



# City of Beverly Hills

## Landmark & Historic District

### Evaluation Guidelines

Guidelines for the Application of City  
Landmark and District Significance Criteria

Community Development Department  
Planning Division  
455 N. Rexford Drive  
Beverly Hills, CA 90210

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## Guidelines for the Application of Landmark and District Significance Criteria

### Purpose

The purpose of the Landmark & Historic District Evaluation Guidelines (the Guidelines) is to assist applicants in the understanding and application of the adopted designation local landmark criteria. Each defined criterion is presented herein with guidance on understanding the City's significance criterion, applying the criterion, determining significance or insignificance utilizing the criterion, understanding aspects of historical integrity, and assessing integrity. The Guidelines also provide clear direction and a standardized format for all historic resource assessment reports prepared for the City of Beverly Hills Community Development Department.

### Introduction

A local, City of Beverly Hills historic landmark is an individual building, structure, site, object, or area that is recognized by official designation. The property must be deemed and found by the City's Cultural Heritage Commission and approved by the City Council to be of historical, pre-historical, architectural, archaeological, and/or cultural significance, and to possess integrity of design, setting, workmanship, materials, feeling, and/or association.

Local landmark designation should not be confused with listing on the National Register of Historic Places (National Register), a federal program, or the California Register of Historical Resources (California Register), which are administered by the California Office of Historic Preservation (OHP). Although some properties may carry all three types of designation, the National Register, California Register, and local landmark designation are completely separate and independent programs with different requirements and benefits.

The Beverly Hills City Council designates historic landmarks upon recommendation of the City's Cultural Heritage Commission. Procedures and guidelines for landmark designation are established in Article 32, Chapter 3, Title 10 of the Beverly Hills Municipal Code (BHMC 10-3-3200).

In order for a property to be considered for landmark designation by the Cultural Heritage Commission a city landmark designation application is completed and submitted to the City's

Planning staff of the Community Development Department (hereafter “Planning Division”). A historic resources survey assessment report is then prepared by the property owner or a qualified consultant hired by the property owner to evaluate the property’s historical significance. The guidelines for evaluating a property for historical significance and preparing a local landmark assessment report are discussed in the following pages.

The Guidelines were compiled based on guidance and reference bulletins from the National Park Service (NPS) and the OHP. The Guidelines summarize information found in historic preservation publications, including *National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation*, *National Register Bulletin 24: Guidelines for Local Surveys: A Basis for Preservation Planning*, and the *Secretary of the Interior’s Standards for Identification and Evaluation*. The Guidelines are not meant to be a substitute for these other reference resources, but rather as a summary of accepted, industry-standard survey practices and procedures. Individuals conducting historic resources survey assessments should consult the above references for more detail on the information contained in these Guidelines. Any additional questions may be directed to the City’s Planning

Division by phone at 310-285-1116.

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# Chapter 1

## Overview: Historic Landmark Evaluation Process

The Beverly Hills historic evaluation process has been developed using similar criteria outlined in the National Register and California Register, and evaluation practices and methodology recognized by the State Office of Historic Preservation. It is intended to coordinate the aspects of historical significance, integrity, and association as to avoid conflicting information and interpretations.

The evaluation process consists of three steps:

1. Identification of a property's date of construction and determination whether or not it is over forty-five years of age. Properties considered for landmark designation must be forty-five years old or older to be considered historic resources. In some instances, however, properties less than forty-five years old may be important and potentially significant if they are demonstrated to meet certain specialized criteria as defined in the City's Historic Preservation ordinance (BHMC 10-3-3202), generally referred to demonstrating exceptional significance.
2. The property must also be assessed for historical integrity, as cited in the City's Historic Preservation ordinance (BHMC 10-3-3212(B)) and as defined in *National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation*. The property must retain enough original materials and features to convey its historical significance. The assessment of integrity is commonly done in the field, usually as part of the survey and evaluation process.
3. If a property meets the age requirement (or demonstrates the potential for exceptional significance) and retains sufficient historical integrity, then the property must be evaluated for historical significance. Significance is based on a property's relationship or association with an important historic context and associative themes. This context could be an association with an event or pattern of events or a person or persons significant in local, state, or national history. The property could also be associated with a notable, master architect, builder, or contractor or may be representative of an important and distinctive architectural style or method of construction. A property may also be important for its ability to provide valuable information about a particular pre-historic or historic period. If a property is found to have a clear and direct association with an important theme within an established historic context then it is determined to have significance as a historic resource.

# Chapter 2

## Evaluation Criteria Framework

Historic properties can be defined as buildings, structures, sites, object, or districts which demonstrate historical, architectural, cultural, archaeological importance. The identification and protection of historic properties is supported by federal, state, and local regulations. The survey and evaluation process considers the historical significance and physical integrity of a property to determine whether it can be considered a potential City of Beverly Hills landmark eligible for local designation or listing in the National Register or California Register, and thus may be subject to certain regulations and financial incentives. While some programs place emphasis on architectural character, all use basic criteria relating to a property's role in important events or patterns of development, association with important personages, and architectural significance.

The following discussion provides an overview of the City's landmark and historic district evaluation criteria and other applicable significance criteria and programs.

### **City of Beverly Hills Designation Criteria**

The Beverly Hills Historic Preservation Ordinance (BHMC Article 32, Title 10, Chapter 3) establishes criteria and procedures for designating local landmarks and historic districts. Potential locally significant historic properties must satisfy the following three criteria:

- A. The property meets at least two of the following (significance) criteria:
  1. Is identified with important events in the main currents of national, state, or local history, or directly exemplifies or manifests significant contributions to the broad social, political, cultural, economic, recreational, or architectural history of the Nation, State, City, or community;
  2. Is directly associated with the lives of Significant Persons important to national, state, City or local history;
  3. Embodies the distinctive characteristics of a style, type, period, or method of construction;
  4. Represents a notable work of a person included on the City's List of Master Architects or possesses high artistic or aesthetic value;
  5. Has yielded or has the potential to yield, information important in the prehistory or history of the Nation, State, City or community;
  6. Is listed or has been formally determined eligible by the National Park Service for listing on the National Register of Historic Places, or is listed or has been formally

determined eligible by the State Historical Resources Commission for listing on the California Register of Historical Resources.

- B. The property retains integrity from its period of significance. The proposed landmark retains integrity of location, design, setting, materials, workmanship, and association. Integrity shall be judged with reference to the particular significance criteria specified above.
- C. The property has historic value. The proposed landmark is of significant architectural value to the community, beyond its simple market value and its designation as a landmark is reasonable, appropriate, and necessary to promote protect, and further the goals and purposes of the City's historic preservation ordinance.

Additional requirements for the establishment of locally significant historic districts are also stipulated in the City's Municipal Code (BHMC 10-3-3213) and are as follows:

- At least seventy percent (70%) of the properties in the proposed district have been identified as contributing properties.
- The proposed district is a contiguous or non-contiguous grouping of thematically related properties, or a definable area possessing a concentration of historic, scenic, or thematic sites, which contribute to each other and are unified aesthetically by plan, physical development, or architectural quality.
- The proposed district reflects significant geographical patterns, including those associated with different eras of settlement and growth, particular transportation modes, or distinctive examples of park or community planning.
- The proposed district designation is in conformance with the purpose of the City's historic preservation provisions set forth in the Municipal Code and General Plan.
- Consideration factors (sufficient historic integrity and collective historic value) as to determining whether a geographic area meets the significance criteria above shall also carefully deliberated.

### **National Register of Historic Places Criteria**

First authorized by the Historic Sites Act of 1935, the National Register of Historic Places (National Register) was established by the National Historic Preservation Act of 1966, as "an authoritative guide to be used by Federal, State, and local governments, private groups and citizens to identify the Nation's cultural resources and to indicate what properties should be considered for protection from destruction or impairment." The National Register recognizes properties that are significant at the national, state and local levels.

To be eligible for listing in the National Register, a property must be significant in American history, architecture, archaeology, engineering, or culture. Districts, sites, buildings, structures, and objects of potential significance must also possess integrity of location, design, setting,

materials, workmanship, feeling, and association. Four criteria (A, B, C, D) have been established to determine the significance of a property:

- A. It is associated with events that have made a significant contribution to the broad patterns of our history;
- B. It is associated with the lives of persons significant in our past;
- C. It embodies the distinctive characteristics of a type, period, or method of construction or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction;
- D. It yields, or may be likely to yield, information important in prehistory or history.

