

City of Berkeley

Chapter 3.24

LANDMARKS PRESERVATION COMMISSION*

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***Note:** Chapter 3.24 was repealed and reenacted by Ord. 6958-N.S. (adopted December 12, 2006). Ord. 6958-N.S. was suspended as a result of a referendum petition on Thursday, January 11, 2007. The code text in place prior to Ord. 6958-N.S. adoption is in effect. Please refer to the City Clerk Department for additional information.

Section 3.24.010 Findings and purposes of provisions.

A. It is found that structures, sites and areas of special character or special historical, architectural or aesthetic interests or value have been and continue to be unnecessarily destroyed or impaired, despite the feasibility of preserving them.

B. It is further found that prevention of such needless destruction and impairment is essential to the health, safety and general welfare of the citizens of the City.

C. The purpose of this legislation is to promote the health, safety and general welfare of the citizens of the City through:

1. The protection, enhancement, perpetuation and use of structures, sites and areas that are reminders of past eras, events and persons important to local, state or national history, or which provide significant examples of architectural styles of the past, or are landmarks in the history of architecture, or which are unique and irreplaceable assets to the City and its neighborhoods, or which provide for this generation and future generations examples of the physical surroundings in which past generations lived;
2. The development and maintenance of appropriate settings and environments for such structures, in such sites and areas;
3. The enhancement of property values, the stabilization of neighborhoods and areas of the City, and the increase of economic and financial benefits to the City and its inhabitants;
4. The preservation and encouragement of a City of varied architectural styles, reflecting the distinct phases of its history--cultural, social, economic, political and architectural;
5. The enrichment of human life in its educational and cultural dimensions in order to serve spiritual as well as material needs by fostering knowledge of the living heritage of the past. (Ord. 4694-NS § 1, 1974)

Section 3.24.020 Established--Powers and duties transferred when.

There is established the Landmarks Preservation Commission, hereinafter referred to as the commission.

The commission shall have and exercise the powers and perform the duties set forth in this section, Sections 3.24.030 through 3.24.090, and elsewhere in this chapter with respect to historical or architectural preservation. (Ord. 5216-NS § 1, 1979; Ord. 4694-NS § 2(a), 1974)

Section 3.24.030 Membership--Appointments--Organization and officers.

A. The commission shall consist of nine members. Appointments to the commission shall be made by councilmembers and vacancies on the commission shall be filled by councilmembers in accordance with the provisions of Sections 2.04.030 through 2.04.120, enacted as Ordinance 4780-N.S. by the voters of the City.

B. The Assistant City Manager for Planning and Community Development, or his or her representative, shall serve as secretary of the commission, without vote. The Department of Planning and Community Development shall provide staff assistance to the commission.

C. The commission shall elect annually in July a chairperson from among its members, and shall establish rules and regulations for its own organization and procedure. Three successive unexcused absences from regular meetings by a member shall constitute automatic termination of membership. (Ord. 5686-NS § 1 (part), 1985: Ord. 4914-NS § 1 (part), 1976: Ord. 4800-NS §§ 1, 2, 1975: Ord. 4694-NS § 2(b), (d), (e), 1974)

Section 3.24.050 List of structures and sites--To be established and maintained--Contents.

The commission shall:

- A. After June 6, 1974, undertake to establish and maintain a list of structures, sites and areas having a special historical, architectural or aesthetic interest or value. This list may include single structures or sites, portions of structures, groups of structures, man-made or natural landscape elements, works of art, or integrated combinations thereof. After public hearings, the commission may designate landmarks and historic districts from the list. In the establishment of the foregoing list, the commission shall notify and solicit the views of property owners and residents of structures. sites and areas proposed by the commission to be included in such a list.
- B. Establish an initial list no later than six months from the first meeting of the commission. The commission shall utilize this initial list for the designation of landmarks and historic districts. Upon the completion of landmark designations from the initial list, the commission may undertake to establish and maintain an ongoing list for the purpose of carrying out the objectives and purposes of this chapter. (Ord. 4694-NS § 2(g), 1974)

Section 3.24.060 List of structures and sites--Landmarks, historic districts and structures of merit designated--Permit application review.

