

In compliance with the Americans with Disabilities Act, if special assistance is needed to participate in the meeting, please contact the City Clerk's Office at (310) 618-2780. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28CFR35.102-35.104 ADA Title II]

Direct questions or concerns to the Commission Liaison Oscar Martinez at (310) 618-5990, or individual department head prior to submission to the Commission.

The Historic Preservation Commission is an advisory body to the City Council that meets on the third Thursday of each month at 6:30 p.m. All meetings are open to the public. Agendas, staff reports, and minutes are available for review on the City webpage at [www.TorranceCA.gov/Historic-Preservation-Commission-Agendas-Minutes](http://www.TorranceCA.gov/Historic-Preservation-Commission-Agendas-Minutes).

Members of the public may prepare written comments to the Commission. Comments may be submitted via email to [HistoricPreservationCommission@TorranceCA.Gov](mailto:HistoricPreservationCommission@TorranceCA.Gov) and write "Public Comment" in the subject line. In the body of the email include the item number and/or title of the item. All comments submitted by 10:00 a.m. on the date of the meeting will be included as a "Supplemental" and made available on the City webpage. Comments received after 10:00 a.m. will be filed with the public record.

**TORRANCE HISTORIC PRESERVATION COMMISSION AGENDA  
WEST ANNEX COMMISSION MEETING ROOM CITY HALL  
3031 TORRANCE BOULEVARD  
TORRANCE CA 90503  
THURSDAY, MAY 15, 2025  
REGULAR MEETING  
6:30 PM**

**HISTORIC PRESERVATION COMMISSION MAY TAKE ACTION ON ANY ITEM  
LISTED ON THE AGENDA**

**1. CALL MEETING TO ORDER**

**ROLL CALL:** Commission Members: G. Higginbotham, M. Higginbotham, Schwartz, Weideman, and Chair Trivelli

**2. FLAG SALUTE:** Commissioner M. Higginbotham

**3. REPORT OF THE STAFF ON THE POSTING OF THE AGENDA**

The agenda was posted on the Public Notice Board at 3031 Torrance Bl. and on the City's Website on Friday, May 9, 2025.

**4. ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**

**5. ORAL COMMUNICATIONS #1 (Limited to a 15 minute period)**

*This portion of the meeting is reserved for comment on items not on the agenda or on topics of interest to the general public. Under the Ralph M. Brown Act, Commissioners cannot act on items raised during public comment, but may respond briefly to statements made or questions posed; request clarification; or refer the item to staff. Speakers under this Public Comment period will have no longer than 1 minute per speaker.*

**6. CONSENT CALENDAR**

*Matters listed under the Consent Calendar are considered routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed by a Commissioner from the Consent Calendar and considered separately.*

**6A. Approval of Minutes: March 20, 2025**

**7. ADMINISTRATIVE MATTERS**

**7A. Mills Act Contract Application Process and Review Procedures**

Recommendation of the Community Development Director that the Historic Preservation Commission:

1. Review and provide input on the Mills Act contract application process and review procedures; and

2. Forward to City Council to adopt a Resolution specifying the Mills Act application process and review procedures.

**8. HEARINGS – NONE**

**9. COMMISSION ORAL COMMUNICATIONS**

**10. ADJOURNMENT**

- 10A.** Adjournment of Historic Preservation Commission Meeting to Thursday, June 19, 2025, at 6:30 p.m. in the West Annex Commission Meeting Room City Hall.



**MINUTES OF A REGULAR MEETING OF THE  
TORRANCE HISTORIC PRESERVATION COMMISSION**

**1. CALL MEETING TO ORDER**

The Torrance Historic Preservation Commission convened in a regular session at 6:30 p.m. on Thursday, March 20, 2025, in the West Annex Meeting Room.

**ROLL CALL**

Present: Commissioners G. Higginbotham, M. Higginbotham, Kartsonis, Schwartz, Weideman, and Chair Trivelli.

Absent: None.

Also Present: Lead Planning Associate Carolyn Chun, Planning Associate Adrian Perez, Planning Assistant Brice Kennedy, and Community Development Director Michelle Ramirez.

**MOTION:** Commissioner Schwartz moved to excuse the absence of Commissioner M. Higginbotham from the meeting date of January 16, 2025. Commissioner Weideman seconded the motion; a roll call vote reflected 6-0 approval.

