

2.64 Inventory of Cultural Resources

The City shall establish and maintain an Inventory of Cultural Resources as follows:

- (a) The City shall maintain an official list of properties known as the Inventory of Cultural Resources (“Inventory”) that it has determined, upon recommendation by the Cultural Heritage Commission, to be historically significant through the systematic inventory and evaluation of buildings within its jurisdiction.
 - (1) The Inventory was first established with the passage of Council Resolution No. 6286 and has been subsequently revised by the City of South Pasadena City Council and upon any subsequent updates.
 - (2) The Inventory shall be reviewed every five years, and revised if necessary, to ensure that the document remains up to date according to current preservation planning practice.
- (b) Inclusions. The official list of properties located on the Inventory is located in the City Hall and includes those properties that are located within the City of South Pasadena that are: South Pasadena’s cultural heritage landmark and historic district properties, historic properties listed on the California Register, properties that are listed as being eligible for special consideration in local planning in order to assure continuity of the City’s historic character, scale, and small town atmosphere for all projects, and Properties that the City determines to be historically significant based on the criteria for additions as outlined in subsection (d) herein.
- (c) Listing property on the Inventory. A property owner may submit a written application for inclusion of his/her property on the Inventory to the commission. The application shall provide photographic evidence, an evaluation by an accredited architectural historian including the current forms used by the California State Department of Parks and Recreation (DPR 523-A Form) to record historic resources, and such further information as the commission may require. Written notice of such an application for addition and the time and place of a public hearing before the commission shall be provided to property owners within a three hundred foot radius of the subject property not less than ten days prior to the hearing.
- (d) If the commission finds that there is substantial evidence that the property reasonably meets national, state or local criteria for historical significance, and that it has been so evaluated by an accredited historian, it shall recommend to the council that the property be included on the Inventory of Cultural Resources. The council shall consider the recommendation and may, at its discretion, request further information from the applicant and hold a public hearing. The council may, by resolution, determine that the property be included on the Inventory of Cultural Resources.
- (e) De-Listing property from the Inventory of Cultural Resources. An owner of a cultural resource listed on the Inventory of Cultural Resources may submit a written application to the commission requesting removal from the Inventory. The

application shall provide evidence and supporting documentation as to the lack of historic significance of the cultural resource, including photographic evidence as to the current condition of the cultural resource, an evaluation by an accredited architectural historian, and such further information as the commission may require. Written notice of such an application for deletion and the time and place of a public hearing before the commission shall be provided to property owners within a three hundred foot radius of the subject cultural resource not less than ten days prior to the hearing. If the commission finds:

- (1) That the cultural resource lacks historical significance as defined under national, state, and local criteria for historical significance; or
- (2) That the cultural resource has lost its historical integrity due to irreversible alterations.

The Commission shall make a recommendation to the city council that the cultural resource be deleted from the Inventory. The council shall consider the recommendation and may, in its discretion, request further information from the applicant and hold an additional public hearing. The council may, by resolution, determine that the cultural resource be deleted from the Inventory.

- (f) Listing and De-Listing properties from the Inventory may also be initiated by majority vote of the members of the commission. Should the commission initiate the addition of a cultural resource to the Inventory, or deletion of a cultural resource from the Inventory, written notice of the time and place of a public hearing before the commission shall be given to the owner of said property or cultural resource, and to property owners within a three hundred foot radius of said property or cultural resource, at least ten days prior to the hearing.

Recommendations to the council as to such addition or deletion shall be made by the commission upon making the applicable findings set forth in subsections (c) or (e), above. The council shall consider the recommendation and may, in its discretion, request further information from the applicant and hold an additional public hearing. The council may, by resolution, determine that the property be listed to or de-listed from the Inventory.

- (g) A cultural resource shall be deleted from the Inventory of Cultural Resources upon complete destruction of that cultural resource pursuant to a duly issued certificate of appropriateness for such destruction by the city.