



# STAFF REPORT

DATE: 09/09/2024  
TO: Honorable Chair and Commissioners  
FROM: Planning and Development Department

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2024-10

## **APPLICATION REQUEST:**

**ZTA2024-0003:** Zone text amendment to Title 17 of the Corona Municipal Code amending Chapter 17.63, Historical Resources. (Applicant: City of Corona, 400 S. Vicentia Avenue, Corona, CA 92882)

## **RECOMMENDED ACTION:**

That the Planning and Housing Commission recommend APPROVAL of ZTA2024-0003 to the City Council, based on the findings contained in the staff report.

## **BACKGROUND**

Chapter 17.63 of the Corona Municipal Code (CMC) governs historic resources in the city. The Historic Resources ordinance was adopted in 2001 and establishes definitions, criteria for listing properties on the city's heritage inventory and local landmark register, criteria for deleting or reducing a listing on the heritage inventory or local landmark register, and criteria for the alteration, relocation or demolition of historic resources. The ordinance also covers other miscellaneous requirements associated with historic resources.

The City Council at its study session meeting on April 19, 2023, and March 20, 2024, discussed certain amendments to the Historic Resources ordinance which included adding a new historic resource category for a structure of merit and replacing the responsibilities delegated to the Planning Commission to a Historic Preservation Board. Most of the City Council agreed to the proposed changes and directed staff to prepare the appropriate amendment to the ordinance, which is the reason for ZTA2024-0003.

**EXHIBIT 3**

## PROPOSED AMENDMENT

ZTA2024-0003 amends several sections of Chapter 17.63. The redline changes are shown in its entirety in Exhibit 1.

Noteworthy changes to the Historic Resources ordinance are described below.

- **Section 17.63.020 Definitions.** Definitions for California Historical Landmarks, Historic Artifacts, Historic Preservation Board and Structure of Merit were added. Other definitions were also amended to commensurate with the changes being made to the ordinance.
- **Section 17.63.050 Corona Register – Landmark Listing Criteria.** For a landmark to be listed on the local register, one of the criteria is for the age of the historic resource to be in existence for a period of 50 years. Rather than stipulating the number of years for a historic resource, this is being amended to identify an era. The amendment changes a property to be in existence before 1950, or if in existence after 1950, is of exceptional historical importance to the community.
- **Section 17.63.065 Corona Register – Structures of Merit Listing Criteria.** This is a new section being added to the Historic Resources ordinance. The structure of merit category is below the listing of a landmark but is worthy of being nominated to the local register because it includes physical elements that contribute to the city’s heritage and are worthy of preservation. A property identified as a structure of merit would be eligible for a Mills Act contract, which would allow the property owner to receive a reduced property tax in exchange for the maintenance and preservation of the property as a historic resource.
- **Historic Preservation Board.** The ordinance delegates authority to the Planning Commission when it comes to reviewing local landmark nominations, adding or removing properties from the Heritage Inventory or Corona Register, and reviewing major alterations, relocation, or demolition of a historic resource on the Corona Register. Other duties of the Planning Commission include the review of any amendment to the Historic Resources Element of the General Plan, a recommendation to survey potential historic resources to be listed on the Corona Register or Heritage Inventory, and public outreach programs regarding the management and preservation of historic resources. The amendment is proposing a Historic Preservation Board to oversee these responsibilities instead of the Planning Commission. Title 2 of the CMC is being amended to add Chapter 2.38 establishing the Historic Preservation Board. This proposed chapter will be reviewed concurrently with ZTA2024-0003 by the City Council. Proposed Chapter 2.38 is provided as Exhibit 2 for reference but is not subject to review by ZTA2024-0003.

### **ENVIRONMENTAL ANALYSIS:**

Per Section 15061(b)(3) of the State Guidelines for Implementing the California Environmental Quality Act (CEQA) and Section 3.06 of the City's Local CEQA Guidelines, a Notice of Exemption has been prepared for the project because a project is exempt from CEQA if the activity is covered by the general rule that CEQA applies only to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. The proposed amendment involves text revisions to the Historic Resources Ordinance in Chapter 17.63 of the CMC and will have no significant effect on the environment.

### **FISCAL IMPACT**

ZTA2024-0003 is an application initiated by the city. Therefore, no application fees are associated with this request.

### **PUBLIC NOTICE AND COMMENTS**

A 10-day public notice was advertised in the Sentinel Weekly News and posted on the city's website. As of the preparation of this staff report, no comments have been submitted to the city.

### **STAFF ANALYSIS**

ZTA2024-0003 updates the city's Historic Resources ordinance and provides an additional avenue through the proposed structure of merit listing to encourage the preservation of historic resources. The amendment also adds new definitions and replaces the Planning Commission with a Historic Preservation Board that will focus on landmark nominations, and major alterations to historic landmarks, including the demolition of historic resources.

### **FINDINGS FOR APPROVAL OF ZTA2024-0003**

1. Per Section 15061(b)(3) of the State Guidelines for Implementing the California Environmental Quality Act (CEQA) and Section 3.06 of the City's Local CEQA Guidelines, a Notice of Exemption has been prepared for the project because a project is exempt from CEQA if the activity is covered by the general rule that CEQA applies only to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. The proposed amendment involves text revisions to the Historic Resources Ordinance in Chapter 17.63 of the CMC and will have no significant effect on the environment.
2. ZTA2024-0003 is consistent with the General Plan for the following reason:

- a. The Historic Resources Element of the General Plan has goals and policies related to the management of historical resources to help preserve historic structures and retain Corona’s heritage, which is the purpose of ZTA2024-0003.*
3. ZTA2024-0003 is consistent with the intent of Title 17 of the Corona Municipal Code for the following reason:
  - a. Title 17 governs the development standards of land uses within the city and establishes other regulatory procedures described in the Zoning Code, which is consistent with ZTA2024-0003 because it will provide updated regulations and application processes for historic resources regulated by Chapter 17.63.*
4. The proposed amendment will provide for the public health, safety, and welfare for the following reason:
  - a. ZTA2024-0003 establishes regulations for historic resources to promote the recognition, preservation and continued viability of historic resources in the city which supports cultural enhancement and the general welfare of the public.*

**PREPARED BY: JOANNE COLETTA, PLANNING AND DEVELOPMENT DIRECTOR**

Exhibits:

1. Proposed CMC Chapter 17.63 Redlined.
2. Proposed Chapter 2.38, Historic Preservation Board.
3. Environmental Documentation.

