM ADJEMIAN, City Clerk of the City of Glendale, California, certify that the foregoing Ordinance No. _____ was passed by the Council of the City of Glendale, California, by a vote of four-fifths (4/5ths) of the members thereof, at a regular meeting held on the _____ day of _____, 2020 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

City Clerk