

# CITY OF SAN DIEGO HISTORICAL RESOURCES BOARD POLICY SUBCOMMITTEE

**Monday, August 12, 2013, 3:00 PM to 4:00 PM**

**Conference Room 5C**

Development Services Building  
1222 First Avenue, 5<sup>th</sup> Floor, San Diego, CA

*The Policy Subcommittee is a subcommittee of the City of San Diego's Historical Resources Board. It is primarily composed of Historical Resources Board members who are interested in policy matters. In general, the Subcommittee is not a voting entity, but rather a forum for discussing issues and policy matters related to historic resources and their preservation. Comments at the meeting do not predispose future positions on any matter by the Historical Resources Board.*

*Members of the public will be allowed an opportunity to speak, for up to one minute each, at the end of the Subcommittee's discussion on an agenda item. Each member of the public is required to state their name and the organization (if any) that they represent prior to their one minute presentation.*

## MEETING AGENDA

1. Introductions
2. Public Comment (on matters not on the agenda)
3. Issues:
  - 3a. Presidio Collection Phase 1 Final Report: Monies from the Historic Preservation Fund were allocated by the City Council in 2011 for implementation of the initial task discussed in the Presidio Collections Management Plan. That task is complete and a Final Report has been produced by the San Diego Archaeology Center. The Subcommittee will review the report and provide input to staff for future studies and on the report recommendations (attached).
  - 3b. Preservation Fund. Proposal to use monies from the Historic Preservation Fund for a study to identify the appropriate color for truncated domes in historic districts. The City has chosen "Federal Yellow" as the standard color for truncated domes placed within curb ramps in order to meet ADA requirements. This color may not be appropriate for sidewalk treatment within historic districts. The City Engineer has agreed to allow up to two additional colors in order to provide a more historically compatible color in these areas. A study of historic sidewalk colors within historic districts would help to determine which of the available colors would be most appropriate.
  - 3c. Administrative Procedures. Discussion on limiting the time for Boardmember comment during HRB meetings in order to facilitate moving through the agenda in a more timely manner (attached).
4. Adjourn

Next Policy Subcommittee Meeting will be on Monday, September 9, 2013 at 3:00 PM.

For more information, please contact Cathy Winterrowd by phone at (619)235-52175 or email at [cwinterrowd@saniego.gov](mailto:cwinterrowd@saniego.gov).

## **San Diego Presidio Collection Phase I Final Report**

The current report outlines work completed during Phase I of the San Diego Presidio Collections Management Plan. The current project was initiated on March 2, 2012. Standard size boxes containing archaeological material excavated from various projects excavated during the 1970s and 1980s were sectioned and transported to the San Diego Archaeological Center. Staff, interns, and volunteers inventoried and created digital catalogues for all boxes. Phase I work on the Presidio concluded on June 15, 2013. A total of 407 boxes of archaeological material were processed.

Processing the Presidio collection during Phase I was centered on 3 primary goals:

1. Conduct a condition assessment to evaluate the general condition of the collections
2. Create a digital catalogue and verify against original catalogues
3. Identify and document particular conservation needs

Once the project was initiated, it became clear that meeting the goals would be challenging and doubtful as to whether or not all of these goals could be met. Based on previously provided information, it was assumed that the collections were sorted and organized. In fact, it was not. Processing the collection revealed artifacts from the different projects were incorporated and intermingled. Additionally, the majority of the boxes and artifacts were lacking contextual and descriptive information. There are also issues with a lack of consistency in the catalogue system. For example, there are instances where the excavator's initials were being used to describe units. However, in most cases this information was missing which created an entire issue-preventing the verification of inventory. Issues such as these became obvious from the very beginning and resulted in impeding our overall goals and objectives.

### *1. Evaluating the general condition of the collections*

The first step of the process involved evaluating the general condition of the collection. The evaluation was carried out by SDAC Center Director Cindy Stankowski and Collections Manager Ad Muniz. Sean Cardenas was present the initial evaluation. The collection is stored in the basement of the Balboa Park Administrative Building. All boxes, with the exception of those located inside the storage closet of the room, are stored on shelving and kept off the floor. The storage area appears to be free of rodents, pests, and mold. No evidence of moisture was observed inside the building or on any of the boxes. Boxes from several parts of the storage were randomly selected and their contents observed. Artifacts including ceramics, bone, and tiles were stored in plastic bags that appeared to be in acceptable condition. Hand written labels were found in each bag. During the initial evaluation, it was observed that some boxes, due to their deteriorating condition, would require replacing. It also became immediately evident that the boxes were placed on the shelves without no thought the corresponding excavation or field season. It also observed that collection records or artifacts catalogues were absent.

