

ORDINANCE NO. 4153

AN ORDINANCE OF THE CITY OF RIVERSIDE, CALIFORNIA,  
AMENDING ORDINANCE NO. 2369 TO INCREASE THE NUMBER  
OF MEMBERS ON THE AIRPORT COMMISSION FROM FIVE TO  
SEVEN AND TO CONSOLIDATE INTO ONE ORDINANCE THE  
PROVISIONS OF ORDINANCE NO. 2369 AS AMENDED BY  
ORDINANCE NO. 3218 RELATING TO THE AIRPORT COMMISSION.

The City Council of the City of Riverside does ordain  
as follows:

Ordinance No. 2369 as amended by Ordinance No. 3218  
is hereby amended in its entirety to read as follows:

"Section 1: There is hereby continued the Airport Commission  
as created by Ordinance No. 2369. The members of said Commission  
are hereby increased from five to seven.

Section 2: The Airport Commission is an advisory board  
created pursuant to the provisions of Section 700 of the Charter  
of the City of Riverside. The members of said Commission shall  
be appointed in the manner and for the terms provided by Section  
702 of said Charter, and shall organize, meet, and conduct  
proceedings as provided by Section 704 of said Charter.

Said Airport Commission is subjected to all provisions  
of the Charter of the City of Riverside which are applicable  
to advisory commissions created thereunder.

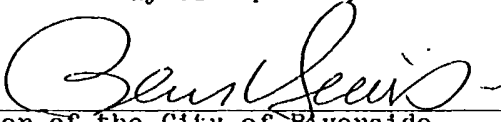
Section 3: The Airport Commission shall have the power  
and duty to act in an advisory capacity to the City Council  
in all matters pertaining to the administration, operation,  
development, improvement and maintenance of the Riverside  
Municipal Airport and the Riverside Heliport.

Section 4: The terms of the members first appointed to  
the sixth and seventh seats shall have terms of three and four  
years respectively to be designated by the City Council or if  
not so designated, by the drawing of lots as specified in  
Section 702 of the Charter of the City of Riverside.


Section 5: The City Clerk shall certify to the adoption

1 of this ordinance and cause it to be published once in The  
2 Press. This ordinance shall become effective on the 30th day  
3 after the date of its adoption."

4 ADOPTED by the City Council and signed by the Mayor and  
5 attested by the City Clerk this 24th day of September, 1974.

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8 Mayor of the City of Riverside

9 Attest:

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12 City Clerk of the City of Riverside


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16 I, Virginia J. Strohecker, City Clerk of the City of  
17 Riverside, California, hereby certify that the foregoing  
18 ordinance was duly and regularly introduced at a meeting of  
19 the City Council on the 17th day of September, 1974, and  
20 that thereafter the said ordinance was duly and regularly  
21 adopted at a meeting of the City Council on the 24th day of  
22 September, 1974, by the following vote, to wit:

23 Ayes: Councilmen Holcomb, Haley, Anderson, Scott, Wanamaker  
24 and Abraham.

25 Noes: None.

26 Absent: Councilman Macomber.

27 IN WITNESS WHEREOF I have hereunto set my hand and  
28 affixed the official seal of the City of Riverside, California,  
29 this 24th day of September, 1974.

30  
31   
32 City Clerk of the City of Riverside

ORDINANCE NO. 6393

AN ORDINANCE OF THE CITY OF RIVERSIDE, CALIFORNIA,  
ADOPTING THE 1996 RECODIFICATION OF THE RIVERSIDE  
MUNICIPAL CODE, AMENDING VARIOUS SECTIONS OF  
THE RIVERSIDE MUNICIPAL CODE TO CORRECT REFERENCES,  
TO CONFORM TO STATE LAW, TO REFLECT CHARTER  
CHANGES AND TO DELETE OBSOLETE MATERIAL.

The City Council of the City of Riverside, California, does ordain as follows:

Section 1: The 1996 recodification of the Riverside Municipal Code as published by  
Book Publishing Company is hereby adopted.

Section 2: The reference to "Section 503 of the City Charter" in Section 2.08.030 of  
Chapter 2.08 of the Riverside Municipal Code is hereby amended to refer to "Section 603 of the  
City Charter."

Section 3: The reference to "Sections 700, 703, and 1201 of the Charter of the City" in  
Section 2.10.010 of Chapter 2.10 of the Riverside Municipal Code is hereby amended to refer to  
"Sections 800, 803, and 1201 of the Charter of the City."

Section 4: The reference to "Section 700 of the City Charter" in Section 2.12.010 of  
Chapter 2.12 of the Riverside Municipal Code is hereby amended to refer to "Section 800 of the  
City Charter."

Section 5: The reference to "Sections 700 through 705 of the City Charter" in Section  
2.16.010 of Chapter 2.16 of the Riverside Municipal Code is hereby amended to refer to "Sections  
800 through 805 of the City Charter."

Section 6: Subsection A of Section 2.20.020 of Chapter 2.20 of the Riverside Municipal  
Code is hereby amended as follows:

"A. Every item of unclaimed property in the possession of the Police  
Department shall be held for a period of at least three months."

Section 7: The reference to "Section 601 of the City Charter" in Section 2.32.020 of  
Chapter 2.32 of the Riverside Municipal Code is hereby amended to refer to "Section 701 of the  
City Charter."

1           Section 8: Section 2.36.100 of Chapter 2.36 of the Riverside Municipal Code is hereby  
2 amended as follows:

3           **“2.36.100 Political activities.**

4                   A. No officer or employee of the City shall engage in political activity during  
5 working hours.

6                   B. No person shall conduct political activities on the premises of the City.”

7           Section 9: The first paragraph of Section 2.60.020 of Chapter 2.60 of the  
8 Riverside Municipal Code is hereby amended as follows:

9                   “The Airport Commission is an advisory board created pursuant to the provisions of  
10 Section 800 of the Charter of the City. The members of the Commission shall be  
11 appointed in the manner and for the terms provided for by Section 802 of the Charter and  
12 shall organize, meet and conduct proceedings as provided by Section 804 of the Charter.”

12           Section 10: The first paragraph of Section 2.62.020 of Chapter 2.62 of the Riverside  
13 Municipal Code is hereby amended as follows:

14                   “The Parking, Traffic and Streets Commission is an advisory board created pursuant to  
15 the provisions of Section 800 of the Charter of the City. The members of the  
16 Commission shall be appointed in the manner and for the terms provided for by Section  
17 802 of the Charter and shall organize, meet and conduct proceedings as provided by  
18 Section 804 of the Charter.”

17           Section 11: The reference to “Sections 700 through 705 of the City Charter” in Section  
18 2.16.010 of Chapter 2.16 of the Riverside Municipal Code is hereby amended to refer to “Sections  
19 800 through 805 of the City Charter.”

20           Section 12: Chapter 2.24, “Expiration Records,” of the Riverside Municipal Code is  
21 hereby repealed.

22           Section 13: Section 3.08.090, the second version of Section 3.08.095, Section 3.08.130,  
23 the second version of Section 3.08.135 and Section 3.08.160, all of Chapter 3.08 of the Riverside  
24 Municipal Code, are hereby repealed.

25           Section 14: The bracketed paragraphs preceding the second versions of Section 3.08.095  
26 and 3.08.135 of Chapter 3.08 of the Riverside Municipal Code, which language defines when said  
27 Sections were to become operative, are hereby deleted.

1           Section 15: The title of the first version of Section 3.08.095 of Chapter 3.08 of the  
2 Riverside Municipal Code is hereby amended by deleting the word “(alternate)” therefrom.

3           Section 16: The first version of Section 3.08.135 of Chapter 3.08 is hereby amended by  
4 deleting the word “(alternate)” therefrom and by amending the first sentence before the colon as  
5 follows:

6           “There shall be exempt from the tax due under Section 3.08.100”:

7           Section 17: The phrases “in excess of five thousand dollars” in Section 3.018.010 of  
8 Chapter 3.18 of the Riverside Municipal Code are hereby amended to read “in excess of twenty-five  
9 thousand dollars”.

10          Section 18: The reference to “Section 1110 of the Charter of the City” in Section  
11 3.18.010 of Chapter 3.18 of the Riverside Municipal Code is hereby amended to refer to “Section  
12 1109 of the Charter of the City.”

13          Section 19: The reference to “Charter Section 1113” in the footnote to Chapter 3.28 of  
14 the Riverside Municipal Code is hereby amended to refer to “Charter Section 1112”.

15          Section 20: Subsection C of Section 3.04.020 of Chapter 3.40 of the Riverside Municipal  
16 Code is hereby amended as follows:

17           “C. The City Council may sell such bonds in such manner as it may determine, either by  
18 private sale, or by means of competitive bid.”

19          Section 21: The word “request” in Section 3.46.030 of Chapter 3.46 of the Riverside  
20 Municipal Code is hereby amended to read “requirement”.

21          Section 22: The reference to “Sections 201, 202 and 203” in Subsection A of Section  
22 3.50.140 of Chapter 3.50 of the Riverside Municipal Code is hereby amended to refer to “Sections  
23 3.50.050, 3.50.060 and 3.05.070”.

24          Section 23: The reference to “Section 4301 et seq. of the State Public Utilities Code” in  
25 Subsection H of Section 504.090 of Chapter 5.04 of the Riverside Municipal Code is hereby  
26 amended to refer to “Section 5325 et seq. of the State Public Utilities Code”.

27          Section 24: The reference to “Section 1523 of the State Health and Safety Code” in

1 Subsection J of Section 5.04.090 of Chapter 5.04 of the Riverside Municipal Code is hereby  
2 amended to refer to "Section 1523.1 of the State Health and Safety Code".

3 Section 25: Section 5.36.080 of the Riverside Municipal Code, "Bill Poster Required to  
4 Wear Badge of Identification", is hereby repealed.

5 Section 26: Section 5.36.100 of the Riverside Municipal Code, "Obscene, Indecent  
6 Displays Prohibited", is hereby repealed.

7 Section 27: The definition of "recognized school" in Section 5.52.015 of Chapter 5.52 of  
8 the Riverside Municipal Code is amended as follows:

9 " 'Recognized school' means a State approved private postsecondary educational  
10 institution as defined in Education Code Section 94302 which has for its purpose the  
11 teaching of the theory, method, profession or work of massagist, and which school  
12 requires a resident course of study of the minimum standards prescribed by the State for  
graduation from such school or institution of learning showing the successful completion  
of such course of study."

13 Section 28: The reference to "Article 8, Chapter 7 of Division 8 (Section 20880, et seq.)  
14 of the California Business and Professions Code" in Section 5.64.050 of Chapter 5.64 of the  
15 Riverside Municipal Code is hereby amended to refer to "Article 12 of Chapter 14 of Division 5  
16 (Section 13530 et seq.) of the State Business and Professions Code".

17 Section 29: The reference to "Section 6.20.120" in Section 6.20.120 of Chapter 6.20 of  
18 the Riverside Municipal Code is hereby amended to refer to "Section 6.20.110".

19 Section 30: Chapter 6.24, "Regulation and Prohibition of Smoking", is hereby repealed.

20 Section 31: Chapter 9.04 of the Riverside Municipal Code is hereby amended as follows:  
21 Sections 9.04.040, Disorderly Conduct; 9.04.060, Exhibitions Prohibited in Certain Area; 9.04.150,  
22 Persons Having No Visible Means of Support; 9.04.160, Picketing Generally; 9.04.170, Picketing  
23 by Means of Vehicles; 9.04.180, Use of Indecent Language or Gesture; 9.04.230, State Penal Code  
24 Sections Adopted; 9.04.250, Sale of Tobacco to Minors; 9.04.260, Tort Claims; and 9.04.270,  
25 Insulting or Ridiculing Women or Children, are hereby repealed.

26 Section 32: Chapter 9.44, Display or Sale of Drug Paraphernalia to Minors, is hereby  
27 repealed.

1           Section 33: Chapter 9.56, Impeding Access to Health Care Facilities, is hereby repealed.

2           Section 34: Section 13.04.010 is hereby amended to delete the words, “or so as to in any

3 manner annoy or molest persons passing along the same”.

4           Section 35: Section 13.04.140, Grazing Animals on Streets, is hereby repealed.

5           Section 36: The word “part” in the sixth line of Section 13.10.010 of Chapter 13.10 of

6 the Riverside Municipal Code is hereby amended to read “chapter”.

7           Section 37: The reference to “Section 313 of the California Penal Code” in Section

8 13.24.035 of Chapter 13.24 of the Riverside Municipal Code is hereby amended to refer to “Section

9 313.1 of the California Penal Code”.

10          Section 38: The reference to “Charter Section 711” in the footnote to Chapter 15.08 of

11 the Riverside Municipal Code is hereby amended to refer to “Charter Section 809”.

12          Section 39: The reference to “Chapters 16.04, 16.08, 16.09, 16.10, 16.11, 16.12, 16.16,

13 16.20, 16.24, 16.36 and 16.38” in Section 16.04.510 of Chapter 16.04 of the Riverside Municipal

14 Code is hereby amended to refer to “Chapters 16.04 through 16.24”.

15          Section 40: Chapter 16.05 of the Riverside Municipal Code is hereby renumbered as

16 Chapter 16.56.

17          Section 41: Chapter 16.06 of the Riverside Municipal Code is hereby renumbered as

18 Chapter 16.60.

19          Section 42: Chapter 16.07 of the Riverside Municipal Code is hereby renumbered as

20 Chapter 16.64.

21          Section 43: The reference to “Sections 303 of the Uniform Building Code (Chapter

22 16.08)” in Section 16.20.120 of Chapter 16.20 of the Riverside Municipal Code is hereby amended

23 to refer to “Subsection 107.2, Permit Fees, of SECTION 107, FEES, of the Uniform Building Code

24 (Chapter 16.08)”.

25          Section 44: Chapter 16.36 of the Riverside Municipal Code is hereby renumbered as

26 Chapter 16.19.

27          Section 45: The reference to “Chapter 70 of the Appendix to the Uniform Building

1 Code" in Section 16.40.030 of Chapter 16.40 of the Riverside Municipal Code is hereby amended to  
2 refer to "Chapter 33, Excavation and Grading, of the Appendix to the Uniform Building Code".

