

## Chapter 20.25

### CERTIFICATES OF APPROPRIATENESS

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#### **Section 20.25.010 Certificates of Appropriateness, Generally.**

A Certificate of Appropriateness is required before any person restores, rehabilitates, alters, develops, constructs, demolishes, removes or changes the appearance of any designated Cultural Resource, eligible Cultural Resource, any element in a geographic Historic District (contributing and non-contributing), or, a contributing feature or contributor to a Neighborhood Conservation Area. The requirements of this Chapter are in addition to any and all other City permit requirements.

Except as set forth in section 20.25.030, Certificates of Appropriateness shall be reviewed by the Cultural Heritage Board.

No Certificate of Appropriateness is required for a historic structure if the Building Official has determined that structure presents an unsafe or dangerous condition constituting an imminent threat as defined in the California Building Code, or a dangerous building as defined by the Uniform Code for the Abatement of Dangerous Buildings, and the proposed action is necessary to mitigate the unsafe or dangerous condition. Before any physical work on any such unsafe structure, the Building Official shall make all reasonable efforts to consult with the Planning Director or its designated representative to seek feasible alternatives to the proposed action that will adequately protect the public health and safety.. (Ord. 7108 §1, 2010; Ord. 6263 §1 (part), 1996)

#### **Section 20.25.020 Application.**

Applications for a Certificate of Appropriateness shall be made on forms provided by the Planning Division. Applications shall include plans and specifications showing the design, materials, colors, landscaping, and irrigation relating to the proposed improvements. Where required, applications shall also show the relationship of the proposed work to the surrounding environs. Applications for new construction in a Historic District or Neighborhood Conservation Area shall also include such relevant information as how the new improvement relates to the existing architectural style, scale, massing, site, streetscape, landscaping, and signage. The Planning Division may require any additional information deemed necessary to make an informed judgment of the proposed work according to the standards of this Chapter. (Ord. 7108 §1, 2010; Ord. 6263 § 1 (part), 1996)

**Section 20.25.030 Administrative Certificates of Appropriateness.**

The Historic Preservation Officer may administratively approve, approve with conditions, refer to the Board, or deny a Certificate of Appropriateness as follows:

- A. For all Cultural Resources, including Landmarks (designated and eligible):
  - 1. The in-kind replacement of historically-correct architectural features or building elements, including windows, doors, exterior siding, roofs, porches, cornices, balustrades, stairs, and the like, that are deteriorated, damaged beyond restoration, or previously removed.
  - 2. The in-kind replacement of historically correct site, or landscape features that are deteriorated, damaged beyond restoration, or previously removed.
  - 3. Exterior painting of commercial properties, designated landmarks, and landmarks determined eligible for designation. Surfaces allowed to be painted include only those that were originally intended to be painted and exclude all other surfaces, such as brick, concrete, and stone.
  
- B. For all Cultural Resources, except designated Landmarks:
  - 1. One-story residential room additions, excluding attached garages, less than 50% of the size of the existing main residence or 1000 square feet area (whichever is smaller), with limited or no visibility from public streets.
  - 2. Fences and walls.
  - 3. Awnings and signs.
  - 4. Removal or alteration of landscape features, such as walkways, planter walls, fountains, and in certain circumstances mature foliage, that contribute to the historic character of the property but are not designated or listed as contributing to a designated resource.
  - 5. Paving for driveways, walkways and/or patios, and the addition of or alteration to driveway approaches.
  - 6. Exterior lighting.
  - 7. The removal of inappropriate additions to restore the original appearance of a structure.
  - 8. Demolition of a one-story, detached single-car garage and construction of a new one-story, detached garage that is architecturally compatible with the existing residence and character-defining features of the existing neighborhood and does not exceed 400 square feet, or the minimum size for a two-car garage as required by the City Zoning Code, whichever is greater.
  
- C. For Non-contributing Features and Non-contributors in a Historic District, all actions except:

1. Demolition.
2. New and in-fill construction.
3. Large additions (increasing floor area by 100% or more).
4. Increasing the number of stories (e.g., adding a second story to a single-story structure). (Ord. 7108 §1, 2010; Ord. 6263 § 1 (part), 1996)

**Section 20.25.040 Referral to the Cultural Heritage Board.**

The Historic Preservation Officer may, in its sole discretion, decline to administratively review any application and refer the application to the Board. (Ord. 7108 §1, 2010; Ord. 6263 §1 (part), 1996)

**Section 20.25.050 Principles and Standards of Site Development and Design Review.**

The Board and Historic Preservation Officer shall make findings of the following standards when applicable to approving or denying a Certificate of Appropriateness.

