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Monticello  
Manor

WARNING  
NEIGHBORHOOD  
PROGRAM IN  
EFFECT







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## ATTACHMENT D

### EFFECTS OF LANDMARK DESIGNATION

Identifying and designating properties of major significance encourages the preservation and protection of Pasadena's historic resources. The City of Pasadena's Historic Preservation Ordinance provides a process to recognize and protect individual sites and historic districts.

#### Designation Process

A property may be nominated for historic designation by any person. Design & Historic Preservation staff then evaluates the property to determine if it meets the criteria for designation. If it appears that the criteria have been met, the staff will prepare a designation report, which describes the property and how it meets the criteria for designation. Once the designation report is complete, the HPC will conduct a public hearing and make a recommendation to the City Council. The City Council may then designate the property as a historic site.

#### Alterations/Demolition

Designated historic structures are protected by the Municipal Code. A Certificate of Appropriateness (permit) is required for work to modify the exterior appearance of a designated historic property that is open to public view. A certificate is also required for alterations, additions, new construction, or demolition. This review ensures that any proposed changes are compatible with the character of the individual property and/or historic district. Decisions on proposed alterations are based on the proposed project's compliance with the Secretary of Interior's Standards for Rehabilitation and the City's adopted *Design Guidelines for Historic Districts*, which is based on the Standards.

The Historic Preservation Commission is the decision-maker for major projects affecting designated historic resources, except in the Central District where the Design Commission is the decision-maker for such projects. Staff is the decision-maker for minor projects affecting designated historic resources. Major projects are defined as demolition, relocation, removal of significant features, significant alteration of front or side elevations, additions to street-facing elevations, and new fences or walls in landmark districts. Minor projects are defined as removal of insignificant exterior features, re-roofing, matching replacement doors and windows, demolition of garages, small side/front additions, most rear additions that are not taller than the original building or replacement of exterior cladding with the same cladding material. Projects affecting non-contributing buildings on a site or in a district, or the environmental setting of a site, are reviewed by staff but are subject to the less stringent requirements than contributing buildings.

Staff-level decisions may be appealed to the Historic Preservation Commission, and decisions by the Commission may be appealed to the City Council. The City Council may also "call for review" all decisions by the staff or Commission.

#### Incentives

Designated historic properties are eligible for the following incentives, which are evaluated on a case-by-case basis:

- A Mills Act historic property contract to reduce property taxes in exchange for agreeing to maintain the historic character of the property in accordance with established guidelines.
- Use of more flexible provisions in the State Historical Building Code when making modifications,
- Waiver of covered parking requirements, and
- Potential variances from modern development standards for historic properties undergoing adaptive use or relocation.