3 Section 46: The reference to "Chapter 16.04" in Section 16.04.030 of Chapter 16.40 of  
4 the Riverside Municipal Code is hereby amended to refer to "Chapter 16.08".

5 Section 47: The reference to "Chapter 16.04" in Section 16.4 4.020 of Chapter 16.44 of  
6 the Riverside Municipal Code is hereby amended to refer to "Chapter 16.08".

7 Section 48: The reference to "Chapter 16.04" in Section 16.48.020 of Chapter 16.48 of  
8 the Riverside Municipal Code is hereby amended to refer to "Chapter 16.08".

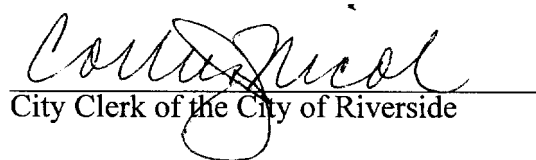
9 Section 49: The reference to "Chapter 16.04" in Section 16.52.020 of Chapter 16.52 of  
10 the Riverside Municipal Code is hereby amended to refer to "Chapter 16.08".

11 Section 50: The City Clerk shall certify to the adoption of this ordinance and cause  
12 publication once in a newspaper of general circulation in accordance with Section 414 of the Charter  
13 of the City of Riverside. This ordinance shall become effective on the 30th day after the date of its  
14 adoption.

15 ADOPTED by the City Council and signed by the Mayor and attested by the City Clerk  
16 this 2nd day of September, 1997.

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19 Mayor of the City of Riverside

20 Attest:

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23 City Clerk of the City of Riverside

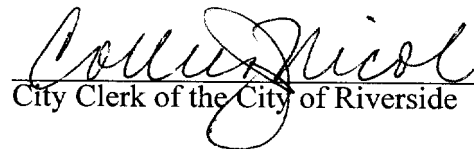
1 I, Colleen J. Nicol, City Clerk of the City of Riverside, California, hereby certify that the  
2 foregoing ordinance was duly and regularly introduced at a meeting of the City Council on the 26th  
3 day of August, 1997, and that thereafter the said ordinance was duly and regularly adopted at a  
4 meeting of the City Council on the 2nd day of September, 1997, by the following vote, to wit:

5 Ayes: Councilmembers Beaty, Moore, Defenbaugh, Kane, Clifford,  
6 Thompson and Pearson.

7 Noes: None.

8 Absent: None.

9 IN WITNESS WHEREOF I have hereunto set my hand and affixed the official seal of the  
10 City of Riverside, California, this 2nd day of September, 1997.

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13 City Clerk of the City of Riverside  
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## Chapter 2.80

### BOARD OF ETHICS

#### Sections:

- 2.80.010**      **Creation of Board of Ethics.**
- 2.80.020**      **Purpose.**
- 2.80.030**      **Membership and Term of Service.**
- 2.80.040**      **Duties and Powers.**
- 2.80.050**      **Severability.**

#### **Section 2.80.010      Creation of Board of Ethics.**

Pursuant to Article 11, sections 5(a) and 7 of the California Constitution and Sections 200, 202, 800, 801, 802, 804, and 805 of The Charter of the City of Riverside, there is hereby established by the City Council of the City of Riverside a Board of Ethics. (Ord. 7329 § 3, 2016)

#### **Section 2.80.020      Purpose.**

It is the purpose of the Board of Ethics to advise and make recommendations to the City Council of the City of Riverside on all matters pertaining to the adoption, revision, administration, and enforcement of the Code of Ethics and Conduct for the City of Riverside as set forth in Chapter 2.78 of the Riverside Municipal Code (RMC), and to conduct hearings upon complaints. (Ord. 7329 § 3, 2016)

#### **Section 2.80.030      Membership and Term of Service.**

- A. The Board of Ethics shall consist of nine members to be appointed in accordance with Section 802 of the Charter of the City of Riverside by the Mayor and City Council.
- B. Members may be removed from the Board by five (5) affirmative votes of the Mayor and City Council for incompetence, malfeasance, misfeasance, nonfeasance or neglect of duties. (Ord. 7329 § 3, 2016)

#### **Section 2.80.040      Duties and Powers.**

- A. The duties of the Board of Ethics shall include the following:
  - 1. Annually review, hold public meetings, and make recommendations to the City Council regarding the overall effectiveness of RMC Chapter 2.78, including any adopted or proposed city policies, in accordance with the procedures established therein;
  - 2. Receive and review complaints of violations of RMC Chapter 2.78;
  - 3. Convene a hearing panel of the Board of Ethics to conduct hearings on complaints of violations of RMC Chapter 2.78 pursuant to the provisions of this chapter;
  - 4. Conduct hearings on complaints of violations of RMC Chapter 2.78 in accordance with the procedures set forth therein;
  - 5. Issue subpoenas compelling the attendance of witnesses or the production of books, papers or documents on any complaint before the Board of Ethics where a super majority (four affirmative votes) of the hearing panel determines it necessary for a meaningful hearing or decision on complaints of violations of RMC Chapter 2.78;
  - 6. Issue a decision with findings to the City Council for all complaints determined by the hearing panel of the Board to be a violation of RMC Chapter 2.78;

7. Establish meeting rules and procedures and hearing rules and procedures not in conflict with the Charter of the City of Riverside, Riverside Municipal Code, adopted rules and procedures of the City Council, or any local, state or federal law.
- B. In order to carry out its duties, the Board of Ethics is authorized to:
1. Hold public meetings, review, discuss, and make recommendations to the City Council regarding the overall effectiveness of RMC Chapter 2.78, including any recommended amendments thereto or the adoption of or changes to policies implementing RMC Chapter 2.78;
  2. Receive from the City Clerk and review all complaints of violations of RMC Chapter 2.78, including all submitted evidence;
  3. Convene a hearing panel of the Board of Ethics to conduct hearings on complaints of violations of RMC Chapter 2.78 as follows:
    - a. A hearing panel shall be comprised of no fewer than five (5) members of the Board and one alternate;
    - b. A hearing panel, once established, shall be the sole hearing body to conduct hearings and render decisions with findings on the complaint for which the panel was convened;
    - c. No later than thirty (30) calendar days prior to the date set for the hearing, a hearing panel shall be selected by the City Clerk by randomly drawing names of Board members until all names have been drawn. The first five (5) names drawn shall constitute the hearing panel, with the sixth name drawn as an alternate;
    - d. The alternate shall be present at the hearing, but will not participate unless and until any member of the hearing panel is unable to continue as a member of the hearing panel. At that point the alternate shall become a member of the hearing panel;
    - e. Any Board member who is selected as a member of a hearing panel or alternate shall notify the City Clerk not less than fifteen (15) calendar days before the hearing that he or she is unable to participate on the hearing panel or as an alternate and the reasons why;
    - f. If any member of the hearing panel or the alternate so notifies the City Clerk, the alternate shall then become a member of the hearing panel and the seventh name of a Board member previously drawn shall then become an alternate. This process shall be followed until a five (5) member hearing panel and alternate is established;
    - g. If, after the commencement of a hearing, the hearing panel does not have at least five (5) members, the chairperson shall adjourn the hearing to a date certain. If the hearing can be reconvened with the same members of the hearing panel, then the hearing shall proceed from the point at which the hearing was adjourned. If the hearing cannot continue with all of the same members of the hearing panel as constituted at adjournment, then the hearing shall begin anew;
    - h. If a complaint concerns a City Councilmember, any member of the Board residing in that Councilmember's Ward shall be disqualified from participating on the hearing panel;
    - i. If a complaint concerns a member of the Board, that member shall be disqualified from participating on the hearing panel; and
    - j. The first name drawn by the City Clerk shall serve as chairperson of the hearing panel to preside at the hearing.

4. Conduct hearings, swear witnesses, receive and consider evidence, ask questions, and otherwise hold hearings in accordance with the provisions of RMC Chapter 2.78;
5. Issue subpoenas compelling the attendance of witnesses or the production of books, papers or documents on any complaint before the Board where a super majority (four affirmative votes) of the hearing panel determines it necessary for a meaningful hearing or decision on complaints of violations of RMC Chapter 2.78;
6. Render decisions with findings following a hearing on a complaint for violation of RMC Chapter 2.78, along with recommendations for sanctions, if any, to be sent to the City Council for final action;
7. Adopt rules of procedure for the conduct of the business of the Board, and for the administration of hearings on complaints, so long as those rules of procedure do not conflict with the Charter of the City of Riverside, Riverside Municipal Code, adopted rules and procedures of the City Council, or any local, state or federal law.
8. Determine occurrences when outside legal counsel shall be used to advise the Board of Ethics or a hearing panel in lieu of the City Attorney. If outside legal counsel is so desired, the City Attorney shall contract with the appropriate party(ies). (Ord. 7329 § 3, 2016)

**Section 2.80.050 Severability.**

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase in this chapter or any part thereof is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this chapter or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one (1) or more subsections, subdivisions, paragraphs, sentences, clauses, or phrases be declared unconstitutional, or invalid, or ineffective. (Ord. 7329 § 3, 2016)

**Sec. 808. Board of Library Trustees.**

There shall be a Board of Library Trustees, which shall have the power and duty to:

- (a) Have charge of the administration of City libraries and make and enforce such bylaws, rules and regulations as may be necessary therefor.
- (b) Designate its own secretary.
- (c) Consider the annual budget for library purposes during the process of its preparation and make recommendations with respect thereto to the City Council and the City Manager.
- (d) Purchase and acquire books, journals, maps, publications and other supplies peculiar to the needs of the library, subject, however, to the limitations of the budget for such purposes. The expenditure and disbursement of funds for such purchases shall be made and approved as elsewhere in this Charter provided.
- (e) Approve or disapprove the appointment, suspension or removal of the Library Director, who shall be the department head.
- (f) Accept money, personal property or real estate donated to the City for library purposes, subject to the approval of the City Council.
- (g) Contract with schools, County or other governmental agencies to render or receive library services or facilities, subject to the approval of the City Council. (Effective 10/23/2012 and 12/27/1995)

**Sec. 1201. Board of Public Utilities--Composition; applicability of Article VIII of Charter.**

There shall be a Board of Public Utilities. All of the provisions of Article VIII of this Charter relating to boards and commissions generally, to the organization, meetings, conduct of proceedings, and expenses thereof, and to the appointment, qualifications, term of office, removal, compensation and powers of members thereof, where not inconsistent with the provisions of this Article, shall apply to the Board of Public Utilities. (Effective 12/27/1995)

**Sec. 1202. Same--Powers and duties.**

The Board of Public Utilities shall have the power and duty to:

(a) Consider the annual budget for the Department of Public Utilities during the process of its preparation and make recommendations with respect thereto to the City Council and the City Manager.

(b) Authorize, and let public works contracts in compliance with Section 1109, within the limits of the budget of the Department of Public Utilities, any purchase of equipment, materials, supplies, goods or services, or any acquisition, construction, improvement, extension, enlargement, diminution, or curtailment of all or any part of any public utility system when the amount exceeds \$50,000, and authorize the City Manager, or his designee, to execute contracts or issue purchase orders for the same. This amount may be increased in \$1,000 increments by ordinance to account for inflation whenever the cumulative increase in the consumer price index exceeds \$2,000 from the last increase. No such purchase, or acquisition, construction, improvement, extension, enlargement, diminution or curtailment shall be made without such prior authorization.

Notwithstanding the above, such a purchase, or acquisition, construction, extension, enlargement, diminution or curtailment may be made without prior approval (1) for work done at the request of and at the expense of a customer, pursuant to rules established by the Board of Public Utilities and approved by the City Council, or (2) if there is an urgent necessity to preserve life, health or property (i) as determined by the Director of Public Utilities or, (ii) if the amount exceeds \$100,000 by the Director of Public Utilities and the City Manager. As soon as practicable thereafter, the Director of Public Utilities shall take the matter under Section 1202(b)(2) to the Board of Public Utilities for ratification.

(c) Within the limits of the budget of the Department of Public Utilities, make appropriations from the contingency reserve fund for capital expenditures directly related to the appropriate utility function.

(d) Require of the City Manager monthly reports of receipts and expenditures of the Department of Public Utilities, segregated as to each separate utility, and monthly statements of the general condition of the department and its facilities.

(e) Establish rates for all utility operations as provided under Section 1200 including but not limited to water and electrical revenue producing utilities owned, controlled or operated by the City, but subject to the approval of the City Council.

(f) Authorize the Director of Public Utilities to negotiate and execute contracts with individual retail customers for water, electric and any other utility service as provided under Section 1200, consistent with rates for such individualized service established pursuant to Section 1202(e).

(g) Approve or disapprove the appointment of the Director of Public Utilities, who shall be the department head.

(h) Designate its own secretary.

(i) Make such reports and recommendations in writing to the City Council regarding the Department of Public Utilities as the City Council shall deem advisable.

(j) Exercise such other powers and perform such other duties as may be prescribed by ordinance not inconsistent with any of the provisions of this Charter. (Effective 1/18/2005 and 1/6/2003)

## Chapter 2.64

### COMMISSION ON AGING

#### Sections:

- 2.64.010      Creation.**
- 2.64.020      Members.**
- 2.64.030      Powers and Duties.**

#### **Section 2.64.010      Creation.**

Pursuant to the provisions of Section 800 of the Charter of the City, there is created a Commission on Aging to be composed of eleven members appointed by the Mayor and City Council. (Ord. 7341 § 2, 2016; Ord. 7179 § 1, 2012; Ord. 6807 § 1, 2005; Ord. 6786 § 7, 2005; Ord. 6665 § 1, 2003; Ord. 4773 § 1, 1980; Ord. 4715 § 1, 1979; Ord. 4563 § 1, 1978; Ord. 4268 § 1, 1976)

#### **Section 2.64.020      Members.**

Members shall be at least fifty-five years of age. No paid representative of any public or private elderly service shall serve as a member of this Commission. (Ord. 6666 § 1, 2003; Ord. 5983 § 1, 1992; Ord. 4268 § 2, 1976)

#### **Section 2.64.030      Powers and Duties.**

The powers, duties and functions of the Commission shall be as follows:

- A. To act in an advisory capacity to the City Council on all matters pertaining to older Americans and their needs;
- B. To assemble information on problems and their solutions for older Americans through all available means including public hearings;
- C. To be empowered on its own initiative to make recommendations to senior citizens' service agencies on matters within its purview;
- D. To act to facilitate coordination between existing and proposed programs for the elderly;
- E. To carry out such studies as may be assigned to it by the City Council;
- F. To, from time to time, report to the City Council its findings.

