



# Planning Memorandum

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**DATE:** October 09, 2023

**TO:** Historic Preservation Commission/ Property Owners

**FROM:** Development Services Department, Planning Division

**SUBJECT:** National Register Historical District & Historical Preservation Overlay District

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The City of Glendale identifies historical sites in two ways, either by historical district or by a historical overlay district. Both the historical district and historical overlay district serve two separate purposes and are regulated by different entities. This memo will provide a step-by-step process by which a property or properties can obtain either a historical district or historical overlay classification.

### **Listing a property through the National Register**

The National Park Service administers the National Register of Historic Places. The National Register is the official Federal list of districts, sites, buildings, structures, and objects significant in American history, architecture, archeology, engineering, and culture.

To qualify for the National Register, properties are generally eligible for listing at least 50 years old. Properties less than 50 years of age must be exceptionally important to be considered eligible for listing.

To qualify for placement on the National Register of Historic Places, a property typically has to be associated with an event, person or design that has some historical significance, or else it needs to provide some information about its history.

Private individuals and organizations, governments agencies, preservation societies, historical societies and American Indian tribes often initiate this process and prepare the necessary documentation. You do not have to own the property to nominate it for inclusion on the National Register of Historic Places.

Not every property is eligible for placement on the National Register of Historic Places. Generally speaking, a property will be evaluated based on the quality of its significance to culture, architecture, archaeology, engineering and history in America as well as based on the workmanship, materials, setting, design and location of the property. Properties can be structures, buildings, entire districts, specific sites, or other objects.

The way a property gets listed in the National Register of Historic Places is that the forms for nomination and documentation go to the State Historic Preservation Office (SHPO) of the state

where the property is located. The SHPO can take one of several options: reject the property, ask for more information, list the property just with the state, or send the forms to the National Register of Historic Places for listing. Once the forms are received, The National Register of Historic Places conduct a similar review process.

Listing a property through the National Register can have several benefits. Local communities, states and the nation benefit from having tangible links to the past events, people, and artistic expressions that have molded the character of our nation at a local, regional or national level. Property owners whose properties are listed in the National Register are eligible for a number of grant and tax incentives as well as technical assistance in rehabilitation and maintenance of their historic property. Listing properties also has financial benefits for communities by contributing to the revitalization of neighborhoods and business districts and by promoting tourism.

### **Historical Preservation Overlay Zoning Classification**

The purpose of the HP (Historical Preservation) overlay zoning district is to support the identification, preservation, and enhancement of the city's significant historical, architectural, cultural, and archaeological resources in the interest of the welfare of the citizens of Glendale.

A request for the HP Overlay District will have to meet the following findings:

- Protect, preserve, and enhance the significant elements of the city's historical, architectural, cultural, and archeological heritage.
- Encourage the identification and recognition of significant historic resources.
- Encourage the sensitive adaptation of historic properties to modern uses.
- Assure that new construction, additions, alterations, and demolitions to both historic and non-historic properties within Historic Preservation District are carried out in a manner which is not detrimental to the historic integrity of these districts.
- Encourage the identification and protection of prehistoric and historic archaeological resources.
- Protect and preserve those properties within the city which may not have a popular appeal but are valuable to the community in terms of tourism, education, neighborhood character, identity, and economic development.
- Preserve and enhance the City's ability to attractiveness to potential home buyers, tourists, businesses wanting to relocate and other visitors; thereby supporting and promoting commercial development and economic benefit to the City's economy.
- Encourage the stabilization, rehabilitation, and conservation of the existing housing stock, including the prevention of needless demolition of structurally sound building in order to strengthen the city's neighborhood.

Permitted uses and development standards in the Historic Preservation District are regulated by the underlying zoning district. Those underlying development standards may be superseded by the design guidelines adopted at the time of the district designation.

Based on the HP Overlay being a zoning district overlay, the process of obtaining the overlay will be the same as processing any zoning case. The item will require a citizen's outreach process, Planning Commission hearing and concluding with a City Council hearing.

The HP Overlay will essentially apply additional requirements to a property for preservation purposes. These additional requirements include Certificate of No Effect/Appropriateness prior to applying for a building permit for building additions or modifications. Ordinary maintenance or repair, including painting, of any structure in the HP Overlay which does not alter or modify the historic character of the structure will not require a Certificate of No Effect/Appropriateness.

No demolishing permit will be issued for any part of the house, building, or other structure in Historic Preservation District without approval of a Certificate of Appropriateness.

The main benefit of classifying a property with the HP Overlay is to preserve and to protect the historical site. As previously discussed, any major alterations or removal of building of any property with an HP Overlay zoning district will be required to go through the Historical Preservation Commission for approval.