**2. FLAG SALUTE**

Commissioner Kartsonis led the Pledge of Allegiance.

**3. REPORT OF THE STAFF ON THE POSTING OF THE AGENDA**

Lead Planning Associate Chun reported that the agenda was posted on the Public Notice Board at 3031 Torrance Boulevard and on the City's Website on Thursday, March 13, 2025.

**4. ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND / OR SUPPLEMENTAL ITEMS**

None.

**5. ORAL COMMUNICATIONS - None.**

**6. CONSENT CALENDAR**

**6A. APPROVAL OF MINUTES: JANUARY 16, 2025**

**MOTION:** Commissioner Weideman moved to approve the January 16, 2025, minutes. Commissioner M. Higginbotham seconded the motion; a roll call vote reflected 6-0 approval.

**7. ADMINISTRATIVE MATTERS**

**7A. COMMUNITY DEVELOPMENT – DISCUSS AND PROVIDE DIRECTION OF HISTORIC PRESERVATION MONTH PROCLAMATION AND OUTREACH**

Recommendation of the Community Development Director that the Historic Preservation Commission:

1. Discuss and provide input for the draft Historic Preservation Proclamation and determine who will accept the Proclamation at City Council, and;
2. Discuss and provide direction of a new Historic Preservation public outreach flyer to be mailed to property owners of contributing and altered-contributing structures.

Planning Assistant Kennedy presented Item 7A, an overview of the Historic Preservation Month Proclamation and potential outreach for Historic Preservation Month.

Members of the Commission spoke, providing feedback on the proclamation and outreach.

A member of the public spoke.

**MOTION:** Commissioner Weideman moved to approve the proclamation and Historic Preservation Month subcommittee. Commissioner Kartsonis seconded the motion; a roll call vote reflected 6-0 approval.

**7B. COMMUNITY DEVELOPMENT – DISCUSS AND PROVIDE DIRECTION FOR THE HISTORIC PRESERVATION OUTREACH EVENT**

Recommendation of the Community Development Director that the Historic Preservation Commission discuss and provide direction for the proposed workshop at the Torrance Historical Society Museum.

Members of the Commission spoke, providing feedback on the proposed workshop at the Torrance Historical Society Museum.

A member of the public spoke.

**MOTION:** Commissioner Weideman moved to bring back this item for further discussion at the April Commission meeting. Commissioner G. Higginbotham seconded the motion; a roll call vote reflected 6-0 approval.

**7C. COMMUNITY DEVELOPMENT – DISCUSS AND PROVIDE DIRECTION FOR CITY YARD OPEN HOUSE ACTIVITIES**

Recommendation of the Community Development Director that the Historic Preservation Commission discuss and provide direction for public outreach activities to occur during the 2025 Torrance City Yard Open House event and determine member staffing arrangements for the booth.

Members of the Commission spoke, providing feedback 2025 Torrance City Yard Open House event and determined member staffing arrangements for the booth.

A member of the public spoke.

**MOTION:** Commissioner Weideman moved to bring back this item for further discussion at the April Commission meeting. Commissioner Schwartz seconded the motion; a roll call vote reflected 6-0 approval.

8. **PUBLIC HEARINGS** - None.

9. **COMMISSION AND STAFF ORAL COMMUNICATIONS**

Chair Trivelli inquired about inviting a guest to speak at the future Historic Preservation workshop.

Commissioner Weideman inquired about the submittal of the Commission's Annual Report to City Council and if the term dates for Commissioner G. Higginbotham and himself were corrected.

Commissioner Schwartz inquired about the RFQ process for adding commercial properties to the Historic Preservation Program.

10. **ADJOURNMENT**

**MOTION:** At 7:50 p.m., Commissioner Weideman moved to adjourn the meeting to Thursday, April 17, 2025, at 6:30 p.m. in the West Annex Meeting Room. Commissioner M. Higginbotham seconded the motion; a roll call vote reflected 6-0 approval.