From and after six months from the first meeting of the commission, or upon the completion of the foregoing initial list of structures, sites and areas, or in the event such list is completed by the commission prior to six months from the first meeting of the commission, the commission may:

- A. Designate, after public hearings, structures, sites and areas including single structures or sites, portions of structures, groups of structures, manmade or natural landscape elements, works of art, or integrated combinations thereof, having a special character, or special historical, architectural, or aesthetic interest or value, as:
1. A landmark, and shall designate a landmark site for each landmark, or
 2. An historic district constituting a specific designated section of the City;
- B. For the purposes of this chapter, structure of merit includes structures, sites and areas, including single structures or sites, portions of structures, groups of structures, man-made or natural landscape

elements, works of art, or integrated combinations thereof, having a special character, or special historical, architectural or aesthetic interest or value;

C. Review and decide on permit applications for construction, alteration and demolition on landmark

sites, in historic districts and on structure of merit sites and on initiated landmark sites, initiated historic

districts and initiated structure of merit sites, as more fully set forth in Sections 3.24.220 through 3.24.250 and

3.24.350A below;

D. Take steps to encourage or bring about preservation of structures, sites and areas where the commission has decided to suspend action on a permit application, as more fully set forth in Sections

3.24.220 through 3.24.250 below. (Ord. 5686-NS § 1 (part), 1985: Ord. 4694-NS § 2(h), 1974)

Section 3.24.070 Powers and duties generally.

In connection with the foregoing power and authority, the commission may:

A. Establish and maintain a list of structures, sites and areas deemed deserving of official recognition,

although not yet designated as landmarks, historic districts or structures of merit, and take appropriate

measures of recognition, as more fully set forth in Section 3.24.330 below;

B. Carry out, assist and collaborate in studies and programs designed to identify and evaluate structures, sites and areas worthy of preservation, and establish archives where pictorial evidence of the

structures and their architectural plans, if any, may be preserved and maintained;

C. Consult with and consider the ideas and recommendations of civic groups, public agencies and

citizens interested in historic preservation;

D. Inspect structures, sites and areas which it has reason to believe worthy of preservation with the

permission of the owner or the owner's agent;

E. Disseminate information to the public concerning those structures, sites and areas deemed worthy of

preservation, and may encourage and advise property owners and members of the community generally in

the protection, enhancement, perpetuation and use of landmarks, property in historic districts and other

officially recognized property of historical or architectural interests;

F. Consider methods other than those provided for in this chapter for encouraging and achieving historical or architectural preservation;

G. Establish such policies, rules and regulations as it deems necessary to administer and enforce this

chapter, subject to the approval of the City Council. (Ord. 5686-NS § 1 (part), 1985: Ord. 4694-NS § 2(i),

1974)

Section 3.24.080 Permit application--Suspension authorized when.

The Assistant City Manager for Planning and Community Development, prior to completion of the initial

list of structures, sites and areas, shall have the authority to recommend to the City Council suspension of

permit application for a maximum of one hundred eighty days, if in the judgment of the Assistant City Manager

for Planning and Community Development, an emergency is deemed to exist and a structure, site or area

appropriate for landmark status is threatened with imminent destruction or substantial alteration.

(Ord. 5686-

NS § 1 (part), 1985: Ord. 5163-NS § 1 (part), 1979: Ord. 4694-NS § 2(j), 1974)

Section 3.24.090 Annual report required.

The commission shall report its actions annually to the City Council not later than June 30th.

(Ord. 4694-

NS § 2(k), 1974)

Section 3.24.100 Landmarks, historic districts and structures of merit--Designation--Procedures

required--Control and standards.

A. Each designation of a landmark, historic districts or structure of merit by the commission shall include

a description of the characteristics which justify its designation and a description of the particular features that

should be preserved, and shall include the location and boundaries of the landmark site, historic district or

structure of merit site. Any such designation shall be in furtherance of and in conformance with the purposes

of this chapter and the standards set forth herein.

B. The property included in any such designation shall upon designation be subject to the controls and

standards set forth in this chapter. In addition, the said property shall be subject to the following further

controls and standards if imposed by the designation:

1. For a publicly owned landmark or structure of merit, review of proposed changes in major interior

architectural features;

2. For an historic district, such further controls and standards as the commission deems necessary or

desirable, including but not limited to facade, setback, height controls, signs and public improvements.

The commission may, upon receipt of any significant new information, reconsider after two years any

structure of merit and designate it as a landmark, subject to all the procedures set forth in this section for an

original landmark designation. (Ord. 5686-NS § 1 (part), 1985: Ord. 4694-NS § 3, 1974)

Section 3.24.110 Landmarks, historic districts and structures of merit--Designation--Criteria for consideration.