Nothing contained in this section shall be construed as vesting the Commission, or any member thereof, with supervisory powers over the actions or duties of City employees or the operation of City Departments. (Ord. 4268 § 3, 1976)

**CHAPTER 2.90****BUDGET ENGAGEMENT COMMISSION****Sections:**

- 2.90.010      Creation.**
- 2.90.020      Purpose and Function.**
- 2.90.030      Membership.**
- 2.90.040      Meetings, Rules and Procedures.**
- 2.90.050      Conflicts of Interest.**
- 2.90.060      Severability.**

**Section 2.90.010      Creation.**

Pursuant to provisions of Sections 800 through 805 of the City Charter, there is created a Budget Engagement Commission consisting of eighteen (18) members. (Ord. 7363 § 1, 2017)

**Section 2.90.020      Purpose and Function.**

It is the purpose of the Budget Engagement Commission to advise the City Council on spending and policy priorities based on the information received through quarterly financial and performance reports, including revenues from transaction and use tax, to work with City staff to maximize public engagement on municipal budgetary issues and to provide input on performance measures and reporting programs. The Commission's advice shall in no way conflict with or supersede the powers of the Council or the budgetary and advisory powers of the City Charter created Boards and Commissions. (Ord. 7363 § 1, 2017)

**Section 2.90.030      Membership**

A. Number. The Budget Engagement Commission shall be composed of eighteen members, consisting of:

1. Nine resident members, seven nominated by each of the Council members to represent each of the City's wards, and two Citywide nominations made by the Mayor; and
2. Nine business members, seven nominated by each of the Council members to represent a business located in their respective City wards or an individual who resides in the respective City ward and who has a business located in any ward in the City, and two Citywide nominations made by the Mayor.

B. Appointment. Budget Engagement Commission appointments will be made by the Mayor and City Council from the nominations described in subparagraph A above, without interview.

C. Term. In accordance with Section 802 of the City Charter, the Budget Engagement Commission members shall serve a term of four years, for a maximum of two consecutive terms. However, the initial appointment of the first eighteen members after the effective date of this Chapter, shall be determined by a drawing at the Commission's first meeting to decide which members shall serve two, three and four year terms. The nine residential members and nine business members shall each be broken down for each group as follows: three members shall serve two year terms, three members shall serve three year terms, and three members shall serve four year terms. The member's term shall run until March 1, of the respective two, three or four year term. Service of more than one year shall be counted as service of one full term.

D. Definitions. For the purpose of the membership of the Budget Engagement Commission, the following definitions shall apply:

1. Business member shall be a registered voter residing within the city limits of the City of Riverside and who owns, operates or serves in a management capacity in a Riverside-based for profit or non-profit business.

2. Resident member shall be a registered voter residing within the city limits of the City of Riverside. (Ord. 7363 § 1, 2017)

#### **Section 2.90.040 Meetings, Rules and Procedures.**

A. Meetings. The Budget Engagement Commission will meet quarterly, or as often as needed, to review financial and performance reports before they are presented to the City Council. In addition, upon formation, Commission will review and provide input on Citywide performance indicators recommended by City staff based on strategic priorities.

B. Officers. The Commission shall annually elect one of its members to be chairperson and one of its members to be vice-chairperson.

C. Rules. The Commission shall make and alter rules governing its organization and procedures which are not inconsistent with this Chapter, the City Charter, or any other City ordinance, resolution or policy. At a minimum, the rules shall provide that a quorum is based on the total membership of the 18 members, attendance requirements, and other rules as agreed upon by the membership.

D. Records. The Commission shall keep a record of its proceedings and shall submit an annual report to the City Council.

E. Secretary. An officer or employee designated by the City Manager shall serve as secretary of the Commission and provide staff support as necessary. (Ord. 7363 § 1, 2017)

#### **Section 2.90.050 Conflict of Interest.**

A member of the Budget Engagement Commission may not make, participate in making, or attempt to influence a governmental decision if it is reasonably foreseeable that the decision could have a material financial effect on that member, the member's immediate family, or any of his or her financial interests. A member of the Commission is prohibited from entering into any contract with the City. Further, a member shall not use its position to direct, supervise, or order City staff on any matter that may be considered by the Commission. (Ord. 7363 § 1, 2017)

#### **Section 2.90.060 Severability.**

If any provision of this ordinance or its application is held invalid by a court of competent jurisdiction, such invalidity shall not affect other provisions, sections or application of the ordinance which can be given effect without the invalid provisions or applications, and to this end any phrase, section, sentence, or word is declared severable. (Ord. 7363 § 1, 2017)

## Chapter 2.66

### COMMISSION ON DISABILITIES

#### Sections:

<b>2.66.010</b>	<b>Title.</b>
<b>2.66.020</b>	<b>Establishment, Findings.</b>
<b>2.66.030</b>	<b>Membership and Terms of the Commission on Disabilities.</b>
<b>2.66.040</b>	<b>Powers, Duties and Functions.</b>
<b>2.66.050</b>	<b>Meetings, Rules and Procedures.</b>
<b>2.66.060</b>	<b>Severability.</b>

#### **Section 2.66.010 Title.**

This Chapter shall be known as the City of Riverside "Commission on Disabilities Ordinance." (Ord. 6841 § 1, 2006)

#### **Section 2.66.020 Establishment, Findings.**

The City Council finds as follows:

A. It is the policy of the City of Riverside to promote the full integration and participation of persons with disabilities into all areas of economic, political and community life.

B. The City of Riverside is committed to utilizing all available resources and to coordinate efforts to removing barriers to full integration and participation of persons with disabilities.

C. Pursuant to Section 800 of the Riverside City Charter, there is hereby established a Commission on Disabilities for the City of Riverside. (Ord. 6841 § 1, 2006)

#### **Section 2.66.030 Membership and Terms of the Commission on Disabilities.**

A. The Commission on Disabilities shall consist of eleven members appointed by the Mayor and City Council.

B. Members should consist of both persons with and without disabilities. Members should also represent a cross-section of the City's disability groups and include persons with professional experience representing or supporting persons with disabilities. Further, the diversity of the Commission is important to achieving its stated duties and functions. In that regard, there should be focused outreach activities to expand the pool of applicants for appointment to the Commission. (Ord. 7341 § 2, 2016; Ord. 6841 § 1, 2006)

#### **Section 2.66.040 Powers, Duties and Functions.**

The powers, duties and functions of the Commission on Disabilities are as follows:

A. Advise the City Council on all matters affecting persons with disabilities in the community.

B. Review community policies, programs and actions which affect persons with disabilities and make appropriate recommendations to the City Council.

C. Render advice and assistance as requested to other City boards and commissions, to City departments, and to private agencies on matters affecting persons with disabilities.

D. Identify the needs of persons with disabilities and create a public awareness of these needs in areas such as employment, housing, transportation, media, physical and communication accessibility and other needed areas.

E. Promote greater awareness of the changing life patterns, opportunities and responsibilities of persons with disabilities.

F. Promote the total integration of persons with disabilities into all aspects of community life.

G. Perform other functions and duties as may be directed by the City Council. (Ord. 6841 § 1, 2006)

**Section 2.66.050 Meetings, Rules and Procedures.**

A. The Commission shall annually elect one of its members to be chairperson and one of its members to be vice-chairperson.

B. The Commission shall establish a regular time and place of meeting and shall hold at least one regular meeting each month. Special meetings may be called by the chairperson, or by a majority of the members of the Commission, upon written notice received by each member at least 24 hours prior to such meeting.

C. The Commission shall make and alter rules governing its organization and procedures which are not inconsistent with this Chapter, the Riverside City Charter, or any other City ordinance, resolution or policy.

D. The Commission shall keep a record of its proceedings and its transactions and shall submit an annual report to the City Council.

E. An officer or employee designated by the City Manager shall serve as secretary of the Commission and provide staff support as necessary. (Ord. 6841 § 1, 2006)

**Section 2.66.060 Severability.**

If any provision of this ordinance or its application is held invalid by a court of competent jurisdiction, such invalidity shall not effect other provisions, sections or application of the ordinance which can be given effect without the invalid provisions or applications, and to this end any phrase, section, sentence, or word is declared severable. (Ord. 6841 § 1, 2006)

## Chapter 2.76

### COMMUNITY POLICE REVIEW COMMISSION

#### Sections:

<b>2.76.010</b>	<b>Title.</b>
<b>2.76.020</b>	<b>Purpose.</b>
<b>2.76.030</b>	<b>Creation of Community Police Review Commission.</b>
<b>2.76.040</b>	<b>Membership and terms of Community Police Review Commission.</b>
<b>2.76.050</b>	<b>Powers, duties and functions.</b>
<b>2.76.060</b>	<b>Confidentiality.</b>
<b>2.76.070</b>	<b>Severability.</b>

#### **Section 2.76.010 Title.**

This Chapter shall be known as the City of Riverside "Community Police Review Commission Ordinance." (Ord. 6516 § 1, 2000)

#### **Section 2.76.020 Purpose.**

The general purpose of this Ordinance is to promote effective, efficient, trustworthy and just law enforcement in the City of Riverside, and to bring to the attention of the City its findings and recommendations in regard to law enforcement policies and practices. Further, it is the purpose of this Ordinance to ensure good relations between those who enforce the laws and the diverse populace whom they serve so that the public will take pride in local law enforcement and those who enforce the laws will take pride in their service to the public. (Ord. 6516 § 1, 2000)

#### **Section 2.76.030 Creation of Community Police Review Commission.**

Pursuant to the provisions of Article VIII, Appointive Boards and Commissions, of the Charter of the City of Riverside, as the same now exists or is hereafter amended, there is hereby created a Community Police Review Commission. The Commission Manager of the Commission or his/her representative shall be responsible to attend all meetings of the Commission and be responsible for maintaining all records and minutes. (Ord. 7341 § 2, 2016; Ord. 6516 § 1, 2000)

#### **Section 2.76.040 Membership and terms of Community Police Review Commission.**

The Community Police Review Commission shall consist of nine members appointed by the Mayor and City Council. Members shall be removed from the Commission by five affirmative votes of the Mayor and City Council for incompetence, malfeasance, misfeasance, nonfeasance or neglect of duty.

The term of each member of the Commission shall be for four years. No person shall serve more than two full terms. Serving more than one year of an expired term shall be counted as service of one full term. (Ord. 6848 § 3, 2006; Ord. 6786 § 8, 2004; Ord. 6516 § 1, 2000)

#### **Section 2.76.050 Powers, duties and functions.**

The powers, duties and functions of the Community Police Review Commission are as follows:

- A. To advise the Mayor and City Council on all police/community relations issues.
- B. To conduct public outreach to educate the community on the purpose of the

Commission.

C. To receive, and in its discretion, review and investigate, through the Executive Director, complaints filed within six months of the date of the alleged police employee misconduct, in writing with the Commission or any other City office, which allege persons employed by the Riverside Police Department in a sworn capacity with, but not limited to (a) use of excessive force, (b) discrimination or sexual harassment in respect to members of the public, (c) the improper discharge of firearms, (d) illegal search or seizure, (e) false arrest, (f) false reporting, (g) criminal conduct, (h) misconduct. "Misconduct" is defined to mean and include any alleged improper or illegal acts, omissions or decisions directly affecting the person or property of a specific community member by reason of:

1. Alleged violation of any general, standing, or special orders or guidelines of the Riverside Police Department, or
2. An alleged violation of any state or federal law that occur in the course and scope of employment, or
3. Any act otherwise evidencing improper or unbecoming conduct by a sworn police officer employed by the Riverside Police Department.

D. To review and investigate the death of any individual arising out of or in connection with actions of a sworn police officer, regardless of whether a complaint regarding such death has been filed.

E. To conduct a hearing on filed complaints or Commission initiated investigations when such hearing, in the discretion of the Commission, will facilitate the fact finding process.

F. To the extent permissible by law, exercise the power of subpoena to require the attendance of witnesses, including persons employed by the City of Riverside, and the production of books and papers pertinent to the investigation and to administer oaths to such witnesses and to take testimony. Subpoenas shall only be issued by the Commission upon the affirmative of six Commission members.

G. To make findings concerning allegations contained in the filed complaint to the City Manager and Police Chief.

H. To review and advise the Police Department in matters pertaining to police policies and practices.

I. To prepare and submit an annual report to the Mayor and City Council on Commission activities. (Ord. 6516 § 1, 2000)

#### **Section 2.76.060 Confidentiality.**

All personnel records, investigative reports, documents generated within the City of Riverside Police Department, information relating to closed session deliberations of the Commission, and any other privileged matters, shall be kept confidential to the extent permitted by law.

The hearing process shall be open to the public to the extent legally permissible and insofar as it does not conflict with state or federal law. (Ord. 6516 § 1, 2000)

#### **Section 2.76.070 Severability.**

If any provision of this Ordinance or its application is held invalid by a court of competent jurisdiction, such invalidity shall not affect other provisions, sections, or applications of the Ordinance which can be given effect without the invalid provisions or applications, and to this end any phrase, sections, sentence, or word is declared severable. (Ord. 6516 § 1, 2000)

ORDINANCE NO. 4782

AN ORDINANCE OF THE CITY OF RIVERSIDE, CALIFORNIA,  
AMENDING THE RIVERSIDE MUNICIPAL CODE BY ADDING  
THERE TO A NEW TITLE 20 RELATING TO CULTURAL RESOURCES  
AND BY REPEALING CHAPTER 2.44.