Date: May 15, 2025

To: Historic Preservation Commission

From: Oscar Martinez, Planning Manager | [OMartinez@TorranceCA.gov](mailto:OMartinez@TorranceCA.gov)

By: Kevin Joe, Planning Associate | [KJoe@TorranceCA.gov](mailto:KJoe@TorranceCA.gov)

Subject: Mills Act Contract Application Process and Review Procedures

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## RECOMMENDATION

Recommendation of the Community Development Director that the Historic Preservation Commission:

1. Review and provide input on the Mills Act contract application process and review procedures; and
2. Forward to City Council to adopt a Resolution specifying the Mills Act application process and review procedures.

## DISCUSSION

Pursuant to California Government Code Sections 50280 through 50290, the City is authorized to enter into a Mills Act contract with the owner of a historic landmark for the purpose of preservation, rehabilitation, and maintenance of designated historic resources, which will allow the owner to receive a reduction in property taxes in exchange for a commitment to specific repair, restoration, or rehabilitation improvements and satisfactory maintenance of the property in accordance with the Secretary of the Interior's Standards. Pursuant to Section 91.50.270 of the Torrance Municipal Code, the City Council shall, by resolution, specify the application process and review procedures for Mills Act contracts.

The Community Development Department researched 14 local cities Mills Act programs to understand the application process and procedures. Staff found in most instances that the historic preservation commission provides a recommendation to the city council and the council has the final authority to approve a Mills Act contract. The Mills Act contracts are approved at the staff level in only 2 of 14 cities surveyed.

Based on Staff's research of other jurisdictions, below are the draft Mills Act contract application process and review procedures for the City of Torrance:

### **Phase 1 Community Development Department Review**

Property Owner submits Mills Act Program Supplemental Application and supporting materials (Property Maintenance & Rehabilitation Plan, Mills Act Tax Assessment Worksheet, Photographs of the property, Site Plan, Property Tax Bill, Grant Deed & Legal Description, Title Insurance, Structural Report, application filing fee).

1. Application package is reviewed by staff for completeness and, if necessary, corrections provided.
2. Staff schedules a property inspection with the Property Owner.
3. Staff prepares a report, recommendations and draft Mills Act contract. The contract will incorporate a Property Maintenance and Rehabilitation Plan to ensure the property will be preserved in a historic state consistent with the Secretary of the Interior Standards for Rehabilitation.
4. Contract is reviewed by City Attorney's Office.
5. Draft contract is shared with Owner.

### **Phase 2 Historic Preservation Commission & Council Review**

6. The application request along with the draft contract is scheduled for the Historic Preservation Commission consideration at a regular meeting under Administrative Matters. The Property Owner shall be present at the meeting for any questions.
7. The Commission provides input and recommendation on the contract to the City Council.
8. The application request, draft contract, and the Historic Preservation Commission and staff recommendations are scheduled for City Council consideration at a regular meeting under Consent Calendar.
9. The Council approves or denies the request and, if the request is approved, approves the contract as recommended or as amended.

### **Phase 3 Contract Execution & Recordation**

10. The Property Owner(s) sign contract before a public notary.
11. The Contract is routed for Mayor, City Clerk, and City Attorney's signatures.
12. The Property Owner records contract with the Los Angeles County Registrar-Recorder and a copy of the recorded contract returned to Community Development Department.
13. Staff will forward the recorded contract to the Los Angeles County Assessor. Contracts that are recorded by December 31 are typically reassessed by June 30 of the following year so that the reduced tax appears on the tax bill of October of that year.

### **Phase 4 Mills Act Monitoring**

14. Staff performs periodic inspections, at least once every 5 years per State law, to ensure Owner's compliance with terms of contract and Maintenance and Rehabilitation Plan.

A draft Mills Act contract template (Attachment 1) has been prepared and is attached herewith for your review and consideration. Under the draft procedures, each Mills Act contract application request would be reviewed by the Historic Preservation Commission for their input and recommendation to the City Council.

As part of the Mills Act contract application process, the owner is required to submit a structural report prepared by a licensed engineer or architect and a property maintenance and rehabilitation plan that describes the work that will be performed during the life of the contract. The rehabilitation plan may include renovation work that is necessary to restore the historic character of the structure and remove incompatible alterations. The contract will include a property maintenance and rehabilitation plan and conditions of approval that the owner and future owners will need to comply with for the life of the contract. Staff will perform periodic inspections of the property to ensure that the owner is complying with the maintenance and rehabilitation plan and conditions of approval.