A property eligible for the National Register must meet one or more of the above criteria. In addition, unless the property possesses exceptional significance, it must be at least fifty years old to be eligible for National Register listing unless it possesses exceptional significance as defined in *National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation*.

**California Register of Historical Resources Criteria**

Created by Assembly Bill 2881 which was signed into law on September 27, 1992, the California Register of Historical Resources (California Register) is “an authoritative listing and guide to be used by State and local agencies, private groups, and citizens in identifying the existing historical resources of the State and to indicate which resources deserve to be protected, to the extent prudent and feasible, from substantial adverse change.” The criteria for eligibility for the California Register are based upon National Register criteria.

Any object, building, structure, site, area, place, record, or manuscript which a lead agency determines to be historically significant or significant in the architectural, engineering, scientific, economic, agricultural, educational, social, political, military, or cultural annals of California may be considered to be a historical resource, provided the determination is supported by substantial evidence in light of the whole record. Generally, a property shall be considered to be “historically significant” if it meets the criteria (1, 2, 3, 4) for listing on the California Register of Historical Resources, including the following:

- 1. Is associated with events that have made a significant contribution to the broad patterns of California’s history and cultural heritage;
- 2. Is associated with the lives of persons important in our past;
- 3. Embodies the distinctive characteristics of a type, period, region, or method of construction, or represents the work of an important creative individual, or possesses high artistic values; or
- 4. Has yielded, or may be likely to yield, information important in prehistory or history.

The California Register consists of resources that are listed automatically and those that must be nominated through an application and public hearing process. The California Register automatically includes the following:

- California properties listed on the National Register of Historic Places and those formally Determined Eligible for the National Register of Historic Places.
- California Registered Historical Landmarks from No. 770 onward.
- Those California Points of Historical Interest that have been evaluated by the Office of Historic Preservation (OHP) and have been recommended to the State Historical Commission for inclusion on the California Register.

**Historical Resources Status Codes**

The evaluation instructions and classification system prescribed by the OHP in its publication *Instructions for Recording Historical Resources* (1995) provide a three-digit evaluation code for use in classifying potential historic resources. The code that is selected is the one that best defines the relationship of the property to the National Register and/or California Register. The status code also helps to define a property’s significance at the local landmark level. (see Chapter 8 for the entire listing of California Historical Resource Status Codes).

The first digit indicates one of the following general evaluation categories for use in conducting cultural resource surveys:

- Status Code 1: Properties listed in the National Register or the California Register. Generally applies to properties already in the National Register and/or California Register.
- Status Code 2: Properties determined eligible for listing in the National Register or California. Generally applies to properties evaluated by a federal agency or tax certification program (National Register only) or determined eligible for the California Register by the State Historic Resources Commission.
- Status Code 3: Appears eligible for the National Register or California Register through a survey evaluation. Generally applied to properties when extensive research has been conducted and substantiated data concludes eligibility for listing on the National Register and/or California Register through an intensive-level survey process.
- Status Code 4: Appears eligible for the National Register or California Register through other evaluation. This code applies to State owned properties.
- Status Code 5: Properties recognized as historically significant by local government. Generally applies to properties when sufficient research has been conducted and substantiated data concludes historical significance and eligibility for

designation as a local landmark or listing on a local government register. Also includes locally designated landmarks and historic districts.

Status Code 6: Not eligible for listing or designation as specified. Generally applies to properties ineligible for National Register, California Register and local government landmark listing.

Status Code 7: Not evaluated for National Register or California Register or needs re-evaluation. Generally applies to properties that have been identified and recorded, but not evaluated for a variety of reasons.

It is important to note that each of the categories have sub-sets that further define and articulate the status value or historical significance. The second digit is a letter code indicating whether the property evaluated is separately eligible (S), eligible as part of a district (D), or both (B). The third digit is a number which is used to further specify significance and refine the relationship of the property to the National Register, California Register, and/or local government landmark listing. For the City of Beverly Hills, the majority of properties identified as historically significant and eligible for local landmark designation will be listed under Status Code 5. The sub-categories of Status Code 5 are as follows:

Status Code 5D1: Contributor to a district that is listed or designated locally.

Status Code 5D2: Contributor to a district that is eligible for local listing or designation.

Status Code 5D3: Appears to be a contributor to a district that appears eligible for local listing or designation.

Status Code 5S1: Individual property that is listed or designated locally.

Status Code 5S2: Individual property that is eligible for local listing or designation.

Status Code 5S3: Appears to be individually eligible for local listing or designation through survey evaluation.

Status Code 5B: Locally significant both individually (listed, eligible, or appears eligible) and as a contributor to a district that is locally listed, designated, determined eligible or appears eligible through survey evaluation.

The application of the most appropriate status code, therefore, communicates the historical significance of the property and is extremely useful in any preservation planning process. It is also important to associate a property being evaluated for local landmark designation purposes with the appropriate status code.

# Chapter 3

## Determining Historical Significance and Assessing Integrity

A property may be associated with one or more aspects of a criterion (National Register, California Register, and/or City of Beverly Hills landmark). For local landmark designation purposes a property must satisfy at a minimum two criteria from the City of Beverly Hills ordinance. To determine the significance of a property, first establish the proper historic context with which the property is associated; second, evaluate the property's history to determine whether it is associated with the historic context in any important way by applying the applicable criteria and identify the period of significance in which the property is important; and last, assess the property's historic integrity.

The following sections on evaluating a property within its context and understanding integrity, as well as the section related to evaluating properties less than fifty years of age are commonly accepted preservation practice rooted firmly in Federal guidelines found in *National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation*. Although based on standard preservation principles described in *National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation*, this document is intended to stand alone as a guide in understanding and applying the City's local designation criteria and assist in the preparation of historic assessment reports.

### **Evaluating a Property within its Historic Context**

The significance of a property can be judged and explained only when it is evaluated within its context. Historic contexts are those patterns or trends in history by which specific occurrence, property, or site is understood and its meaning (and ultimately its significance) within history or prehistory is made clear. In order to decide whether a property is significant within its historic context, the following five things must be determined:

Identify what the property represents, the theme(s), geographical limits, and chronological period that provide a perspective from which to evaluate the property's significance.

- Determine how the theme(s) of the context is significant in the history of the local community, the State, or the nation.
- Determine what the property type is and whether it is important in illustrating the historic context.
- Determine how the property represents the context through the City's criteria. For instance, a context of Modernism may be represented under Criterion 1 by a property that can be considered a special element of the Modernist movement and under

Criterion 3 by buildings that reflect the character defining features of one of the identified sub-styles of the Modernist movement.

- Determine what physical features the property must possess in order for it to reflect the significance of the historic context. These physical features can be determined after identifying which types of properties are associated with the historic context; the ways in which properties can represent the theme(s); and the applicable aspects of integrity.

A single property can be significant within one or more historic contexts, and if possible, all of these should be identified. For local landmark designation purposes, a property must be documented as significant in two contexts. In the development of a context related to archaeological properties, the ability of the resource to answer important research questions must be addressed.

### **Applying the Criteria**

Once the context and associated themes are established, the history of the property must be evaluated in order to determine if it associated with the historic context in any important way by applying the applicable criteria.

### **Understanding Integrity**

“Integrity is the ability of a property to convey its significance.” In addition to meeting the criteria of significance, a property must have integrity. Integrity is the authenticity of a property’s physical identity clearly indicated by the retention of characteristics that existed during the property’s period of significance. Properties eligible for local landmark designation must meet at least two of the local landmark designation criteria and retain enough of their historic character or appearance to be recognizable as historical resources and to convey the reasons for their historical significance.

It is important to note that integrity is not the same as condition. Integrity relates to the presence or absence of historic materials and character defining features. Condition relates to the relative state of physical deterioration of the property. Integrity is generally more relevant to the significance of a property than condition. However, if a property is in such poor condition that original materials and features may no longer be salvageable, then the property’s integrity may be adversely impacted and compromised.