## CHAPTER 17.63 HISTORIC RESOURCES

- [17.63.010](#) Purpose.
- [17.63.020](#) Definitions.
- [17.63.030](#) Applicability.
- [17.63.040](#) Corona Register – Establishment.
- [17.63.050](#) Corona Register – Landmark listing criteria.
- [17.63.060](#) Corona Register – Historic District listing criteria.
- [17.63.065](#) Corona Register – Structure of Merit listing criteria.
- [17.63.070](#) Corona Register – Historic marker listing criteria.
- [17.63.080](#) Corona Heritage Inventory – ~~Establishment.~~
- [17.63.090](#) Corona Heritage Inventory – Heritage property listing criteria.
- [17.63.100](#) Listing or expanded listing – Application and procedures.
- [17.63.110](#) Deleted or reduced listing – Application and procedures.
- [17.63.120](#) Alteration, relocation or demolition of historic resources - Plan review and approval required.
- [17.63.130](#) Appeals.
- [17.63.140](#) Other duties of ~~Planning Commission~~ Historic Preservation Board.
- [17.63.150](#) Heritage Librarian.
- [17.63.160](#) Corona Historic Preservation Society.
- [17.63.170](#) Preservation incentives.
- [17.63.180](#) Historic property preservation agreements.
- [17.63.190](#) State Historic Building Code.
- [17.63.200](#) Unsafe or dangerous conditions.
- [17.63.210](#) Public projects and improvements.
- [17.63.220](#) Duty to maintain and repair historic resources.
- [17.63.230](#) Violations and Enforcement.

# EXHIBIT 1

### **17.63.010 Purpose.**

It is the purpose of this chapter to promote the recognition, preservation and continued viability of historic resources in the City of Corona in the interest of prosperity, social and cultural enrichment and the general welfare of the people of Corona, through the following principles:

(A) Encouraging knowledge and civic pride in the character of Corona's heritage and its many historic resources, in accordance with the declaration of intent and purpose in the city's General Plan;

(B) Providing a process and register for the public identification and official recognition of Corona's many historic resources;

(C) Establishing processes for the thoughtful review of plans for future projects and developments that could affect the management and preservation of Corona's historic resources;

(D) Encouraging and assisting Corona's private property owners with the management and preservation of their own historic resources and properties;

(E) Promoting the management and preservation of Corona's historic resources, including historic districts, that reflect the city's diverse cultural, social, artistic, economic, engineering, political and architectural heritage;

(F) Enhancing Corona's cultural heritage as a general attraction to residents, tourists, businesses, industries and development enterprises, thereby strengthening Corona's general economy around its core heritage areas;

(G) Promoting the use of Corona's historic resources and districts for the education, enjoyment and welfare of the people of the city.

### **17.63.020 Definitions.**

Whenever the following words or terms are used in this chapter, they shall have the meaning established by this section.

(A) "**Alteration**" means any change or modification, through public or private action, of an historic resource, including, but not limited to: exterior changes to or modifications of an improvement or site or any of its architectural details or visual characteristics, including paint color and surface texture, grading, surface paving, new structures, renovation or rehabilitation of structures, additions to structures or the removal of mature trees or other natural features; disturbances of archaeological or paleontological sites or areas; the placement or removal of any improvements or natural features such as signs, plaques, light fixtures, street furniture, walls, fences, steps, plantings or landscape accessories that affect the historic qualities of the property.

(B) "**Archaeological or paleontological site**" means an area containing the remains or evidence of prehistoric humans or prehistoric human activities or an area containing

fossilized or preserved remains of plants or animals that generally predates the emergence of humans on the earth.

(C) "California Historical Landmarks" means buildings, structures, sites, or places that have been determined to have statewide historical significance by meeting at least one of the following criteria: 1) the first, last, only, or most significant of its type in the state or within a large geographic region (Northern, Central, or Southern California), 2) associated with an individual or group having a profound influence on the history of California, or 3) a prototype of, or an outstanding example of, a period, style, architectural movement or construction or is one of the more notable works or the best surviving work in a region of a pioneer architect, designer or master builder.

~~(D)~~ **"California Register"** means the California Register of Historic Resources as defined in Cal. Public Resources Code § 5020.1.

~~(E)~~ **"Contributing historic resource"** means a site, improvement or natural feature within a designated historic district, which adds to the historic qualities of the area, has a special character or aesthetic interest or value and has been identified on the Corona Register for that reason. Contributing historic resources include landmarks, heritage properties or historic resources listed on the California Register or National Register.

~~(F)~~ **"Corona Heritage Inventory"** means the official listing of heritage properties and historic artifacts as adopted by the ~~Planning Commission~~Historic Preservation Board pursuant to this chapter.

~~(G)~~ **"Corona Register"** means the official list of landmarks, ~~and~~ historic districts and all contributing historic resources within historic districts, and historic artifacts as adopted by the City Council pursuant to this chapter, and shall be officially known as the Corona Register of Historic Resources.

~~(H)~~ **"Design guidelines"** means the principles contained in a document approved by the city which describe and/or illustrate appropriate methods of rehabilitation, alteration or construction affecting historic resources. These guidelines are in addition to any other applicable design guidelines adopted by the city, whether by ordinance or by resolution, and the Secretary of the Interior's Standards for Rehabilitation Projects.

~~(I)~~ **"Exterior architectural feature"** means the architectural style, design, general arrangement, components and natural features and all the outer surfaces of an improvement, including, but not limited to, the type and texture of the building materials, the type and style of windows, doors, lights, signs, walls, fences and other fixtures appurtenant to the improvement.

(J) "Historic Artifact" means monuments, murals, markers or other such artifact that are part of Corona's heritage and listed on the Corona Register.

~~(K)~~ **"Heritage property"** means a site, historic artifact, improvement or natural feature listed on the Corona Heritage Inventory in accordance with the listing criteria set forth in § 17.63.090.

(~~JL~~) "**Historic District**" means a defined geographic area and all contributing historic resources within the area, listed on the Corona Register in accordance with the listing criteria set forth in § [17.63.060](#).

