



Date: June 9, 2017

To: Patrick H. West, City Manager *T.H.W.*

From: Amy J. Bodek, Director of Development Services *AJB*

For: Mayor and Members of the City Council

Subject: **Annual Notification of Historic Property Requirements**

Each year, the Planning Bureau sends out a notification to owners and residents of every property located within a historic district, or a designated historic landmark site. For 2017, the notification is being sent as a postcard (attached), in order to attract the attention of as many recipients as possible.

The notice reviews both benefits and additional requirements that come with owning or living in a historic landmark or property located within a historic district. Benefits include enhanced architectural and property value, eligibility for the Mills Act Property Tax Abatement Program (Mills Act), flexible application of the building code for historic properties, and increased community cohesion and civic pride. Additional permit requirements are in place to ensure the upkeep and adherence to historic district or landmark regulations. Therefore, any exterior change to a historic landmark or property located in a historic district must be approved through a Certificate of Appropriateness (COA) prior to any work being done, even if a building permit is not required.

If you have any questions regarding this matter, please contact Christopher Koontz, Advance Planning Officer, at (562) 570-6288.

AJB:ck

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ATTACHMENT: HISTORIC ANNUAL NOTIFICATION POSTCARD

CC: CHARLES PARKIN, CITY ATTORNEY
LAURA L. DOUD, CITY AUDITOR
TOM MODICA, ASSISTANT CITY MANAGER
ANITRA DEMPSEY, INTERIM DEPUTY CITY MANAGER
REBECCA JIMENEZ, ASSISTANT TO THE CITY MANAGER
LINDA F. TATUM, PLANNING BUREAU MANAGER

City of Long Beach Historic District & Historic Landmark Requirements

Help us preserve Long Beach's historic assets! Know the City's regulations and approval process.

As an owner or resident of a property located within a historic district, or a designated landmark site, your property enjoys several advantages, such as enhanced architectural and property value, eligibility for the Mills Act Property Tax Abatement (Mills Act) Program, flexible application of the building code for historic properties, and increased community cohesion and civic pride. The City of Long Beach wishes to remind you that this historic designation is maintained through additional permit requirements, specifically:

Any exterior change to a historic landmark or property located in a historic district must be approved through a Certificate of Appropriateness (COA) prior to any work being done, even if a building permit is not required.

Common projects requiring a COA include building repairs, additions, paint, re-roofing, and solar panel installations.

**Thank you for doing your part to retain the
City's historic heritage and Build a Better Long Beach!**

Please note that work done without a COA may result in fines and other penalties, as specified in the Long Beach Municipal Code (LBMC).

The City administers design guidelines and standards to assist property owners in selecting appropriate materials, details and scale for exterior alterations, rehabilitations, building additions, and new construction within a historic district. These guidelines are intended to retain the property's original design features and ensure architectural compatibility of the designated historic district.

For historic district questions, or to schedule an appointment to discuss a potential project, contact Alejandro Plascencia at (562) 570-6437 or alejandro.plascencia@longbeach.gov.

You may also visit the Development Permit Center at City Hall, 333 W. Ocean Blvd., 4th Floor.

This information is available in alternative format by request at (562) 570-3807.

For an electronic version of this document, visit our website at www.lbds.info.

Long Beach Development Services
Planning Bureau
333 W. Ocean Blvd., 5th Floor
Long Beach, CA 90802

Historic District Residents—know the rules, enjoy the benefits!

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Learn more at: www.lbds.info/planning/historic_preservation/.



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