The Mills Act contract has a perpetual ten-year term, in that it remains in effect for a term of ten years and upon each anniversary of the effective date the term is automatically extended by a year until the owner provides notice of nonrenewal. Should the owner fail to comply with the contract terms, the contract can be cancelled by the City and the owner would be subject to payment of a cancellation fee to the County auditor as provided for by State law.

Staff recommends that the Historic Preservation Commission review and provide input on the draft Mills Act contract application process and review procedures and forward the matter to the City Council for their consideration and adoption via Resolution.

## **ATTACHMENTS**

1. Draft Mills Act Contract Template
2. Mills Act Tax Program Supplemental Application

**ITEM 7A**  
**ATTACHMENT 1**  
DRAFT MILLS ACT CONTRACT TEMPLATE

**Recording Requested by:**  
Rebecca Poirier, City Clerk

**When Recorded, Mail to:**  
City of Torrance  
3031 Torrance Boulevard  
Torrance, CA 90503-2970  
ATTN: City Clerk's Office

## HISTORIC PROPERTY AGREEMENT

This Historic Property Agreement ("Agreement") is made and entered into as of < date>, by and between the CITY OF TORRANCE, a municipal corporation ("City") and <name of property owner> ("Owner").

### RECITALS:

**WHEREAS**, California Government Code Section 50280, et seq. (the Mills Act), authorizes cities to enter into contracts with the owners of qualified historic buildings to provide for the use, maintenance and restoration of such historic property so as to retain its characteristics of historic significance; and

**WHEREAS**, Owner possesses fee title in and to that certain real property, together with associated structures and improvements thereon, located at <address, Assessor Parcel Number>, Torrance, California ("Historic Property"). A legal description of the Historic Property is attached hereto, marked as Exhibit A and is incorporated herein by this reference; and

**WHEREAS**, on December 12, 2017, City of Torrance City Council adopted Ordinance No. 3822 creating a Historic Preservation Program that enables the City to enter into a Mills Act contract with the owner of a Historic Landmark designated property; and

**WHEREAS**, City and Owner, for their mutual benefit, now desire to enter in this Agreement both to protect and preserve the historically significant characteristics of the Historic Property and to qualify the Historic Property for an assessment of valuation pursuant to the Provisions of Chapter 3 of Part 2 of Division 1 of the California Revenue and Taxation Code.

### AGREEMENT:

#### 1. EFFECTIVE DATE AND TERM

This Agreement shall be effective and commence on <date>, and shall remain in effect for a term of ten (10) years thereafter. Each year upon the anniversary of the effective date, such initial term will automatically be extended as provided in Paragraph 2 below.

#### 2. AUTOMATIC RENEWAL

Each year on the anniversary of the effective date of this Agreement ("renewal date"), a year shall automatically be added to the initial term of this Agreement unless notice of nonrenewal is as provided herein.

3. NOTICE OF NONRENEWAL

If either Owner or City desires in any year not to renew the Agreement, Owner or City shall serve written notice of nonrenewal of the Agreement on the other party in advance of the annual renewal date, or served by City to Owner at least ninety (90) days prior to the annual renewal date, one (1) year shall be automatically added to the term of the Agreement as provided herein. Upon receipt by Owner of a notice nonrenewal from City, Owner may make a written protest of the notice. City may, at any time prior to the annual renewal date of the Agreement, withdraw its notice to Owner of nonrenewal. If either City or Owner serves notice to the other of nonrenewal in any year, the agreement shall remain in effect for the balance of the term then remaining, either from its original execution or from the last renewal of the agreement, whichever may apply.

4. PRESERVATION OF HISTORIC PROPERTY

During the term of this Agreement the Historic Property shall be subject to the following conditions, requirements and restrictions:

- A) Owner shall rehabilitate, preserve and maintain the historically significant characteristics of the Historic Property. Attached hereto, marked as Exhibit B: Property Maintenance and Rehabilitation Plan and incorporated herein by this reference is a list of those minimum standards and conditions for rehabilitation, maintenance, use and preservation of the Historic Property, which shall apply to such property throughout the term of this Agreement.
- B) Owner shall, additionally and where necessary, restore and rehabilitate the property according to the rules and regulations of the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, attached hereto, marked as Exhibit C.
- C) Owner shall allow reasonable periodic examination, by prior appointment, of the interior and exterior of the Historic Property by representative of the County Assessor, State Office of Historic Preservation, State Board of Equalization and City, as may be necessary to determine Owner's compliance with the terms and provisions of this Agreement.