(~~KM~~) "**Historic marker**" means a sign, plaque, monument or other symbol, placed by either the City of Corona, [the Corona Historic Preservation Society](#), [Corona History Association](#), [State office of Historic Preservation or National Park Service](#), for the purpose of recognizing one or more of the following:

- (1) Events that have made a significant contribution to the history of Corona, the region, the state or the nation;
- (2) Persons significant in Corona's past;
- (3) Examples of distinctive characteristics of a style, type, period or method of construction or a valuable example of the use of materials or craftsmanship;
- (4) Special elements of the city's cultural, social, economic, political, aesthetic, engineering, architectural or natural history;
- (5) The work of a notable builder, designer or architect;
- (6) Outstanding elements of architectural design, detail, materials or craftsmanship of a particular historic period;
- (7) A unique location or physical characteristic representing an established and familiar visual feature of a neighborhood;
- (8) An archeological or paleontological site; or
- (9) A natural setting or feature that strongly contributes to the well being of the people of the city. The actual site, improvement or natural feature that is designated by the historic marker may or may not be listed, or may or may not be eligible for listing, on the Corona Register or the Corona Heritage Inventory.

(~~N~~) "**Historic Preservation Board**" means the [Historic Preservation Board of the City of Corona established pursuant to Chapter 2.38](#)

(~~LO~~) "**Historic resource**" means any [structure of merit](#), landmark, historic district or contributing historic resource listed on the Corona Register, any heritage property listed on the Corona Heritage Inventory or any site, improvement or natural feature listed on the California Register or the National Register.

(~~MP~~) "**Improvement**" means any building, structure, structural work of art, parking facility, fence, gate, wall or other object constituting a physical betterment of real property or any part of such betterment.

(~~NQ~~) "**Landmark**" means a site, improvement or natural feature listed on the Corona Register in accordance with the listing criteria set forth in § [17.63.050](#).

(~~OR~~) "**Major alteration**" means any alteration of an historic resource, which is not otherwise classified as a minor alteration.



(~~PS~~) "**Minor alteration**" means the alteration of an historic resource that does not conflict with the integrity of the historic resource and does not involve the addition of square footage or modification of an existing improvement or site exceeding 30% of the improvement or site area. Minor alterations include ordinary maintenance and repair, painting and re-roofing which are consistent with the architecture style and period of the historic resource.

(~~QT~~) "**National Register**" means the official federal list of historic resources as authorized by the National Historic Preservation Act of 1966, maintained by National Park Service under the United States Department of Interior and commonly known as the National Register of Historic Places.

(~~RU~~) "**Natural feature**" means any physical or ecological characteristic of a site, including any landscaping, plant life, natural object or scenic condition.

(~~SV~~) "**Ordinary maintenance**" means any cleaning, painting and/or other restoration which does not result in the alteration of an improvement or landmark.

(~~FW~~) "**Person**" means any individual, association, partnership, firm, corporation, public agency or political subdivision.

(~~UX~~) "**Planning Commission**" means the Planning Commission of the City of Corona established pursuant to Chapter 2.37.

(~~Y~~) "**Planning Director**" means the Planning Director of the City of Corona.

(~~WZ~~) "**Secretary of the Interior's Standards for Rehabilitation**" means the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings by the U.S. Department of the Interior or the National Park Service.

(~~XAA~~) "**Site**" means any parcel or portion of real property, or any combination thereof, or any archaeological or paleontological site.

(BB) "Structure of Merit" means a heritage property that does not meet the listing criteria for a landmark but represents Corona's heritage by having historic, cultural or architectural value worthy of preservation and is listed on the Corona Register in accordance with the listing criteria set forth in § 17.63.065.

(~~YCC~~) "**Survey**" means the individual documentation of a site, improvement or natural feature for potential listing on the Corona Register or the Corona Heritage Inventory in accordance with the historic documentation standards of the State of California.

### **17.63.030 Applicability.**

This chapter shall apply to all historic resources listed on the Corona Register of Historic Resources, the Corona Heritage Inventory, the California Register and the National Register.

### **17.63.040 Corona Register – Establishment.**

(A) The City Council shall establish the Corona Register of Historic Resources. The intent of this section is to provide a local register comparable with the California Register and National Register, with similar criteria, definitions and considerations.

(B) The Corona Register shall include structures of merit, historic artifacts, landmarks, historic markers and historic districts, and the contributing historic resources within such historic districts, as listed by the City Council in accordance with this chapter. Sites, improvements and natural features within the city's boundaries that are listed on the California Register ~~or the~~ National Register or the California Historical Landmarks shall automatically be deemed listed on the Corona Register.

(C) Historic resources listed on the Corona Register shall be eligible to apply for financial and other incentives established by the City Council that promote historic resource management and preservation in the city.

### **17.63.050 Corona Register – Landmark listing criteria.**

(A) Landmarks are those physical elements of Corona's historical development that exhibit exceptional historical, archeological, cultural, architectural, or artistic heritage that provide the community with its own unique civic identity and character. A site, improvement or natural feature shall be eligible for listing on the Corona Register as a landmark if the City Council finds that all of the following criteria are satisfied:

(1) It has been in existence ~~for a period of at least 50 years prior to 1950,~~ or if in existence after 1950 less than 50 years old, is of exceptional historical importance to the community;

(2) It has significant historic, cultural or architectural value and its designation as a landmark is reasonable, appropriate and necessary to promote, preserve and further the purposes and intent of this chapter;

(3) It exhibits one or more of the following characteristics:

(a) It is associated with events that have made a significant contribution to the history of Corona, the region, the state or the nation;

(b) It is associated with the lives of persons significant in Corona's past;

(c) It embodies distinctive characteristics of a style, type, period or method of construction or a valuable example of the use of materials or craftsmanship;

(d) It exemplifies or reflects special elements of the city's cultural, social, economic, political, aesthetic, engineering, architectural or natural history;

(e) It is representative of the work of a notable builder, designer or architect;

(f) It exemplifies one of the best remaining architectural styles or types in a neighborhood or contains outstanding elements of architectural design, detail, materials or craftsmanship of a particular historic period;

(g) It is in a unique location or contains physical characteristics representing an established and familiar visual feature of a neighborhood;

(h) It is a potential source of archeological or paleontological interest;

(i) It is or contains a natural setting or feature that strongly contributes to the well being of the people of the city;

(4) It has integrity of location, design, setting, materials, workmanship, feeling and association;

(a) Integrity is the authenticity of an historic resource's physical identity, as evidenced by the survival of characteristics that existed during the historic resource's period of significance, to be recognizable and to convey the reasons for its significance;

(b) A site, improvement or natural feature that has diminished historic character or appearance may still have sufficient integrity for the Corona Register if it retains the potential to yield significant scientific or historical information or specific data or retains sufficient character to convey the reasons for its significance. Thus, it is possible that a site, improvement or natural feature may not retain sufficient integrity to meet the criteria for listing on the California Register or National Register, but it may still be eligible for listing on the Corona Register;

(c) Integrity shall be judged with reference to the particular criterion or criteria which provide its eligibility. An improvement removed from its original location shall be eligible if it is significant primarily for its architectural value or it is the surviving structure most importantly associated with an historic person or event.