A. Landmarks and historic districts. General criteria which the commission shall use when considering

structures, sites and areas for landmark or historic district designation are as follows:

1. Architectural merit:

a. Property that is the first, last, only or most significant architectural property of its type in the region;

b. Properties that are prototypes of or outstanding examples of periods, styles, architectural movements

or construction, or examples of the more notable works of the best surviving work in a region of an architect,

designer or master builder; or

c. Architectural examples worth preserving for the exceptional values they add as part of the neighborhood fabric.

2. Cultural value: Structures, sites and areas associated with the movement or evolution of religious,

cultural, governmental, social and economic developments of the City;

3. Educational value: Structures worth preserving for their usefulness as an educational force;

4. Historic value: Preservation and enhancement of structures, sites and areas that embody and express the history of Berkeley/Alameda County/California/United States.

History may be social, cultural, economic, political, religious or military;

5. Any property which is listed on the National Register described in Section 470A of Title 16 of the United States Code.

B. Structures of merit. Criteria which the commission shall use when considering a structure for structure

of merit designation are as follows:

1. General criteria shall be architectural merit and/or cultural, educational, or historic interest or value. If

upon assessment of a structure, the commission finds that the structure does not currently meet the criteria

as set out for a landmark, but it is worthy of preservation as part of a neighborhood, a block or a street

frontage, or as part of a group of buildings which includes landmarks, that structure may be designated a

structure of merit.

2. Specific criteria include, but are not limited to one or more of the following:

a. The age of the structure is contemporary with (1) a designated landmark within its neighborhood,

block, street frontage, or group of buildings, or (2) an historic period or event of significance to the City, or to

the structure's neighborhood, block, street frontage, or group of buildings.

b. The structure is compatible in size, scale, style, materials or design with a designated landmark structure within its neighborhood, block, street frontage, or group of buildings.

c. The structure is a good example of architectural design.

d. The structure has historical significance to the City and/or to the structure's neighborhood, block,

street frontage, or group of buildings. (Ord. 5686-NS § 1 (part), 1985: Ord. 4694-NS § 3.1, 1974)

Section 3.24.120 Landmarks, historic districts and structures of merit--Designation--Initiation

procedures.

Initiation of designation shall be by the commission, or by a resolution of intention of the City Council, or

by the Planning Commission, or by the Civic Arts Commission, or by the verified application of the owners of

the property to be designated or their authorized agents, or by the verified application of at least fifty residents

of the City. Any such application shall be filed with the commission upon forms prescribed by the commission

and shall be accompanied by all data required by the commission. Where such application is submitted for

designation of an historic district, the application must be subscribed by or on behalf of a majority of the

property owners or residents of the proposed district. (Ord. 5686-NS § 1 (part), 1985: Ord. 4694-NS § 4,

1974)

Section 3.24.130 Designation proposal--Public hearing--Required--Recordkeeping.

The commission shall hold a public hearing on the proposal and shall set a time and place for such

hearing. Such hearing shall be held within seventy days of the filing of the application or resolution. A record

of pertinent information presented at the hearing shall be made and maintained as a permanent record. (Ord.

5163-NS § 1 (part), 1979: Ord. 4694-NS § 4.1 (part), 1974)

Section 3.24.140 Designation proposal--Public hearing notice requirements.

A. Notice of the public hearing shall be given by posting thereof on or adjacent to the property involved not less than ten days prior to the date of the hearing.

B. In addition to the posting of notice, a notice of the hearing shall be mailed not less than ten days prior to the date of such hearing to all property owners having property and each residential or other unit within three hundred feet of the property referred to in the application; provided, however, that the failure of any such

property owner or resident to receive such notice shall not affect the validity of the proceedings.

C. Notice shall be given to the neighborhood group(s) that are on file with the zoning officer and whose regular geographic area of interest includes the area of the proposed designation, and to any City committee or City agency serving the area of the proposed designation which affects property owners and tenants.

D. The commission may also give such other notice as it may deem desirable and practical, including, if requested, to organizations or individuals indicating an interest in the work of the commission. (Ord. 5686-NS

§ 1 (part) 1985: Ord. 4694-NS § 4.1(a), 1974)

Section 3.24.150 Designation proposal--Time limit for determination.

The commission shall approve, disapprove or modify the proposal within one hundred eighty days after

the conclusion of the public hearing; failure to act within said time shall constitute disapproval.

(Ord. 4694-NS

§ 4.1(b), 1974)

Section 3.24.160 Designation proposal--Notice of decision required.

The commission shall promptly notify in writing the applicant, owner and residents of the property of

action taken. The commission shall also mail a notice of its decision to persons requesting such notification. A

copy of the notice of decision shall be filed with the City Clerk and the City Clerk shall present said copy to the

City Council at its next regular meeting. (Ord. 4694-NS § 4.1(c), 1974)

Section 3.24.170 Designation proposal--Disapproved--Waiting period for resubmission.