Both the National Register and California Registers recognize the seven aspects that, in various combinations, define integrity. To retain historic integrity a property will always possess several, and usually most, of these seven aspects. Thus, the retention of the specific aspects of integrity is paramount for a property to convey its significance. The seven aspects that define integrity are location, design, setting, materials, workmanship, feeling and association. The seven aspects of historical integrity are defined as follows:

- **Location** is the place where the historic property was constructed or the place where the historic event occurred.
- **Design** is the combination of elements that create the form, plan, space, structure, and style of a property.
- **Setting** is the physical environment of a historic property.
- **Materials** are the physical elements that were combined or deposited during a particular period of time and in a particular pattern or configuration to form a historic property.
- **Workmanship** is the physical evidence of the crafts of a particular culture or people during any given period in history or prehistory.
- **Feeling** is a property's expression of the aesthetic or historic sense of a particular period of time.
- **Association** is the direct link between an important historic event or person and a historic property.

Each type of property depends on certain aspects of integrity more than others to express its historic significance. Determining which of the aspects is most important to a particular property type requires an understanding of the property's significance and its essential physical features.

For consideration of a property as a City of Beverly Hills landmark the resource must retain sufficient integrity to convey its historical identity and significance. As part of the survey assessment the evaluation needs to be able to determine if the property retains or does not retain enough physical and historical integrity to convey its historic association(s).

## Special Considerations

### Visibility

The City's landmark process does not require that a property or its character-defining features be visible from the public right-of-way in order to be eligible for designation. While visibility is required for some of the benefits of historic preservation, the visibility (or lack thereof) of a property (generally?) is not relevant to its historic significance.

### Evaluating Properties Less Than Fifty Years Old

If a property is less than fifty years of age, it can be nominated for landmark designation only if a strong argument can be made for exceptional significance. A property is usually considered for its historic significance after it reaches the age of fifty years. This threshold is not concrete, but was chosen as a reasonable span of time after which a professional evaluation of historical value can be made. Fifty years is a general estimate of the time needed to develop historical perspective and to evaluate significance. The National Register guidelines indicate that any building less than fifty years of age must be considered under Consideration G, which states that "a property (which has achieved) significance within the past fifty years is eligible if it is of

exceptional importance.” Criteria Consideration G guards against the listing of properties of passing contemporary interest and ensures that the National Register is a list of truly historic places.

The City of Beverly Hills utilizes National Register Criteria Consideration G in evaluating properties less than fifty years old for landmark designation. Hence, properties that are less than fifty-years old must meet Criteria Consideration G, as must “properties that continue to achieve significance into a period less than fifty years before the nomination.”

### **Evaluating Properties Associated with Important Personages**

The City’s significance criterion 2 under landmark designation criteria factor A (Section 10-3-3212); relating to properties directly associated with the lives of significant persons important to national, state, City or local history; applies to properties associated with individuals whose specific contributions to history can be identified and documented.

The landmark evaluation process for determining association and significance with important personages should follow the applicable guidelines of *National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation*. Persons “significant in our past” refers to individuals whose activities are demonstrably important within a local, State, or national historic context.

A property is not eligible if its only justification for significance is that it was owned or used by a person of importance. It must be shown/proven that the person gained importance within his or her profession or group. Properties usually eligible under this criterion are those associated with a person’s productive life, reflecting the time period when he or she achieved significance. Properties that pre- or post-date an individual’s significant accomplishments are typically ineligible for landmark designation.

The individual’s direct association with the property must be documented by accepted research methods, including written or oral histories supported by primary and secondary research. Speculative associations are not acceptable. In addition, each property associated with an important individual should be compared to other associated properties to identify those that best represent the person’s historic contributions. The best representatives usually are properties associated with the person’s productive life. Properties associated with an individual’s formative or later years may also qualify if it can be demonstrated that the person’s activities during this period were historically significant. The length of association is also an important factor when assessing several properties with similar associations.

Properties associated with living persons are usually not eligible for landmark designation. Sufficient time must have elapsed to assess both the person’s field of endeavor and his or her contribution to that field.

# Chapter 4

## Understanding the City's Significance Criteria

Pursuant to the City's Historic Preservation ordinance (BHMC 10-3-3212) in order to satisfy the local landmark criteria, a property must meet the following criteria:

**A. The property meets at least two of the following "significance" criteria:**

1. Is identified with important events in the main currents of national, state, or local history, or directly exemplifies or manifests significant contributions to the broad social, political, cultural, economic, recreational, or architectural history of the Nation, State, City, or community;
2. Is directly associated with the lives of significant persons important to national, state, City or local history;
3. Embodies the distinctive characteristics of a style, type, period, or method of construction;
4. Represents a notable work of a person included on the City's List of Master Architects or possesses high artistic or aesthetic value;
5. Has yielded or has the potential to yield, information important in the prehistory or history of the Nation, State, City, or community;
6. Is listed or has been formally determined eligible by the National Park Service for listing on the National Register of Historic Places, or is listed or has been determined eligible by the State Historical Resources Commission for listing on the California Register of Historical Resources.

**B. The property retains integrity from its Period of Significance.**

**C. The property has Historic Value.**

Each "significance" criterion (1-6) listed above under Section A is defined on the following pages and additional guidance is provided to understand and apply each criterion in order to accurately evaluate the property under review for local significance.

## Criterion 1

[BHMC 10-3-3212(A)(1)]

*Is identified with important events in the main currents of national, state, or local history, or directly exemplifies or manifests significant contributions to the broad social, political, cultural, economic, recreational, or architectural history of the nation, State, City, or community.*

### Understanding Criterion 1

Criterion 1 is multifaceted and includes properties identified with important historical events or those that directly exemplify, reflect or manifest significant contributions to the broad history of the City, community, State, or nation.

### Applying Criterion 1

Eligibility under Criterion 1 involves first determining what the event(s) or significant historical contribution was and its importance, second, determining the length and nature of the historic association with the subject property and its period of significance (if there is one established), and third, comparing the property to any other properties that may be associated with the event(s) or historical contribution to determine if the property is significant under Criterion 1.

If the property is identified as being associated with an important event or significant historical contributions, discuss the importance in a narrative statement of significance and identify under which aspect of Criterion 1 the property is determined eligible for designation consideration.

### Aspects of Criterion 1

Does the property reflect, manifest, or exemplify significant contributions to the broad history of the City, community, neighborhood, State, or nation? Was it associated with any important historical events? If so, under what aspect of Criterion 1 does it satisfy? Why, how, when, where? A property may be eligible under more than one aspect of Criterion 1, but if so that determination must be justified.

- architectural development
- social development
- recreational development
- important historical event(s)
- political development
- economic development
- cultural development

### Properties Not Eligible Under Criterion 1

It is important to note that Criterion 1 states that a property must exemplify or reflect significant contributions to history. Significant contributions to history refer to a property's unique and distinct qualities among others of its kind that reflect an important association and context or which surpass the usual in significance and association. It is not enough for a property to simply

reflect an aspect of Criterion 1, as almost all buildings, structures, and objects do. Applicable significant contributions and or the identification of a property with important events must be described and justified by the applicant and discussed in the narrative statement of significance within the context of “Aspects of Criterion 1” described above.

**How Significance May Be Established**

To be considered eligible under Criterion 1 a property must be associated with one or more events important in the defined historic context. This criterion recognizes properties associated with a pattern of events, repeated activities, or historic trends as potential significant contributions to the history of an area. The property must have a direct and important association with the event(s) or significant contribution and it must retain historic integrity.

**Significant Aspects of Integrity Related to Criterion 1**

- Location
- Design
- Setting
- Materials
- Workmanship
- Feeling
- Association

The significant aspects of integrity for a property significant under Criterion 1 may vary depending upon the identified historical event(s) or aspects of significant contributions with which the property is associated. For instance, design, materials, workmanship, and feeling may be especially important for aspects of architectural, recreational, social, or cultural development or for certain historical events. Location, setting, feeling and association may be especially important for aspects of historical, cultural, social, economic, or political development. It is critical for the evaluator to clearly understand the context and why, where, and when the property is significant under Criterion 1 in order to identify which aspects of integrity are most important to the property.

