



THE CITY OF SAN DIEGO
M E M O R A N D U M

DATE: January 14, 2022

TO: Members of the Historical Resources Board

FROM: Renee Mezo, Assistant Deputy Director, Development Services Department

SUBJECT: Standardized Report of City Boards and Commissions for 2021 – Action Item

The City of San Diego's Office of Boards and Commissions was created in 2018 to support the day-to-day operations for the City's 49 boards and commissions and serves as an access point to the volunteer members appointed by the Mayor and City Council.

In an effort to promote public participation in decision-making and effective civic engagement; and to ensure that the City's advisory Boards and Commissions are producing timely, actionable advice to the Mayor, City Council and City departments as defined by their San Diego City Charter and/or Municipal Code powers and duties, the Office of Boards and Commissions has established a new annual reporting requirement via the *Standardized Report of City Boards & Commissions*. The Report is due annually and documents the meetings, actions, volunteer hours, and vacancies of a City board or commission within a calendar year timeframe. The Report also provides boards and commissions with an opportunity to raise concerns or provide suggestions to the City Council.

The reports are due to the Office of Boards and Commissions by May 1st of each year and will be presented to the City Council as part of the budget process. The Historical Resources Board is required to provide their report covering calendar year 2021 by May 1st of this year. This will require the full Board to approve the report at their January 27, 2022, meeting.

Most of the content of the report is data-driven, and includes the number of hearings, number of meetings cancelled, actions taken, and Board vacancies. However, there are two items in the report which required specific feedback from the Historical Resources Board members: "Concerns or Suggestions to Bring to the City Council" and "Volunteer Hours." City staff requested Board members feedback regarding these two items and has provided the information received in the draft report. Comments received by the Historical Resources Board during the January 27, 2022, hearing will be incorporated into the final report and presented to the Office of Boards and Commissions.

Accordingly, City staff requests the Historical Resources Board review the attached draft report, provide any additional comments, and approve the report at the January 27, 2022 hearing.

Your consideration of this information is appreciated.

Attachment: 1. Draft Standardized Report of City Boards and Commissions – Historic Resources Board



STANDARDIZED REPORT OF CITY BOARDS & COMMISSIONS

HISTORICAL RESOURCES BOARD

1. MISSION AND DUTIES OF THE ADVISORY BOARD

i *What are the Mission and Duties of the Advisory Board, as established by the Municipal Code?*

SDMC Section 111.0206(d) states that powers and duties of the Historical Resources Board (HRB) are as follows:

- (1) To identify and designate historical resources for preservation in accordance with the designation process described in Chapter 12, Article 3, Division 2 (Designation of Historical Resources Procedures).
- (2) To review and make a recommendation to the appropriate decision-making authority on applications for development permits involving designated historical resources in accordance with the decision-making procedures of the Land Development Code.
- (3) To adopt specific guidelines for designating historical resources and to identify specific areas that may be exempt from the requirement for a site-specific survey in accordance with Section 143.0212(a).
- (4) To adopt standards and guidelines to be used by the Board in reviewing applications for development permits involving designated historical resources.
- (5) To compile and maintain an up-to-date register of designated historical resources. A description of the resource and the reasons for designation shall be included in the register.
- (6) To recommend to the City Council that the City Manager apply for, receive, or expend any federal, state, or private grant, grant-in-aid, gift, or other interest relative to property located in the City in furtherance of the general purposes of historical preservation.
- (7) To prepare an annual report to the Mayor and City Council on the activities, decisions, and other work of the Board.
- (8) To perform any other functions consistent with the purpose of the Board or any functions that may be requested by resolution or direction of the City Council, including promoting education programs pertaining to historical resources and investigating and reporting to the City Council on the use of various federal, state, local, or private funding sources and mechanisms available to promote historical resource preservation.
- (9) To establish criteria and provide for a historical resources inventory of properties within the City and recommend to the City Council and Planning Commission procedures to use the historical resource inventory results in the planning process.
- (10) To provide information and guidance, at the request of property owners or tenants, on the financial and physical aspects of the restoration, alteration, rehabilitation, landscaping, or maintenance of any designated historical resource.