If a proposal initiated by application has been disapproved by the commission or by the City Council on

appeal as more fully set forth in Section 3.24.300 below, no subsequent application that is the same or

substantially the same may be submitted or reconsidered for at least two years from the effective date of final

action by the commission or by the City Council on the original proposal. (Ord. 4694-NS § 4.1(d), 1974)

Section 3.24.180 Landmarks, historic districts and structures of merit--Designation--Recording required.

When a landmark, historic district or structure of merit has been designated by the commission as provided above, in addition to the notification required in Section 3.24.160 above, the commission shall cause

a copy of the designation, or notice thereof, to be recorded in the Office of the County Recorder.

(Ord. 5686-

NS § 1 (part), 1985: Ord. 4694-NS § 4.2, 1974)

Section 3.24.190 Council certification authorized when--Effect.

Notwithstanding any of the provisions of this chapter, the council may certify to the council any action of

the commission in granting or denying an application for designation as a landmark or an historic district, but such action of the council shall be taken within fifteen days from the mailing of the notice of the decision of the commission. Such certification to the council shall stay all proceedings in the same manner as the filing of a notice of appeal. (Ord. 4694-NS § 4.3, 1974)

Section 3.24.200 Landmarks, historic districts and structures of merit--Construction, alteration or modification--Approval required.

No person shall carry out or cause to be carried out on a designated landmark, in a designated historic district or structure of merit, any construction, alteration, or demolition for which a City permit is required, without approval by the commission pursuant to Sections 3.24.220 through 3.24.250 hereof, except in conformity with the provisions of Section 3.24.280 hereof. In addition, no such work shall take place unless all other applicable laws and regulations have been complied with, and a permit has been issued for said work.

(Ord. 5686-NS § 1 (part), 1985; Ord. 4694-NS § 5, 1974)

Section 3.24.210 Review of permit applications.

A. The commission shall maintain with the Department of Planning and Community Development and the department's zoning and codes and inspection division a current record of designated landmarks, historic districts and structures of merit, as well as a record of those having been initiated and undergoing consideration. Upon receipt of any application for a permit to carry out any construction, alteration or demolition on a landmark site, in an historic district or on a structure of merit site, or on an initiated landmark site, in an initiated historic district or on an initiated structure of merit site, the Department of Planning and Community Development shall, unless the structure or feature concerned has been declared unsafe or dangerous pursuant to Section 3.24.280 of this chapter, promptly forward such permit application to the commission for review.

B. The City Council shall set by resolution the fees for Landmarks Preservation Commission review of any application for a permit to carry out any construction, alteration or demolition on an initiated or designated nonresidential landmark site (or nonresidential portion thereof), in an initiated or designated historic nonresidential district (or nonresidential portion thereof), or on an initiated or designated nonresidential structure of merit (or nonresidential portion thereof.) Landmarks Preservation Commission review of applications for permits to carry out any construction, alteration, or demolition on residential initiated or designated landmarks, residential initiated or designated historic districts and residential initiated or designated residential structures of merit, located in any zoning district and nonresidential initiated or designated landmarks, nonresidential initiated or designated historic

districts and nonresidential initiated or designated structures of merit located in residential zoning districts, are not subject to the landmarks review fees.

Applicants who are qualified non-profits and other applicants with projects valued at less than three

hundred fifty thousand dollars may apply to the City Manager for a fee waiver if it can be demonstrated that

the payment of the fee would pose a hardship. (Ord. 6403-NS § 3, 1998 : Ord. 5949-NS § 1, 1989: Ord. 5686-

NS § 1, (part), 1985: Ord. 4914-NS § 1 (part), 1976: Ord. 4694-NS § 6, 1974) (Ord. 6403-NS repealed

pursuant to modifications made by the California Court of Appeal on 1/7/98)

Section 3.24.220 Permit application--Data and public hearing required--Exceptions.

A. The commission shall review the permit application in accordance with the provisions of this section

and Sections 3.24.230 through 3.24.250 except:

1. When the application is for a permit to do ordinary maintenance and repairs, unless, in the opinion of

the commission, approval of the said application would seriously conflict with the purposes and standards of

this chapter or the provisions of the designation. For the purpose of this chapter, "ordinary maintenance and

repairs" means any work, the sole purpose and effect of which is to correct deterioration, decay or damage.