5. PROVISION OF INFORMATION OF COMPLIANCE

Owner hereby agrees to furnish City with any and all information requested by the City which may be reasonable and necessary to determine compliance with the terms and provisions of this Agreement.

6. CANCELLATION

City, following a duly noticed public hearing as set forth in California Government Code Section 50280, et seq., may cancel this Agreement if City determines:

- A) Owner has breached any of the conditions or covenants of the Agreement;
- B) Owner has allowed the Historic Property to deteriorate to the point that it no longer meets the standards for a qualified historical property; or
- C) Owner has failed to restore or rehabilitate the Historic Property in the manner specified in paragraph 4 of this Agreement.

City's right to cancel this Agreement pursuant to this paragraph shall in no way limit or restrict its rights or legal remedies arising from City's Historic Preservation Ordinance or Municipal Code.

7. CANCELLATION FEE

In the event of cancellation, Owner shall be subject to payment of those cancellation fees set forth in California Government Code Sections 50280, et seq, described herein. Upon cancellation, Owner shall pay cancellation fee equal to twelve and one-half percent (12.5%) of the current fair market value of the property as determined by the County Assessor as though the Historic Property were free of contractual restriction pursuant to this Agreement. The Owner shall pay the cancellation fee to the county auditor in the time and manner prescribed by the County Auditor. As an alternative to cancellation of the contract for breach of any conditions, City or landowners that are party to the contract, may bring any action in court necessary to enforce the contract, including, but not limited to, an action to enforce the contract by specific performance or injunction.

8. ENFORCEMENT OF AGREEMENT

In lieu of and/or in addition to any provisions to cancel this Agreement as referenced herein, City may specifically enforce, or enjoin the breach of, the terms of this Agreement.

9. WAIVER

City does not waive any claim or default by Owner if City does not enforce or cancel this Agreement. All other remedies at law or in equity which are not otherwise provided for in this Agreement or in City's regulations governing historic properties are available to City to pursue in the event there is a breach of this Agreement. No waiver by City of any breach or default under this Agreement shall be deemed to be a waiver of any other subsequent breach thereof or default hereunder.

10. BINDING EFFECT OF AGREEMENT

Owner hereby subjects the Historic Property to the covenants, reservations and restrictions set forth in this Agreement. City and Owner hereby declare their specific intent that the covenants, reservations, and restrictions as set forth herein shall be deemed covenants running with the land and shall pass to and be binding upon Owner's successors and assigns in title or interest to the Historic Property.

Each and every contract, deed or other instrument hereinafter executed, governing or conveying the Historic Property, or any portion thereof, shall conclusively be held to have been executed, delivered and accepted subject to the covenants, reservations and restrictions are set forth in such contract, deed or other instrument.

City and Owner hereby declare their understanding and intent that the burden of the covenants, reservations and restrictions set forth herein touch and concern the land in that it restricts development of the Historic Property. City and Owner hereby further declare their understanding and intent that the benefit of such covenants, reservations and restrictions touch and concern the land by enhancing and maintaining the cultural and historic characteristics and significance of the Historic Property for the benefit of the public and Owner.

11. NOTICE

Any notice required to be given by the terms of this Agreement shall be provided at the address of the respective parties as specified below, by personal delivery or United States mail, postage prepaid, addressed as follows:

CITY: City of Torrance  
City Clerk  
3031 Torrance Boulevard  
Torrance, CA 90503

OWNER: <name>  
<address>  
<city, state, zip code>

12. EFFECT OF AGREEMENT

None of the terms, provisions or conditions of this Agreement shall be deemed to create a partnership between the parties hereto and any of their heirs, successors or assigns, nor shall such terms, provisions or conditions cause them to be considered joint ventures or members of any joint enterprise.