2. ACTIONS TAKEN BY THE ADVISORY BOARD

JANUARY	
Item Name	Action Type
1025 Coast Boulevard	Designation
1021 Coast Boulevard	Designation
Dr. Roy and Herma Ledford/Charles Salyers Building; 2851-2881 4 th Avenue	Designation
Frank and Rosa Woodford House; 741 11 th Avenue	Designation
Site Development Permit (HRB #291 – California Theatre); 1122 04 th Avenue	Recommendation
Julia Goodell House; 7112 Monte Vista Avenue	Designation*
Dorrit and Albert Wright House; 8445 Avenida de las Ondas	Designation*
Standardized Report of City Board and Commissions 2020	Administration
FEBRUARY	
Item Name	Action Type
The Mr. Robinson/Jonathan Segal Building; 3752 Park Boulevard	Designation*
Whitson Company Medical Office Building; 550 Washington Street	Designation
James and Madeleine Taylor House; 4382 Ampudia Street	Designation*
John and Oda McDermott Speculation House; 4124 Norfolk Terrace	Designation*
Marine National Bank of San Diego Spec House; 1773 Sunset Boulevard	Designation*
Gabriel and Marie Berg House; 4825 Adams Avenue	Designation*
MARCH	
Item Name	Action Type
Union Trust Company of San Diego Spec House #1; 2225 Hickory Street	Designation*
Martha and Joseph Hillard/Charles Salyers House; 4415 Long Branch Avenue	Designation*
Sim Bruce Richards House 1; 977 Albion Street	Designation*
Harry and Bess Snyder/Chris Cosgrove House; 5285 Marlborough Drive	Designation*
Charles and Mary Schaeffer Residence/Fred Bushman Building; 3951-3957 Goldfinch Street and 820 W University Avenue	Designation
APRIL	
Item Name	Action Type
Paul and Nellie McCoy Speculation House #3; 3406 Olive Street	Designation*
Webb Van Horn Rose/Charles Salyers House; 736 Fern Glen	Designation*
Guild Company/Richard Wheeler Spec House #1; 3551 Garrison Street	Designation*
Weston and Freda Hicks Spec House; 3576 Granada Street	Designation*
Standardized Report of City Board and Commissions 2020	Administration
Certified Local Government (CLG) Annual Report 2019-2020	Administration
MAY	
Item Name	Action Type
Henry and Catherine Dowd House; 2836 Ivy Street	Designation*
Charles and Ruth Long House; 4949 Westminster Terrace	Designation*
George and Frances Zeluff House; 3238 Goldsmith Street	Designation*
Gustaf Anderson House; 4636 Biona Drive	Designation*
William and Bertha Niemann Homestead; 5175 Del Mar Mesa Road	Designation
Clairemont Community Plan Update: Historic Component Workshop	Info Item
JUNE	

