



Date: May 27, 2016

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

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

For: Mayor and Members of the City Council

Subject: **June 22, 2016 Public Meeting for Landmark District Design Guidelines**

The Development Services Department is in the process of preparing design guidelines for all of the City's 17 historic landmark districts. The guidelines are designed to provide property owners with information on how to care for their historic property and explain which alterations are, and are not, allowed under City regulations.

Due to staffing and resource constraints, the design guidelines are being completed in batches starting with the smallest landmark districts and building up to the larger districts. The first batch of guidelines is now complete in draft form and includes the Wilton Street, Minerva Place, Eliot Lane, and Brenner Place landmark districts. Development Services staff will be hosting a booth at the Local Harvest Farmers Market at Marine Stadium on June 22, from 3:00 p.m. to 7:30 p.m. A copy of a letter being sent to property owners informing them of this meeting is attached.

Development Services will update the City Council as additional meetings are scheduled for the other landmark districts. Once public outreach has been completed for all 17 historic landmark districts, Development Services staff will present the guidelines to the City's Cultural Heritage Commission for their review.

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

AB: CK
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ATTACHMENT: LETTER TO PROPERTY OWNERS

CC: CHARLES PARKIN, CITY ATTORNEY
LAURA L. DOUD, CITY AUDITOR
TOM MODICA, ASSISTANT CITY MANAGER
ARTURO SANCHEZ, DEPUTY CITY MANAGER
REBECCA JIMENEZ, ASSISTANT TO THE CITY MANAGER
MARIE KNIGHT, DIRECTOR OF PARKS, RECREATION AND MARINE
LINDA F. TATUM, PLANNING BUREAU MANAGER



CITY OF LONG BEACH

DEPARTMENT OF DEVELOPMENT SERVICES

333 West Ocean Blvd., 5th Floor Long Beach, CA 90802 (562) 570-6194 FAX (562) 570-6068

PLANNING BUREAU

May 31, 2016

Name
Address

Dear Residents and Property Owners:

You are receiving this letter because our records indicate that the property that you own and/or occupy at _____ is located within the _____ Historic District. The City is currently preparing design guidelines that will impact how you care for, remodel, or possibly expand your home. We welcome your participation in this process as we strive to protect the character of our historic districts and provide excellent customer service to those seeking permits for a historic property.

For those properties in the Wilton, Minerva, Eliot Lane and Brenner Place historic districts, we will be hosting a booth at the Local Harvest Farmers Market at Marine Stadium. The historic guidelines document is designed to provide you with information on how to care for your historic property, and explain which alterations are and are not allowed under City regulations. Please stop by our booth at the market to learn about the proposed guidelines and discuss the project with City staff. **The event will be held on Wednesday, June 22, 2016, from 3:00 p.m. to 7:30 p.m. at:**

**Marine Stadium
5255 Paoli Way
Long Beach, CA 90803**

We look forward to seeing you at this fun and informational event. For questions, or to schedule an appointment to discuss a potential project, contact Alejandro Plascencia at (562) 570-6437 or visit the Permit Center at City Hall, 333 W. Ocean Blvd., 4th Floor. For additional information regarding historic districts in the City and the proposed guidelines, visit our website at http://www.lbds.info/planning/historic_preservation/historic_district_guidelines.asp. Thank you for doing your part to retain the City's historic heritage and Build a Better Long Beach.

Sincerely,

Christopher Koontz
Advance Planning Officer