(CB) A reconstructed improvement shall be eligible if the reconstruction is historically accurate, the improvement is presented in a dignified manner as part of a restoration master plan and no other original improvement survives that has the same association.

(DC) A site, improvement or natural feature that is intended to be primarily commemorative shall be eligible if its design, age, tradition or symbolic value creates its own historic significance. Examples include, but are not limited to, public statuary, murals, monuments, sculptures, graves and birthplaces. These sites or improvements may be identified by the placement of an historic marker.

### **17.63.060 Corona Register – Historic District listing criteria.**

(A) An historic district is a geographically defined area possessing a concentration of contributing historic resources that relate to each other and are unified by physical development or historical context.

(B) A defined area shall be eligible for listing on the Corona Register as an historic district if the City Council finds that all the following criteria are satisfied:

(1) The defined area is a unified geographical area with precisely defined boundaries;

(2) The defined area contains a significant concentration of individually recognized contributing historic resources united in character by an historic plan, physical development, cultural heritage, past events, an historic period or prehistory era, aesthetics design or architectural traditions;

(3) At least 75% of the contributing historic resources in the defined area are 50 years of age or older and retain their original architectural character;

(4) The civic and historic value of the contributing historic resources is greater as a collective whole than as individual historic resources;

(5) The defined area has significant historic, cultural or architectural value and its designation as an historic district promotes, preserves and furthers the purposes and intent of this chapter.

(C) Upon the listing of an historic district on the Corona Register, all identified contributing historic resources in the historic district shall be individually listed on the Corona Register, along with notation of the historic district's noncontributing resources.

#### **17.63.065 Corona Register – Structures of Merit listing criteria.**

(A) A structure of merit is a heritage property that does not meet the criteria identified for a landmark but includes physical elements that contribute to Corona's heritage and are worthy of preservation.

(B) Heritage properties shall be eligible for listing on the Corona Register as a structure of merit if the City Council finds that one or more of the following criteria are satisfied:

(1) It is an example of a type of building or structure that was once common in Corona's heritage but is now rare with most of the identifying features of the building or structure from the era preserved.

(2) It is connected with a business or use that was once common in Corona's heritage but is now rare.

(3) It is a cultural resource that does not meet all the criteria for a landmark listing yet retains sufficient integrity to satisfy one or more criteria of a landmark listed in §17.63.050.

(4) It yields information or is likely to yield information important to Corona's history or prehistory.

#### **17.63.070 Corona Register – Historic marker listing criteria.**

An historic marker, as defined by this chapter, may be listed on the Corona Register by resolution of the City Council.

### **17.63.080 Corona Heritage Inventory—~~Establishment.~~**

~~The Planning Commission shall establish the Corona Heritage Inventory.~~ The Corona Heritage Inventory shall include only heritage properties listed ~~by the Planning Commission~~ in accordance with this chapter and approved by the Historic Preservation Board. ~~Heritage properties listed on the Corona Heritage Inventory may or may not be eligible for listing on the Corona Register.~~

### **17.63.090 Corona Heritage Inventory – Heritage property listing criteria.**

A site, historic artifact, improvement or natural feature shall be eligible for listing on the Corona Heritage Inventory as a heritage property if the ~~Planning Commission~~ Historic Preservation Board finds that all the following criteria are satisfied:

- (A) An official survey describing the features, merits and quality of the site, historic artifact, improvement or natural feature has been prepared;
- (B) The site, historic artifact, improvement or natural feature is identified as a potential resource to be conserved because of its age, and either its context in the neighborhood, its association with an historic event or period or its significance to the architectural, engineering, scientific, economic, agricultural, educational, cultural, social, artistic, political or military history of Corona.

### **17.63.100 Listing or expanded listing – Application and procedures.**

(A) **General.** An application to list or to expand the listing of a structure of merit, landmark, ~~historic district~~ or heritage property may be initiated by the City Council, the ~~Planning Commission~~ Historic Preservation Board, city officials, local entities or a member of the public. An application "to expand the listing" is a request to enlarge, add to or otherwise augment the size, scale, scope, boundaries, characteristics, protections or definitions applicable to an existing structure of merit, landmark, historic district or heritage property.

(B) **Contents.** Applications shall be submitted to the Planning Department on forms prescribed by the Planning Director. The application shall include, but is not limited to, the following:

- (1) The location or address of the proposed or expanded structure of merit, landmark, historic district or heritage property;
- (2) The Assessor's parcel number(s) of all properties on which the structure of merit, landmark, ~~or~~ heritage property is located, or if application is for an historic district, then the Assessor's parcel number for all property within the boundaries of the proposed or expanded historic district;
- (3) If the application is for a structure of merit, landmark, ~~or~~ historic district, then a legal description of all properties for which an Assessor's parcel number is required;

(4) The name and address of the owner(s) of all property for which an Assessor's parcel number is required, as shown on the latest assessment roll;

(5) A full description of the proposed or expanded [structure of merit](#), landmark, historic district or heritage property;

(6) Any other information deemed necessary by the Planning Director.

(C) **Additional information.** Applications shall identify in sufficient detail how the proposed or expanded historic resource meets the applicable eligibility criteria set forth in this chapter: § [17.63.050](#) for landmarks, § [17.63.060](#) for historic districts, [§ 17.63.065 for structure of merit](#) or § [17.63.080](#) for heritage properties. The application shall also be accompanied by an official survey describing the features, merits and quality of the proposed or expanded historic resource.

