

**2.62 Powers and duties of the Commission.**

(a) General Powers. The Commission shall be an advisory board to advise the City Council, Planning Commission, Parks and Recreation Commission, all City departments and the City Manager on all matters relating to the identification, protection, retention, and preservation of landmarks and historic districts in the City. The Commission shall have the power to appoint an advisory panel of volunteer experts as may be necessary to assist in the exercise of its duties.

(b) Enumerated Powers. The Commission shall have the following powers and duties in addition to those otherwise provided in this article:

1. Review and Approval

- A. Approve or disapprove in whole or in part applications for Certificates of Appropriateness and their related environmental assessments regarding the demolition, alteration or relocation of a landmark or an improvement or natural feature within a historic district or a structure or building listed on the Cultural Heritage Inventory, approved and adopted by the City Council.
- B. Review all applications for permits, environmental assessments, environmental impact reports, environmental impact statements, and other similar documents set forth in this article, pertaining to all Cultural Resources;
- C. Render advice and guidance, upon the request of property owners or occupants, on procedures for inclusion of a building, structure, improvement, or site on the local inventory, state or national register;
- D. Render advice and guidance, upon request of the property owners, on the restoration, alteration, decoration, landscaping or maintenance of any landmark and historic district; and
- E. Review and advise upon the conduct of land use, housing and redevelopment, municipal improvement, and other types of planning and programs undertaken by any agency of the City, the County, or State, as they relate to qualified historic resources.
- F. Review and advise upon the requests for Mills Act contracts and existing Mills Act contracts

2. Identify Cultural Resources

- A. Compile and maintain a current South Pasadena Cultural Heritage Inventory that includes all sites, natural features, buildings and structures that are potentially eligible for landmark or historic district status or that may warrant special consideration in local planning. Copies of the Inventory shall be

transmitted to the City Clerk and City Manager, and to the departments of Planning and Building, Parks and Recreation, Public Works and other appropriate departments and governmental or civic agencies;

- B. Compile and maintain a current local South Pasadena Register of all sites, natural features, buildings and structures designated and approved as Landmarks or Historic Districts by the City Council. A description of the Landmark or Historic District on the Register and its reason for inclusion shall be contained therein. Copies of the Register shall be transmitted to the City Clerk and City Manager, and to the departments of Planning and Building, Parks and Recreation, Public Works and other appropriate departments and governmental or civic agencies;
- C. Recommend to the City Council that certain areas, places, buildings, structures, natural features, works of art or similar objects having a significant historical, cultural, architectural, community or aesthetic value as part of the heritage of the City be designated as Landmarks, or that areas be designated Historic Districts;
- D. Submit annually a recommended budget to the City Council covering services, supplies, equipment and other expenses appropriate for the performance of its duties; and
- E. The Cultural Heritage Commission shall establish criteria and conduct or cause to be conducted a comprehensive survey of Cultural Resources within the boundaries of the city, and publicize and periodically update survey results.

### 3. Establish Criteria and Standards

- A. Adopt specific criteria for the designation of landmarks and historic districts subject to approval by the City Council;
- B. Adopt written standards to be used by the Commission in reviewing applications for permits to construct, change, alter, modify, remodel, remove, demolish or affect any qualified Historical Resources; and
- C. Establish criteria for a comprehensive survey of Cultural Resources within the boundaries of the city, and publicize and periodically update survey results.

### 4. Community Outreach

- A. Encourage public understanding and involvement in architectural, archaeological and environmental heritage through educational programs such as lectures, tours, walks, reports or publications, films, open houses and special events;

- B. Explore means for the protection, retention and use of any designated or potential landmark and historic district including, but not limited to, appropriate legislation and financing, such as encouraging independent funding organizations or private, local, state or federal assistance; and
- C. Encourage private efforts to acquire property and raise money on behalf of cultural and historical preservation; however, the commission is specifically denied the power to acquire any property or interest therein for or on behalf of itself or the City.

5. Promote Preservation Objectives

- A. Promote the use of Federal historic preservation tax incentives.
- B. Participate in the Certified Local Government Program and carry out any responsibilities delegated to it under that program;
- C. Recommend and encourage the protection, enhancement, appreciation and use of Cultural Resources which have not been designated as landmarks or historic districts and take such steps as it deems desirable to recognize such Cultural Resources including, but not limited to, listing, certificates, letters or plaques;
- D. Confer recognition upon the owner of designated landmarks or historic districts by means of certificates, plaques or markers and, from time to time, recommend that the City Council issue commendations to such owners who have rehabilitated their property in an exemplary manner;
- E. Recommend to the City Council the purchase or acceptance of fee or other interests in property for purposes of cultural resource preservation;
- F. Investigate and report to the City Council on the use of various Federal, State, local or private funding sources and mechanisms available to promote cultural resource preservation in the City;
- G. Work closely with the City Council, City Attorney, City Manager and staff, and other commissions in order to assure that environmental changes will be orderly and will not damage the cultural or historical integrity of the City;
- H. Cooperate with local, County, State and Federal governments in the pursuit of the objectives of historic preservation; and
- I. Perform any other functions that may be designated by resolution or motion of the City Council.