



**CITY OF MANHATTAN BEACH  
HISTORIC PRESERVATION  
CHAPTER 10.86 MBMC  
PROCEDURES FOR HISTORIC LANDMARK DESIGNATION**

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The following is a summary of the code requirements related to Historic Preservation. See Chapter 10.86 for more detailed information.

**Process**

An application is filed with the Community Development Department upon the attached form with the required support information and filing fees. The Planning Commission is responsible for reviewing applications for Historic Landmarks and forwarding a recommendation to the City Council for final decision on the designation of a landmark. The property owner(s) is/are responsible for signing the attached paperwork and submitting the required documentation and filing fee with the Planning Division. The Planning Division Staff will prepare a report for the Planning Commission, and the landmark designation is considered by the Commission at a noticed public hearing. The Planning Commission recommendation is forwarded to the City Council at a noticed public hearing for a final decision. Owner consent is required for landmark designation.

**Historic Landmark-Criteria**

In order to be eligible for consideration as a landmark, a property must be at least forty-five (45) years old. A historic property less than forty-five (45) years of age may qualify for local listing if the Director, Commission, and/or City Council determine that the resource is of exceptional architectural, cultural, social, and/or historical importance to the City, as verified by a qualified architectural historian or historian.

Historic landmarks must retain integrity from their period of significance, as determined by a qualified architectural historian or historian. A proposed landmark need not retain all seven (7) aspects of historic integrity (location, design, setting, materials, workmanship, feeling, and association), but it must retain sufficient integrity to convey the reasons for its historic, cultural, or architectural significance.

The application must meet one or more of the following criteria for the designations as a landmark:

1. It is or was once associated or identified with important events or broad patterns of development that have made a significant contribution to the social, political, cultural, or architectural history of the city, region, state, or nation.
2. It is or was once associated with an important person or persons who made a significant contribution to the history, development, and/or culture of the city, region, state, or nation.
3. It embodies the distinctive characteristics of a style, type, period, or method of construction.
4. It represents the work of a master, or possesses high artistic or aesthetic values.
5. It represents the last, best remaining example of an architectural type or style in a neighborhood or the city that was once common but it [is] increasingly rare.
6. It has yielded or has the potential to yield information important to the prehistory or history of the city, region, state, or nation.

**Historic Districts- Criteria**

In addition to meeting the criteria for Historic Landmarks (where applicable), to designate a historic district the Commission must also find that the proposed district:

1. Is an identifiable and distinct entity with clear boundaries, and that it possesses a significant concentration of buildings, structures, and related features sharing common historical, visual, aesthetical, cultural, archaeological, or architectural plan or physical development; and
2. Retains integrity from its period of significance as determined by a qualified architectural historian or historian. Not all properties need to retain all seven (7) aspects of integrity, but a substantial number must

retain sufficient integrity to convey the historic, cultural, or architectural significance of the district.

3. Components may lack individual distinction but still represent a significant and distinguishable entity that meets eligibility criteria.
4. Deferred maintenance or dilapidated condition shall not be equated with a loss of integrity. Integrity shall be judged with reference to the particular characteristics that support the district's eligibility under the appropriate criteria and theme of significance.

#### **Historic District- Petition Required.**

Prior to the Commission hearing a petition in support of the application signed by at least sixty percent (60%) of the owners within the proposed district must be submitted to the Director.

#### **Work moratorium**

Except as necessary to correct an unsafe or dangerous condition, it is unlawful for anyone to carry out any activity on a proposed historic landmark or a proposed contributing resource within the boundaries of a proposed historic district while a submitted application for designation is pending, without first having obtained a Certificate of Appropriateness, if the activity is one for which a Certificate of Appropriateness would be required.

#### **Conservation Districts**

A Conservation District is an area that contains defined geographic boundaries, buildings, structures, sites, objects, or natural features with unifying characteristics or qualities. They do not qualify as Landmarks or Historic Districts due to a lack of historic integrity. Alterations to properties considered to be contributing elements of Conservation Districts may be subject to conservation district design guidelines.

An area may be recommended for designation as a conservation district by the Director, a MBPO, or fifty-one percent (51%) of the property owners within the proposed district. The recommendation must include the information required by [Section 10.86.110\(B\)](#) and verified by a qualified architectural historian or historian.

A Conservation District has either:

1. A distinctive, cohesive, and identifiable setting, architectural style, scale, or character, and/or association that makes it unique and an integral part of the City's identity; or
2. A recognized neighborhood identity with a definable physical character whose retention would contribute to the overall historic character and setting of the City.

A Conservation District may include a plan and guidelines for new construction and in-fill, alterations and additions within the district.

#### **Certificate of Appropriateness**

Once a property is designated a historic landmark or a Historic District, changes to the exterior, alterations and demolitions of structures on the property are subject to the approval of a Certificate of Appropriateness by the Director or Planning Commission.

The applicant is responsible for researching the history of the home and supplying documenting information for the Planning Commission to consider landmark determination. The attached application itemizes the information needed for submitting your application for landmark determination. A list of City- approved Historic Preservation Consultants is attached as a resource for preparing the Historic Landmark application.

If you have questions, please contact Associate Planner Angelica Ochoa, at (310) 802-5517.