The City Council of the City of Riverside does ordain  
as follows:

Section 1: The Riverside Municipal Code is hereby amended  
by adding thereto a new Title 20 to read as follows:

" TITLE 20

CULTURAL RESOURCES

Chapter 20.05

PURPOSE

20.05.010 Purpose. The purpose of this title is to  
promote the public health, safety and general welfare by  
providing for the identification, protection, enhancement,  
perpetuation and use of improvements, buildings, struc-  
tures, signs, objects, features, sites, places, areas,  
districts, neighborhoods, streets, works of art, natural  
features and significant permanent landscaping having  
special historical, archaeological, cultural, architec-  
tural, community, aesthetic or artistic value in the  
City of Riverside for the following reasons:

a. To safeguard the City's heritage as embodied  
and reflected in such resources;

b. To encourage public knowledge, understanding,  
and appreciation of the City's past;

c. To foster civic and neighborhood pride and a  
sense of identity based on the recognition and use of  
cultural resources;

d. To promote the enjoyment and use of cultural  
resources appropriate for the education and recreation of  
the people of the City;

e. To preserve diverse and harmonious architec-  
tural styles and design preferences reflecting phases  
of the City's history and to encourage complementary  
contemporary design and construction;

f. To enhance property values and to increase  
economic and financial benefits to the City and its  
inhabitants;

g. To protect and enhance the City's attraction  
to tourists and visitors, thereby stimulating business  
and industry;

h. To identify as early as possible and resolve  
conflicts between the preservation of cultural resources  
and alternative land uses;

i. To integrate the preservation of cultural  
resources and the extraction of relevant data from such  
resources into public and private land management and  
development processes;

1 j. To conserve valuable material and energy  
2 resources by ongoing use and maintenance of the existing  
3 built environment.

4 Chapter 20.15

5 CULTURAL HERITAGE BOARD

6 20.15.010 Created - Membership. Pursuant to the pro-  
7 visions of Article VII of the City Charter, there is  
8 created a cultural heritage board. The board shall be  
9 composed of nine members appointed by the Mayor and the  
10 City Council. Members of the board shall be selected  
11 and appointed as provided in the City Charter and shall  
12 have the duties and functions set forth in this title.  
13 Appointees to the board shall be persons knowledgeable  
14 in the history, and architectural and cultural traditions  
15 of the City and interested in the preservation of historic  
16 structures and sites. The City planning director and  
17 the redevelopment agency executive director, or their  
18 designated representatives, shall meet with and partici-  
19 pate in the discussions of the cultural heritage board  
20 but shall not have a vote. The board shall elect officers  
21 and establish its own rules and regulations which shall  
22 be consistent with the Charter and the municipal code of  
23 the City. Copies of the board's rules and regulations  
24 shall be kept on file in the office of the city clerk.  
25 The board shall keep a record of its resolutions, pro-  
26 ceedings and transactions, and the museum department  
27 shall be the repository for all such records. The museum  
28 department shall provide the necessary staff and budget  
29 as approved by the City Council to administer the activi-  
30 ties of the board.

31 20.15.020 Powers and Duties.

32 (a) The cultural heritage board shall:

(1) Designate Landmarks, Preservation Districts,  
Structures of Merit and Neighborhood Conservation Areas  
pursuant to the provisions of this title.

(2) Review restoration, rehabilitation, altera-  
tion, development and demolition proposals for Landmarks  
and Preservation Districts pursuant to the provisions of  
this title.

(3) Compile and maintain a current register of  
all Landmarks, Preservation Districts, Structures of  
Merit and Neighborhood Conservation Areas.

(4) Work for the continuing education of the  
citizens of Riverside about the heritage of the City and  
the Landmarks, Preservation Districts, Structures of  
Merit and Neighborhood Conservation Areas designated  
pursuant to this title.

(5) Seek means for the protection, retention and  
preservation of any Landmark, Preservation District,  
Structure of Merit or Neighborhood Conservation Area,  
including but not limited to suggesting appropriate  
legislation, seeking financial support from individuals  
and local, state and federal governments, and establishing  
a private funding organization.

(6) Coordinate its activities with the Riverside  
County historical commission, the state and the federal  
government.

(7) Consult with and advise the city council in  
connection with the exercise of the board's duties and  
functions.

(b) The cultural heritage board may:  
(1) Prepare and adopt plans for the preservation of Landmarks, Preservation Districts, Structures of Merit and Neighborhood Conservation Areas.

(2) Initiate zoning and general plan amendments for the purpose of preserving Landmarks, Preservation Districts, Structures of Merit and Neighborhood Conservation Areas.

#### Chapter 20.20

#### LANDMARKS AND STRUCTURES OF MERIT

20.20.010 Landmark. A Landmark is any site, including significant trees or other significant permanent landscaping located thereon, place, building, structure, street, improvement, street furniture, sign, work of art, natural feature or other object having a special historical, archaeological, cultural, architectural, community, aesthetic or artistic value in the city and which has been designated a Landmark by the cultural heritage board or by the City Council on appeal.

20.20.020 Initiation. The designation, repeal or modification of a Landmark may be initiated by the cultural heritage board, the City Council, the city planning commission or the record property owner. Application shall be made upon such forms and accompanied by such data and information as may be required for that purpose by the cultural heritage board so as to assure the fullest practical presentation of the facts for proper consideration of the request.

20.20.030 Hearing Date. Upon the filing of an application, the matter shall be set for public hearing thereon before the cultural heritage board. The date of such hearing shall be not more than fifty days from the date of filing of the application.

20.20.040 Hearing Notice. Notice of the date, time, place and purpose of the hearing before the cultural heritage board shall be given by at least one publication of a notice in a newspaper having general circulation in the city not less than ten days prior to the date of such hearing and by depositing in the United States mail, postage prepaid, at least ten days prior to the date of the hearing, a notice addressed to the owner of the property being considered. When the property being considered is not real property, notice shall be given to both the owner and the person in possession of the real property where the object is situated. The last known name and address of each owner as shown on the records of the County Assessor may be used for this notice. Failure to send any notice by mail to any property owner where the address of such owner is not a matter of public record or failure to receive any mailed notice shall not invalidate any proceedings in connection with the proposed designation.

20.20.050 Hearing. At the time and place so fixed and noticed, a public hearing shall be conducted before the cultural heritage board. The board may continue such hearing to a time and place certain when such action is

1 deemed necessary or desirable. The board may establish  
2 rules for the conducting of public hearings, and the mem-  
3 ber of the board presiding at such hearings is empowered  
4 to administer oaths to any person testifying.

5 20.20.060 The cultural heritage board shall cause to  
6 be made by any of its own members or by the museum depart-  
7 ment such investigation of facts bearing upon such appli-  
8 cation set for hearing as in the opinion of the board  
9 will serve to provide the necessary information to assure  
10 board action consistent with the intent and purpose of  
11 this title.

12 20.20.070 The board may designate a Landmark in whole  
13 or in part if from the facts presented in the application,  
14 at the public hearing or by investigation, the board finds  
15 that the site, landscaping, place, buildings, structure,  
16 street, improvement, street furniture, sign, work of art,  
17 natural feature or other object has special historical,  
18 archaeological, cultural, architectural, community,  
19 aesthetic or artistic value in the city and that the  
20 purpose of this title is maintained by such designation.

21 20.20.080 A Landmark shall be designated by a numbered  
22 resolution of the cultural heritage board which receives  
23 the affirmative votes of a majority of the members then  
24 present and voting. A Landmark may be repealed or modi-  
25 fied in the same manner.

26 20.20.090 Notice of Designation. Notice of the desig-  
27 nation of a Landmark shall be transmitted to the city  
28 council, the departments of planning, park and recrea-  
29 tion, fire, public works, the building division of the  
30 planning department, the real property services division  
31 of the city manager's office, the redevelopment agency  
32 of the City of Riverside, the assessor and the recorder  
of Riverside County, and any other interested departments  
and governmental and civic agencies. Each city depart-  
ment and division shall incorporate the notice of  
designation as a Landmark into its records, so that  
future decisions or permissions regarding or affecting  
any Landmark made by the city or an official of the city  
will have been made with the knowledge of the Landmark  
designation, and in accordance with the procedures set  
forth in this title. Whenever any project to be carried  
out by the city may have an impact on a designated Land-  
mark, reasonable notice shall be given to the cultural  
heritage board by the city department or division res-  
ponsible for the project, so that the cultural heritage  
board may review and make recommendations concerning  
the project early in the decision-making process.

27 20.20.100 Appeal. Any person aggrieved or affected  
28 by a decision of the board in designating, repealing or  
29 modifying a Landmark may appeal to the City Council from  
30 such decision at anytime within fifteen days after the  
31 date upon which the board announces its decision. An  
32 appeal to the City Council shall be taken by filing a  
letter of appeal, in duplicate, with the museum depart-  
ment. Such letter of appeal shall set forth the grounds  
upon which the appeal is based. Within five days after  
the receipt of the letter of appeal, the museum department  
shall transmit to the City Council the letter of appeal,  
copies of the application and all other papers constituting  
the record upon which the action of the board was taken.

1 The city clerk shall give notice of hearing upon the appeal  
2 in the same manner and time as is required in connection  
3 with an application before the board. The date of such  
4 hearing upon the appeal shall be not more than thirty  
5 days from the date of filing of the appeal. Upon the  
6 hearing of such appeal, the City Council may by resolu-  
7 tion affirm, reverse or modify the determination of the  
8 board. The provisions of this title regulating landmarks  
9 shall be effective from the date of designation as a  
10 Landmark and shall become ineffective only after City  
11 Council action or cultural heritage board action which  
12 reverses the determination of the cultural heritage board.

13 20.20.110 Duty to Maintain. Every person in posses-  
14 sion or control and every owner of a Landmark and any  
15 appurtenant premises shall maintain and keep in good  
16 repair the exterior of such Landmark and premises. Good  
17 repair is defined as that level of maintenance and repair  
18 which clearly insures the continued availability of such  
19 structure and premises for lawful reasonable uses and  
20 prevents deterioration, dilapidation and decay of such  
21 structures and premises.

22 20.20.120 Structures of Merit. The cultural heritage  
23 board may encourage the protection, enhancement, apprecia-  
24 tion and use of structures of historical, archaeological,  
25 cultural, architectural, community or aesthetic value  
26 which have not been designated as Landmarks but are  
27 deserving of recognition, by designating them as Struc-  
28 tures of Merit so as to emphasize their importance in  
29 the past, present and future of the City.

#### 30 Chapter 20.25

#### 31 PRESERVATION DISTRICTS AND NEIGHBORHOOD CONSERVATION 32 AREAS.

33 20.25.010 Preservation District. A Preservation  
34 District is any legally described geographic area having  
35 historical significance, special character for aesthetic  
36 value; serving as an established neighborhood or community  
37 center; representing one or more architectural periods or  
38 styles typical to the history of the city; or constitut-  
39 ing a distinct section of the city, and which has been  
40 designated a Preservation District by the cultural heri-  
41 tage board or by the City Council on appeal.

42 20.25.020 Initiation. The designation, repeal, or  
43 modification of a Preservation District may be initiated  
44 by the cultural heritage board, the City Council, the  
45 city planning commission or the record property owner.  
46 Application shall be made upon such forms and accompanied  
47 by such data and information as may be required for that  
48 purpose by the cultural heritage board so as to assure the  
49 fullest practical presentation of the facts for proper  
50 consideration of the request.

51 20.25.030 Hearing Date. Upon the filing of an appli-  
52 cation, the matter shall be set for public hearing thereon  
53 before the cultural heritage board. The date of such  
54 hearing shall be not more than fifty days from the date  
55 of filing of the application.

56 20.25.040 Hearing Notice. Notice of the date, time,

1 place and purpose of the hearing before the cultural  
2 heritage board shall be given by at least one publica-  
3 tion of a notice in a newspaper having general circulation  
4 in the city not less than ten days prior to the date of  
5 such hearing and by depositing in the United States mail,  
6 postage prepaid, at least ten days prior to the date of  
7 the hearing, notices addressed to the owners of all the  
8 property being considered for a Preservation District.  
The last known name and address of each owner as shown  
on the records of the county assessor may be used for  
this notice. Failure to send any notice by mail to any  
property owner where the address of such owner is not a  
matter of public record or failure to receive any mailed  
notice shall not invalidate any proceedings in connection  
with the proposed designation.

9 20.25.050 Hearing. At the time and place so fixed and  
10 noticed, a public hearing shall be conducted before the  
11 cultural heritage board. The board may continue such  
12 hearing to a time and place certain when such action is  
13 deemed necessary or desirable. The board may establish  
14 rules for the conducting of public hearings, and the  
15 member of the board presiding at such hearings is  
16 empowered to administer oaths to any person testifying.

17 20.25.060 The cultural heritage board shall cause to  
18 be made by any of its own members or by the museum depart-  
19 ment such investigation of facts bearing upon such appli-  
20 cation set for hearing as in the opinion of the board  
21 will serve to provide the necessary information to assure  
22 board action consistent with the intent and purpose of  
23 this title.

24 20.25.070 The board may designate a Preservation  
25 District in whole or in part if from the facts presented  
26 in the application, at the public hearing or by in-  
27 vestigation, the board finds that the area designated  
28 has historical significance, special character or aesthetic  
29 value; serves as an established neighborhood or community  
30 center; represents one or more architectural periods or  
31 styles typical to the history of the city; or constitutes  
32 a distinct section of the city and that the purpose of  
this title is maintained by such designation.

23 20.25.080 A Preservation District shall be designated  
24 by a numbered resolution of the cultural heritage board  
25 which receives the affirmative votes of a majority of  
the members then present and voting. A Preservation Dis-  
trict may be repealed or modified in the same manner.

26 20.25.090 Notice of Designation. Notice of the desig-  
27 nation of a Preservation District shall be transmitted to  
28 the City Council, the departments of planning, park and  
29 recreation, fire, public works, the building division of  
30 the planning department, the real property services divi-  
31 sion of the city manager's office, the redevelopment  
32 agency of the City of Riverside, the assessor and the  
recorder of Riverside County, and any other interested  
departments and governmental and civic agencies. Each  
city department and division shall incorporate the notice  
of designation as a Preservation District into its records,  
so that future decisions or permissions regarding or  
affecting any Preservation District made by the city or

1 an official of the city will have been made with the  
2 knowledge of the Preservation District designation,  
3 and in accordance with the procedures set forth in this  
4 title. Whenever any project to be carried out by the  
5 city may have an impact on a designated Preservation  
6 District, reasonable notice shall be given to the cul-  
7 tural heritage board by the city department or division  
8 responsible for the project, so that the cultural  
9 heritage board may review and make recommendations  
10 concerning the project early in the decision-making  
11 process.