- A. The application proposal is consistent or compatible with the architectural period and the character-defining elements of the historic building;
- B. The application proposal is compatible with existing adjacent or nearby Cultural Resources and their character-defining elements;
- C. The colors, textures, materials, fenestration, decorative features, details, height, scale, massing and methods of construction proposed are consistent with the period and/or compatible with adjacent Cultural Resources;
- D. The proposed change does not adversely affect the context considering the following factors: grading; site development; orientation of buildings; off-street parking; landscaping; signs; street furniture; public areas; relationship of the project to its surroundings.
- E. The proposed change does not destroy or adversely affect an important architectural, historical, cultural or archaeological feature or features;
- F. The Citywide Residential Historic District Design Guidelines and the separate guidelines for each Historic District; and
- G. The Principles of the Secretary of the Interior's Standards for the Treatment of Historic Properties. (Ord. 7108 §1, 2010; Ord. 6263 §1 (part), 1996)

**Section 20.25.060 Appeals.**

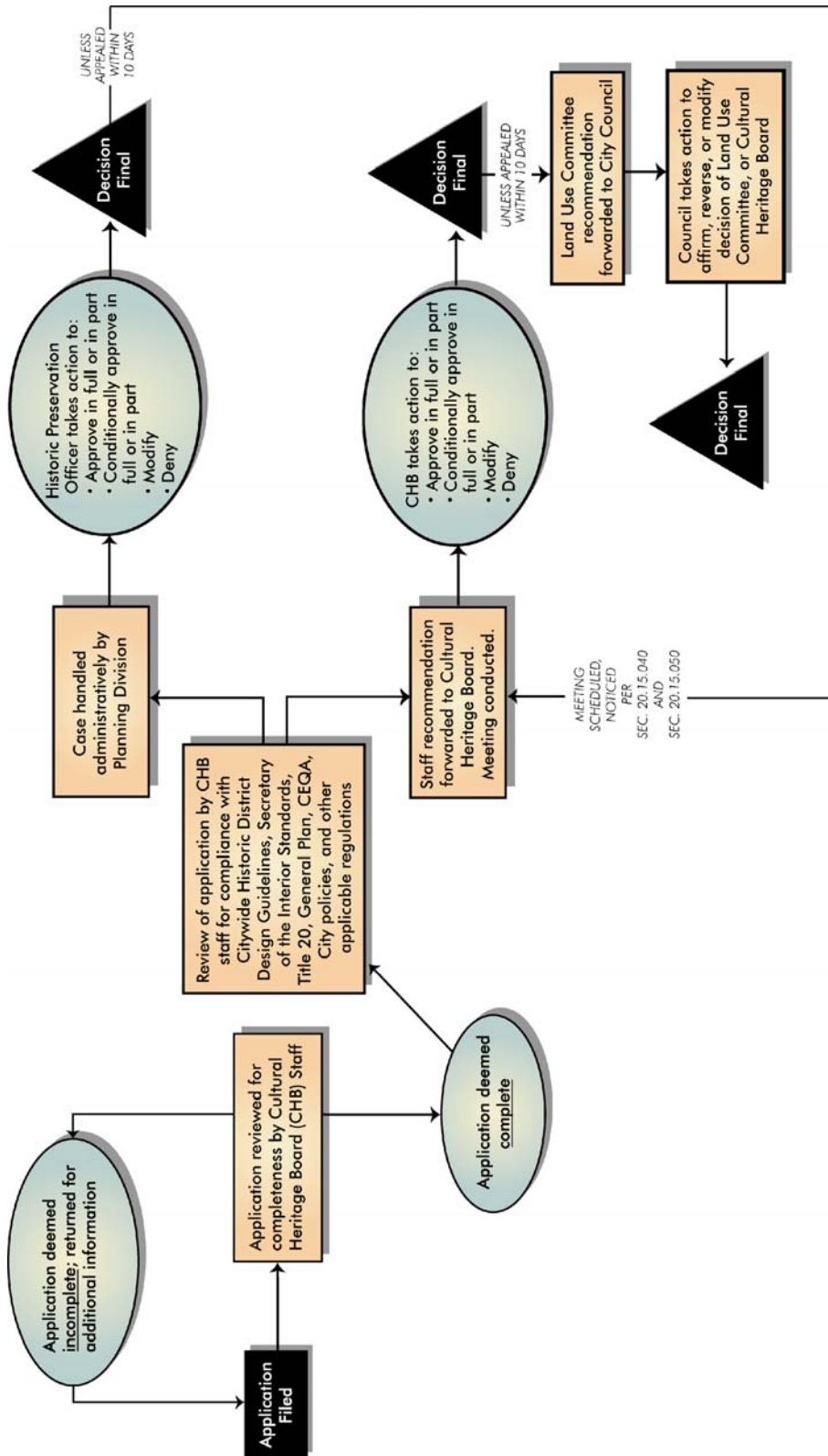
For appeals of any designation, modification, or dedesignation under this Chapter, see Section 20.15.080. (Ord. 7108 §1, 2010; Ord. 6263 §1 (part), 1996)

**Section 20.25.070 Application of the State Historic Building Code.**

Pursuant to the California Health and Safety Code, the Building Official may apply the State Historic Building Code in permitting repairs, alterations and additions necessary for the preservation, restoration, rehabilitation, moving, or continued use of a designated Cultural

Resource. (Ord. 7108 §1, 2010; Ord. 6263 §1 (part), 1996)

Section 20.25.080 Certificate of Appropriateness Process in Flow Chart Form.



(Ord. 7108 §1, 2010; Ord. 6263 §1 (part), 1996)