### *2. Creating a digital catalogue to verify against original catalogues*

*a. the condition of boxes, bags, bag labels, object labels, and box labels*

Upon transportation to the Center each box and its contents were examined, inventoried, and catalogued by Center staff, interns, and volunteers. The collection was stored in the Center's Federal vault until the boxes were ready for processing. The guidelines for processing boxes can be found in Appendix I. Each box was assessed for deterioration, pests, and mold. When deemed necessary, replacements of storage boxes were made. If plastic bags containing artifacts were deemed to be deteriorating or had been punctured, they were replaced. This is especially true of bags containing large quantities of roofing and flooring tiles, and gravels found in many of the boxes.

Unique numbers were assigned to all boxes and artifact bags. The collection boxes inventoried did not always have a previously assigned collection ID number. If an identification number did exist, that original box number was kept and incorporated into the box's digital catalogue created on Microsoft Excel. In many instances, the original boxes were recycled and contained several numbers written on their exterior. To overcome this situation, an ordinal number (ascending) was assigned to each box when the collection was transported to the SDAC. These numbers became the main identifier in cataloguing the collection. However, artifacts containing labels with previously assigned catalogue numbers took precedence and were recorded as such. When present, the catalogue number, included series (CC#), lot (L#) or catalogue (Cat #). Unfortunately consistency was lacking and except for items catalogued with 'Cat #', the system remains a mystery.

*b. the organization of the collections by site number or locus*

The organization of the collection was problematic in the majority of boxes inventoried and catalogued because artifact types have been intermingled. It is possible this approach was taken to indicate all artifacts came from the same excavation unit or level. For instance, the vast majority of the Williams collection boxes contain bags of unwashed, unsorted mixed material classes. Most bags contain an assortment of pottery sherds (both native ware and European), animal bone, metal, glass fragments, clay tile fragments, various organic materials and dirt.

*c. evidence of mold, insects, pests, dirt, and corrosion*

No evidence of mold and pests has been found in any of the boxes inventoried and catalogued. Unfortunately, dirt is accumulating in many of the bags containing artifacts as they were not cleaned upon storage. Another factor to consider is the heavier materials (tiles, concrete, etc.) are directly aiding in the further deterioration of organic materials. Bags of heavier material were stored on top of bone and other more fragile artifacts directly crushing them. As well, metal artifacts (i.e. cannonballs, nails, etc.) have been poorly prepared for storage. Currently the cannonballs in the collection are slowly corroding and the foam used to cushion them is only contributing to the process. Large amounts of metals were collected from the foam storage liners used in milk crates. To control the corrosion process, each cannonball was dry brushed with a soft bristle brush, wrapped in acid-free paper, and stored in boxes (as opposed to the open milk crates). Unfortunately, deterioration in some artifacts (bone and shell) fragmentation is occurring and is more difficult to control; however, during the next phase of the project, considerable attention should be given to conservation.

### *D. catalogue verification*

Unfortunately, is practically impossible to reconcile artifacts with existing catalogues (if they exist). Many of the labels found inside the bags appear to have been created some time following the excavation season. Inconsistencies include missing dates, contextual information, catalogues, and even artifacts. Records at the storage facility are not helpful. For example, there is an entire bookcase of inventory sheets, called lot sheets, which appear to have a listing of the artifacts in each bag. In most cases the items are only vaguely identified and quantified, no weights, descriptions or other details. Then, the objects were simply placed back into the same bag. Regardless, the intermingling of material classes was the norm in the majority of the boxes inventoried.

This issue is compounded by missing artifacts. Several boxes of empty bags, (though they were marked or labeled) were found in the collection. We have not determined if the artifacts are elsewhere in the collection, used on the comparison boards or missing altogether. It is difficult to determine if there are missing artifacts, especially from the Williams collection. It may be impossible to determine what excavated artifacts are missing if they were never inventoried or catalogued. Anecdotally, one of the Center's student interns brought in a bag of European sherds that her son had been allowed to keep after his 6<sup>th</sup> grade class dug at the Presidio. The collection included an assortment of pearlware, Galera and unpainted earthenware. She reported that excavators were allowed to remove artifacts as souvenirs.