B. Any such permit application referred to the commission shall include plans and specifications showing

the proposed appearance, color and texture of materials, and the proposed architectural design of the

structure. If the application, together with its supporting plans and specifications does not provide a sufficient

basis for review by the commission, the commission shall inform the applicant of the additional data required,

and the applicant shall supply said data.

C. Except for permits issued pursuant to subsection A.1, of this section, the commission shall hold a

public hearing on the permit application. Such public hearing shall be held within seventy days after receipt by

the commission of the application. (Ord. 5686-NS § 1 (part), 1985: Ord. 5163-NS § 1 (part), 1979: Ord. 4694-

NS § 6.1(a), 1974)

Section 3.24.230 Permit application--Public hearing notice requirements.

A. Notice of the public hearing shall be given by posting thereof on or adjacent to the property involved

not less than ten days prior to the date of the hearing.

B. In addition to the posting of notice, a notice of the hearing shall be mailed not less than ten days prior

to the date of such hearing to all property owners having property and each residential or other unit within

three hundred feet of the property referred to in the application; provided, however, that the failure of any such

property owner or resident to receive such notice shall not affect the validity of the proceedings.

C. Notice shall be given to the neighborhood group(s) that are on file with the zoning officer, and whose

regular geographic area of interest includes the area of the proposed designation, and to any City committee

or City agency serving the area of the proposed designation which affects property owners and tenants.

D. The commission may also give such other notice as it may deem desirable and practical, including, if requested, to organizations or individuals indicating an interest in the work of the commission. (Ord. 5686-NS

§ 1 (part), 1985: Ord. 4694-NS § 6.1 (b), 1974)

Section 3.24.240 Permit application--Decision--Procedure and time limitations--Notification required.

A. The commission shall consider the conformance of the proposed work with the purposes and standards in this chapter and with the provisions of the designation. The commission shall approve, suspend or disapprove the application as specified below in this section, or, with the applicant's consent, shall modify and approve the application, within thirty days after the conclusion of the public hearing. Failure to act within said time shall constitute approval. The commission shall promptly notify in writing the owners or, where appropriate, authorized agents and residents of the property of its decision. The commission shall also mail notice of the decision to organizations and individuals who request such notification. A copy of the notice of decision shall be filed with the City Clerk, and the City Clerk shall present said copy to the City Council at its next regular meeting.

B. For such permit applications reviewed by the commission:

1. If the application is for a permit to make exterior alterations or to carry out new construction, the commission shall approve, modify or disapprove the application in whole or in part, or suspend action on it for a period not to exceed one hundred eighty days for a landmark or in an historic district, and for a period not to exceed ninety days for a structure of merit.

2. If the application is for a permit to demolish, the commission shall approve or modify the application in whole or in part, or suspend action on it for a period not to exceed one year for a landmark or a designated structure in an historic district, and for a period not to exceed one hundred eighty days for a structure of merit; however, no demolition permit approved for a City of Berkeley Landmark, designated structure in an historic district, or structure of merit shall be activated following the appropriate period of suspension stated above until the building permit for the replacement structure is presented to the Codes and Inspections Division of the Department of Planning and Community Development. (Ord. 6403-NS § 4, 1998: Ord. 5686-NS § 1 (part), 1985: Ord. 4694-NS § 6.1(c), 1974) (Ord. 6403-NS repealed pursuant to modifications made by the California Court of Appeal on 1/7/98)

Section 3.24.250 Permit application--Effect of suspended action.

In the event action on the application is suspended as provided above in Section 3.24.240, the commission may take such steps as it deems necessary to preserve the structure concerned, in accordance with the purposes of this chapter. Such steps may include, but shall not be limited to, consultation with civic

groups, public agencies and interested citizens, recommendations for acquisition of property by public or private bodies or agencies and exploration of the possibility of moving one or more structures or other features. (Ord. 4694-NS § 6.1(d), 1974)

Section 3.24.260 Permit application--Review standards and criteria.

A. The commission shall be guided by the standards in this section in its review of permit applications for work on a landmark site, in an historic district or on a structure of merit site. In appraising the effects and relationships mentioned herein, the commission shall in all cases consider the architectural style, appearance, arrangement, height, design, texture, materials, color and appurtenances and such other facts as may be relevant.

B. In all instances, the proposed work shall be as appropriate for and as consistent with the purposes of this chapter as is possible within the peculiar circumstances of the owner of the property and preservation or enhancement of the characteristics and particular features specified in the designation.