(D) **Property owner consent required.**

(1) If the application is for a landmark [or structure of merit](#), then written and signed consent shall be obtained from all owner(s) of property on which the proposed or expanded landmark is located, as shown on the latest assessment roll;

(2) If the application is for an historic district, then any written protest received must constitute less than 49% of the owner(s) of property located within the boundaries of the proposed or expanded historic district, as shown on the latest assessment roll. For purposes of determining a majority protest, each property is allocated one representative to register either consent or nonconsent to the inclusion of their property within the proposed or expanded historic district. Multiple owners of a property are collectively entitled one representative. Multiple adjacent parcels under common ownership are considered one property.

(3) The applicant is responsible for all costs associated with the notification to the respective property owners of the opportunity to register their concurrence or protest of the proposed district.

(E) **Completed application.** The Planning Director, or his or her designee, shall determine if an application is complete or incomplete within 30 days of receipt of the application. No permit, entitlement or other approval that would alter, relocate, demolish or otherwise negatively impact a proposed or expanded [structure of merit](#), landmark, historic district or heritage property shall be issued while the application is pending.

(F) **Application notice and review.**

(1) The Planning Director shall distribute copies of completed applications for review and comment to the Heritage Librarian, the Corona Historic Preservation Society and any other city department or outside agency that may be affected by a proposed listing or expansion.

(2) The owner(s) of property on which the proposed or expanded [structure of merit](#), landmark, or heritage property is located, as shown on the latest assessment roll, shall be provided notice and a copy of the completed application.

(3) If application is for an historic district, then the owner(s) of property within the boundaries of the proposed or expanded historic district, as shown on the latest assessment roll, shall be provided notice and an explanation of the applicable protest procedures, in addition to a copy of the completed application.

(4) The notice shall establish a period of no less than 30 days for review and comment on the application and any written comments or protests received within the review period shall be transmitted to the ~~Planning Commission~~Historic Preservation Board as part of the staff report.

(G) **Public hearing.** Upon expiration of the review period, a public hearing shall be scheduled before the ~~Planning Commission~~Historic Preservation Board, in accordance with the city's standard procedures. Notice of the time, date, place and propose of the hearing shall be mailed to all persons who received notice of the application under § 17.63.090(F) and published in a local newspaper of general circulation no less than ten days prior to the hearing.

(H) Structure of merit, Landmarks and historic districts – listing procedure. If an application is to list or expand the listing of a structure or merit, landmark or historic district on the Corona Register, then the following procedures shall apply:

(1) After reviewing the submitted materials and receiving any public comments on the application at the public hearing, the ~~Planning Commission~~Historic Preservation Board shall consider and recommend approval or disapproval of the application to the City Council, based on the eligibility criteria set forth in either § 17.63.050 for landmarks, ~~or~~ § 17.63.060 for historic districts and § 17.63.065 for structure of merit;

(2) The City Council shall hold a public hearing to consider the ~~Planning Commission~~Historic Preservation Board's recommendation and by resolution may approve or disapprove the application based on the eligibility criteria set forth in either § 17.63.050 for landmarks, ~~or~~ § 17.63.060 for historic districts and § 17.63.065 for structure of merit;

(3) Within 14 days of the City Council's adoption of the resolution, the City Clerk shall mail notice of the decision and a copy of the resolution to all persons who received notice of the application under § 17.63.100(F). A copy of the resolution shall also be transmitted to all city departments;

(4) If the City Council approves the application, the resolution shall be recorded with the Riverside County Recorder on all property on which the approved or expanded landmark is located, structure of merit, or if the application is for an historic district, then all property within the boundaries of the approved or expanded historic district.

(I) **Heritage Inventory – listing procedure.** If an application is to list or expand the listing of a heritage property on the Corona Heritage Inventory, then the following procedures shall apply:

(1) After reviewing the submitted materials and receiving any public comments on the application at the public hearing, the ~~Planning Commission~~Historic Preservation

Board by resolution may approve or disapprove the application, based on the eligibility criteria set forth in § [17.63.090](#);

(2) Within 14 days of the ~~Planning Commission~~Historic Preservation Board's adoption of the resolution, the ~~Planning Commission~~Historic Preservation Board Secretary shall mail notice of the decision and a copy of the resolution to all persons who received notice of the application under § [17.63.100](#)(F). A copy of the resolution shall also be transmitted to all city departments.

### **17.63.110 Deleted or reduced listing – Application and procedures.**

(A) An application to delete or to reduce the listing of a structure of merit, landmark, historic district or heritage property may be initiated by the City Council, the ~~Planning Commission~~Historic Preservation Board, city officials, local entities or a member of the public. An application "to reduce the listing" is a request to narrow, decrease or otherwise diminish the size, scale, scope, boundaries, characteristics, protections or definitions applicable to an existing structure of merit, landmark, historic district or heritage property. No application to delete or reduce the listing of an historic resource that is also listed on the California Register or National Register shall be accepted.

(B) Applications shall be submitted to the Planning Department on forms prescribed by the Planning Director. The application shall include the same information as required under § [17.63.100](#)(B), and the application shall identify in sufficient detail how the structure of merit, landmark, historic district or heritage property proposed for deletion or reduction meets the criteria set forth in this section. The Planning Department shall process, notice and review the application in accordance with the procedures set forth in §§ [17.63.100](#)(D) through [17.63.100](#)(G).

(C) If the application requests to delete or reduce the listing of a structure of merit, landmark or historic district, then the ~~Planning Commission~~Historic Preservation Board shall consider and recommend, and the City Council shall approve or disapprove the application, in accordance with the procedures set forth in § [17.63.100](#)(H), based on the criteria set forth in this section.

(D) If the application requests to delete or reduce the listing of a property on the Heritage Inventory, then the ~~Planning Commission~~Historic Preservation Board shall consider and approve or disapprove the application in accordance with the procedures set forth in § [17.63.100](#)(I), based on the criteria set forth in this section.

(E) The listing of a structure of merit, landmark or historic district on the Corona Register, or the listing of a heritage property on Corona Heritage Inventory, may be deleted or reduced only if one of the following findings is made: The Planning Department shall require the applicant to provide information justifying the request for deleting or reducing the listing of a historical resource.

(1) The structure of merit, landmark or heritage property has been destroyed or demolished by natural means, or has been determined to be an unsafe structure by the Building Official;



(2) New information or analysis demonstrates the structure of merit, landmark, historic district or heritage property no longer conforms to any of the applicable eligibility criteria set forth in this chapter;

(3) There is clear and convincing evidence that the historic significance or value of the structure of merit, landmark, historic district or heritage property has significantly diminished.