## Criterion 2

[BHMC 10-3-3212(A)(2)]

*Is directly associated with the lives of Significant Persons important to national, state, City or local history.*

### Understanding Criterion 2

Criterion 2 includes properties identified with persons significant in local, state, or national history. Properties directly associated with individuals whose specific contributions to history can be identified and documented may qualify under the Criterion 2 for persons significant in history. Persons significant in our past refer to individuals associated with Beverly Hills whose activities, achievements and contributions are demonstrably important within the City, state, or nation.

### Applying Criterion 2

Eligibility under Criterion 2 for significant person(s) involves first determining the importance of the individual, second ascertaining the length and nature of the individual's association with the property under study and in comparison to other properties associated with the individual, and third determining if the property is significant under Criterion 2 as a resource that is best identified with a person(s) significant in local, state, or national history. Refer to the information within these guidelines for further assistance in understanding and interpreting landmark eligibility under Criterion 2.

### Aspects of Criterion 2

Is the property associated with a historically significant:

- person(s)

### Properties Not Eligible Under Criterion 2

A person would not be considered historically significant simply by virtue of position/title, association, affiliation, race, gender, ethnicity, or religion. Criterion 2 is generally restricted to those properties that are directly associated a person's important achievements, rather than those that are associated with their birth or retirement, or that are commemorative in nature. Resources associated with a Master Architect, Builder, Designer, etc. would not be significant under Criterion 2, unless the property was the office of the Master. Associations with Master Architects and Builders are evaluated under Criterion 4.

### How Significance May Be Established

The person must have made demonstrable achievements and contributions to the history of Beverly Hills, the state, or the nation. In addition, the property must be directly associated with

the person during the period that the person’s significant achievements and contributions occurred.

If the property is not associated with the historical person during the person’s significant period, research other properties associated with the person in order to identify those that best represent the person’s historic contributions. Determine the status of the associative properties as demolished, extant, or out of locality, along with length of time associated with the person. The best representatives are properties associated with the person’s productive life. Properties associated with the person’s formative years or later years may also qualify if it can be demonstrated that the person’s activities during this period were historically significant or if no properties from the person’s productive years survive elsewhere.

**Significant Aspects of Integrity Related to Criterion 2**

- Location
- Design
- Setting
- Materials
- Workmanship
- Feeling
- Association

Location, design, setting, feeling and association are the most relevant aspects of integrity related to Criterion 2. Integrity of design and workmanship might not be as important, and would not be relevant if the property were a site. A basic integrity test for a property associated with an important person is whether a historical contemporary would recognize the property as it exists today.

## Criterion 3

[BHMC 10-3-3212(A)(3)]

***Embodies the distinctive characteristics of a style, type, period, or method of construction.***

### **Understanding Criterion 3**

Criterion 3 applies to properties significant for their physical design or method of construction. To embody the distinctive characteristics of a style, type, period, or method of construction refers to the way in which a property was conceived, designed, or fabricated by an individual, a group of people, or a culture. Distinctive characteristics are those physical features or traits that commonly recur in individual styles, types, periods or methods of construction. A valuable example of the use of indigenous materials or craftsmanship means an important use of naturally occurring materials in construction of the property or an important example of a skilled craftsman.

### **Applying Criterion 3**

The property must embody distinctive characteristics of an architectural style, a type of construction, a recognized construction period, or an identifiable method of construction, as established through accepted bodies of scholarly and professional work.

Comparison to other properties of the same style, type, period or method of construction is not required unless scholarly work has not been done on a particular property type or unless surviving examples of a property type are extremely rare. In these instances where it has not been determined what physical features a property must possess in order for it to reflect the significance of a historic context, comparison with similar properties should be undertaken.

It is important to note that Criterion 3 states that a property embody the distinctive characteristics of a style, type, period or method of construction. The property, should therefore, reflect a unique or distinguished example of a particular style, type, period or method of construction in order to qualify for landmark designation.

### **Aspects of Criterion 3**

Does the property embody distinctive characteristics of a(n):

- particular architectural style
- type of construction
- recognized period of construction
- identifiable method of construction

Does the property embody distinctive characteristics of a(n):

- indigenous materials
- craftsmanship

**Properties Not Eligible Under Criterion 3**

Age of the property alone is not sufficient to meet the criterion for designation. Properties that do not embody the distinctive characteristics of a style, type, period or method of construction as supported by established sources do not qualify.

**How Significance May Be Established**

Association with Criterion 3 must be described and justified by the applicant and discussed in the narrative statement of significance within the context of “Aspects of Criterion 3” described above.

*Style, Type, Period, or Method of Construction*

The property’s exterior, and those interior features which may affect a property’s exterior, embody distinctive characteristics of a style, type, period, or method of construction.

**Style.** The composition, massing, scale, materials and details exhibit the essential physical features of a recognized architectural style. This includes the evolution of the style (early, mature, or late), its regional variations, its adaptation for various social and economic market segments (upper, middle, or working class) or its transition from one style to another, if the transition is significant within the context of local architectural history.

**Type.** The form and materials clearly demonstrate through the presence of essential physical features a specific purpose and/or function.

**Period.** The age and physical features reflect the era when the architectural style, building type or method of construction became popular.

**Method of Construction.** Is either a rare or an important example of building practices, construction innovations or technological advances during a specific time in history.

*Indigenous Materials and Craftsmanship*

**Indigenous Materials.** The property is a valuable example of the use of indigenous materials and may include the interior. The property’s design elements and/or features, including design context and period of design, or association with an individual’s design approach is reflective of indigenous design through the use of local indigenous materials and available craftsmanship.

Provide a written narrative discussing design description and relationship to indigenous materials, craftsmanship, unorthodox use of materials or experimental approach to design and construction, including graphic documentation as necessary. Also provide documentation establishing an era and design association with a particular style or technology.

**Craftsmanship.** The property exemplifies high craftsmanship and design with handcrafted, unique or rare features and may or may not be cataloged as belonging to a specific architectural

style. This includes properties with extensive use of stained glass, metalwork, terracotta, tile or painted murals, carved wood and cast or chiseled stone on the exterior, interior or both depending on the circumstances; as well as folk art.

The property’s design elements and/or features, or association with an individual’s design approach or philosophy is unique in nature and does not reflect a specific design, period or style, but is a reflection of a very personal and/or creative effort.

**Significant Aspects of Integrity Related to Criterion 3**

- Location
- Design
- Setting
- Materials
- Workmanship
- Feeling
- Association

Retention of design, workmanship, and materials will usually be more important than location, setting, feeling, and association. Location and setting will be important; however, for those properties whose design is a reflection of their immediate environment.

## Criterion 4

[BHMC 10-3-3212(A)(4)]

***Represents a notable work of a person included on the City’s List of Master Architects or possesses high artistic or aesthetic value.***

### **Understanding Criterion 4**

A property associated with the work of a master refers to the technical or aesthetic achievements of a builder, designer, architect, engineer, landscape architect, artist or craftsman. A master is a figure of generally recognized greatness in a field, a known craftsman of consummate skill, or an anonymous craftsman whose work is distinguishable from others by its characteristic style and quality.

### **Applying Criterion 4**

A property must express a particular phase in the development of the master’s career, an aspect of his or her work, or a particular idea or theme in the craft. The work of an unidentified craftsman is eligible if it rises above the level of workmanship of the other properties encompassed by the historic context.

### **Aspects of Criterion 4**

Is the property notable as the work of a master? Is the master a(n):

- |                       |              |
|-----------------------|--------------|
| • architect           | • builder    |
| • designer            | • engineer   |
| • landscape architect | • craftsman  |
| • artist              | • contractor |

### **Properties Not Eligible Under Criterion 4**

The property is not eligible under Criterion 4 simply because it was designed by a prominent architect, builder, etc. but rather must be the work of a master. Additionally, not all of a Master’s work may be eligible under the local criteria. Criterion 4 requires that the property be a notable work of the Master, and that must be clearly demonstrated in the nomination.

### **How Significance May Be Established**

The work of a Master may be established by a combination of one or more of the following:

- The scope and excellence of their overall body of work, as it is understood.
- Quality of design and detailing excellence.
- The use of new or traditional materials in a new way resulting in a special or unique design expression.