Item Name	Action Type
S. Janet Rental House; 3112 Curtis Street	Designation*
Ralph and Nettie Hurlburt/Alexander Schreiber House; 3226 Brant Street	Designation*
Alberta Security Company/Martin V. Melhorn Spec House #8; 3956 Alameda Drive	Designation*
Thomas H. and Lena L. Thornton House; 3714 Nimitz Boulevard	Designation*
John Feldman Spec House; 3310 Lucinda Street	Designation
Lesinsky House; 1134 11 th Avenue	Designation*
JULY	
Item Name	Action Type
Robert and Rebecca Liebner/William Ivans House; 807 La Jolla Rancho Road	Designation
Fred Heilbron House; 2530-2532 A Street	Designation*
John H. Lovett Spec House #1; 4351 Bancroft Street	Designation*
Institute of Geophysics and Planetary Physics (IGPP) Munk Laboratory; 8800 Biological Grade	Recommendation
The Prospect Center Building; 1020 Prospect Street	Designation*
William and Bertha Niemann Homestead; 5175 Del Mar Mesa Road	Designation
Mills Act Training	Info Item
AUGUST	
Item Name	Action Type
Fred and Harriet Young Spec House #1; 1907 Granada Avenue	Designation*
George and Clara Harrison House; 5012 Westminster Terrace	Designation*
Abraham and Anne Ratner House #2; 4252 Alder Drive	Designation*
William and Edith Potter Spec House #2; 1403 Sutter Street	Designation*
San Diego Bungalow Court and Apartment Court Historic Context Workshop	Info Item
SEPTEMBER	
Item Name	Action Type
Century Plaza Towers/William Krisel Condominiums; 3535 First Avenue	Designation*
Louis and Silvia Solof House; 1517 Cypress Avenue	Designation*
Mary Hyde House; 3446 Elliott Street	Designation*
1135 Devonshire Drive	Designation*
OCTOBER	
Item Name	Action Type
Alexander and Hannah Schreiber House; 4375 Ampudia Street	Designation*
Carl and Matilda Hays Speculation House #2; 4849 Canterbury Drive	Designation*
William S. Birney and Kneeland Jenkins Speculation House; 4268 Hortensia Street	Designation*
Edwin and Anne Corwin/Pear Pearson House; 5309 Canterbury Drive	Designation*
Edgar V. Ullrich #2; 6001 Bellevue Avenue	Designation*
Delawie #1/Boxcar House; 1773 Torrance Street	Designation*
Inspiration Heights Historic District National Register Nomination	Info Item
NOVEMBER	
Item Name	Action Type
Blanche Barry Apartments; 3814 Centre Street	Designation*
Samuel and Della Campbell Spec House; 2354 Plum Street	Designation*

Balboa Park Carousel; 1889 Zoo Place	Designation*
*Property owner supported designation of the property	

3. ADVISORY BOARD MEETINGS

i What were the number of Advisory Board meetings and what were the issues discussed?

The HRB met 11 times in calendar year 2021. (The Board meets once per month on the fourth Thursday of the month but is dark in December) In calendar year 2021, the Board considered the designation of 55 individual properties; for more detailed listing of the items refer to the response in “Actions Taken by the Advisory Board”.

In addition to regular meeting of the full Board, the HRB has three standing Subcommittees: Policy, Design Assistance, and Archaeological and Tribal Cultural Resources. These Subcommittees address items within their purview and provide feedback to staff but are non-voting entities. The Subcommittees have standing meetings with Policy and Design Assistance monthly and Archaeological and Tribal Cultural Resources meeting quarterly; however, meetings can be adjourned due to lack of items for discussion. In calendar year 2021 the Policy Subcommittee met two times, the Design Assistance Subcommittee met five times, and the Archaeological and Tribal Cultural Resources Subcommittee didn’t meet during the calendar year. Items discussed at the three subcommittees are listed in the following table:

POLICY SUBCOMMITTEE	
January	<i>Adjourned due to lack of items</i>
February	<i>Discussion topic regarding Concerns or Suggestions to Bring to City Council/HRB Criterion E</i>
March	<i>Discussion topic regarding Concerns or Suggestions to Bring to City Council</i>
April	<i>Adjourned due to lack of items</i>
May	<i>Adjourned due to lack of items</i>
June	<i>Adjourned due to lack of items</i>
July	<i>Adjourned due to lack of items</i>
August	<i>Adjourned due to lack of items</i>
September	<i>Adjourned due to lack of items</i>
October	<i>Adjourned due to lack of items</i>
November	<i>Adjourned due to lack of items</i>
December	<i>Adjourned due to lack of items</i>