(F) Within 14 days of the City Council's or ~~Planning Commission~~Historic Preservation Board's adoption of the resolution, notice of the decision and a copy of the resolution shall be mailed to all persons who received notice of the application under this section. A copy of the resolution shall also be transmitted to all city departments.

(G) If an application to delete or reduce the listing of a structure of merit, landmark or historic district is approved, then a copy of the resolution shall be recorded with the Riverside County Recorder on all property on which the deleted or reduced structure of merit or landmark is located, or if an historic district is deleted or reduced, then all property within the boundaries of the deleted or reduced historic district.

### **17.63.120 Alteration, relocation or demolition of historic resources – Plan review and approval required.**

(A) **Prohibition.** No person shall alter, relocate or demolish any historic resource, and no permit, entitlement or approval therefor shall be issued, without first submitting a plan for review and obtaining approval as set forth in this section. The required information and contents for the plan shall be established by the Planning Director.

(B) **Environmental review.** Any plan that may cause a potentially adverse change to an historic resource listed on the Corona Register shall be reviewed in accordance with the city's Local Guidelines for Implementing the California Environmental Quality Act (CEQA). Alterations, repairs, restoration and reconstruction consistent with the Secretary of Interior's Standards for Rehabilitation are categorically exempt from CEQA pursuant to the state CEQA guidelines.

(C) **General guidelines.** Any plan involving the alteration of an historic resource shall be reviewed and approved, to the extent practical, in accordance with the ~~e~~City's ~~d~~Design ~~g~~Guidelines for ~~h~~Historic ~~s~~Structures, or in the absence of such guidelines, the Secretary of the Interior's Standards for Rehabilitation. The following principles shall be adhered to in the review and approval of such plans:

(1) The distinguishing original qualities or character of the historic resource shall not be compromised. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible;

(2) The colors, textures, materials, fenestration, decorative features and details, height, scale, massing and methods of construction proposed shall be consistent with the historic period and character-defining elements of the historic resource and compatible with adjacent structures.

(D) Structure of merit, Landmarks, historic districts and other historic resources listed on the Corona Register.

(1) Any plan involving a major alteration to an historic resource listed on the Corona Register shall require review and approval by the ~~Planning Commission~~Historic Preservation Board. The ~~Planning Commission~~Historic Preservation Board may impose such conditions or restrictions as it deems necessary or appropriate to achieve the purposes of this chapter.

(2) Any plan involving a minor alteration to an historic resource listed on the Corona Register shall require review and approval by the Planning Director. The Planning Director may impose such conditions or restrictions as the Planning Director deems necessary or appropriate to achieve the purposes of this chapter.

(3) Any plan involving a major alteration to a commercial, industrial, quasi-public, mixed use or multi-family development within the Downtown Revitalization Specific Plan (SP-98-01) that is listed on the Corona Register, shall require preliminary review by the Historic Preservation Board and shall require a Precise Plan application- for review and approval by the Planning Commission, ~~in accordance with~~pursuant to the provisions of SP-98-01;

(4) Any plan involving the relocation or demolition of a landmark, or an historic resource listed on both the Corona Register and the California Register or National Register, shall require a public hearing, review and approval recommendation by the Historic Preservation Board to the City Council by the City Council in accordance with the procedures set forth in § 17.63.100(H), except that any decision shall be based on the criteria set forth in § 17.63.110;

(5) Any plan involving the relocation or demolition of an historic resource listed on the Corona Register other than those set forth in the preceding subsection shall require public hearing, review and approval by the ~~Planning Commission~~Historic Preservation Board in accordance with the procedures set forth in § 17.63.100(I), except that any decision shall be based on the criteria set forth in § 17.63.110;

(6) Any plan involving the relocation or demolition of an historic resource listed on the Corona Register shall not be approved unless one of the following findings is made: The Planning Department shall require the applicant to provide information justifying the request for relocating or demolishing a historical resource listed on the Corona Register.

(a) The criteria required to delete the historic resource from the Corona Register set forth in § 17.63.110(E) are satisfied;

(b) The historic resource has deteriorated or been modified to the extent that it is no longer representative as an historic resource to be preserved;

(c) Denial of the requested relocation or demolition of the historic resource will deprive the owner of all economically viable use of the site;

(d) Relocation or demolition of the historic resource will not have a significant effect on the achievement of the purposes of this chapter and appropriate mitigation

measures will be undertaken to substantially reduce or eliminate the loss or diminishment of the historic resource;

(e) The historic resource is determined to be unsafe or dangerous by the Building Official and reasonable efforts to correct the situation are economically or physically infeasible.

**(E) Heritage properties.**

(1) Any plan involving a major or minor alteration to a heritage property shall require review and approval by the Planning Director. The Planning Director may impose such conditions or restrictions as the Planning Director deems necessary or appropriate to achieve the purposes of this chapter.

(2) Any plan involving a major alteration to a commercial, industrial, quasi-public, mixed use or multi-family development within the Downtown Revitalization Specific Plan (SP-98-01) that is listed on the Corona Heritage Inventory shall require preliminary review by the Historic Preservation Board and shall require a Precise Plan application for review and approval by the Planning Commission, ~~in accordance with~~pursuant to the provisions of SP-98-01.

(3) Any plan involving the relocation or demolition of a heritage property shall require review and approval by the ~~Planning Director~~ Historic Preservation Board. Upon receipt of the plan for relocation or demolition, the Planning Director shall notify the Corona Historic Preservation Society of the plan and provide a minimum 30 day waiting period from the date of the notice before ~~taking~~ action is taken by the Historic Preservation Board to approve or disapprove the plan.

(4) Any plan involving the relocation or demolition of a heritage property shall not be approved unless one of the following findings is made: The Planning Department shall require the applicant to provide information justifying the request for relocating or demolishing a heritage property.

(a) The heritage property is not a good example of an historic period or architectural style;

(b) The heritage property has deteriorated or been modified to the extent that it is no longer representative as an historic resource to be preserved;

(c) Denial of the requested relocation or demolition of the heritage property will deprive the owner of all economically viable use of the site;

(d) Relocation or demolition or removal will not have a significant effect on the achievement of the purposes of this chapter;

(e) The heritage property is determined to be unsafe or dangerous by the Building Official and reasonable efforts to correct the situation are infeasible;

(f) The heritage property is inconsistent with the zoning designation for the site and adaptive re-use of the heritage property to achieve consistency is not economically viable.