C. Approval of permit applications pursuant to this section may be granted only upon determination that the proposal conforms to the criteria set forth in paragraphs 1. and 2. below:

1. For permit applications for construction, alteration or repair:

a. For applications relating to landmark sites, the proposed work shall not adversely affect the exterior architectural features of the landmark and, where specified in the designation for a publicly owned landmark, its major interior architectural features; nor shall the proposed work adversely affect the special character or special historical, architectural or aesthetic interest or value of the landmark and its site, as viewed both in themselves and in their setting.

b. For applications relating to property in historic districts, the proposed work shall not adversely affect the exterior architectural features of the subject property or the relationship and congruity between the subject structure or feature and its neighboring structures and surroundings, including facade, setback and height; nor shall the proposed work adversely affect the special character or special historical, architectural or aesthetic interest or value of the district. The proposed work shall also conform to such further standards as may be embodied in the designation of the historic district.

c. For applications relating to structure of merit sites, the proposed work shall not adversely affect the architectural features if architectural merit is the basis for designation; nor shall the proposed work adversely affect the special cultural, educational or historical interest or value if that is the basis for designation.

2. For permit applications for demolition: the commission shall find that the designated landmark, historic district or structure of merit or portion thereof is in such condition that it is not feasible to preserve or restore it, taking into consideration the economic feasibility of alternatives to the proposal, and balancing the

interest of the public in preserving the designated landmark, historic district or structure of merit or portion thereof and the interest of the owner of the landmark site, historic district, or structure of merit site in its utilization. (Ord. 5686-NS § 1 (part), 1985: Ord. 4694-NS § 6.2, 1974)

Section 3.24.270 Permit application--Finding of hardship authorized when--Effect.

Regardless of whether or not the standards set forth in Section 3.24.260 are met, the commission may

approve a permit application to carry out alterations or construction on a landmark site, in an historic district or

on a structure of merit site, if the applicant presents clear and convincing evidence to the commission that

such disapproval will work immediate and substantial hardship because of conditions peculiar to the particular

structure or feature involved, and that failure to disapprove the application will be consistent with the purposes

of this chapter. If hardship is found to exist under this section, the commission shall make a written finding to

that effect, and shall also specify in writing the facts relied upon in making such finding. Nothing in this section

shall prohibit the commission from acting to modify or to suspend action on any application pursuant to

Sections 3.24.220 through 3.24.250 hereof. (Ord. 5686-NS § 1 (part), 1985: Ord. 4694-NS § 6.2, 1974)

Section 3.24.280 Landmarks, historic districts or structures of merit--Unsafe or dangerous conditions--Effect.

None of the provisions of this chapter shall be construed to prevent any measures of construction,

alteration or demolition necessary to correct or abate the unsafe or dangerous condition of any structure,

other feature, or part thereof, which such condition has been declared unsafe or dangerous by the Planning

and Community Development Department or the Fire Department, and where the proposed measures have

been declared necessary, by such department or departments, to correct the said condition; provided,

however, that only such work as is reasonably necessary to correct the unsafe or dangerous condition may

be performed pursuant to this section. In the event any structure or other feature is damaged by fire or other

calamity or by act of God, or by the public enemy to such an extent that in the opinion of the aforesaid

department or departments it cannot reasonably be repaired or restored, it may be removed in conformity with

normal permit procedures and applicable laws. (Ord. 5686-NS § 1 (part), 1985: Ord. 5163-NS § 1 (part),

1979: Ord. 4694-NS § 7, 1974)

Section 3.24.290 Landmarks, historic districts and structures of merit--Good repair and maintenance required.

A. The owner, lessee, or other person in actual charge of a landmark, a structure in an historic district or

a structure of merit, shall keep in good repair all of the exterior portions of such landmark, structure in an

historic district or structure of merit, all interior portions thereof when subject to control as specified in

subsection (B)(1) of Section 3.24.100 of this chapter, and all interior portions of a building not subject to control as specified in subsection B, 1. of Section 3.24.100 the maintenance of which is necessary to prevent deterioration and/or structural decay of any exterior portion.

B. For purpose of this section, "good repair" means the prevention of structural decay or structural failure or the prevention of irreparable damage to the major historic or architectural features of the structure.

C. For purpose of this section, "landmark, historic districts and structure of merit sites" include the landscape features and amenities of the designated district when specifically included as a part of the designation. (Ord. 5686-NS § 1 (part), 1985: Ord. 5163-NS § 1 (part), 1979: Ord. 4694-NS § 8, 1974)

Section 3.24.300 Appeals--Procedures required--City Council authority.

