

**GMC 30.25.030****Procedure for historic district overlay zone designation and expansion.**

The following shall be the procedures for establishing and modifying historic district overlay zones:

A. Requests for the establishment or modification of historic district overlay zones must originate with the owners of any three (3) properties within the proposed district and be presented to the director of community development for consideration. Requests shall be accompanied by a draft historic district study area boundary, historical context, a statement describing why the proposed or expanded historic district overlay zone meets the criteria for designation under Section [30.25.020](#), and any proposed supplements to the citywide historic district design guidelines. For study areas containing non-residential buildings, the request shall contain draft historic district design guidelines for those buildings. The draft historic district design guidelines for non-residential buildings shall identify the standards which will be applied to design review within the district, differentiating review standards for properties and features within the district that contribute to the historical significance of the area and those that do not, as well as for standards for in-fill development.

B. The director of community development shall forward the request to the historic preservation commission to conduct a preliminary consideration of the request to determine eligibility under the criteria set forth in Section [30.25.020](#) of this chapter. The director of community development may conduct meetings with residents of the community, seek advice of preservation professionals and historians and conduct or receive any preliminary research or studies to assist the historic preservation commission with its decision.

C. If the historic preservation commission preliminarily determines that the study area is eligible to become a historic district overlay zone or expand an existing one, it shall authorize the project proponent(s) to circulate a petition requesting a historic resources survey to affected property owners, asking the city council to authorize preparation of a historic resources survey or modification of an existing survey. Upon this preliminary determination, a proposed study area shall be deemed a "Pending Historic District Overlay Zone" until such time as the application is approved or denied by city council, or is withdrawn by the applicants.

D. If the historic preservation commission determines that the study area is eligible to become a historic district overlay zone or expand an existing one, the director of community development shall send notice of such preliminary determination to every property owner, and every household that is not owner occupied according to the County Assessor's office, in the study area, and to every property owner within five hundred (500) feet of the preliminary boundary. In addition, the director of community development shall mail to all owners, and each household that is not owner occupied according to the County Assessor's office, a document containing basic information regarding the proposed historic district overlay zone, a map indicating the proposed

district boundary and the addresses of the properties within the boundary, and links to documents on the city of Glendale website, including the Historic District Design Guidelines and any supplements thereto proposed for the proposed district; the Historic District Handbook, and any other appropriate informational materials.

E. Within ninety (90) days of the preliminary determination of eligibility of the historic preservation commission, or within ninety (90) days of the city council action sustaining the historic preservation commission's determination following an appeal, the project proponents shall submit to the director of community development the petition requesting a historic resources survey. Said petition must be signed by owners of more than twenty-five (25) percent of the properties in the historic district study area, or the application for a historic district overlay zone shall be deemed denied. The ninety (90) day time limit may be extended by the historic preservation commission upon showing of good cause. Any request for an extension of time must be made prior to the expiration of the ninety (90) day time limit. Any petition that is deemed denied may not be re-submitted for a period of six (6) months after the date of denial.

For the purpose of this section, for the signature of an "owner of property" to constitute a valid petition signature, the petition shall be signed by one (1) of the following:

1. Where the property is held by one individual, the petition shall be signed by that individual;
2. Where the property is held in a form of co-tenancy, including joint tenancy, tenants in common, tenants in partnership or community property, then each such co-tenant shall be required to sign the petition;
3. Where the property is held by a business entity, such as a corporation, limited partnership, general partnership, or limited liability, an authorized agent of such business entity with the power to bind the entity in contract shall sign the petition;
4. Where the property is a common interest development, as defined in California [Civil Code](#) Section 1351, the authorized agent of the homeowners association or other agent designated in the common interest development's governing documents shall sign the petition; or
5. Where the property is held in trust, all co-trustees shall sign the petition unless the California [Probate Code](#) allows otherwise.

Properties owned by any public agency shall not be considered, either as signatories or when determining the total number of properties, in judging whether a petition has sufficient signatures.

F. At the time of submittal of the petition requesting a historic resources survey, the project proponent(s) may request amendment of the application, including the boundaries of the study area, any supplements to the citywide historic district design

guidelines, any design guidelines proposed for non-residential structures, or any other aspect of the application. Any amendment of the application must be reviewed and approved by the historic preservation commission, to determine that the amendment is consistent with the commission's preliminary determination that the area is eligible to become a historic district overlay zone, pursuant to subsection A, above. The historic preservation commission's determination on the amendment may be appealed to the city council, following the uniform appeals procedures of the Glendale Municipal Code.

