Landmark Designation Procedure

HOW TO DESIGNATE A LANDMARK

1. Nomination application filed; Upon receipt of nomination, property is subject to provisions of ordinance; Within 30 days, Regional Planning notifies owner of nomination

2. Within 90 days of owner notification, Regional Planning files staff report with Landmarks Commission

3. Within 90 days of receipt of Regional Planning staff report, Landmarks Commission holds public hearing

   a. Meets criteria?
      - no: Designation disapproved (may appeal decision to Board)
      - yes: Landmarks Commission forwards resolution to approve designation to Board

4. If Landmarks Commission fails to act within 30 days of hearing, the designation shall be deemed disapproved

5. Owner consents to designation?
   - yes: Board approves designation of "Los Angeles County Landmark"
   - no: Public hearing not required

6. Board holds public hearing to consider designation

   a. Meets criteria?
      - no: Designation disapproved
      - yes: Board approves designation of "Los Angeles County Landmark"

Before filing staff report with the Landmarks Commission, a nomination may be summarily denied if the Director finds that the application wholly lacks merit and that it was filed solely to obstruct planned development; may be appealed to Landmarks Commission.
Historic District Designation Procedure

**HOW TO DESIGNATE A HISTORIC DISTRICT OVERLAY ZONE**

Nomination application filed with Regional Planning:
- Upon receipt of nomination, property is subject to provisions of ordinance;
- Within 30 days of filing, Regional Planning notifies property owners of nomination and requests property owner consent.

Within 180 days of complete application, Regional Planning prepares staff report and files with Landmarks Commission; evidence of 51% owner’s consent required.

Within 90 days of receipt of Regional Planning staff report, Landmarks Commission holds public hearing.

Meets criteria?

- **no**
  - Designation disapproved (May appeal decision to Board)

- **yes**
  - Landmarks Commission forwards resolution to approve designation to Regional Planning Commission and Board.

Regional Planning Commission holds public hearing (within 90 days of receipt of Landmarks Commission recommendation).

Consistent with General Plan?

- **yes**
  - Regional Planning Commission forwards resolution to approve/disapprove designation to Board of Supervisors.

- **no**
  - Regional Planning Commission forwards resolution to approve/disapprove designation to Board of Supervisors.

Region Planning Commission holds public hearing, following receipt of Regional Planning Commission recommendation.

Meets criteria and consistent with General Plan?

- **no**
  - Designation disapproved

- **yes**
  - Board of Supervisors approves designation of "Los Angeles County Historic District".

Before filing staff report with the Landmarks Commission, a nomination may be summarily denied if the Director finds that the application wholly lacks merit and that it was filed solely to obstruct planned development; may be appealed to Landmarks Commission.

If Landmarks Commission fails to act within 30 days of the close of the public hearing hearing, it shall be deemed disapproved.

If Regional Planning Commission fails to act within 30 days of the close of the public hearing, it shall be deemed to have denied the designation.
Addition: An extension or increase in floor area or height of a building or structure.

Maintenance and Repair: Is any work done to correct the deterioration, decay of, or damage to a building, structure or lot, or any part thereof, including replacement in-kind where required, and which does not involve a change in the existing design or materials.

Rehabilitation: The act or process of making possible an efficient compatible use for a property through repair, alterations, and additions while preserving those portions or features of the property that convey its historical, cultural, or architectural values. For the purposes of this definition, “compatible use” means the property’s historical use or a new use that requires minimal change to the property’s distinctive materials, features, spaces, and spatial relationships.

Restoration: The act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of removing features of the property from other periods in its history and reconstructing its missing features from the restoration period.

Reconstruction: The act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.
HOW TO OBTAIN A CERTIFICATE OF ECONOMIC HARDSHIP

Applicants may apply for a Certificate of Economic Hardship on the basis that strict application of the historic preservation ordinance will result in an undue hardship to the owners.

Application is filed with Regional Planning; within 60 days of receipt of a complete application Regional Planning shall research, inspect property, and evaluate application.

Within 30 days of complete review, Regional Planning files report with Landmarks Commission.

Within 60 days of receipt of Regional Planning’s report, Landmarks Commission holds public hearing.

Burden of proof met?

- **yes** Request is approved
- **no**
  - Within 30 days of hearing, Landmarks Commission shall approve, approve with modifications, or deny the application.
  - Decision may be continued for a period not to exceed 180 days if finding are made that work proposed may have an adverse effect on the landmark or character-defining feature in historic district and if an extension of time is needed to investigate alternatives.

- Request is disapproved (may appeal decision to Board)