12 20.25.100 Appeal. Any person aggrieved or affected  
13 by a decision of the board in designating, repealing  
14 or modifying a Preservation District may appeal to the  
15 City Council from such decision at anytime within fifteen  
16 days after the date upon which the board announces its  
17 decision. An appeal may be taken from the inclusion of  
18 a lot or parcel within the district. An appeal to the  
19 City Council shall be taken by filing a letter of appeal,  
20 in duplicate, with the museum department. Such letter of  
21 appeal shall set forth the grounds upon which the appeal  
22 is based. Within five days after the receipt of the  
23 letter of appeal, the museum shall transmit to the City  
24 Council the letter of appeal, copies of the application  
25 and all other papers constituting the record upon which  
26 the action of the board was taken. The city clerk  
27 shall give notice of hearing upon the appeal in the  
28 same manner and time as is required in connection with  
29 an application before the board. The date of such  
30 hearing upon the appeal shall be not more than thirty  
31 days from the date of filing of the appeal. Upon the  
32 hearing of such appeal, the City Council may by resolu-  
tion affirm, reverse or modify the determination of  
the board. The provisions of this title regulating  
Preservation Districts shall be effective from the date  
of designation as a Preservation District and shall  
become ineffective only after City Council action or  
cultural heritage board action which reverses the  
determination of the cultural heritage board.

20.25.110 Duty to Maintain. Every person in posses-  
sion or control and every owner of property located  
within a designated Preservation District shall maintain  
and keep in good repair the exterior of any structures  
and premises located within the District. Good repair  
is defined as that level of maintenance and repair  
which clearly insures the continued availability of  
such structures and premises for lawful reasonable uses  
and prevents deterioration, dilapidation and decay of  
such structure and premises.

20.25.120 Neighborhood Conservation Area. The  
cultural heritage board may encourage the protection,  
enhancement, appreciation and use of areas of historical,  
architectural, aesthetic, cultural or community value  
which have not been designated as Preservation Districts  
but are deserving of recognition by designating them  
as Neighborhood Conservation Areas so as to emphasize  
their importance in the past, present and future of the  
city.

///

Chapter 20.30

PERMITS FOR RESTORATION, REHABILITATION, ALTERATION,  
DEVELOPMENT AND DEMOLITION.

20.30.010 No person, owner or other entity shall restore, rehabilitate, alter, develop, construct, demolish, remove or change the appearance of any Landmark, Landmark Structure, Landmark Site, or any structure or site within a Preservation District without first having applied for and been granted a permit to do so by the cultural heritage board or by the City Council on appeal.

20.30.020 The permit application shall be made on a form and in the manner specified by resolution of the cultural heritage board. The application shall be accompanied by such fee as is required by resolution of the City Council.

20.30.030 Review and Standards.

(a) The cultural heritage board shall review the following when applicable to the permit applications:

1. Architectural design.
2. Scale and proportion.
3. Construction materials.
4. Color and texture.
5. Grading.
6. Site development.
7. Orientation of buildings.
8. Off-street parking.
9. Landscaping.
10. Signs.
11. Street furniture.
12. Public areas.

(b) The cultural heritage board shall apply the following standards in determining whether to grant or deny a permit:

1. The proposed change is consistent or not incompatible with the architectural period of the building.
2. The proposed change is compatible with existing adjacent or nearby Landmark Structures and Preservation District structures.
3. The colors, textures, materials, fenestration, decorative features and details proposed are consistent with the period and/or compatible with adjacent structures.
4. The proposed change does not destroy or adversely affect an important architectural feature or features.
5. Such other standards as are adopted by resolution of the cultural heritage board.

20.30.040 The application shall be considered by the cultural heritage board within forty-five days following its submittal. The hearing may be continued from time to time by the cultural heritage board.

(a) When the application is for permission to restore, rehabilitate, alter, develop, construct or change the appearance of any Landmark, Landmark Structure, Landmark Site, or any structure or site within a Preservation District, the cultural heritage board may approve, conditionally approve or deny the application. The cultural heritage board shall render its decision within

1 ten days following the conclusion of the hearing.

2 (b) When the application is for permission to  
3 demolish or remove any Landmark, Landmark Structure,  
4 Landmark Site or any structure or site within a Preser-  
5 vation District, the cultural heritage board may approve,  
6 conditionally approve or object to the proposed demolition  
7 or removal. The cultural heritage board shall render its  
8 decision within ten days following the conclusion of the  
9 hearing. In the event the board objects to the proposed  
10 demolition or removal, it shall file its objection with  
11 the City Council. Upon the filing of objections, the  
12 cultural heritage board shall take such steps within the  
13 scope of its powers and duties as it determines are neces-  
14 sary for the preservation of the Landmark, Landmark  
15 Structure, Landmark Site, or the structure or site within  
16 a Preservation District. At the end of forty-five days  
17 the cultural heritage board shall report its progress  
18 to the City Council. The Council may, upon review of the  
19 progress report, withdraw and cancel the objection to the  
20 proposed demolition or removal and approve, conditionally  
21 approve or deny the application or it may grant an exten-  
22 sion or extensions to the objection, each extension not  
23 to exceed 90 days. When the Council determines that the  
24 granting of an extension or extensions is unlikely to  
25 assist in the preservation of the landmark, structure  
26 or site it shall deny the request for an extension and  
27 approve, conditionally approve or deny the application  
28 for demolition or removal. A decision to approve,  
29 conditionally approve or deny the application shall be  
30 made within one year from the date the application was  
31 accepted as complete.

17 20.30.050 No city permit shall be issued for any  
18 purpose regulated by this title for a Landmark, Landmark  
19 Structure, Landmark Site or a structure or site within  
20 a Preservation District unless and until the proposed  
21 work or development has been approved or conditionally  
22 approved by the cultural heritage board or by the City  
23 Council on appeal, and then shall be issued only in  
24 conformity with such approval or conditional approval.

21 20.30.060 Appeal. Any person aggrieved or affected  
22 by a decision of the board to approve, conditionally  
23 approve or deny an application, or by the failure of the  
24 board to act within the time as required may appeal to  
25 the City Council from such decision at anytime within  
26 fifteen days after the date upon which the board announ-  
27 ces its decision or is required to announce its decision.  
28 An appeal shall be taken by filing a letter of appeal,  
29 in duplicate, with the museum department and by concur-  
30 rently paying to such department a fee in an amount es-  
31 tablished by City Council resolution for such appeals.  
32 Such letter shall set forth the grounds upon which the  
appeal is based. Within five days after the receipt  
of the letter of appeal and the filing fee, the museum  
department shall transmit to the City Council the letter  
of appeal, copies of the application and all other papers  
constituting the record upon which the action of the  
board was taken. The city clerk shall schedule hearing  
of the appeal not more than thirty days from the date of  
filing of the appeal. The City Council shall review the  
application and apply the standards as set forth in  
Section 20.30.030 in considering the appeal. Upon the  
hearing of such appeal, the City Council may affirm,  
reverse or modify the determination of the board.

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1 I, Alice A. Hare, City Clerk of the City of Riverside,  
2 California, hereby certify that the foregoing ordinance was  
3 duly and regularly introduced at a meeting of the City Council  
4 on the 22nd day of April, 1980, and that thereafter  
5 the said ordinance was duly and regularly adopted at a meeting  
6 of the City Council on the 6th day of May, 1980, by  
7 the following vote, to wit:

8 Ayes: Councilmen Loveridge, Shepard, Mansfield, Bowers,  
9 Buster, Digati and Frizzel.

10 Noes: None.

11 Absent: None.

12 IN WITNESS WHEREOF I have hereunto set my hand and  
13 affixed the official seal of the City of Riverside, California,  
14 this 6th day of May, 1980.

15  
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19 City Clerk of the City of Riverside  
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ORDINANCE NO. 7206

AN ORDINANCE OF THE CITY OF RIVERSIDE, CALIFORNIA,  
AMENDING TITLE 20, CULTURAL RESOURCES, OF THE RIVERSIDE  
MUNICIPAL CODE TO CREATE A HISTORIC PRESERVATION FUND  
AND OTHER REVISIONS.

The City Council of the City of Riverside does ordain as follows:

Section 1: Section 20.10.020 entitled "Powers and Duties of Board", paragraph A, of the  
Riverside Municipal Code is amended in part to add new section 7 and re-number the remaining  
sections as follows:

**"20.10.020 Powers and Duties of Board.**

A. The Cultural Heritage Board shall:

...

- "4. Hear appeals from the Historic Preservation Officer or Qualified Designee's determinations on Administrative Certificates of Appropriateness or the Historic Preservation Fund Committee's recommendations;
5. Accept referrals from the Historic Preservation Officer or Qualified Designee;
6. Hear appeals taken from formal interpretations made by the Historic Preservation Officer or Qualified Designee;
7. Hear appeals from the Historic Preservation Fund Committee's recommendations;
8. Adopt standards including preservation guidelines to be used by the Board in reviewing applications for permits to preserve, alter, relocate or demolish any cultural resource;
9. Work for the continuing education of the citizens of Riverside about the heritage of the City and its cultural resources;
10. At the direction of the City Council, seek means and resources to protect, retain and preserve cultural resources, such as suggesting legislation and seeking financial support from individuals and local, state and federal governments;

- 1 11. Consult with and advise the City Council about the Board's duties and  
2 functions;
- 3 12. Assume the responsibilities and duties assigned to it by the City  
4 Council under the Certified Local Government Provisions of the  
5 National Historic Preservation Act of 1966; such as National  
6 Environmental Protection Act ("NEPA") and California  
7 Environmental Quality Act ("CEQA") compliance;
- 8 13. As part of the Board's CEQA review responsibilities, the Board shall  
9 identify and advise appropriate City departments and governmental  
10 entities of known historical, cultural and archaeological resources;  
11 assess and advise the City Council whether any proposed project  
12 would have an adverse effect on the significance of such Cultural  
13 Resources; and recommend to the City Council appropriate action in  
14 compliance with the City's adopted CEQA procedures; and
- 15 14. Encourage public participation in the Cultural Resources program to  
16 identify and inventory significant cultural resources in the City;"

17 Section 2: Section 20.10.030 entitled "Historic Preservation Officer", of the Riverside  
18 Municipal Code is amended in part as follows:

19 **"20.10.030 Historic Preservation Officer.**

20 "The Historic Preservation Officer or Qualified Designee, in concert with or at the  
21 direction of the Community Development Director, shall:"

22 ...

23 Section 3: Section 20.15.020 entitled "CEQA Approval", of the Riverside Municipal  
24 Code is amended in its entirety and the section title changed as follows:

25 **"20.15.020 California Environmental Quality Act (CEQA) Approval.**

- 26 A. If an Environmental Impact Report (EIR) is prepared for any Certificate of  
27 Appropriateness, designation, modification, or dedesignation, or other action  
28 under this Title, final approval of that action is with the City Council. In such  
cases, the Board shall review the Draft EIR, as it relates to cultural resources,  
and provide comments thereon, together with its recommendation that the  
project be approved or denied. The City Council shall consider the Board's  
comments and recommendation, and may accept, accept with modification, or  
decline the Board's recommendation.

- 1 B. Where an EIR is not prepared, and a Negative Declaration (ND) or Mitigated  
2 Negative Declaration (MND) is prepared for a Certificate of Appropriateness  
3 or case where the Board is the final approval authority, the Board may adopt  
4 the ND or MND, and approve, approve with modification, or deny the  
5 project. If the Board's decision is not appealed, then the decision becomes  
6 final. If the decision is appealed, it becomes final upon the City Council's  
7 disposition of the appeal."

8 Section 4: Section 20.15.030 entitled "Public Hearing and Notice", of the Riverside  
9 Municipal Code is amended in part as follows:

10 **"20.15.030 Public Hearing and Notice.**

11 ...

- 12 "B. Upon the filing of a complete application, a matter shall be set for hearing  
13 before the Board within ninety (90) days. The Board may continue a  
14 Hearing.

15 C. Notice of Hearing.

- 16 1. Notice of the Hearing shall be mailed or delivered at least ten (10)  
17 days prior to the Hearing to:

18 ...

- 19 2. The notice shall be published in at least one newspaper of general  
20 circulation within the City at least ten (10) days prior to the Hearing.

- 21 3. Neither failure to send any notice by mail to any property owner  
22 whose address is not a matter of public record, nor the non-receipt of  
23 any notice mailed pursuant to this chapter, shall invalidate that  
24 Hearing or any part of the proposed designation."

25 Section 5: Section 20.15.050 entitled "Meeting and Notice for Administrative  
26 Certificates of Appropriateness", of the Riverside Municipal Code is amended in its entirety as  
27 follows:

28 **"20.15.050 Meeting and Notice for Administrative Certificates of Appropriateness.**

- "A. No public hearings are required. The application shall be considered by the  
Historic Preservation Officer or Qualified Designee administratively.

1 B. Within sixty (60) days, the Historic Preservation Officer or Qualified  
2 Designee must act upon a complete application or refer the application to the  
Board.

3 C. Except as otherwise provided in this Title, notice shall be given to the property  
4 owner and to the owners of adjacent properties or those across a street or alley.”

5 Section 6: Section 20.15.060 entitled “Meeting and Notice for Mills Act Applications”,  
6 paragraph C, of the Riverside Municipal Code is amended in part as follows:

7 **“20.15.060 Meeting and Notice for Mills Act Applications.**

8 ...

9 “C. Notice of the City Council meeting shall be sent to the property owner.”

10 Section 7: Section 20.15.085 entitled “Meeting and Notice for Historic Preservation  
11 Fund Committee”, is added to the Riverside Municipal Code as follows:

12 **“20.15.085 Meeting and Notice for Historic Preservation Fund Committee.**

13 “A. The Historic Preservation Fund Committee meetings shall be held at City Hall,  
14 during regular business hours.

15 B. Notice shall be given to property owner and to the owners of adjacent properties  
16 or those across a street or alley.”