G. Upon receipt of the petition requesting a historic resources survey, the director of community development shall verify that the petition meets the requirements of subsection D, above, and, after the historic preservation commission's review of amendments to the historic district overlay zone application, if any, the director of community development shall forward the petition to the city council for authorization to conduct a historic resources survey.

H. Upon completion of the historic resources survey, the director of community development shall forward the survey to the historic preservation commission for its review and approval. Upon approving the survey, the historic preservation commission shall authorize the project proponent(s) to circulate petitions to affected property owners asking the city council to initiate the designation process. The petitions shall be accompanied by a copy of the citywide historic district design guidelines, and any supplements proposed thereto, any draft historic district guidelines prepared for non-residential buildings, and shall also refer to where the historic district design guidelines and any such proposed supplements, and any draft design review guidelines for non-residential buildings may be reviewed. The commission's approval of the historic resources survey may be appealed to the city council pursuant to Chapter [2.88](#) of this code.

I. Within six (6) months of the historic preservation commission's authorization to circulate a Petition Requesting a historic district overlay zone, the project proponents shall submit said petition to the director of community development. Said petition must be signed by owners of more than fifty (50) percent of the properties in the historic district study area, or part thereof. Notwithstanding the foregoing, a petition satisfying the requirements of Article XV, Section 2 of the Glendale City Charter shall satisfy the requirement of this subsection. If such a petition is not submitted to the satisfaction of the director of community development within six (6) months of the historic preservation commission's authorization to circulate petitions, the application for a historic district overlay zone shall be deemed denied. The six-month time limit may be extended by the historic preservation commission upon showing of good cause. Any request for an extension of time must be made prior to the expiration of the six (6) month time limit. Any petition that is deemed denied may not be re-submitted for a period of six (6) months after the date of denial.

For the purpose of this section, for the signature of an "owner of property" to constitute a valid petition signature, the petition shall be signed by one of the following:

1. Where the property is held by one individual, the petition shall be signed by that individual;
2. Where the property is held in a form of co-tenancy, including joint tenancy, tenants in common, tenants in partnership or community property, then each such co-tenant shall be required to sign the petition;
3. Where the property is held by a business entity, such as a corporation, limited partnership, general partnership, or limited liability, an authorized agent of such business entity with the power to bind the entity in contract shall sign the petition;
4. Where the property is a common interest development, as defined in California [Civil Code](#) Section 1351, the authorized agent of the homeowners association or other agent designated in the common interest development's governing documents shall sign the petition; or
5. Where the property is held in trust, all co-trustees shall sign the petition unless the California [Probate Code](#) allows otherwise.

Properties owned by any public agency shall not be considered, either as signatories or when determining the total number of properties, in judging whether a petition has sufficient signatures.

J. Upon receipt of the petition, and verification by the director of community development that the petition satisfies the requirements of subsection I, above, the community development department shall prepare a report which will detail the appropriateness of the boundaries consistent with the historic district overlay zone designation criteria, provide the percentage of the property owners in the district petitioning the city council, document the history and significance of the area, provide photographs of all properties within the area (both contributing and non-contributing buildings), present any supplements to the citywide historic district design guidelines proposed for the historic district overlay zone and any proposed design guidelines for non-residential buildings, and indicate whether the historic resources survey has found that the supplements concern characteristics which have been identified in the historic resources survey to make significant contributions to the character of the potential historic district. Once complete, the director of community development shall present the report to the historic preservation commission for its consideration and recommendation to city council.

K. The director of community development shall forward the historic preservation commission's recommendation to the planning commission for consideration of a zone change to create the specific historic district overlay zone. The application shall then be processed according to the procedures set forth under Chapter [30.63](#) of this title.

L. If the request for a historic district overlay zone includes any supplements to the citywide historic district design guidelines specific to the requested overlay zone, the city

council may not approve the supplements unless it finds that the supplements concern characteristics which have been identified in the historic resources survey to make significant contributions to the character of the potential historic district overlay zone.

M. The procedures for modification or deletion of a historic district overlay zone shall follow the procedures outlined in this section and elsewhere in the Zoning Code (Title 30) and the City Charter as applicable. (Ord. 5949 § 31, 2020; Ord. 5747 § 21, 2011; Ord. 5535 § 9, 2006; Ord. 5399 Attach. A, 2004)