

MILLS ACT REVIEW

- Submit:
- Application (Mills Act Specific)
 - Deposit: \$2,000 for City Architect
 - Fee: \$ 800 (2 x \$400 for Advertising), \$150 (Posting)
 - Floor Plan and Elevations (or photos)

Staff assigns a case number and routes to Planning Division and City Architect

Staff reviews for completeness and eligibility Up to 30 days

Not eligible or complete

Eligible and Complete

Applicant Resubmits Revised Plans

Staff prepares a staff report, a draft historical property contract and agreement conditions

City Attorney reviews staff report and proposed contract to ensure it conforms to statutory guidelines

Staff schedules tentative date for Planning Commission public hearing. Regular Planning Commission meetings are held every 2nd Monday of each month

Staff posts notice in newspaper at least 10 calendar days before Planning Commission public hearing

Staff report is made available to the public 5 calendar days before Planning Commission public hearing

Application is presented to Planning Commission at the public hearing

Continued to a date uncertain

Approved

Denied

Continued to a date certain

Applicant resubmits revised plans

May be appealed to City Council within 10 business days. Appeals are filed through the City Clerk Department. Fees are to be paid in the amount of \$1,115 (\$565 for appeal, \$150 for posting, \$400 for advertising)

Applicant resubmits revised plans

Staff prepares staff report and edits the draft historical property contract. Documents are reviewed by the City Attorney

Staff schedules tentative date for City Council public hearing. Regular City Council meetings are held every 1st and 3rd Tuesday of each month.

Staff posts notice in newspaper at least 10 calendar days before City Council public hearing

Staff prepares staff reports and makes available to the public 5 calendar days before City Council hearing

Application is presented to City Council at public hearing

Continued to a date uncertain

Approved

Denied

Continued to a date certain

Applicant resubmits revised plans

Applicant resubmits revised plans

Staff reviews for completeness

City Clerk's office shall submit a certified copy of the agreement to the County Recorder of Los Angeles and the County Assessor's office. Written notice of the agreement shall also be provided to the State Office of historical Preservation

Complete

Incomplete

Staff reviews the contract yearly and may inspect the property to determine the property owner's compliance with the contract. Upon request, the owner of the property shall provide the city with a letter describing the home improvements and or preservation activities completed during the previous year