- Special attention to work while under construction, basing much of the design refinements on field work and experience.
- Publication in trade journals and/or the popular press.
- Publication in scholarly journal articles or books.
- Being the subject of Master's thesis or Doctoral dissertations.
- Acknowledgement by the general public through formal awards, citations, and commendations.
- Acknowledgement by design peers through formal awards and citations.
- Favorable reviews by professional architectural critics.

The association with the Master must be substantiated through one or more of the following:

- Construction drawing documentation.
- Specific written accounts describing the individual's association and work on the property.
- Archival information.
- Design and quality of detailing comparable with other works by the Master, supplemented by documented information establishing the Master's association with the property, and experts on the work of this Master agreeing that the property in question is the work of this Master.

Additional information required when considering significance associated with a Master includes evidence establishing the date and significance of the property; a brief biographical narrative of the master, written documentation establishing professional development and lists of work and either historic or current photographs of the work, incorporation of any newspaper articles on the subject property and/or the Master describing contributions and projects, and examples of other works by the Master with specific identification of features or traits that match the stylistic characteristics of this Master's development. An analysis of how the property is or is not representative of the Master's body of work is also necessary.

The City's Cultural Heritage Commission has established a list of local master architects, designers, and builders ("List of Local Master Architects") that identifies these individuals as recognized figures in design, building, construction, and artistry. The official City of Beverly Hills "List of Local Master Architects" is included in the appendix of this document and is also available by contacting the Planning Division of the City's Community Development Department. If the individual is not already recognized as a Master, provide enough evidence through an analytical narrative and supporting documentation to show the breadth of the individual's body of work; the high quality of their craftsmanship and/or whether peers considered in the individual to be a Master; as well as how the property in question fits into the overall body of work and how it is representative of that body of work.

#### **Significant Aspects of Integrity Related to Criterion 4**

- Location
- Design
- Setting
- Materials
- Workmanship
- Feeling
- Association

A property important as a representative example of the work of a Master must retain most of the physical features and design qualities attributable to the Master. A property that has lost some historic materials or details can be eligible if it retains the majority of the features that illustrate its association with the Master as well as its architectural style in terms of the massing, spatial relationships, proportion, pattern of windows and doors, texture of materials, and ornamentation. The property is not eligible; however, if it retains some basic, typical features conveying massing but has lost the majority of the key features that once characterized its architectural style and initially identified it as the work of a Master.

## Criterion 5

[BHMC 10-3-3212(A)(5)]

***Has yielded or has the potential to yield, information important in the prehistory or history of the Nation, State, City or community.***

### **Understanding Criterion 5**

Certain important research questions about human history can only be answered by the actual physical material of cultural resources. Criterion 5 encompasses those properties that have the potential to answer, in whole or in part, those types of research questions.

### **Applying Criterion 5**

The most common type of property considered under this criterion is the archaeological site. However, buildings, objects, and structures can also be eligible for their information potential, though they themselves must be, must have been, the principal source of the important information.

### **Aspects of Criterion 5**

This criterion has two requirements, which must both be met for a property to qualify. The property must have, or have had, information to contribute to our understanding of human history or prehistory. In addition, the information must be considered important.

### **Properties Not Eligible Under Criterion 5**

A property is not eligible if it cannot be related to a particular time period or cultural group and, as a result, lacks any historic context within which to evaluate the importance of the information to be gained.

### **How Significance May Be Established**

A property must be associated with human activity and be critical for understanding a site's historic environment in order to be eligible under Criterion 5. A property can be linked to human activity through events, processes, institutions, design, construction, settlement, migration, ideals, beliefs, lifeways, and other facets of the development or maintenance of cultural systems.

### **Significant Aspects of Integrity Related to Criterion 5**

- Location
- Materials
- Design
- Workmanship
- Association
- Feeling

The assessment of integrity for properties considered for information potential depends on the data requirements of the applicable research design. A property possessing information potential does not need to recall visually an event, person, process, or construction technique. It

is important that the significant data contained in the property remain sufficiently intact to yield the expected important information, if the appropriate study techniques are employed.

## Criterion 6

[BHMC 10-3-3212(A)(6)]

***Is listed or has been formally determined eligible by the National Park Service for listing on the National Register of Historic Places, or is listed or has been formally determined eligible by the State Historical Resources Commission for listing on the California Register of Historical Resources.***

### **Understanding Criterion 6**

Properties identified as significant by the State or Federal government with SHPO concurrence through listing or formal determinations of eligibility for listing on the National Register and/or California Register are eligible for local landmark designation under Criterion 6.

### **Applying Criterion 6**

This historical significance and integrity of the property must be determined using the information provided in these Guidelines.

### **How Significance May Be Established**

Significance is established by the listing or determination of eligibility for listing the property on the National Register and/or California Register. National and California Landmarks are included in these categories, as follows.

National Historic Landmarks are buildings, structures, sites, districts, and objects that have been determined by the Secretary of the Interior to be nationally significant in American history and culture. All National Historic Landmarks are included in the National Register which is the official listing of the Nation's historic properties worthy of preservation.

California Historical Landmarks are sites, buildings, features, or events that are of statewide significance and have architectural, economic, scientific or technical, religious, experimental, military, political, cultural, anthropological, or other value. California Historical Landmarks #770 and above are automatically listed in the California Register.

Additional information required as part of the assessment of the property and consideration of significance under Criterion 6 includes a copy of the National Register or California Register nomination, any supplemental photographs showing current conditions, and a Continuation Sheet (DPR 523L form) noting any changes to the material condition or integrity of the property since the National Register or California Register listing. For properties that have been formally determined eligible for listing on the National Register and/or California Register the official documentation from the Keeper of the National Register of Historic Places or the State Office of Historic Preservation identifying the property's determination of eligibility status and a

Continuation Sheet (DPR 523L form) noting any changes to the material condition or integrity of the property since the formal Determination of Eligibility is required.

**Significant Aspects of Integrity Related to Criterion 6**

- Location
- Design
- Setting
- Materials
- Workmanship
- Feeling
- Association

Retention of those aspects of integrity previously identified with the property is critical. However, all properties change over time, so a property must retain the essential physical features that enabled it to convey its historic identity. Those features that define why a property is significant (applicable criteria and areas of significance) and when it was significant (period of significance) must still be evident.

# Chapter 5

## Understanding the City's Historic District Criteria

Pursuant to the City's Historic Preservation ordinance (BHMC 10-3-3213) in order to satisfy the local historic district criteria, a property must meet the following requirements:

- A. Historic District Designation Criteria:** A geographic area may be designated a Historic District if the proposed District is found to meet the following seven criteria:
1. At least seventy percent (70%) of the properties in the proposed district have been identified as contributing properties.
  2. The District meets at least two of the following "significance" criteria:
    - a) Is identified with important events in the main currents of national, state, or local history, or directly exemplifies or manifests significant contributions to the broad social, political, cultural, economic, recreational, or architectural history of the Nation, State, City, or community;
    - b) Is directly associated with the lives of significant persons important to national, state, City or local history;
    - c) Embodies the distinctive characteristics of a style, type, period, or method of construction;
    - d) Represents a notable work of a person included on the City's List of Master Architects or possesses high artistic or aesthetic value;
    - e) Has yielded or has the potential to yield, information important in the prehistory or history of the Nation, State, City, or community;
    - f) Is listed or has been formally determined eligible by the National Park Service for listing on the National Register of Historic Places, or is listed or has been determined eligible by the State Historical Resources Commission for listing on the California Register of Historical Resources.
  3. The proposed district retains integrity of location, design, setting, materials, workmanship, feeling, and association. Integrity shall be judged with reference to the particular criteria specified in subsection 10-3-3213(A) of this the Historic Preservation ordinance (BHMC 10-3-3200). A proposed contributing property's or district's deferred maintenance, dilapidated condition, or illegal alterations shall not, on their own, be construed to equate to a loss of integrity.

4. The nominated district is of significant architectural value to the community, beyond its simple market value, and its designation as a district is reasonable, appropriate, and necessary to promote, protect, and further the goals and purposes of the Historic Preservation ordinance.
5. The district is a contiguous or non-contiguous grouping of thematically related properties, or a definable area possessing a concentration of historic, scenic, or thematic sites, which contribute to each other and are unified aesthetically by plan, physical development, or architectural quality.
6. The district reflects significant geographical patterns, including those associated with different eras of settlement and growth, particular transportation modes, or distinctive examples of park or community planning.
7. The proposed designation is in conformance with the purpose of the City’s historic preservation provisions set forth in the Historic Preservation ordinance and the City’s General Plan.