17 Section 8: Section 20.15.090 entitled “Appeals”, paragraph A, of the Riverside  
18 Municipal Code is amended in part as follows:

19 **“20.15.090 Appeals.**

20 A. Any person aggrieved or affected by an Administrative Certificate of  
21 Appropriateness decision may appeal that decision to the Board within ten  
22 days of the Historic Preservation Officer or Qualified Designee’s decision.  
23 The appeal must be made by filing a letter of appeal with the Planning  
24 Division. The letter shall set forth the grounds for the appeal. The appeal  
25 shall be scheduled for the next available Board meeting. The Board may  
recommend to affirm, reverse or modify the underlying Historic  
Preservation Officer or Qualified Designee’s decision to the City Council.  
Board decisions are final unless appealed as provided for in section  
20.15.090 B (below).”

26 ...

27 Section 9: Section 20.15.120 entitled “Time Extensions”, of the Riverside  
28 Municipal Code is amended in its entirety as follows:

1           **“20.15.120   Time Extensions.**

2           “The Historic Preservation Officer or Qualified Designee may administratively extend the  
3 term of a Certificate of Appropriateness for one year, no more than twice.”

4           Section 10:   Section 20.20.030 entitled “Factual Investigation”, of the Riverside

5 Municipal Code is amended in its entirety as follows:

6           **“20.20.030   Factual Investigation.**

7           “The Historic Preservation Officer or Qualified Designee and/or the Planning  
8 Division shall make a factual investigation for the designation, modification, or  
9 dedesignation as it deems appropriate.”

10          Section 11:   Section 20.20.040 entitled “Board Action”, of the Riverside

11 Municipal Code is amended in its entirety and section title changed as follows:

12          **“20.20.040   Board Recommendation.**

13          At a public hearing the Board shall make a written recommendation based upon   the  
14 applicable criteria from Chapter 20.50. The Board shall forward its recommendation  
15 to the City Council.”

16          Section 12:   Section 20.20.050 entitled “City Council; Resolution”, of the

17 Riverside Municipal Code is amended in its entirety as follows:

18          **“Section 20.20.050   City Council; Resolution.**

19          “Based upon the facts before it and the criteria in Chapter 20.50, the City Council  
20 may accept, modify, or reject the Board’s recommendation. The City Council, in its  
21 discretion, based upon the facts and findings before it, shall designate,  
22 dedesignate, or modify the status of a Landmark, Structure or Resource of Merit, or  
23 Historic District, or modify or dedesignate a Neighborhood Conservation Area, by a  
24 numbered resolution setting forth the relevant facts, criteria and findings supporting  
25 its actions.”

26          Section 13:   Section 20.20.110 entitled “Appeal”, of the Riverside Municipal Code

27 is amended in its entirety as follows:

28          **“Section 20.20.110   Appeal.**

          “For appeals of a Board recommendation on any designation, modification, or  
dedesignation under this Chapter, see Section 20.15.090(B). City Council actions are  
final and non-appealable.”

1        Section 14:    Section 20.25.010 entitled “Certificates of Appropriateness,  
2 Generally”, of the Riverside Municipal Code is amended in its entirety as follows:

3            **“Section 20.25.010    Certificates of Appropriateness, Generally.**

4            “A Certificate of Appropriateness is required before any person restores, rehabilitates,  
5 alters, develops, constructs, demolishes, removes or changes the appearance of any  
6 designated Cultural Resource, eligible Cultural Resource, any element in a  
7 geographic Historic District (contributing and non-contributing), or, a contributing  
8 feature or contributor to a Neighborhood Conservation Area. The requirements of  
9 this Chapter are in addition to any and all other City permit requirements.

10          Except as set forth in section 20.25.030, Certificates of Appropriateness shall be  
11 reviewed by the Cultural Heritage Board.

12          No Certificate of Appropriateness is required for a historic structure if the Building  
13 Official has determined that structure presents an unsafe or dangerous condition  
14 constituting an imminent threat as defined in the California Building Code, or a  
15 dangerous building as defined by the Uniform Code for the Abatement of Dangerous  
16 Buildings, and the proposed action is necessary to mitigate the unsafe or dangerous  
17 condition. Before any physical work on any such unsafe structure, the Building  
18 Official shall make all reasonable efforts to consult with the Historic Preservation  
19 Officer or Qualified Designee to seek feasible alternatives to the proposed action that  
20 will adequately protect the public health and safety.”

21          Section 15:    Section 20.25.030 entitled “Administrative Certificates of  
22 Appropriateness”, of the Riverside Municipal Code is amended in part and a new section  
23 D added as follows:

24            **“Section 20.25.030    Administrative Certificates of Appropriateness.**

25            “The Historic Preservation Officer or Qualified Designee may administratively  
26 approve, approve with conditions, refer to the Board, or deny a Certificate of  
27 Appropriateness as follows:

28            . . .

          B.        For all Cultural Resources, except designated Landmarks:

1.        One-story additions, auxiliary structures or similar (excluding  
          attached garages) less than 50% of the size of the existing main  
          structure (or 1,000 square feet in area, whichever is smaller, for  
          residential), with limited or no visibility from public streets.

          . . .

1           5.     Paving for driveways, walkways and/or patios, and the addition of or  
2           ...           alteration to driveway approaches, subject to WQMP requirements.

3           7.     The removal of inappropriate additions or alterations to restore the  
4                     original appearance of a structure.

5           8.     Demolition of a, or the replacement of a previously existing, one-  
6                     story, detached garage and construction of a new one-story,  
7                     detached garage that is architecturally compatible with the existing  
8                     residence and character-defining features of the existing neighborhood  
9                     and the area devoted to parking does not exceed 400 square feet, or  
                    the minimum size for a two-car garage as required by the City Zoning  
                    Code, whichever is greater. Maximum size of the structure shall not  
                    exceed City Zoning Code requirements.

10          ...

11          D.     Under A, B and C above, the Historic Preservation Officer or Qualified  
12                     Designee may waive noticing requirements and/or formal application  
13                     forms for cases that are immediately determined to meet all required  
14                     findings because they are so minor in nature or involve alterations deemed  
                    insignificant."

15          Section 16:   Section 20.25.040 entitled "Referral to the Cultural Heritage Board",  
16          of the Riverside Municipal Code is amended in its entirety as follows:

17               **"20.25.040   Referral to the Cultural Heritage Board.**

18               "The Historic Preservation Officer or Qualified Designee may, in its sole discretion,  
19               decline to administratively review any application and refer the application to the  
20               Board."

21          Section 17:   Section 20.25.050 entitled "Principles and Standards of Site  
22          Development and Design Review", of the Riverside Municipal Code is amended in part as  
23          follows:

24               **"20.25.050   Principles and Standards of Site Development and Design Review.**

25               "The Board and Historic Preservation Officer or Qualified Designee shall make  
26               findings of the following standards when applicable to approving or denying a  
27               Certificate of Appropriateness.

28          ...

              D.     The proposed change does not adversely affect the context considering the  
                    following factors: grading; site development; orientation of buildings; off-

street parking; landscaping; signs; street furniture; public areas; relationship of the project to its surroundings;

...

F. The project is consistent with the Citywide Residential Historic District Design Guidelines, approved guidelines for each Historic District, and/or any other applicable Design Guidelines; and

G. The project is consistent with the principles of the Secretary of the Interior's Standards for the Treatment of Historic Properties."

Section 18: Section 20.25.060 entitled "Appeals", of the Riverside Municipal Code is amended in its entirety as follows:

**"Section 20.25.060 Appeals.**

"For appeals of any approval, conditional approval or denial of a Certificate of Appropriateness under this Chapter, see Section 20.15.090(A) and/or 20.15.090(B) as applicable."

Section 19: Section 20.30.020 entitled "Mills Act Program", of the Riverside Municipal Code is amended in its entirety as follows:

**"Section 20.30.020 Mills Act Program.**

"Pursuant to Government Code section 50280 *et seq.* ("the Mills Act"), the City Council has established, by Resolution 20825 (as amended) a Mills Act Program providing for contractual agreement with an owner of a historic property as designated by the City Council or listed on any official federal, state, or county register for the purpose of preservation, rehabilitation, and maintenance of a designated historic resource. A Mills Act Agreement allows an owner to receive a reduction in property taxes in exchange for the property owner's commitment to specific repair, restoration and/or rehabilitation improvements and satisfactory maintenance of the Historic Property. A Mills Act Agreement is for a minimum period of ten (10) years, renewed annually, unless a notice of non-renewal or cancellation is filed. Mills Act applications are accepted only during the month of June, and must be actually received by the Planning Division no later than the last business day of the month. A Mills Act application will be acted upon by the City Council before the end of the calendar year during which it was submitted."

Section 20: Section 20.30.030 entitled "Historic Preservation Fund" is added to the Riverside Municipal Code as follows:

**"Section 20.30.030 Historic Preservation Fund.**

- 1           “A.    A Historic Preservation Fund Program is hereby established to provide funding for  
2           the conservation, preservation, restoration, and rehabilitation of Cultural Resources  
3           consistent with the purposes of this Chapter.
- 4           B.    The Historic Preservation Fund is hereby established to provide funds for Historic  
5           Preservation projects within the City of Riverside.
- 6                1.    The funds shall be used solely for the conservation, preservation,  
7                2.    The Financial Administrator of the Historic Preservation Fund shall be    the  
8                3.    All monies designated by the City of Riverside for this Program shall be  
9                4.    In addition to any public moneys appropriated expressly for the Fund,    the  
10              Program Administrator may apply for grants, gifts, donations, or   other  
11              financial support, from private sources, pursuant to City policies.
- 12           C.    The Fund shall be administered by a Historic Preservation Fund Committee.
- 13                1.    The Committee membership shall consist of five members, serving two-  
14                year terms. The Cultural Heritage Board shall designate two of its  
15                members to   serve as representatives, and the Chair of the Utility Services,  
16                Land Use, and Energy Development Committee shall be the City Council  
17                representative. The remaining two shall be City residents affiliated   with  
18                separate Riverside-   specific historic preservation organizations   and  
19                appointed by the Mayor’s Nominating and Screening Committee (Council  
20                Committee). Interested persons must submit applications                for  
21                appointment no later than 30 days before the meeting during which the  
22                Council Committee selects the representatives.
- 23                2.    The Committee shall undertake all discretionary Program acts not in  
24                conflict with this Section and Title. The Committee, with City Council  
25                approval by resolution, may designate discretionary Program approval  
26                authority.
- 27                3.    The Committee shall establish meeting rules, application deadlines, and   the  
28                frequency of meetings; however, the Committee shall meet at least quarterly  
                and shall consider any submitted grant applications at least semiannually.
4.    The Committee shall develop criteria and a selection process for evaluating  
                applications, including guidelines for matching funds, for   City        Council  
                review and approval.

5. The Committee shall review and approve or deny applications for grants in accordance with the set criteria.
6. A simple majority is needed for Committee action.
7. If the Committee cannot agree upon an action, the matter shall be forwarded to the Cultural Heritage Board for review and recommendation to the Land Use Committee. Land Use Committee recommendations will be considered by the City Council in making its decision.
8. Appeals shall follow the procedure in section 20.15.090 (C). City Council actions are final and non-appealable.
9. No funds shall be made available until the time to appeal has expired, or until any appeals are final.

D. Grants.

1. Money in the fund shall be available, for grants to public agencies, nonprofit organizations, and private entities to carry out the purposes of this section.
2. No grant shall be made except pursuant to an agreement with the City, and subject to terms and conditions in the grant that ensure that the grant carries out the purposes of this section. Grant agreements shall run with the land, and must be recorded with the County Recorder before any funds may be released.
3. Grants shall be awarded on a competitive basis, except that grants may occasionally be awarded on a noncompetitive basis for emergency purposes only. Provisions for emergency grants will be adopted by the City Council.
4. The Committee may consider and approve applications for grants up to \$25,000, but no more than \$25,000 for any one project, Cultural Resource, or program over any five consecutive years. Applications for grants exceeding those amounts must be considered and approved by the City Council, upon the Committee's recommendation.
5. Matching funds shall make applications more competitive.
6. Excess funds. After completion of a historic preservation project, the grant recipient shall return to the Fund any amount of the grant that exceeds the eligible project costs.

E. Authorized projects.

Grants are available for the following types of projects:

1. Development projects. These are projects that involve the preservation, restoration, or exterior rehabilitation of a historic property.
2. Acquisition of transferrable development rights (TDRs), conservation easements, and façade easements for the purposes of historic preservation.
3. Planning projects. These are projects that identify, document and record historic resources according to applicable local, state and federal standards, and/or contribute to the development of the City's historic context, and/or contribute to the development of a conservation or preservation plan.
4. Interpretive projects. These are projects that create interpretive media to educate the public on Riverside's history and/or cultural resources. For example, landmark plaques and/or historic district signage and other appropriate means of sharing interpretive information.
5. Designation applications. These are projects that prepare designation applications for state and/or national register designation.
6. All funds must be spent as represented in the application. Spending funds except as authorized shall be considered fraud or theft, and may be criminally prosecuted.
- F. Cultural Heritage Board staff shall assist the Committee in executing this Program. If the Cultural Heritage Board staff is unavailable or unable to do so, then the Program staff shall be provided by the City department then administering the City's Historic Preservation Program.
- G. The City Council shall have the power to review, modify, approve, disapprove, or otherwise consider all Program and Committee actions or decisions, by appeal or on its own motion."

Section 21: Section 20.40.020 entitled "Criminal Penalties", of the Riverside Municipal Code is amended in its entirety as follows:

**"Section 20.40.020 Criminal Penalties.**

"Any person who violates a requirement of this Title or fails to obey an order issued by the City, including the Historic Preservation Officer or Qualified Designee and the Board, and/or or comply with a condition of approval of any certificate or permit issued under this Title, shall be guilty of a misdemeanor."

Section 22: Section 20.40.040 entitled "Stop Work Orders", of the Riverside Municipal Code is amended in its entirety as follows:

**"Section 20.40.040 Stop Work Orders.**

1 "The Community Development Director or designee has the authority to issue a Stop  
2 Work Order for any violation or threatened violation of this Title. A Stop Work  
3 Order shall be written in the format deemed appropriate by the issuer. The Stop  
4 Work Order shall remain in effect until written notice of rescission by the Community  
5 Development Director or designee, or until City Council action to remove or modify  
6 the order, in addition to any other enforcement under any other provision of the  
7 Municipal Code or law."

8 Section 23: Section 20.45.010 entitled "Amendment", paragraph C, of the  
9 Riverside Municipal Code is amended in part as follows:

10 **"Section 20.45.010 Amendment.**

11 ...

