

**CITY PLANNING & COMMUNITY INVESTMENT DEPARTMENT
HISTORICAL RESOURCES TRAINING
OCTOBER 6, 2007**

AGENDA

How to Identify and Protect Historical Resources

**Workshop Presented by Cathy Winterrowd, Senior Planner, Historical Resources
Board Liaison**

- Welcome and Introductions
- Review Process for Determining when a Historical Resource is Present
- Regulatory Framework for Designated Historical Resources
- Use of Historic Surveys in the Community Plan Update Process
- Historic Preservation Incentives
- Questions

MINISTERIAL REVIEW PROCESS FOR DESIGNATED HISTORICAL RESOURCES

HRB Staff Reviews Proposed Project For:
Consistency with the U.S. Secretary of the Interior's Standards for the Treatment of Historic Properties (Standards)
Consistency with any Historical District Design Guidelines and Criteria
Consistency with the Historical Resources Regulations

Consistent

Not Consistent

HRB staff signs-off on the project in PTS and stamps the plans with the "Designated Historic Resource" stamp Signed by staff and the "Acknowledgement of Historic Designation" stamp to be signed by the contractor.

Encourage the applicant to bring the project into consistency with the Standards by revising the scope of the project

Applicant Revises

Applicant Will Not Revise

Issue Construction Permit

Applicant revises project with the assistance of staff and/or Historical Resources Board Design Assistance to bring the project into compliance

A Site Development Permit is then required for the project, consistent with SDMC Section 143.0210. Direct the applicant to prepare a discretionary submittal package and apply for a SDP. Refer to "Discretionary Review Process for Designated Resources" flowchart.

HRB staff signs-off on the project in PTS and stamps the plans with the "Designated Historic Resource" stamp Signed by staff and the "Acknowledgement of Historic Designation" stamp to be signed by the contractor.

Issue Construction Permit

MINISTERIAL REVIEW PROCESS FOR PROPERTIES WITHIN HISTORICAL DISTRICTS

Determine if the Property is a Designated Contributing Resource:

Historical Resources Board Designation Lists (Districts)
National and California Register Lists

Designated Contributor

Not a Designated Contributor

Follow the review process for Designated Historical Resources. Also check for compliance with any applicable design guidelines specific to the district.

HRB Staff checks the project for consistency with the applicable Design Guidelines of the district, the U.S. Secretary of the Interior's Standards for the Treatment of Historic Properties (Standards), and the Historical Resources Regulations

Consistent

Not Consistent

HRB staff signs-off on the project in PTS and stamps the plans with the "Designated Historic Resource" stamp Signed by staff and the "Acknowledgement of Historic Designation" stamp to be signed by the contractor.

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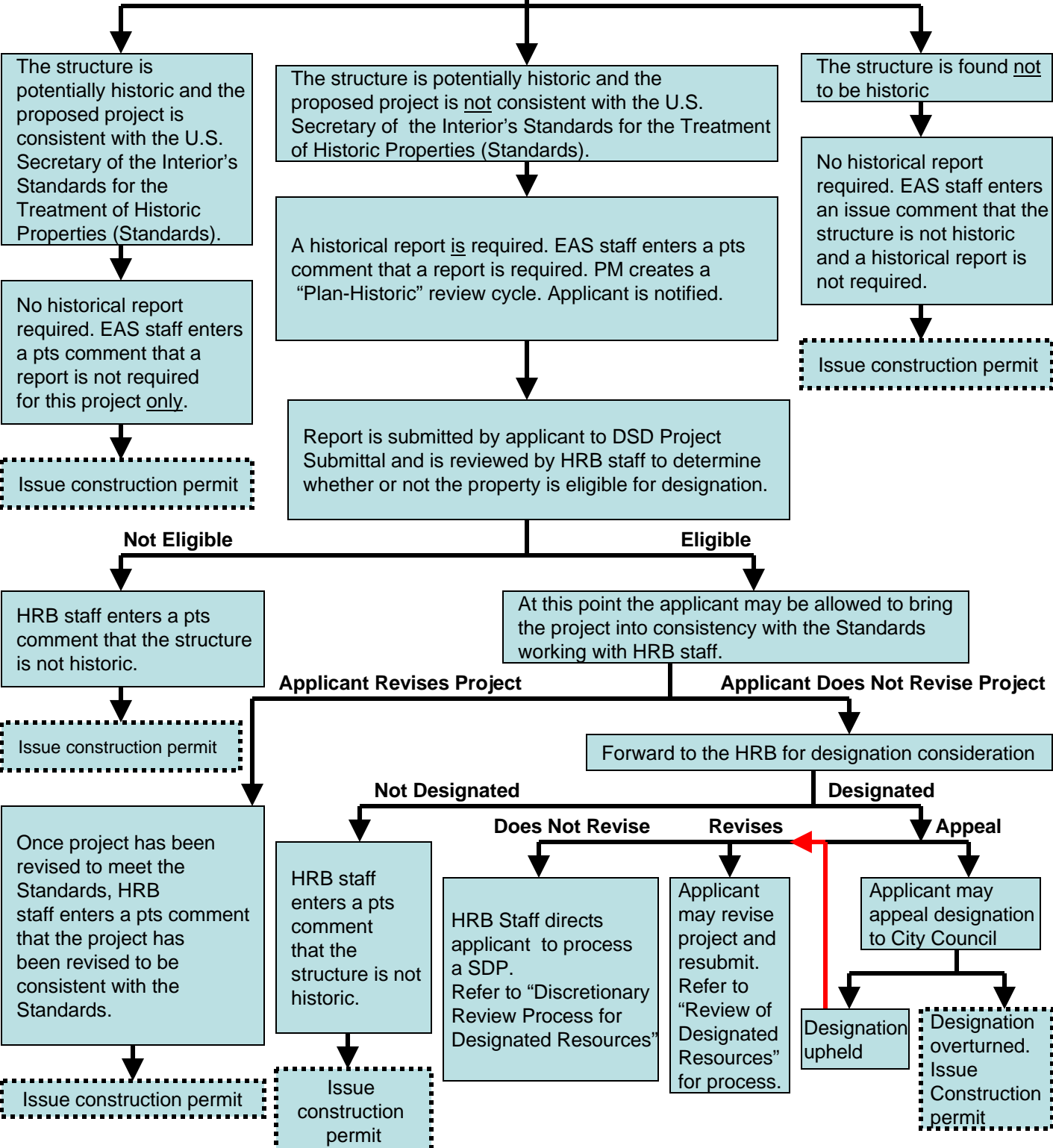
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Issue Construction Permit