### **17.63.130 Appeals.**

(A) Any decision made by the ~~Planning Commission~~Historic Preservation Board, under the authority delegated to the ~~Planning Commission~~Historic Preservation Board in this chapter, may be appealed pursuant to the limitations and procedures set forth in [Chapter 17.93](#) of the code.

(B) Any decision made by the Planning Director, under the authority delegated to the Planning Director in this chapter, may be appealed pursuant to the limitations and procedures set forth in [Chapter 17.95](#) of the code.

(C) All appeals brought under this section shall be accompanied by a filing fee established by the City Council.

### **17.63.140 Other duties of ~~Planning Commission~~Historic Preservation Board.**

(A) The ~~Planning Commission~~Historic Preservation Board shall consider and recommend to the ~~Planning Commission~~City Council approval or disapproval of any proposed amendment to the Historic Resources Element of the General Plan or any other proposed amendment to the General Plan that could affect any historic resource listed on the Corona Register or the Corona Heritage Inventory.

(B) The ~~Planning Commission~~Historic Preservation Board may consider and recommend to the City Council programs for the comprehensive survey of potential historic resources, including potential landmarks and historic districts, for possible listing on the Corona Register or Corona Heritage Inventory and may recommend to the City Council programs to update annually, or as appropriate, the survey of historic resources in the city.

(C) The ~~Planning Commission~~Historic Preservation Board may consider and recommend to the City Council programs to encourage public outreach, public appreciation and education regarding the management and preservation of historic resources.

(D) The ~~Planning Commission~~Historic Preservation Board shall consider and make a recommendation to the City Council on any other matter which the City Council deems important to the management and preservation of historic resources in the city.

### **17.63.150 Heritage Librarian.**

(A) The Heritage Librarian, or appointed designee, shall maintain records concerning all historic resources as listed on the Corona Register or Corona Heritage Inventory, information regarding any potential historic resources that are pending listing on the Corona Register or Corona Heritage Inventory and other available records, reports or studies concerning existing or demolished historic sites, improvements and natural features.

(B) The Heritage Librarian, or appointed designee, shall act in an advisory capacity to the Planning Director in regard to any pending listing of an historic resource on the Corona Register or Corona Heritage Inventory and any application for the expansion, deletion, reduction, alteration, modification or demolition of an historic resource listed on the Corona Register or Corona Heritage Inventory.

#### **17.63.160 Corona Historic Preservation Society.**

(A) The Corona Historic Preservation Society (Society) shall receive timely notice of applications submitted for the listing or deletion of historic resources on either the Corona Register or the Heritage Inventory. The Society may, at its discretion, provide comments to the Planning Department regarding such applications or otherwise act in a voluntary advisory capacity.

(B) The Society's program for the identification and placement of historic markers shall not be subject to the provisions of this chapter.

#### **17.63.170 Preservation incentives.**

The City Council may establish preservation incentives to encourage owners to designate, maintain, preserve and improve historic resources. The incentives may include, but are not limited to, those set forth in the historic resources element of the General Plan. Only historic resources listed on the Corona Register shall be eligible to apply for preservation incentives.

#### **17.63.180 Historic property preservation agreements.**

Pursuant to Cal. Gov't Code, Article 12, § 50280 (known as the Mills Act), the City Council may enter into a contractual agreement with the owner(s) of an historic property listed on the Corona Register, or the State or National Register of Historic Places, for the purpose of the preservation, rehabilitation and maintenance of a designated historic resource. The terms of a Historic Property Preservation Agreement allow the owner to receive a reduction in property taxes in exchange for the property owner's commitment to specific restoration improvements and satisfactory maintenance of the Register property. The agreement shall include, but not be limited to, the contract provisions as required under state law and shall extend for a minimum period of ten years, renewed annually, until and unless a notice of non-renewal or cancellation is filed. The application process, review procedures and required contract provisions for Preservation Agreements shall be established by separate resolution of the City Council.

#### **17.63.190 State Historical al Building Code.**

Pursuant to the State of California Health and Safety Code, the Building Official shall apply the State Historical Building Code in issuing any permit, entitlement or approval for any alteration of an historic resource for the purpose of preserving, rehabilitating, relocating or continuing use of the historic resource. The State Historic Building Code shall be applied as provided in this section to the extent it does not result in an unsafe condition, as determined by the Building Official.

#### **17.63.200 Unsafe or dangerous conditions.**

(A) Nothing in this chapter shall prevent the construction, alteration, repair, restoration, stabilization or demolition of an historic structure if the Building Official has determined the historic resource creates an unsafe or dangerous condition that is an immediate threat to public health or safety and the proposed action is necessary to mitigate the unsafe or dangerous condition.

(B) Prior to issuing a permit for any action authorized under this section, the Building Official shall make all reasonable efforts to consult with the Planning Director and Code Enforcement Compliance Division to determine if there are feasible alternatives to the proposed action that will adequately protect the public health and safety.

(C) Nothing in this chapter shall prevent the trimming, alteration or removal of heritage trees listed in either the Corona Register or Heritage Inventory, if the city's Landscape Resources Manager has determined that the preservation of the tree(s) will create an unsafe or dangerous condition that is a threat to public health or safety.

#### **17.63.210 Public projects and improvements.**

(A) Whenever any project, action or approval by the city may alter, relocate or demolish a landmark, historic district, heritage property or any other historic resource, the department responsible for the project, action or approval shall consult with the Planning Director as early in the process as possible to ensure conformance with the provisions and objectives of this chapter.

(B) Whenever a public project or improvement involves a resource or district listed on the Corona Register or Heritage Inventory, the improvement, repair or replacement shall be performed in such a manner as to be consistent with the historic context of the site and surrounding area. The improvements include, but are not limited to: the installation, repair and replacement of sidewalks, curb and gutter, street trees, streetlights, walls and fencing and any other such physical elements which are visible to the general public and can be considered a contributing resource to an historic property or district.