A. An appeal may be taken to the City Council by the City Council on its own motion, by motion of the Planning Commission, by motion of the Civic Art Commission, by the verified application of the owners of the

property or their authorized agents, or by the verified application of at least fifty residents of the City aggrieved

or affected by any determination of the commission made under the provisions of this chapter. Such appeal shall be taken by filing a written notice of appeal with the City Clerk within fifteen days after

the mailing of the notice of the decision of the commission. The notice of appeal shall clearly and concisely

set forth the grounds upon which the appeal is based. If the appeal is taken by an owner of the property

affected, or an authorized agent, the notice of appeal shall be filed in duplicate and the City Clerk shall

immediately forward one copy to the secretary of the commission. If the appeal is taken by someone other

than an owner of affected property or an authorized agent, the notice of appeal shall be filed in triplicate and

the City Clerk shall immediately forward one copy to the owner or authorized agent of the affected property

and one copy to the secretary of the commission. Within ten days after the filing of a notice of appeal, the

secretary of the commission shall transmit to the City Council a copy of the application, a copy of the notice of

appeal and a written statement setting forth the reasons for the commission's decision, and shall make

available to the council, at the time the matter is considered by the council, all other papers constituting the

record upon which the action appealed from was taken.

B. The filing of a notice of appeal within the time and in the manner specified in subsection A above shall

stay all proceedings by all parties in connection with the matter upon which the appeal is taken until the

determination of the appeal, as provided herein. Within twenty-five days following the filing of the notice of

appeal, the City Council shall review the action of the commission and may do any one of the following:

1. Refer the matter back to the commission for further consideration, in which case the commission shall

conduct such further investigation as it shall deem advisable and report its conclusion to the City Council;

2. If the facts stated in or ascertainable from the application, the notice of appeal, the written statement

of the commission setting forth the reasons for its decision, and the other papers, if any, constituting the

record do not, in the opinion of the City Council, warrant further hearing, the City Council may affirm the

decision of the commission and dismiss the appeal;

3. If, in the opinion of the City Council, said facts warrant further hearing, the City Council shall set the

matter for hearing and shall give notice of the time and place of said hearing in the same manner as is

provided for giving notice of the time and place for hearing before the commission as set forth in Section

3.24.140. The City Council may reverse or affirm wholly or partly, or modify any decision, determination or

requirement of the commission, and may make decisions or determinations or may impose such conditions as

the facts warrant and its decision or determination shall be final. Any hearing may be continued from time to

time.

C. If a public hearing is set on the appeal pursuant to subsection B above, the council must decide the

appeal within thirty days from the date that the public hearing on the appeal is opened. If the council is unable

to act on such appeal within such time, the decision of the commission shall be automatically affirmed.

D. The City Clerk shall promptly notify in writing the appellant, owners or authorized agents of affected

property, and residents of such property of the action taken.

E. Payment of fees for an appeal from the decision of the Landmarks Preservation Commission shall be

set by resolution of the City Council. (Ord. 6243-NS § 1, 1994; Ord. 5620-NS § 1, 1984; Ord. 4694-NS § 9,

1974)

Section 3.24.310 Advice and guidance to property owners.

The commission may render advice and guidance with respect to any proposed work not requiring a City

permit, on a designated landmark site, in a designated historic district or on a designated structure of merit

site. Examples of the work referred to are: painting and repainting of exterior surfaces; fencing; landscaping;

and installation of lighting fixtures. In rendering such advice and guidance, the commission shall be guided by

the purposes and standards of this chapter. (Ord. 5686-NS § 1 (part), 1985; Ord. 4694-NS § 10, 1974)

Section 3.24.320 Property owned by public agencies--Cooperation--Consultation and report requirements.

A. The commission shall take appropriate steps to notify all public agencies which own or may acquire

property in the City about the existence and character of designated landmarks, historic districts and

structures of merit, and the commission shall cause a current record of such landmarks, districts and

structures of merit to be maintained in each public agency. In the case of any publicly owned property on a landmark site, or in an historic district which is not subject to the permit review procedures of the City, the agency owning the property shall seek the advice of the commission prior to approval or authorization of any construction, alteration or demolition thereon, including the placement of street furniture, lighting and landscaping; and the commission in consultation with the Design Review Committee of the Planning Commission, in appropriate cases, shall render a report to the owner as expeditiously as possible, based on the purposes and standards of this chapter. If commission review of a public project involving construction, alteration or demolition on a landmark site, in an historic district or on a structure of merit site is required under any other law or under the Charter, the commission shall render the report referred to in this section to such public agency without specific request therefor.