MINISTERIAL REVIEW PROCESS FOR BUILDINGS AT LEAST 45 YEARS OLD (NO PRIOR DISCRETIONARY PERMIT)

EAS staff reviews the photos, Assessor's Building Records, the project plans, and all available resources to determine whether or not a historical report is required. The determination is made within 10 (ten) business days.



DISCRETIONARY REVIEW PROCESS FOR DESIGNATED HISTORICAL RESOURCES AND PROPERTIES WITHIN HISTORICAL DISTRICTS

All proposed development that would adversely impact a designated historical resource is subject to a Site Development Permit. The determination that a project would adversely impact a designated historical resource is made by HRB Staff.

Adverse Impact

No Adverse Impact

Plan-Historic staff and the HRB Design Assistance Subcommittee (DAS) work with the applicant to reduce adverse impacts wherever possible.

No SDP required for impacts to historic resources. HRB staff enters an issue comment stating that the project is consistent with The U.S. Secretary of the Interior's Standards for the Treatment of Historic Properties and the Historical Resources Regulations and that a SDP is not required for historic purposes.

EAS staff reviews the project in accordance with CEQA and prepares the appropriate environmental document. Mitigation measures are identified and a Mitigation, Monitoring, and Reporting Program is prepared.

HRB staff provides the Development Project Manager with permit conditions relating to historic resources as appropriate.

Once all disciplines have completed their reviews, the Development Project Manager drafts the Permit with conditions supplied by reviewing disciplines, including EAS and HRB staff.

The project is reviewed by the Historical Resources Board, who will provide a recommendation to the Planning Commission in regard to the permit findings and the associated environmental document.

The project is reviewed by the Planning Commission with a recommendation from the Historical Resources Board regarding the permit findings and mitigation measures. If the project is a process four decision, the Planning Commission will make the decision, which is appealable to the City Council. If the project is a process five decision, the Planning Commission will make a recommendation to the City Council, who will make the final decision to approve or deny the permit.

DISCRETIONARY REVIEW PROCESS FOR BUILDINGS AT LEAST 45 YEARS OLD

A project requiring discretionary entitlements for reasons other than impacts to historic resources is submitted to DSD

As part of their environmental review, EAS staff reviews the photos, Assessor's Building Records, the project plans, and all available resources and makes one of three possible findings.

The structure is potentially historic and the proposed project is consistent with the U.S. Secretary of the Interior's Standards for the Treatment of Historic Properties (Standards).

No historical report required. EAS staff enters A pts comment that a report is not required for this project only.

Proceed with original permit application

Not Eligible

The structure is potentially historic and the proposed project is not consistent with the U.S. Secretary of the Interior's Standards for the Treatment of Historic Properties (Standards).

A historical report is required. EAS staff enters a pts comment that a report is required. A "Plan-Historic" review for the next review cycle is created. Applicant is notified through the assessment letter.

Report is submitted by applicant to DSD Project Submittal and is reviewed by HRB staff to determine whether or not the property is eligible for designation.

Eligible

The structure is found not to be historic

No historical report required. EAS staff enters A pts comment that the structure is not historic and a historical report is not required.

Proceed with original permit application

HRB staff enters an issue comment and a diary entry stating that the structure is not historic.

Proceed with original permit application

Applicant Revises Project

Once project has been revised to meet the Standards, HRB staff enters an issue comment stating that the project has been revised to be consistent with the Standards.

Proceed with original permit application

At this point the applicant may be allowed to bring the project into consistency with the Standards working with Historical Resources Board staff.

Applicant Won't Revise Project

Forward to the HRB for designation consideration

Not Designated

HRB staff enters an issue comment stating that the structure is not historic.

Proceed with original permit application

Don't Revise

HRB Staff directs applicant to process a SDP. Refer to "Discretionary Review Process for Designated Resources"

Revise

Applicant may revise project and resubmit. Refer to "Review of Designated Resources" for process.

Designated

Appeal

Applicant may appeal designation to City Council

Designation upheld

Designation overturned. Proceed with original application.