**B. Consideration Factors.** In determining whether a geographic area meets the criteria in subsection A above, the following factors shall be considered:

1. The historic district should have integrity of location, design, setting, materials, workmanship, feeling, and association.
2. The collective historic value of the properties in a historic district taken together may be greater than the historic value of each individual property.

Each “significance” criterion (a-f) listed above under subsection A.2 has been defined on the previous pages of this document. Additional guidance is provided on the following pages to help understand and assess a potential historic district for local significance.

## Historic District Consideration

[BHMC 10-3-3213]

***A district possesses a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically, aesthetically by plan or physical development, or architectural quality.***

### **Understanding District Criterion**

A historic district is a unit that is equal to the sum of its parts: the contributing resources. Contributing resources may include buildings, structures, objects, sites, or other districts, including landscape features. A historic district may be established consistent with the requirements outlined in the City’s Historic Preservation ordinance (BHMC 10-3-3213). Besides satisfying the requirements of the preservation ordinance, the district itself is assessed for historical significance using the “significance” criteria a through f.

### **Applying District Criterion**

A district must be a definable geographical area that can be distinguished from surrounding areas or properties by changes such as density, scale, type, age, style, building type, or by documented differences in patterns of development or associations. A district is usually a single geographical area of contiguous historic properties; however, it may also be composed of two or more definable significant areas separated by non-significant areas.

### **Aspects of District Criterion**

A district derives its importance from being a unified entity, even though it can often be composed of a wide variety of resources. A district can comprise both features that lack individual distinction and individually distinctive features that serve as focal points. For consideration as a historic district within the City of Beverly Hills at least seventy percent (70%) of the properties within the boundary of the district must be identified as contributors.

### **Properties Not Eligible Under This Criterion**

Properties located within the boundaries of a historic district that do not meet the district criteria for the period of significance, historic and/or architectural significance, or integrity are considered non-contributors to the district and are not eligible for historic designation as district contributors.

### **How Significance May Be Established**

The district may be an area or constitute a group of properties related to one another in a clearly distinguishable way and have a notable relationship that can convey a visual sense of the overall historic environment. A district must be significant, as well as identifiable entity. It must be important for historical, architectural, archaeological, engineering, or cultural values.

To consider the nature and origin of a property as a contributor to a district, it must be determined if it is associated with the district’s historic context, if its period of significance falls within the district’s period of significance, if it is associated with the district’s context in an important way, and if it retains sufficient historical integrity to reflect its significance. Both contributing and non-contributing properties need to be identified as part of the assessment process.

Additional information required for the assessment of a potential historic district includes the preparation of appropriate State inventory forms (DPR523 forms). A Primary Record (DPR523A), Location Map (DPR523J), and District Record (DPR523D) are needed to document a district as a whole. Minimally, every component or element of the district is then documented separately on a Primary Record (DPR523A). Continuation Sheets (DPR523L) may also be required to fully document the district sufficiently.

**Significant Aspects of Integrity Related to District Criterion**

- Location
- Materials
- Association
- Design
- Workmanship
- Setting

The majority of the components that add to the district’s historic character must possess integrity, as must the district as a whole. A contributing property must retain sufficient integrity of location, design, setting, materials, feeling, and association to adequately convey the significance of the historic district as established under the applicable district “significance” criteria a through f of Section 10-3-3213(A)(2) of the City’s Historic Preservation ordinance.

# Chapter 6

## Historic Resource Assessment Report Requirements

A historic assessment report is a survey and evaluation that is used to determine the significance of a property. The survey contains a description of the property as well as information about its historical background and surrounding area. The evaluation to determine local, landmark significance is based on specific historic evaluation criteria that are contained within the City's Historic Preservation ordinance. Further evaluation of a property for historical significance may also consider the criteria of the California Register and the National Register.

The Planning Division uses the historic assessment report to determine whether a property is potentially eligible or ineligible for designation as a City landmark or historic district. The same report is utilized by the Cultural Heritage Commission and City Council in their formal consideration of a property as a local landmark. The Planning Division may also require a property owner or associated applicant to prepare a historic assessment report for their particular property. In this case, the applicant may use the approved City's Historic Preservation Consultant List to hire a qualified historic preservation consultant to prepare the report on their behalf.

### Professional Qualifications

A person who prepares a historic assessment report for the City of Beverly Hills must, at a minimum, 1) meet the Secretary of the Interior's Professional Qualification Standards (see Chapter 7 for additional information), and 2) be capable of meeting the following general requirements.

### General Requirements

An applicant must submit either an electronic pdf file or two administrative draft hardcopies of the historic assessment report to the City's Planning Division. The report should be written in a narrative tone. It must be checked for typographical errors, and proof-read for proper syntax. All material facts, such as the date of construction, must contain references to sources of information. The report must contain sub-headings and page numbers for clarity and organization. Maps, photographs, and figures should be labeled and integrated with the text of the report or in the appendix of the document. The Planning Division staff will review the administrative draft copies of the report and will provide any comments to the applicant. The applicant must address the City's comments before the historic resource assessment report will be accepted for processing and considered valid. Depending on the circumstance for the

preparation of such a report, it may be forwarded to the Cultural Heritage Commission for their review and consideration.

## Format

A historic resource assessment report prepared for the City of Beverly Hills must include the following information:

### **Title Page**

A title page is required that contains the 1) name and address of property, 2) the name and address of the applicant or representative, 3) name and address of the consultant, and 4) completion date of the report.

### **Table of Contents**

A table of contents is required that indicates the page numbers of each of the items from Sections C through I below.

### **Introduction**

The introduction should include, but not be limited to, the type of survey conducted and the purpose of the study and summary of any related entitlements sought; the property address, nearest cross streets, acreage, and Assessor’s parcel number; the property type and current use; property owner name; names of the firm, principal and staff preparing the report and each of their professional qualifications; beginning and completion dates for the report; and current listing of the property on the City of Beverly Hills’ Historic Resources Inventory.

### **Methodology**

The methodology utilized for both archival research and fieldwork should be discussed. This methodology should outline what is currently known about the subject property and survey area, have they been previously surveyed, etc., as well as an explanation and justification of survey boundaries, research and survey techniques employed, and field work methods utilized.

### **Historical Background**

The historical background should contain, but not be limited to, 1) a location map of the property drawn to scale with north arrow, 2) discussion of the existing conditions of the study area, 3) a brief historic context of the City and study area, and 3) a development history narrative of the study area including facts concerning ownership, subdivision, construction dates, occupants, and uses of the property. The report should concisely describe the historic background of the community, immediate area, subject property, and period of significance, as well as identify, explain, and discuss any appropriate and relevant context themes.

### **Description of the Property**

The description of the property should concisely describe 1) the physical appearance and condition of any buildings, structures, objects, and landscape and/or nature features on the

property site; 2) the architectural style and general features of the exterior of the property; and 3) the important character-defining features.

Photographs are required of the property site and its features. Exterior photographs must show each side of the entire building and associated outbuildings, and should also include detail photos of the important features identified and discussed above, such as windows, doors, porch and railing details, wood work, eaves, siding, etc., whatever is applicable to that particular property style and type. Any important context views and landscape elements should also be documented and photographed.

#### **Assessment of Historical Integrity**

A thorough analysis of the property's integrity must also be conducted and presented as a component of the report. Integrity is the authenticity of a property's physical identity clearly indicated by the retention of characteristics that existed during the property's period of significance. The National Register and California Register recognize location, design, setting, materials, workmanship, feelings, and association as the seven aspects of historical integrity. Although not all seven aspects of integrity need to be present for a property to be eligible, it must be demonstrated that sufficient physical and design characteristics exist to reflect its historical significance.

#### **Evaluation for Significance**

The evaluation for significance must include a thorough analysis and justifiable evaluation using the local, City of Beverly Hills landmark criteria. As part of the evaluation process, the property may also be assessed for National Register and California Register eligibility using the relevant significance criteria.