**CITY OF MANHATTAN BEACH  
HISTORIC PRESERVATION  
Chapter 10.86 MBMC**

**APPLICATION FOR HISTORIC LANDMARK STATUS**

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**Address:** \_\_\_\_\_

**Assessor Parcel #** \_\_\_\_\_

**Legal description:** \_\_\_\_\_

**Owner Name(s):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone number/Email:** \_\_\_\_\_

**Year Built:** \_\_\_\_\_

**Historic Property Name** \_\_\_\_\_

**Original Use** \_\_\_\_\_

**Present Use** \_\_\_\_\_

**Architectural Style** \_\_\_\_\_

**Architect** \_\_\_\_\_

**Builder** \_\_\_\_\_

**If the structure has been moved, provide date moved and original location.** \_\_\_\_\_

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The application should include a detailed, descriptive narrative addressing each of the following items:

1. The assessor's parcel number and legal description of the site.
2. A description of the historic property and statement of how it qualifies under the criteria described in Section 10.86.070.
3. A detailed architectural description, enumerating the property's character-defining features, elevations, and spaces.
4. Construction chronology of the property, including history of major alterations/additions.
5. Ownership history.
6. A statement of significance describing why and how the property or feature meets the eligibility criteria of the Code including the area of significance, theme, and period of significance.
7. Current photographs and (if available) historic photographs, maps, sketches, drawings, or other descriptive material as available to support the nomination.
8. The signature of the property owner(s) or their authorized agents, if the owner is the applicant.
9. Such other information as requested by the Commission or Director.
10. References - List any documents or persons used to obtain information about the property. For documents include, name of publication, date of publication, page numbers and web link if applicable. For persons interviewed include name, address, phone, email and date(s) of interview(s).

In addition, provide any supplemental information, photographs, or documentation that may be relevant to the historic character of the property. The City of Manhattan Beach Building Permits, Manhattan Beach Public Library, Manhattan Beach Historical Society and Manhattan Beach Cultural Conservancy have many resources available for researching your home. The Planning Division has a list of references available to help in the research of your property.

**Owner Signature**

I, (we), \_\_\_\_\_ hereby declare under the penalty of perjury that I (we) am (are) the owner(s) of the property involved in this application and that the foregoing statements and the information submitted herewith are true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Fee required: \$2,616; plus \$70 public hearing notice fee, plus \$215 CEQA determination fee.

**CITY OF MANHATTAN BEACH  
APPROVED HISTORIC PRESERVATION CONSULTANTS**

**Arroyo Resources**

453 S. Spring St, No 801  
Los Angeles, CA 90013  
(213) 265-7123  
Contact: Juliet Arroyo  
[admin@arroyoresourcesconsulting.com](mailto:admin@arroyoresourcesconsulting.com)

**Charles J. Fisher, Historian**

140 S. Avenue 57  
Highland Park, CA 90042  
(323) 256-3593  
Fax: (323) 255-0041  
Contact: Charles Fisher  
[arroyoseco@hotmail.com](mailto:arroyoseco@hotmail.com)  
[www.historian4hire.com](http://www.historian4hire.com)

**Chattel Inc**

13417 Ventura Blvd  
Sherman Oaks, CA 91423  
(818) 788-7954 x3  
Contact: Robert Chattel  
[Robert@chattel.us](mailto:Robert@chattel.us)

**Dudek**

38 North Marengo Avenue  
Pasadena, CA 92201  
(626) 204-9800  
Contact: Samantha Murray  
[smurray@dudek.com](mailto:smurray@dudek.com)

**GPA Consulting**

231 California Street  
El Segundo, CA 90245  
(310)792-2690  
Contact: Danielle Buzas  
[danielle@gpaconsulting-us.com](mailto:danielle@gpaconsulting-us.com)

**Heritage Architecture & Planning**

633 Fifth Avenue  
San Diego, CA 92101  
(619) 239-7888  
Contact: Marshall, David  
[heritage@heritagearchitecture.com](mailto:heritage@heritagearchitecture.com)

**Historic Preservation Services LLC**

725 West Hillcrest Blvd.  
Monrovia, CA 91016  
(626) 249-0054  
Contact: Daniel Ryan  
[danryan@historicpreservationservices.net](mailto:danryan@historicpreservationservices.net)

**IS Architecture**

5649 La Jolla Blvd.  
La Jolla, CA 92037  
(858)456-8555  
Contact: Marissa Feliciano  
[info@isarchitecture.com](mailto:info@isarchitecture.com)  
[marissa@isarchitecture.com](mailto:marissa@isarchitecture.com)

**Jenna Snow**

P.O Box 352297  
Los Angeles, CA 90035  
(323) 317-3297  
[jenna@preservingbuildings.com](mailto:jenna@preservingbuildings.com)

**Kaplan Chen Kaplan**

2526 18th Street  
Santa Monica, CA 90405  
(310)452-7505  
Contact: Kaplan, David  
[david@kckarchitects.com](mailto:david@kckarchitects.com)

**Page & Turnbull**

417 S Hill St Suite 211  
Los Angeles, CA 90013  
(213) 221-1200  
Contact: Flora Chou  
[Chou@page-turnbull.com](mailto:Chou@page-turnbull.com)

**Rincon Consultants Inc**

250 E 1st St, Suite 301,  
Los Angeles, CA 90012  
(562) 676-5485  
Contact: Shannon Carmack  
[scarmack@rinconconsultants.com](mailto:scarmack@rinconconsultants.com)

**Sapphos Environmental, Inc.**

430 N. Halstead Street  
Pasadena, CA 91107-3124  
(626) 683-3547 x102  
Fax: (626) 683-3548  
Contact: Carrie Chasteen & Eileen Donovan  
[edonovan@sapphosenvironmental.com](mailto:edonovan@sapphosenvironmental.com)  
[cchasteen@sapphosenvironmental.com](mailto:cchasteen@sapphosenvironmental.com)  
[www.sapphosenvironmental.com](http://www.sapphosenvironmental.com)

**SWCA Environmental Consulting**

150 S. Arroyo Parkway, 2nd floor  
Pasadena, CA 91105  
(626) 240- 0587 x6610  
(626) 240-0607  
Contact: Nelson White  
[nwhite@swca.com](mailto:nwhite@swca.com)  
[www.swca.com](http://www.swca.com)