12 "C. Upon the written request of the Community Development Director or  
13 designee."

14 Section 24: Chapter 20.50, Definitions, Section 20.50.010 of the Riverside  
15 Municipal Code is amended in part, adds a new paragraph "CC" and re-letters the remaining  
16 paragraphs as follows:

17 **"Section 20.50.010 Definitions.**

18 ...

19 "C. **"Certificate of Appropriateness"** means a certificate, issued by the Board or  
20 Historic Preservation Officer or Qualified Designee that approves plans,  
21 specifications, or statements of work for any proposed alteration, removal,  
22 relocation or demolition of any Cultural Resource.

23 ...

24 N. **"Eligible Cultural Resource"** means a cultural resource or historic district  
25 which has been determined by the Historic Preservation Officer or Qualified  
26 Designee, Board, or City Council to meet the City's designation criteria  
27 pursuant to a survey prepared by a professional meeting the Secretary of the  
28 Interior's standards which either documents the resource, records the resource  
on the State Department of Parks and Recreation survey forms, or has been so  
designated by the California State Historic Preservation Officer.

O. **"Historic District"** means an area which contains:

1. a concentration, linkage, or continuity of cultural resources, where at  
least fifty percent of the structures or elements retain significant  
historic integrity, (a "geographic Historic District") or

2. a thematically-related grouping of cultural resources which contribute to each other and are unified aesthetically by plan or physical development, and which have been designated or determined eligible for designation as a historic district by the Historic Preservation Officer or Qualified Designee, Board, or City Council or is listed in the National Register of Historic Places or the California Register of Historical Resources, or is a California Historical Landmark or a California Point of Historical Interest (a "thematic Historic District").

...

CC. **"Qualified Designee"** means the person(s) designated by the Historic Preservation Officer who meets the requirements of the Department of the Interior, National Park Service as set forth in appendix A to Title 36, Part 61 (Professional Qualification Standards).

DD. **"Resource of Merit"** see "Structure or Resource of Merit," below.

EE. **"Secretary of Interior's Standards for the Treatment of Historic Properties"** means the guidelines prepared by the National Park Service for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings and the standards for historic preservation projects prepared by the National Park Service with the most current Guidelines for Applying the Standards.

FF. **"Structure or Resource of Merit"** means any Improvement or Natural Feature which contributes to the broader understanding of the historical, archaeological, cultural, architectural, community, aesthetic or artistic heritage of the City, retains sufficient integrity, and."

...

Section 25: Section 20.50.020 of the Riverside Municipal Code is amended in its entirety as follows:

**"Section 20.50.020.**

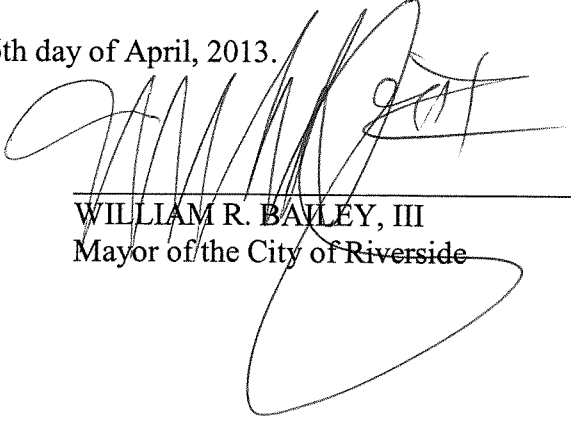
"The Historic Preservation Officer or Qualified Designee has the discretion to interpret the above terms, in addition to any other term in applying this Title. In applying this Title, the Historic Preservation Officer or Qualified Designee may, in its discretion, request from the Board a definition, interpretation, or an opinion regarding any defined term, or any other term."

Section 26: The City Council has reviewed the matter and, based upon the facts and information contained in the staff reports, administrative record, and written and oral testimony,


1 hereby finds that the amendment to Title 20 will not have a significant effect on the environment and  
2 adopts the Negative Declaration attached to the staff report.

3 Section 27: The City Clerk shall certify to the adoption of this ordinance and cause  
4 publication once in a newspaper of general circulation in accordance with Section 414 of the Charter  
5 of the City of Riverside. This ordinance shall become effective on the 30th day after the date of its  
6 adoption.

7 ADOPTED by the City Council this 16th day of April, 2013.

8  
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10   
11 WILLIAM R. BAILEY, III  
12 Mayor of the City of Riverside

11 Attest:

12   
13 COLLEEN J. NICOL  
14 City Clerk of the City of Riverside  
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1 I, Colleen J. Nicol, City Clerk of the City of Riverside, California, hereby certify that the  
2 foregoing ordinance was duly and regularly introduced at a meeting of the City Council on the 9th  
3 day of April, 2013, and that thereafter the said ordinance was duly and regularly adopted at a  
4 meeting of the City Council on the 16th day of April, 2013, by the following vote, to wit:


5 Ayes: Councilmembers Melendrez, Gutierrez, Davis, Mac Arthur, Hart,  
6 and Adams

7 Noes: None

8 Absent: Councilmember Gardner

9 Disqualified: None

10 IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the  
11 City of Riverside, California, this 17th day of April, 2013.

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14 COLLEEN J. NICOL  
15 City Clerk of the City of Riverside  
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CA: 13-0485

ORDINANCE NO. 6800

AN ORDINANCE OF THE CITY OF RIVERSIDE, CALIFORNIA,  
AMENDING CHAPTER 2.36 OF THE RIVERSIDE MUNICIPAL  
CODE, REGARDING THE HUMAN RESOURCES BOARD.

The City Council of the City of Riverside, California, does ordain as follows:

Section 1: Chapter 2.36 of the Riverside Municipal Code, is hereby amended as follows:

**Section 2.36.030 Human Resources Board.**

There is created a Human Resources Board, which shall consist of thirteen members appointed by the Council pursuant to Article VII of the City Charter. The term of each member of the board shall be for four years provided, however, the initial appointments of the former members of the Equal Employment Opportunity Advisory Committee (EEOAC) of the Human Resources Board, after the effective date of this section, shall be determined by a drawing at the Board's first meeting to decide which members shall serve one, two, three and four year terms; one former member of the EEOAC shall serve a one-year term, one shall serve a two-year term, one shall serve a three-year term, and two shall serve four-year terms. The member appointed to serve a one-year term shall serve until March 1, 2005; the member appointed to serve a two-year term shall serve until March 1, 2006; the member appointed to serve a three-year term shall serve until March 1, 2007; the members appointed to serve a four-year term shall serve until March 1, 2008. No person shall serve more than two full terms. Serving more than one year of an unexpired term shall be counted as service of one full year.

The Board shall hold regular meetings once each month and such other special meetings as may be required. The Human Resources Board shall:

A. Recommend to the City Council, after a public hearing thereon, the adoption, amendment or repeal of personnel rules and regulations;

B. Act in an advisory capacity to the City Council on matters concerning personnel administration;

C. Hear grievances and appeals submitted by any person in the classified service and make findings and recommendations which shall be advisory only;

D. Make any investigation which it may consider desirable concerning conditions of

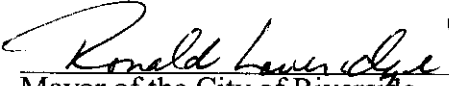
1 employment and the administration of personnel in the City service;

2 E. Recommend to the City Council the amendment or repeal of the provisions of Sections  
3 2.32.010 through 2.32.160;

4 F. Perform such other duties as may be necessary or appropriate for effective personnel  
5 administration consistent with the provisions of this chapter and the City Charter.

6 Section 2: The City Clerk shall certify to the adoption of this ordinance and cause publication  
7 once in a newspaper of general circulation in accordance with Section 414 of the Charter of the City of  
8 Riverside. This ordinance shall become effective on the 30th day after the date of its adoption.

9 ADOPTED by the City Council and signed by the Mayor and attested by the City Clerk this  
10 3rd day of May, 2005.

11   
12 Mayor of the City of Riverside

13 Attest:

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15 City Clerk of the City of Riverside  
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1 I, Colleen J. Nicol, City Clerk of the City of Riverside, California, hereby certify that the  
2 foregoing ordinance was duly and regularly introduced at a meeting of the City Council on the 26th day  
3 of April, 2005, and that thereafter the said ordinance was duly and regularly adopted at a meeting of the  
4 City Council on the 3rd day of May, 2005, by the following vote, to wit:

5 Ayes: Councilmembers Betro, Moore, Gage, Schiavone, Adkison, Hart, and Adams

6 Noes: None

7 Absent: None

8 Abstain: None

9 IN WITNESS WHEREOF I have hereunto set my hand and affixed the official seal of the  
10 City of Riverside, California, this 3rd day of May, 2005.

11   
12 City Clerk of the City of Riverside

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**Chapter 2.16****HUMAN RELATIONS COMMISSION****Sections:**

- 2.16.010 Created.**
- 2.16.020 Number of members-Qualifications.**
- 2.16.025 Objectives.**
- 2.16.030 Powers, duties and functions.**

**Section 2.16.010 Created.**

Pursuant to Sections 800 through 805 of the City Charter, there is created a Human Relations Commission consisting of at least fifteen members selected by the City Council. No action or proceeding before the Human Relations Commission, formerly known as the Community Relations Commission, and no term of office of any Commissioner shall be affected by this name change. (Ord. 6393 § 5, 1997; Ord. 5979 § 1, 1992; Ord. 5833 § 1, 1990; Ord. 3737 § 1, 1970; Ord. 3389 § 1, 1966)

**Section 2.16.020 Number of members-Qualifications.**

The Human Relations Commission shall consist of fifteen members in accordance with the City Charter. So far as is reasonably possible, the Commission members shall include representation from the following fields: education, medicine, health and welfare, law, real estate, industry, business, finance, law enforcement, and labor. The remaining members may be appointed from other fields of endeavor. Further, the diversity of the Commission is important to achieving its stated objectives. In that regard, there should be focused outreach activities to expand the pool of applications for appointment to the Commission. (Ord. 7037 § 1, 2009; Ord. 6848 § 2, 2006; Ord. 6824 § 4, 2005; Ord. 6786 § 4, 2005; Ord. 6704 § 1, 2003 (part); Ord. 5979 § 1, 1992; Ord. 5833 § 2, 1990; Ord. 4115 § 1, 1974; Ord. 3899 § 1, 1972; Ord. 3389 § 2, 1966)

**Section 2.16.025 Objectives.**

A. The objectives of the Human Relations Commission shall include, but not be limited to the following:

1. Equal justice and access before the law.
2. Equal socio-economic and political opportunity.
3. A caring, trust, and non-biased community with individual dignity and integrity to all.
4. Protection of the dignity and integrity of every individual.
5. Responsible citizenship.
6. Effective consideration of complaints and redress of grievances.
7. Equitable opportunities in health, housing, education and employment.
8. Education of all in the community relating to basic human rights and responsibilities.
9. Protection for all in the City of Riverside from the discrimination and injustice caused by discrimination based on race, religion, gender, age, disability, sexual orientation, and national origin. (Ord. 6704 § 1, 2003 (part))

**Section 2.16.030 Powers, duties and functions.**

A. The powers, duties and functions of the Human Relations Commission shall include, but not be limited to the following:

1. To advise the City Council on all problems of local inter-group relations;
2. To study the problems of prejudice and discrimination in the community and the causes thereof;
3. To work with other agencies, public and private, in developing programs to eliminate prejudice and discrimination;
4. To sponsor and encourage educational activities which tend to promote interracial, interfaith, and interethnic harmony, progress, and integration;
5. To foster mutual understanding and respect among all racial, religious, and national groups;
6. To prepare and submit an annual report to the City Council concerning human relations by the end of the fiscal year;
7. To recommend and coordinate effective systems to insure equal justice and access for the City of Riverside. (Ord. 6704 § 1, 2003 (part); Ord. 5979 § 1, 1992; Ord. 5833 § 3, 1990; Ord. 3389 § 3, 1966)

## Chapter 2.12

### MUSEUM

#### Sections:

- 2.12.005      Name of Museum and Branches.**
- 2.12.010      Metropolitan Museum Board Established.**
- 2.12.020      Duties of Metropolitan Museum Board.**
- 2.12.030      Administrative Objectives.**
- 2.12.040      Title to Property.**
- 2.12.050      Special Fund Created.**

#### **Section 2.12.005      Name of Museum and Branches.**

The collective name for all Museum facilities shall be the "Riverside Metropolitan Museum." Individual facilities may be individually named but formally referred to as part of the Riverside Metropolitan Museum. (Ord. 6838 § 1, 2, 2005)

#### **Section 2.12.010      Metropolitan Museum Board Established.**

There is hereby created, pursuant to Section 800 of the City Charter, a Museum Board for the Metropolitan Museum which shall consist of nine members appointed by the Mayor and City Council. The Museum Director or his/her representative shall attend all meetings of this Board and be responsible for maintaining all records and minutes. (Ord. 7341 § 2, 2016; Ord. 6824 § 1, 2005; Ord. 6786 § 3, 2005; Ord. 6393 § 4, 1997; Ord. 4770 § 1, 1980; Ord. 4081 § 1 (part), 1974)

#### **Section 2.12.020      Duties of Metropolitan Museum Board.**

The Board of the Metropolitan Museum shall have the powers, duties and functions to serve in an advisory capacity to the City Council in matters pertaining to the museum sites, scope, growth and development, care, maintenance, daily operations and activities. They shall:

- A. Make recommendations regarding extent of museum activities;
- B. Recommend the hours and days which the museum will be open to the public;
- C. Ascertain and recommend fees, where applicable, to be charged for special classes, functions, and special services;
- D. Review the annual budget for personnel and operational needs of the museum during the process of its preparation and make recommendations with respect thereto to the City Council and the City Manager;
- E. Develop specific collection and exhibition goals and policies for the museum;
- F. Make recommendations to the City Council in regards to acceptance or rejection of all proposed gifts of money or real property which are specifically designated for City museum purposes;
- G. Accept gifts of specimens and artifacts for museum use on behalf of the City, with periodic ratification of such acceptance by the City Council;
- H. Dispose of any inappropriate museum objects in accordance with needs of the museum and consistent with general provisions of the Charter;
- I. Make recommendations to the City Council in regards to contracts with Riverside County, local school districts and/or other agencies for museum services;