For each set of criteria the property is evaluated under, the report should analyze the historic background, architecture of the property, and level of integrity to determine if it is eligible or ineligible for local, City landmark designation or listing on one or more of the above registers, if evaluated for National Register and California Register significance. In addition, the report must evaluate the property's potential to contribute to a historic district or thematic grouping comprised of similar resources in the area. A district is comprised of a significant concentration of sites or buildings conveying a visual sense of the overall historic environment or an arrangement of historically or functionally related properties. Justifiable conclusions should be based on an objective analysis of the information presented in the report, professional application and understanding of the criteria, and supporting primary and secondary evidence.

#### **Survey Assessment Conclusion**

The survey assessment conclusion must include a summary of the evaluation results that include the property's eligibility or ineligibility for local landmark designation using the City's criteria, and as applicable the property's eligibility or ineligibility for listing on the California Register and/or National Register. If the property is identified as a contributor to a potential historic district or thematic grouping that information should also be included in the summary narrative.

### **Report Appendix/Supplemental Material**

- Bibliography/Reference Sources
- County Tax Assessor information, maps, etc.
- Sanborn Fire Insurance Maps, as applicable
- City Directory research results
- Building permit history with relevant building permits included
- Previous historic resource survey forms, as applicable
- Photographs of the property (current)
- Documents related to the history of the property such as newspaper articles, letters, biographies, obituaries, advertisements, subdivision maps, additional photographs, diagrams, illustrations, etc.
- Records search results from the South Central Coastal Information Center at California State University – Fullerton campus, as applicable
- Completed State Historic Resources Inventory Form (DPR523 series) that sufficiently summarizes the results of the survey assessment.

# Chapter 7

## Historic Preservation Professional Qualifications

The following requirements are based off the Secretary of the Interior’s Professional Qualification Standards (36 CFR 61), which are used by National Park Service and other government agencies to evaluate the suitability of historic preservation professionals. The standards are designed to ensure program quality and satisfy federal, state, and in some instances local agency mandates associated with compliance with the preparation of historic preservation work.

These standards should be used as a guide in selecting a consultant to prepare a historic resources assessment report for the City of Beverly Hills. All historic resources assessment reports prepared for the City must be conducted by or under the direct supervision of individuals who meet the SOI Professional Qualification Standards in history and/or architectural history. In addition, the individual or firm to conduct the evaluation assessment should have prior experience in preparing historic resources survey reports, assessing historical integrity, and applying federal, state, and local significance criteria for landmark designation purposes. Minimum qualifications are listed below for historic preservation professionals performing historic resources assessment survey work in the City of Beverly Hills.

### History

The minimum professional qualifications in history are either 1) a graduate degree in history or a closely related field, or 2) a bachelor’s degree in history or closely related field plus one of the following:

- A. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic professional institution, historic organization, agency, museum or other professional institution; or
- B. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

The recognition as registered professional historian with the California Committee of the Promotion of History (CCPH) may also satisfy one of the requirements above.

### **Architectural History**

The minimum professional qualifications in architectural history are either 1) a graduate degree in architectural history, art history, historic preservation, or closely related field, with a concentration in American architectural history, or 2) a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following:

- A. At least two years of full-time experience in research, writing or teaching in American architectural history or restoration architecture with an academic institution, historical organization, agency, museum or other professional institution; or
- B. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

# Chapter 8

## California Historical Resource Status Codes

As an evaluation and classification system prescribed by the OHP in its publication *Instructions for Recording Historical Resources* (1995), the California Historical Resource Status Codes provide for the use of a three-digit evaluation code in classifying potential historic resources. The code that is selected upon assessing a property for historical significance is the one that best defines the relationship of the property to the National Register and/or California Register. The status code also helps to define a property's significance at the local landmark level. For additional information on the use and understanding of the California Historical Resource Status Codes please refer to the *OHP Technical Assistance Bulletin #8 "User's Guide to the California Historical Resource Status Codes & Historic Resources Inventory Directory"* (2004) available online at OHP's website at <http://ohp.parks.ca.gov/>.

[insert OHP Status Code List here]

# Chapter 9

## Glossary of Terms

**Architectural significance.** The importance of a property based on physical aspects of its design, materials, form, style, or workmanship.

**Association.** The link of a historic property with a historic event, activity, or person. Also, the quality of integrity through which a historic property is linked to a particular past time and place.

**Associative characteristics.** An aspect of a property's history that links it with historic events, activities, or persons.

**Boundaries.** The lines delineating the geographical extent or area of a historic property.

**Boundary description.** A precise description of the lines that bound a history property.

**Boundary justification.** An explanation of the reasons for selecting the boundaries of a historic property.

**Building.** A structure that is created principally to house any form of human activity, such as a house, barn, church, hotel, or similar construction, including accessory structures, such as guesthouses, detached garages and sheds. "Building" may also be used to refer to a historically and functionally related unit, such as a courthouse and jail, or a house and barn.

**Character-defining feature.** A prominent or distinctive aspect, quality, detail, or characteristic of a historic resource that contributes significantly to its physical character and historical significance. Such features may include, but are not limited to, landscaping, setbacks, massing, distinguishing aspects, roof attributes, architectural details, materials, moldings, sculptures, fountains, light fixtures, windows, doors, and monuments.

**Contributing property.** A property, including all buildings, structures, objects, and character defining features located on it that adds or contributes to the significance of a historic district under criteria set forth in this article.

**Criteria.** The general standards by which the significance of a history property is judged.

**Cultural resource.** A building, structure, site, object, or district evaluated as having significance in prehistory or history (also see historic property and history resource).

**Design.** The quality of integrity applying to the elements that create the physical form, plan, space, structure, and style of a property.

**Determination of eligibility.** An action through which the eligibility of a property for register listing is decided but the property is not actually listed; nominating authorities and officials commonly request determinations of eligibility for specific planning purposes.

**Description.** The description of the property’s historic features and current condition.

**Discontiguous district.** A historic or archaeological district containing two or more geographically separate areas.

**District.** See definition of Historic District Or District

**Documentation.** The information that describes, locates, and explains the significance of a historic property.

**Eligibility.** The ability of a property to meet the relative evaluation criteria for which it was evaluated under (City of Beverly Hills criteria; National Register criteria; California Register criteria).

**Evaluation.** The process by which the significance and integrity of a historic property are judged and eligibility for landmarking is determined.

**Event.** An occasion, circumstance, or activity that occurred within a particular period of time, or continued over an extended period of time.

**Exceptional significance.** A property having extraordinary importance under applicable evaluation criteria and context as defined in: "Criteria Consideration G: Properties That Have Achieved Significance Within The Last Fifty Years" in the "National Register Bulletin: How To Apply The National Register Criteria For Evaluation".

**Feeling.** The quality of integrity through which a historic property evokes the aesthetic or historic sense of past time and place.

**Function (or use).** The purpose for which a building, site, structure, district, or object is used (also see current and historic function).

**Geographical area.** An area of land containing historic or archaeological resources that can be identified on a map and delineated by boundaries.

**Historic context.** An organizing structure for interpreting history that groups information about historic properties that share a common theme, common geographical location, and common time period. The development of historic contexts is a foundation for decisions about the planning, identification, evaluation, registration, and treatment of historic properties, based upon comparative significance.

**Historic district or district.** A geographic area having a significant concentration, linkage, or continuity of sites, buildings, structures, objects, or character defining features united historically or aesthetically by plan or physical development that has been designated pursuant to this article.

**Historic function.** The use of a district, site, building, structure, or object at the time it attained historic significance.

**Historic property.** Any prehistory or historic district, site, building, structure, or object (also see historic resource and cultural resource).

**Historic resource.** Historic property. A property determined to be a historic resource under CEQA, NEPA, section 106 of the national historic preservation act of 1966, as amended; or any other provision of California law; or a property listed, nominated, or eligible for listing in the local register, including landmarks, historic districts, and contributing properties.

**Historic significance.** The importance in which a property has been evaluated and found to meet specific evaluation criteria (City of Beverly Hills criteria; National Register criteria; California Register criteria).

**Identification.** The process through which information is gathered about historic properties.

**Identification methods.** The steps through which information about historic properties is gathered.

**Important person.** An individual who has made significant contributions in American history, architecture, archaeology, engineering, and/or culture.