B. All officers, boards, commissions, and departments of the City shall cooperate with the commission in carrying out the spirit and intent of this chapter. (Ord. 5686-NS § 1 (part), 1985: Ord. 4694-NS § 11, 1974)

Section 3.24.330 Other procedures authorized.

A. The commission may authorize such steps as it deems desirable to recognize the value of and to encourage the protection, enhancement, perpetuation, and use of any such structure of merit, or of any designated landmark, or any structure in a designated historic district, including, but not limited to the issuance of a certificate of recognition and the authorization of a plaque to be affixed to the exterior of the structure; and the commission shall cooperate with appropriate state and federal agencies in such efforts.

B. The commission may make recommendations to the City Council and to any other body or agency responsible to encourage giving names pertaining to Berkeley history to streets, squares, walks, plazas, and other public places. (Ord. 5686-NS § 1 (part), 1985: Ord. 4694-NS § 12, 1974)

Section 3.24.340 Landmarks, historic districts or structures of merit--Filing fees required when.

Before accepting for filing any application hereinafter mentioned, the commission shall charge and collect

the fees herein specified:

A. For each application for designation of a landmark or a structure of merit, the fee shall be fifty dollars;

B. For each application for designation of an historic district, the fee shall be one hundred dollars;

C. There shall be no fee for each application for designation of a landmark, an historic district or a structure of merit, if such application is initiated by the commission, or by resolution of intention of the City

Council, or by the Planning Commission, or by the Civic Arts Commission. (Ord. 5686-NS § 1 (part), 1985:

Ord. 4694-NS § 13, 1974)

Section 3.24.350 Applicability of provisions.

A. No application for a permit to construct, alter or demolish any structure or other feature on a site, filed

subsequent to the day that an application has been filed, or a resolution adopted to initiate designation of the said site as a landmark, an historic district, or a structure of merit, shall be approved while proceedings are pending on such designation; provided, however, that after one hundred eighty days have elapsed from the date of initiation of said designation, unless the application has been suspended pursuant to Sections 3.24.220 through 3.24.250, if final action on such designation has not been completed, the permit application may be approved.

B. The provisions of this chapter shall be inapplicable to the construction, alteration or demolition of any structure or other feature on a proposed landmark site, historic district or structure of merit site, where a permit for the performance of such work was issued prior to the day that an application has been filed or a resolution adopted to initiate the designation of the said landmark site or historic district, and where such permit has not expired or been cancelled or revoked, provided that construction is started and diligently prosecuted to completion in accordance with the building code. (Ord. 5686-NS § 1 (part), 1985: Ord. 4694-NS § 15, 1974)

Section 3.24.360 Enforcement--Exemption for financial hardship when.

Any owner, lessee or other person in actual charge of a landmark, a structure in an historic district, or structure of merit, upon presentation of clear and convincing evidence demonstrating to the satisfaction of the commission that compliance with these regulations will work immediate and substantial financial hardship on such owner, lessee or other person in actual charge of a landmark, a structure in an historic district, or a structure of merit, shall be exempt from the provisions of this section and Sections 3.24.370 through 3.24.390. (Ord. 5686-NS § 1 (part), 1985: Ord. 4694-NS § 14 (d), 1974)

Section 3.24.370 Enforcement--Inspection services authority.

It shall be the responsibility of the Department of Planning and Community Development to administer and enforce the provisions of this chapter through its division of codes and inspection service. (Ord. 5686-NS § 1 (part), 1985: Ord. 4914-NS § 1 (part), 1976: Ord. 4694-NS § 14 (a), 1974)

Section 3.24.380 Enforcement--Methods authorized.

In addition to the regulations of this chapter and other ordinances which govern the approval or disapproval of applications for building permits or other permits, or licenses affecting the use of land or buildings, the Assistant City Manager for Planning and Community Development shall enforce the provisions thereof by any of the following means:

A. The Assistant City Manager for Planning and Community Development may serve notice requiring the removal of any violation of this chapter upon the owner at last known address, or, where relevant, the owner's authorized agent, tenant of the building or land, or upon the architect, builder, contractor, or other person who commits, or assists in any such violation.

B. In addition, the City Attorney may seek injunctive relief or maintain an action in abatement to further the provisions of this chapter. (Ord. 5686-NS § 1 (part), 1985: Ord. 5163-NS § 1 (part), 1979: Ord. 4694-NS § 14 (b), 1974)

Section 3.24.390 Violation--Penalty.

Any violation of any provisions of this chapter shall be deemed a misdemeanor and shall be punishable as set forth in Chapter 1.20 of this code. (Ord. 5163-NS § 1 (part), 1979: Ord. 4694-NS § 14(c), 1974)