13. INDEMNITY OF CITY

Owner will indemnify, defend, and hold harmless City, the City Council, each member of thereof, present and future, members of boards and commissions, its officers, agents, employees and volunteers from and against any and all liability, expenses, including, but not limited to, those arising from breach of contract, bodily injury, death, personal injury, property damage, loss of use, or property loss however the same may be caused and regardless of the responsibility for negligence. The obligation to indemnify, defend and hold harmless includes, but is not limited to, any liability or expense, including defense cost and legal fees, arising from the negligent acts or omissions, or willful misconduct of Owner, its officers, employees, agents, subcontractors or vendors. It is further agreed, Owner's obligations to indemnify, defend and hold harmless will apply even in the event of concurrent negligence on the part of City, the City Council, each member thereof, present and future, or its officers, agents and employees, except for liability resulting solely from the negligence or willful misconduct of City, its officers, employees or agents. Payment by City is not a condition precedent to enforcement of this indemnity. In the event of any dispute between Owner and City, as to whether liability arises from the sole negligence of the City or its officers, employees, agents, subcontractors or vendors, Owner will be obligated to pay for City's defense until such time as a final judgment has been entered adjudicating the City as solely negligent. Owner will not be entitled in the event of such determination to any reimbursement of defense costs including, but not limited to attorney's fees, expert fees and costs of litigation.

Owner agrees to protect, defend, indemnify, and shall hold City and its elected officials, officers, agents, and employees harmless from liability for claims, loss, proceedings, damages, causes of action, liability, costs of expense, including reasonable attorney's fees in connection with damage for personal injuries, including death, and claims of property damage which may arise from the direct or indirect use of operations of such Owner or those of owner's contractor, subcontractor, agent, employee or other person acting on owners behalf which relate to the use, operation and maintenance of the Historic Property.

Owner hereby agrees to and shall defend the City and its elected officials, officers, agents and employees with respect to any and all actions for damages caused by, or alleged to have been caused by, reason of Owner's activities in connection with the Historic Property. This hold harmless provision applies to all damages and claims for damages suffered, or alleged to have been suffered, by reason of the operations referred to in this Agreement regardless of whether or not City prepared, supplied or approved the plans, specifications or other documents for the Historic Property.

14. BINDING UPON SUCCESSORS

All of the agreements, rights, covenants, reservations, and restrictions contained in this Agreement shall be binding upon and shall inure to benefit of the parties herein, their heirs, successors, legal representatives, assigns and all persons acquiring any part or portion of the Historic Property, whether by operation of law or in any manner whatsoever.

15. LEGAL COSTS

In the event legal proceedings are brought by any party or parties to enforce or restrain a violation of any of the covenants, reservations or restrictions contained herein, or to determine the rights and duties of any party hereunder, the prevail party in such proceeding may recover all reasonable attorney's fees to be fixed by the court, in addition to court costs and other relief ordered by the court.

16. SEVERABILITY

If any part of this Agreement is found to be in conflict with applicable laws, the part will be inoperative, null and void insofar as it is in conflict with any applicable laws, but the remainder of the License will remain in full force and effect.

17. GOVERNING LAW

This Agreement shall be construed and governed in accordance with the laws of the State of California. Jurisdiction of any litigation arising from the Agreement will be in Los Angeles County, California.

18. NOTIFICATION TO OFFICE OF HISTORIC PRESERVATION

City shall provide written notice of the Agreement to the State Office of Historic Preservation within six (6) months of the effective date of the Agreement.

19. RECORDATION

Owner or agents of Owner shall record this agreement with the Los Angeles County Recorder within sixty (60) days after the parties execute this Agreement. Owner shall provide copies of the recorded agreement to the City Clerk and Community Development Department.

20. AMENDMENTS

This Agreement may be amended, in whole or in part, only by written recorded instrument executed by the parties hereto.

City of Torrance,  
a municipal corporation

\_\_\_\_\_  
<name>,  
Mayor

By: \_\_\_\_\_  
<owner's name>  
Owner

ATTEST:

\_\_\_\_\_  
<name>, City Clerk

APPROVED AS TO FORM:  
<name>  
City Attorney

By: \_\_\_\_\_  
<name>  
<title>

**Exhibit A**

**Property Legal Description**

**Exhibit B**

**Property Maintenance and Rehabilitation Plan**

## **Exhibit C**

### **Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings**

#### **Standards for Rehabilitation**

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

#### **Guidelines for Rehabilitating Historic Buildings**

<https://www.nps.gov/crps/tps/rehab-guidelines/rehabilitation-guidelines-1997.pdf>