DESIGN ASSISTANCE SUBCOMMITTEE	
January	HRB Site #1, El Prado: Rehabilitation
	HRB Site #127-002, The Whitney Building, Gaslamp Quarter Historic District Contributor: Reconstruction
February	<i>Adjourned due to lack of items</i>
March	<i>Adjourned due to lack of items</i>
April	<i>Adjourned due to lack of items</i>
May	<i>Adjourned due to lack of items</i>
June	HRB Site #525, DeWitt C. Mitchell Memorial American Legion, Post 201: N/A
July	<i>Adjourned due to lack of items</i>
August	HRB Site #283, Andrew Cassidy Home: N/A
September	HRB Site #283, Andrew Cassidy Home: N/A
October	<i>Adjourned due to lack of items</i>
November	<i>Adjourned due to lack of items</i>
December	HRB Site #1375, Dorothy and Harriet Cottages: Rehabilitation
ARCHAEOLOGICAL AND TRIBAL CULTURAL RESOURCES	
February	<i>Adjourned due to lack of items</i>
May	<i>Adjourned due to lack of items</i>
August	<i>Adjourned due to lack of items</i>
November	<i>Adjourned due to lack of items</i>

4. MEETING CANCELATIONS

i *What were the number of meetings cancelled and what was the reasoning?*

There was no HRB meetings cancelled in calendar year 2021.

The Board has three standing Subcommittees that act in an advisory capacity to staff: Policy, Design Assistance, and Archaeological and Tribal Cultural Resources (A&TCR). These subcommittees have standing meetings that may be cancelled, due to a lack of items. In calendar year 2021, 10 of 12 Policy Subcommittee meetings were cancelled, 7 of 12 Design Assistance Subcommittee meetings were cancelled, and 4 of 4 A&TCR Subcommittee meetings were cancelled, due to a lack of items.

5. AVAILABLE OPPORTUNITIES

i *What are the number of vacant positions on the Advisory Board?*

There are currently two vacant positions.

6. EXPIRED MEMBERSHIP

i *What are the number of members serving on expired terms?*

Currently, all 9 members of the HRB are serving on expired terms. Of the 9, Dr. Ann Woods, is termed out and she is continuing to serve until a replacement is appointed. The remaining 8 are eligible for reappointment, with 4 serving on terms that expired in March of 2018, and 4 serving on terms that expired in March of 2019.

7. CONCERNS OR SUGGESTIONS TO BRING TO THE COUNCIL

i *Do you have any suggestions or concerns that you would like to bring to the Council's attention?*

The following items have been provided collectively by the HRB members, or by an individual boardmember:

- Thank you for the opportunity to serve
- No concern, other than the need to fill empty HRB positions promptly. Having two empty seats and variable attendance makes it difficult to reach six votes for designation.
- I would suggest that sufficient funding, resources, and support be provided to complete the historic district work plan in a timely manner and that code enforcement be provided sufficient staff, resources, and support to be responsive to investigating alterations to historic and potentially historic properties.

8. ASSISTANCE TO THE BOARD

i *Please provide an estimate of the City staff hours assisting in administering the Board.*

The HRB is supported by a Legislative Recorder. In addition, a Deputy City Attorney, a staff liaison to the Board, and management staff from the Development Services Department and the Planning Department provide direct support at HRB hearings and Subcommittee meetings, as needed.

POSITION	EST. HOURS CY 2021
City Attorney	50
Development Services Department/Planning Department Management Support	175
Legislative and Administrative Support	2,100
TOTAL ESTIMATED HOURS	2,325






9. VOLUNTEER HOURS

i *Please provide an estimate of the volunteer hours by commissioners.*

The HRB time estimates for calendar year 2021 range from 15-20 hours per month of 180-240 hours per year on HRB items for each Boardmember.

ADVISORY BOARD ACTIVITES

Please provide 4-5 pictures of the Advisory Board Activities

PDF Files	Title of Activity	Date of Event
 HRB - 01282021.pdf	ZOOM Meeting	January 28, 2021
 HRB - 05272021.pdf	ZOOM Meeting	May 27, 2021
 HRB - 06242021.pdf	ZOOM Meeting	June 24, 2021
 HRB - 08262021.pdf	ZOOM Meeting	August 26, 2021
 HRB - 09232021.pdf	Zoom Meeting	September 23, 2021