**Information potential.** The ability of a property to provide important information about history or prehistory through its composition and physical remains.

**Integrity.** The ability of a landmark or contributing property to convey its historical significance, with consideration of the following aspects that constitute integrity: location, design, setting, materials, workmanship, feeling, and association.

**Level of significance.** A geographical level – local, State, or national – at which a historic property has been evaluated and found to be significant.

**Local significance.** The importance of a property to the history of its community, such as a town or county.

**Location.** The quality of integrity retained by a historic property existing in the same place as it did during the period of significance.

**Materials.** The quality of integrity applying to the physical elements that were combined or deposited in a particular pattern or configuration to form a historic property.

**Non-contributing resource/Non-contributor.** A property within a historic district that is not a "contributing property", as previously defined.

**Object.** The term "object" is used to distinguish from buildings and structures those constructs that are primarily artistic in nature or are relatively small in scale and of simple construction. Although it may be, by nature or design, movable, an object is associated with a specific setting or environment. Fountains and sculpture are examples of objects.

**Period of significance.** The span of time that a property or geographic area was associated with important events, activities, or persons, or attained the character defining features that qualify it for designation as a landmark or historic district.

**Physical characteristics.** The visible and tangible attributes of a history property or group of historic properties.

**Potential to yield information.** The likelihood of a property to provide information about an important aspect of history or prehistory through its physical composition and remains.

**Preservation planning.** A series of activities through which goals, priorities, and strategies for identification, evaluation, registration, and protection of historic properties are developed.

**Property.** The entirety of a site, including the buildings, structures, landscaping, objects, and other physical aspects of the location, regardless of historic designation.

**Property type.** A grouping of properties defined by common physical and associative attributes.

**Resource.** See definition of Historic Resource.

**Resource type.** The general category of property – building, structure, site, district, or object – that may be assessed for historical significance.

**Setting.** The quality of integrity applying to the physical environment of a historic property.

**Significance.** The importance of a historic property as defined by the evaluation criteria (City of Beverly Hills criteria; National Register criteria; California Register criteria) in one or more areas of significance.

**Significant date.** The date of an event or activity related to the importance for which a property meets the evaluation criteria.

**Site.** The location of a significant event, a prehistoric or historic occupation or activity, or a building, structure, or object, whether standing, ruined, or vanished, where the location itself possesses historic, cultural, or archaeological value regardless of the value of any existing construction.

**Statement of significance.** The reasons a property is historically significant and meets the evaluation criteria (City of Beverly Hills criteria; National Register criteria; and/or California criteria).

**Structure.** The term "structure" includes both buildings and other generally functional constructions made for purposes other than housing human activity, such as reservoirs and retaining walls.

**Survey.** A systematic and standardized process for identifying and gathering data on the city's potential historic resources by which properties are documented and evaluated for inclusion on the local inventory and potential eligibility for listing on the city's register, the California register, or the national register.

**Theme.** A trend or pattern in history or prehistory relating to a particular aspect of cultural development, such as dairy farming or silver mining.

**Workmanship.** Quality of integrity applying to the physical evidence of the crafts or a particular culture, people, or artisan.

# Chapter 10

## Technical Assistance

The following list of resources is provided to assist in the preparation of a historic resources assessment report. Many of these resources are available on the Internet.

### **Identifying Character-defining Features**

For assistance with identifying and assessing the architecture and character-defining features of a property, please review National Park Service *Preservation Briefs: 17 Architectural Character Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character*.

### **Understanding Historic Contexts**

For assistance evaluating the historical significance of a property review *National Register Bulletin: How to Apply the National Register Criteria for Evaluation*, particularly “Section V, How to Evaluate a Property Within its Historic Context.”

### **Application of Evaluation Criteria**

For assistance in assessing the significance and applying the evaluation criteria to a property review *National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation*, particularly “Section VI, How to Identify the Type of Significance of a Property.”

### **Assessing Integrity**

For assistance with assessing the integrity of a property review *National Register Bulletin: How to Apply the National Register Criteria for Evaluation*, particularly “Section VIII, How to Evaluate the Integrity of a Property.”

### **General Survey Information**

For assistance in understanding and conducting survey work review *National Register Bulletin: Guidelines for Local Surveys: A Basis for Preservation Planning*.

For additional information on understanding property types, architectural descriptions, historic context development, statements of significance, application of significance criteria, and citation of references review *National Register Bulletin: How to Complete the National Register Registration Form, Part A*.

### **Preparing DPR523 Forms**

For assistance in preparing DPR523 forms please review *Instructions for Recording Historical Resources* (1995) by the State Office of Historic Preservation.

## List of National Register Bulletins

The National Register Bulletin series produced by the National Park Service provides guidance on identifying, evaluating, documenting, and listing different types of historic properties. The series is divided into four sections: the Basics, Property Types, Technical Assistance, and General Guidance. The entire series is listed below with the most relevant and applicable bulletins for local survey work noted with an asterisk (\*).

### The Basics

*How to Apply the National Register Criteria for Evaluation (#15) \**

*How to Complete the National Register Registration Form (#16A) \**

*How to Complete the National Register Multiple Property Documentation Form (#16B)*

*How to Prepare National Historic Landmark Nominations (#N/A)*

*Researching a Historic Property (#39) \**

### Property Types

*Historic Residential Suburbs: Guidelines for Evaluation and Documentation for the National Register of Historic Places (#N/A) \**

*Guidelines for Evaluating and Registering Archeological Properties (#36)*

*Guidelines for Evaluating and Documenting Historic Aviation Properties (#N/A)*

*Guidelines for Evaluating and Nominating Aids to Navigation (#34)*

*Guidelines for Identifying, Evaluating, and Registering America's Historic Battlefields (#40)*

*Guidelines for Evaluating and Registering Cemeteries and Burial Places (#41)*

*How to Evaluate and Nominate Designed Historic Landscapes (#18) \**

*Guidelines for Identifying, Evaluating and Registering Historic Mining Properties (#N/A)*

*Guidelines for Evaluating and Nominating Properties That Have Achieved Significance Within the Past Fifty Years (#22) \**

*How to Apply the National Register Criteria to Post Offices (#13)*

*Guidelines for Evaluating and Documenting Rural Historic Landscapes (#30)*

*Guidelines for Evaluating and Documenting Properties Associated with Significant Persons (#32) \**

*Guidelines for Evaluating and Documenting Traditional Cultural Properties (#38)*

*Nominating Historic Vessels and Shipwrecks to the National Register of Historic Places (#20)*

**Technical Assistance**

*Defining Boundaries for National Register Properties (with Appendix, Definition of National Register Boundaries for Archeological Properties) (#21&12)*

*How to Improve the Quality of Photographs for National Register Nominations (and Photo Policy Update) (#23)*

*Telling the Stories: Planning Effective Interpretive Programs for Places Listed in the National Register of Historic Places (#N/A)*

*Using the UTM Grid System to Record Historic Sites (#N/A)*

**General Guidelines**

*Guidelines for Local Surveys: A Basis for Preservation Planning (#24) \**

# Chapter 11

## City of Beverly Hills “List of Master Architects”

The City’s *List of Master Architects* has been compiled as a guide to provide a greater context for the works and careers of these prominent architects, designers, builders, and landscape architects in the City. The individuals included in this list are known to have played an active role in the development of the historic architectural heritage of Beverly Hills. Their work has influenced the architectural character and quality of design that defines the City from 1900 to 1970.

Some of these individuals were locally based and spent much of their professional careers in Beverly Hills. Others from outside of the area may have designed only one or two structures in the community, yet those buildings are recognized as some of the city’s most iconic landmarks. Although this list is not comprehensive and citations will undoubtedly be supplemented by future researchers, it does serve to acknowledge the contributions of those individuals and firms that shaped Beverly Hills and assist in the identification of historically significant properties.

When assessing properties for historical significance consideration should also be given to the designer, architect, builder, and/or landscape architect identified and associated with such improvements. Properties may be eligible for local landmark listing (and/or local historic district listing) if they represent the work of an individual listed on the City’s “List of Master of Architects.” To be eligible a property or historic district must express a particular phase in the development of the master’s career, an aspect of his or her work, or a particular idea or theme in his or craft. Typically, the work of these masters is distinguished from others by its characteristic style and quality.