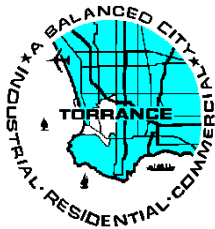
**Exhibit D**

**Conditions of Approval**

**ITEM 7A**

**ATTACHMENT 2**

MILL ACT TAX PROGRAM APPLICATION

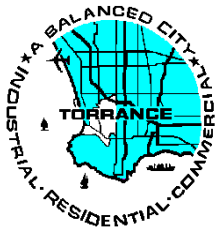


**City of Torrance, Community Development Department** Michelle G. Ramirez, Director  
 3031 Torrance Blvd., Torrance, CA 90503, Phone (310) 618-5990 Fax (310) 618-5829

**HISTORIC PRESERVATION COMMISSION**

**APPLICATION HPC \_\_\_ - \_\_\_\_\_**

<b>Mills Act Property Tax Program Supplemental Application</b>									
STREET ADDRESS OF PROPERTY:				ASSESSOR PARCEL NUMBER:					
PROPERTY OWNER				APPLICANT					
PRINT NAME				PRINT NAME					
ADDRESS				ADDRESS					
(CITY, STATE & ZIP CODE)				(CITY, STATE & ZIP CODE)					
TELEPHONE NUMBER		EMAIL		TELEPHONE NUMBER		EMAIL			
SIGNATURE				SIGNATURE					
PROPERTY INFORMATION									
LANDMARK NAME (IF KNOWN):									
<input type="checkbox"/>	HISTORIC LANDMARK		<input type="checkbox"/>	HISTORIC DISTRICT		ORIGINAL CONSTRUCTION DATE:			
CURRENT USE (CHECK ONE)		<input type="checkbox"/>	SINGLE FAMILY	<input type="checkbox"/>	TWO-FAMILY	<input type="checkbox"/>	MULTI-FAMILY	<input type="checkbox"/>	COMMERCIAL/INDUSTRIAL
PROPOSED USE:									
OCCUPANCY (CHECK ONE):		<input type="checkbox"/>	RENTAL		<input type="checkbox"/>	OWNER OCCUPIED			
DATE OF PURCHASE BY CURRENT OWNER:									
PERSONS OF NOTE (PAST OWNER, OCCUPANT, CONTRACTOR, ARCHITECT):									
ARCHITECTURAL STYLE:									
SUBMITTAL REQUIREMENTS									
<b>Property Maintenance and Rehabilitation Plan</b>									
<b>Mills Act Tax Assessment Worksheet</b>									
<b>Photographs</b> 8" x 10" black & white prints & digital copies of entire property including building elevations; image shall be dated and labeled identifying the location and building feature,									
<b>Site Plan</b> drawn to scale, dimensioned, identify major site features									
<b>Property Tax Bill</b> copy of most recent property tax bill									
<b>Grant Deed and Legal Description</b>									
<b>Title Insurance</b> if property was purchased within three months of application submittal									
<b>Structural Report</b> prepared by a licensed structural engineer or architect dated within six months of application									
<b>Application Fee</b>									



**City of Torrance, Community Development Department** Michelle G. Ramirez, Director  
 3031 Torrance Blvd., Torrance, CA 90503, Phone (310) 618-5990 Fax (310) 618-5829

**HISTORIC PRESERVATION COMMISSION  
 APPLICATION HPC \_\_\_ - \_\_\_\_\_**

**Mills Act Property Tax Program Supplemental Application**

**PROPERTY MAINTENANCE AND REHABILITATION PLAN**

STREET ADDRESS OF PROPERTY:

ASSESSOR PARCEL NUMBER:

Describe the maintenance and rehabilitation work that will be completed in the next ten years on the property. Be specific as possible in describing work to be performed. Work may include exterior rehabilitation, plumbing, electrical and foundation repairs, but not interior remodeling work. (attach additional sheets if necessary)

WORK ITEM:	COMPLETION YEAR:	COST ESTIMATE:
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DESCRIPTION OF WORK:

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WORK ITEM:	COMPLETION YEAR:	COST ESTIMATE:
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DESCRIPTION OF WORK:

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WORK ITEM:	COMPLETION YEAR:	COST ESTIMATE:
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DESCRIPTION OF WORK:

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WORK ITEM:	COMPLETION YEAR:	COST ESTIMATE:
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DESCRIPTION OF WORK:

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