J. Organize or cause to be organized one or more membership groups dedicated to the support of the museum;

K. Initiate any other recommendations to the City Council and City Manager concerning the development, care, maintenance, operation and welfare of the Riverside Metropolitan Museum, and make recommendations on such other museum matters as the City Council or City Manager may request;

L. Perform such other advisory functions relating to museum activities as may be desired by the City Council. (Ord. 6824 § 2, 2005; Ord. 4374 § 1, 1977; Ord. 4081 § 1 (part), 1974)

#### **Section 2.12.030      Administrative Objectives.**

In the conduct and administration of the Museum Department, the following objectives shall govern:

A. All collections and exhibits of the museum shall generally reflect but shall not necessarily be limited to the specific interpretations of the history, natural history and anthropology of the City and County of Riverside and the immediate environs of southern California;

B. The types, location and extent of museum facilities and programs shall be recommended to the City Council based on observed or expressed community needs. (Ord. 4374 § 2, 1977; Ord. 4081 § 1 (part), 1974)

#### **Section 2.12.040      Title to Property.**

The title to all real and personal property acquired and utilized by the Riverside Metropolitan Museum or any of its branches, when not otherwise designated by terms of its acquisition, shall vest in the City. (Ord. 7341 § 2, 2016; Ord. 4374 § 3, 1977; Ord. 4081 § 1 (part), 1974)

#### **Section 2.12.050      Special Fund Created.**

There is hereby created a special fund of the City, to be known as the "Museum Fund." Revenues derived from any allowable special fees, from the sale of inappropriate artifacts, or from any real property held in the name of the Metropolitan Museum Board, together with all moneys acquired through gift, bequest or otherwise which have been specifically designated for museum purposes, shall be deposited in the City Treasury to the credit of such fund. They shall be kept separate and apart from all other moneys of the City, and shall be devoted exclusively to museum purposes. (Ord. 6824 § 3, 2005; Ord. 4081 § 1 (part), 1974)

**Sec. 809. Park and Recreation Commission.**

There shall be a Park and Recreation Commission which shall have the power and duty to:

- (a) Act in an advisory capacity to the City Council in all matters pertaining to parks, recreation, parkways and street trees.
- (b) Consider the annual budget for parks, recreation, parkways and street tree purposes during the process of its preparation and make recommendations with respect thereto to the City Council and the City Manager.
- (c) Assist in the planning of parks and recreation programs for the inhabitants of the City, promote and stimulate public interest therein, and to that end solicit to the fullest extent possible the cooperation of school authorities and other public and private agencies interested therein.
- (d) Establish policies for the acquisition, development and improvement of parks and playgrounds and for the planting, care and removal of trees and shrubs in all parks, playgrounds and streets, subject to the rights and powers of the City Council. (Effective 12/27/1995)

**ARTICLE II: ZONING CODE ADMINISTRATION, INTERPRETATION AND ENFORCEMENT****Chapter 19.050****ADMINISTRATIVE RESPONSIBILITY**

- 19.050.010 Riverside Planning Agency.**
- 19.050.020 Responsibilities of the City Council.**
- 19.050.030 Responsibilities of the Planning Commission.**
- 19.050.040 Responsibilities of the Community & Economic Development Director.**
- 19.050.045 Responsibilities of the Development Review Committee.**
- 19.050.050 Responsibilities of the Public Works Director.**
- 19.050.060 Responsibilities of the Building Official.**
- 19.050.070 Responsibilities of the Cultural Heritage Board.**
- 19.050.080 Creation of the Planning Commission.**

**19.050.010 Riverside Planning Agency.**

A. California [Government Code Section 65100](#) requires each jurisdiction to establish a planning agency to carry out the land use and planning functions of the jurisdiction. The City's Planning Agency is generally the Planning Division. The functions of the Planning Agency, as designated by the Zoning Code, may be carried out by any one of the following, as further defined in this Chapter and Zoning Code. In the absence of an assignment, the City Council shall have the Planning Agency responsibility and authority.

1. City Council
2. Planning Commission
3. Community & Economic Development Director
4. Development Review Committee
5. Public Works Director
6. Building Official
7. Cultural Heritage Board
8. City Manager

Pursuant to [Government Code Section 65105](#), planning agency personnel, in the performance of their functions, may enter upon any land and make examinations and surveys, provided that the entries, examinations, and surveys do not interfere with the use of the land by those persons lawfully entitled to the possession thereof. (Ord. 7331 §1, 2016; Ord. 7235 §2, 2013; Ord. 6966 §1, 2007)

**19.050.020 Responsibilities of the City Council.**

A. The City Council shall have the following responsibilities:

1. Appoint members of the Planning Commission.

2. Hear and act upon appeals of decisions of the Planning Commission, Development Review Committee or Community & Economic Development Director as applicable, pursuant to Table 19.650.020 - Approving and Appeal Authority in Chapter 19.650 (Approving Authority).
3. Hear and act upon applications as required by Title 18 - Subdivision Code. In the event that applications for other land use permits are requested in conjunction with these entitlements, the City Council shall also be the final decision-making body for the other land use permits.
4. Direct planning-related policy amendments and special studies as necessary or desired.
5. Exercise such other powers and duties as are prescribed by State law or local ordinance.
6. Initiate amendments to the Zoning Code.
7. Review and certify environmental documents prepared pursuant to the California Environmental Quality Act (CEQA) pursuant to the City Council adopted CEQA Resolution and any amendments thereto. (Ord. 7331 §1, 2016; Ord. 6966 §1, 2007)

**19.050.030 Responsibilities of the Planning Commission.**

- A. The Planning Commission shall have the power and duties assigned to it pursuant to [Article VIII, Section 806](#) of the City Charter.
- B. The Planning Commission shall have the further responsibilities:
  1. Hear and act on referrals by the Community & Economic Development Director and Development Review Committee.
  2. Hear and act upon applications as indicated in Section 19.650.020 of this Title and Section 18.140.040 of the Subdivision Code (Approving and Appeal Authority Tables).
  3. Hear and make recommendations to the City Council on applications or proposals for amendments to the Zoning Code.
  4. As appropriate, initiate studies of amendments to the Zoning Code and General Plan, and make recommendations to the City Council for amendments to the Zoning Code and General Plan.
  5. Review the capital improvement program of the City and the local public works projects of other local agencies within the corporate boundaries of Riverside for their consistency with the City's General Plan, pursuant to [Government Code Sections 65401 et. seq.](#)
  6. Exercise all duties previously given to the Board of Administrative Appeals and Zoning Adjustment.

7. Convene as an Accessibility Appeals Board, which Board shall be comprised of the three persons with disabilities and four members of the Planning Commission.
8. Exercise such other powers and duties as are prescribed by State law, local ordinance, or as directed by the City Council.
9. Review and approve environmental documents prepared pursuant to the California Environmental Quality Act (CEQA) pursuant to the City Council adopted CEQA Resolution and any amendments thereto.
10. Hear and act on Design Review matters pursuant to Chapter 19.710 (Design Review) of this Title. (Ord. 7331 §1, 2016; Ord. 7235 §3, 2013; Ord. 6966 §1, 2007)

**19.050.040 Responsibilities of the Community & Economic Development Director.**

A. The Community & Economic Development Director or his/her designee shall have the responsibility and authority to administer and enforce the Zoning Code as follows:

1. Maintain the chapters of the Zoning Code, Zoning Map, and all records of zoning actions and interpretations.
2. Advise the City Council, Planning Commission, Cultural Heritage Board and City Manager on planning matters.
3. Provide administrative services and staff for meetings of the Planning Commission and Cultural Heritage Board.
4. Conduct administrative functions authorized by the Zoning Code, including distribution and receipt of permit applications and corresponding fees; application review and public noticing; determination and issuance of administrative permits and approvals as per Table 19.650.020 (Approving and Appeal Authority); and preparation of staff reports with recommendations, proposed findings, and proposed conditions for discretionary and legislative actions by designated planning agencies.
5. Provide information to the public, and facilitate public participation on planning matters, promote an understanding of the General Plan and the regulations relating to it.
6. Exercise such other powers and duties as are prescribed by State law, local ordinance, or as directed by the City Council and/or City Manager.
7. Promote the coordination of local plans and programs with the plans and programs of other public agencies.
8. Conduct administrative functions authorized by [Title 17 \(Grading\)](#), Title 18 (Subdivision) and [Title 20 \(Cultural Resources\)](#).
9. Report on the General Plan consistency of Public Works projects, acquisitions, dispositions, etc. pursuant to [Government Code Sections 65401 and 65402](#).
10. Report on the progress of the implementation of the General Plan on a regular basis. (Ord. 7331 §1, 2016; Ord. 7235 §4, 2013; Ord. 6966 §1, 2007)

**19.050.045 Responsibilities of the Development Review Committee.**

The Development Review Committee shall be the pre-designated group of individuals, representing specific City departments/divisions involved in the process of reviewing projects involving new construction, re-construction and/or other entitlement applications and shall conduct administrative functions authorized by the Zoning Code, including application review and issuance of administrative permits and approvals as per Table 19.650.020 (Approving and Appeal Authority), including the preparation of staff reports and recommendations, with proposed findings and proposed conditions for certain discretionary actions. (Ord. 7331 §1, 2016)

**19.050.050 Responsibilities of the Public Works Director.**

The Public Works Director or the authorized designee shall be the City Engineer and shall exercise the powers and duties as provided in the Zoning Code, and any other applicable ordinance of the City. (Ord. 7331 §1, 2016; Ord. 6966 §1, 2007)

**19.050.060 Responsibilities of the Building Official.**

The Building Official or the authorized designee shall issue building and sign permits in accordance with the provisions of the Zoning Code and any other applicable ordinance of the City. (Ord. 7331 §1, 2016; Ord. 6966 §1, 2007)

**19.050.070 Responsibilities of the Cultural Heritage Board.**

The Cultural Heritage Board shall have the powers and responsibilities established in Title 20 - Cultural Resources of the Riverside Municipal Code. (Ord. 7331 §1, 2016; Ord. 6966 §1, 2007)

**19.050.080 Creation of the Planning Commission.**

Pursuant to [Government Code Sections 65101 et seq.](#), [Section 806](#) of the City Charter and [Chapter 2.40](#) of the Municipal Code, the City Council, as the legislative body of the City of Riverside, creates the Planning Commission as follows:

**A. Eligibility for Office**

A member of the Planning Commission shall be a resident of the City of Riverside. If a member moves his or her residence outside of the City, such member shall automatically be removed from office.

**B. Membership and Term**

The Planning Commission shall consist of nine members appointed for a term of four years. Alternates may also be appointed by the City Council.

**C. Vacancies**

If a member of the Planning Commission is unable or unwilling to complete his or her term, the City Council shall fill the vacancy by appointing a qualified person to serve the remainder of the term.

**D. Removal**

Members of the Planning Commission serve at the pleasure of the City Council and may be removed from their position by a vote of a majority of the members of the City Council. No public hearing need be held prior to removal, and no cause for removal need be shown.

E. Meetings

The Planning Commission shall meet at least once each month on a regularly scheduled time and day, and at such other times as the chairperson deems necessary to perform the duties of the Commission.

F. Appointment of Officers

The Planning Commission shall elect a chairperson, vice-chairperson, secretary and sergeant-at-arms from among its members at a Commission meeting in March of every year. The chairperson, vice-chairperson, secretary and sergeant-at-arms shall serve at the pleasure of the Commission.

G. Rules

The Planning Commission shall adopt Rules for the transaction of its business, including rules for the election of officers.

H. Record of Proceedings

The Planning Commission shall maintain summary minutes and a taped recording of its proceedings. The taped recording shall be retained as set forth in the City's record retention policy.

I. Administrative Support

The Community & Economic Development Director or his/her designee shall be responsible for the administration of this Section and shall assist the Planning Commission in performing its functions. (Ord. 7331 §1, 2016; Ord. 7235 §5, 2013; Ord. 6966 §1, 2007)

## Chapter 2.62

### TRANSPORTATION BOARD

#### Sections:

- 2.62.010      Membership.**
- 2.62.020      Creation authority--Member appointments.**
- 2.62.030      Powers, Duties and Functions.**

#### **Section 2.62.010      Membership.**

The Transportation Board shall consist of nine members. (Ord. 7207 § 1, 2013; Ord. 7200 § 2, 2013; Ord. 7182 § 7, 2012; Ord. 7160 § 1, 2012; Ord. 7143 § 1, 2011; Ord. 6786 § 6, 2005; Ord. 4812 § 1, 1980; Ord. 4777 § 1 (part), 1980)

#### **Section 2.62.020      Creation authority--Member appointments.**

The Transportation Board is an advisory board created pursuant to the provisions of Section 800 of the Charter of the City. The members of the Board shall be appointed in the manner and for the terms provided for by Section 802 of the Charter and shall organize, meet and conduct proceedings as provided by Section 804 of the Charter.

Said Board is subjected to all provisions of the Charter of the City which are applicable to advisory boards and commissions created thereunder. (Ord. 7182 § 7, 2012; Ord. 6393 § 10, 1997; Ord. 4777 § 1 (part), 1980)

#### **Section 2.62.030      Powers, Duties and Functions.**

The powers, duties and functions of the Transportation Board are as follows:

- A. Advise the City Council with respect to on-street and off-street parking of vehicles.
- B. Advise the City Council with respect to the regulation of traffic on city streets.
- C. Annually review Public Works Department-proposed Capital Improvements Projects, including traffic signal construction, and make recommendations to the City Council.
- D. Review proposed amendments to the Circulation and Community Mobility Element of the General Plan and make recommendations to the Planning Commission and the City Council.
- E. Annually review the City's Traffic Signal Synchronization Master Plan and make recommendations to the City Council.
- F. Explore neighborhood traffic calming alternatives and make recommendations to the City Council.
- G. Review speed limits, major road closures, grade crossings and other traffic operation and circulation matters and make recommendations to the City Council, when requested.
- H. Perform other functions and duties as may be directed by the City Council. (Ord. 7269 § 1, 2014; Ord. 7182 § 7, 2012; Ord. 6880 § 1, 2006; Ord. 4777 § 1 (part), 1980)