#### **17.63.220 Duty to maintain and repair historic resources.**

The owner(s) of property listed on the Corona Register or Corona Heritage Inventory, the owner(s) of property on which an historic resource is located or the owner(s) of

property within an historic district shall maintain and keep in good repair and shall prevent deterioration and decay of the historic resource or any portion of the site, improvements or natural features that contribute to the characteristic of the historic resource. The owner(s) of such property, or any other person responsible for the maintenance or repair of the property, shall avoid actions that create adverse impacts to adjacent properties and shall comply with all applicable codes, laws and regulations governing the maintenance and repair of property in the city, including those established by this chapter.

#### **17.63.230 Violations and enforcement.**

(A) Any person who violates this chapter, or who fails to comply with a condition of permit, entitlement or approval issued in accordance with this chapter, shall be guilty of a misdemeanor.

(B) Any person who alters, relocates or demolishes an historic resource in violation of this chapter shall be guilty of a misdemeanor and shall be required, at that person's sole cost and expense, to restore the historic resource and any site, improvement, natural feature or portion thereof that contributes to the characteristics of the historic resource to its condition prior to such alteration, relocation or demolition.

**CHAPTER 2.38**  
**HISTORIC PRESERVATION BOARD**

Sections

2.38.010 Establishment.

2.38.020 Members - Qualifications.

2.38.030 Terms of office.

2.38.040 Organization.

2.38.050 Stipend.

2.38.060 Duties.

**2.38.010 Establishment.**

There is established a Historic Preservation Board for the City of Corona.

**2.38.020 Members – Composition and qualifications.**

- (A) The Historic Preservation Board shall consist of five members selected and appointed by City Councilmembers pursuant to state and local law.
- (B) Board members shall be residents of the city at the time of their appointment, and continuously during their incumbency.
- (C) Board members shall demonstrate competence, interest, or knowledge of historic preservation.

**2.38.030 Terms of office.**

- (A) Board members shall be appointed for a term of four years.
- (B) The term of office for each Board member is subject to the provisions of Chapter 2.35.
- (C) The City Council may, by majority vote, remove any Board member at any time without cause.

**2.38.040 Organization.**

- (A) The Board shall hold at least one meeting annually.
- (B) The Board shall appoint the Chair from among its members annually and appoint a Vice-Chair to preside in the absence of the Chair.

**EXHIBIT 2**



(C) The Board may adopt all necessary by-laws, rules and regulations for the conduct of its meetings.

(D) If the Board is not able to maintain a quorum after the scheduling of two consecutive meetings to perform the duties set forth in this chapter, the duties shall be performed by the Planning Commission.

### **2.38.050 Stipend.**

Each member of the Board shall receive \$50 for each regular meeting attended, not to exceed \$100 per month.

### **2.38.060 Duties.**

The Board shall have the following powers and duties:

- (A) To perform the duties and functions prescribed by Chapter 17.63.,
- (B) To perform any other powers and duties prescribed by the City Council that are not inconsistent with any state or local law.



## NOTICE OF EXEMPTION

<p>TO:</p> <p><input checked="" type="checkbox"/> Office of Planning and Research P. O. Box 3044, Room 113 Sacramento, CA 95812-3044  (Sent via <a href="mailto:state.clearinghouse@opr.ca.gov">state.clearinghouse@opr.ca.gov</a>)</p>	<p>FROM: Name: City of Corona, Planning &amp; Development Department (Public Agency) Address: 400 S. Vicentia Ave., Suite 120, Corona, CA 92882  Telephone: 951-736-2434</p>
<p><input checked="" type="checkbox"/> Clerk of the Board of Supervisors  or  County Clerk (Include County name)  Address: 4080 Lemon Street, Riverside, CA 92501</p>	

1. Project Title:	ZTA2024-0003
2. Project Applicant:	City of Corona
3. Project Location – Identify street address and cross streets or attach a map showing project site (preferably a USGS 15’ or 7 1/2’ topographical map identified by quadrangle name):	City wide
4. (a) Project Location – City: Corona	(b) Project Location – County: Riverside
5. Description of nature, purpose, and beneficiaries of Project:	Amendment to Chapter 17.63 of the Corona Municipal Code amending certain regulations associated with historic resources.
6. Name of Public Agency approving project:	City of Corona
7. Name of Person or Agency undertaking the project, including any person undertaking an activity that receives financial assistance from the Public Agency as part of the activity or the person receiving a lease, permit, license, certificate, or other entitlement of use from the Public Agency as part of the activity:	City of Corona
8. Exempt status: (check one)	
(a) <input type="checkbox"/> Ministerial project.	(Pub. Resources Code § 21080(b)(1); State CEQA Guidelines § 15268)
(b) <input type="checkbox"/> Not a project.	
(c) <input type="checkbox"/> Emergency Project.	(Pub. Resources Code § 21080(b)(4); State CEQA Guidelines § 15269(b),(c))

(d) <input type="checkbox"/> Categorical Exemption. State type and section number:	
(e) <input type="checkbox"/> Declared Emergency.	(Pub. Resources Code § 21080(b)(3); State CEQA Guidelines § 15269(a))
(f) <input type="checkbox"/> Statutory Exemption. State Code section number:	
(g) <input checked="" type="checkbox"/> Other. Explanation:	(Public Resources Code § 21080 (a); State CEQA Guidelines §15061(b)(3))
9. Reason why project was exempt:	This action is exempt pursuant to Section 15061(b)(3) of the Guidelines for the California Environmental Quality Act (CEQA), which states that a project is exempt from CEQA if the activity is covered by the general rule that CEQA applies only to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. The proposed amendment involves text revisions to Chapter 17.63 of the CMC regarding certain regulations associated with historic resources and will have no significant effect on the environment.

10. Lead Agency Contact Person: Telephone:	Joanne Coletta, Director 951-736-2434
11. If filed by applicant: Attach Preliminary Exemption Assessment (Form "A") before filing.	
12. Has a Notice of Exemption been filed by the public agency approving the project? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
13. Was a public hearing held by the Lead Agency to consider the exemption? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, the date of the public hearing was: <a href="#">Click to enter date</a>	

\_\_\_\_\_  
Signature

Date: [Click to enter date](#)

Sylvia Edwards  
Name

Title: City Clerk

Signed by Lead Agency

Signed by Applicant

Date Received for Filing: [Click to enter date](#)

(Clerk Stamp Here)

Authority cited: Sections 21083 and 21110, Public Resources Code.  
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.