### *3. Identify and document particular conservation needs*

The number of problems revealed during Phase I of this project will no doubt impact the future of this collection. Most of the artifacts we have seen thus far would not require extensive conservation, other than washing and sorting by material class.

1. The collections should be repacked, limiting the final weight of each box to less than 30 pounds and ensuring that artifacts are not crowded.
2. Metal objects containing lead are already heavily corroded and require careful handling.
3. Non-ferrous metal objects should be stabilized to impede corrosion processes.
4. Ferrous metal objects should be bagged with desiccant sachets.
5. It may be possible to reconstruct some of the historic ceramic objects, which would be helpful in determining quantities of vessels found.

There is a large amount of animal bone in the collection. Each specimen needs to be examined for any evidence of skin or cartilage and removed if found. The bones need to be washed, dried and repackaged with desiccant sachets according to approved methods.

## **Recommendations**

Regardless of the current state of the collection, it is still significant and deserves to be thoroughly studied. In my opinion, this cursory inventory project is just the first step in a process that may take 3-5 years. Initially, we presumed that community volunteers would be able to carry out more in-depth cataloguing, but the complexity of the collection and disorganization would require more

qualified personnel with supervision to ensure consistency.

The current facility space is adequate for storage, but the collection would have to be relocated for access to adequate sorting space, water and drying racks.

If funding can be found, we would recommend a resorting of the bags of artifacts according to date, i.e., which excavation they came from. It is easier to determine what was going on during a discrete unit of time.

Next, we recommend that the unsorted material be washed and sorted by material class and context and catalogued. This is the most time consuming part of the process. It will greatly expand the number of catalogued items in the collection and require a terabyte of data storage for manipulation of the data. Most researchers are interested in a particular material class and don't want to sort through other material. The researcher can then provide deeper level detail for the catalogue.

## Appendix I

### Presidio of San Diego Inventory Verification

The San Diego Archaeological Center and the Presidio of San Diego Foundation are currently involved in the first of several phases to curate objects recovered from excavations at the Presidio of San Diego. Phase I of the project is to verify inventory. Our goal is to account for each bag or lot of artifacts and create an inventory of the contexts of each box. The methods for carrying out this phase follow. Please read through the entire procedures before beginning your inventory verification. If you are uncertain about a specific part of the procedures, ask.

- I. Facts you should be aware of:
  - A. Location of files: All files for processing the Presidio collection are stored:  
**I:\Collections Department\Center Collections Databases\SDAC Collections\SDAC LOANS\Presidio Collection**
  - B. A read-only template is required for setting up an inventory verification catalogue.
  - C. Make certain the box you are assigned is logged into the **Master Box Inventory** form.
  - D. Be extremely careful when reaching for a bag of artifacts. Many of the boxes contain broken glass, nails, and other sharp objects.
  - E. This phase is only inventory verification; we are not counting and weighing artifacts during this phase.
  - F. If you are unable to complete a box before the end of your day, please tag the box and leave written instructions.

#### Procedures for Verifying Inventory

- A. Create an inventory verification catalogue. Go to: **I:\Collections Department\Center Collections Databases\SDAC Collections\SDAC LOANS\Presidio Collection** and double-click on the **Excel** file **Master Catalogue Template**.
- B. You will need to rename and save the file. Save the file in the same folder. Name the file using the box number (written on the box). Be certain to use the letter before the number (Example: X-002, T-045). Use a three (or greater) digit name (example: X-034; X-134).
- C. Change the name of the worksheet (tab at the bottom left of the Excel spreadsheet).
- D. You will notice the sheet is almost identical to the Center's inventory sheets. There are, however, a couple of added columns.
- E. Have a copy of the Center's Standardized Typology (attached) at your disposal.

#### Verification Catalogue Format

The Center utilizes Microsoft Excel to produce catalogues. All Center catalogues consist of 12 fields relating to site or vault location, research potential, or contain valuable information that explains the origin, type, or specific information about a specific artifact. For this project, we

have added an additional date field. The catalogue should be consistent with the following guidelines:

- Catalogues should contain at least 13 fields
- Text in each of the fields is to be in Times New Roman or Arial 11 pt.
- Text and number fields are to be formatted as such.
- Abbreviations or unclear nomenclature should not be used in the fields. Refer to the Collection Catalogue Data sheet.
- All information should be Center justified except the Comments Field which is left justified.
- Each Master Catalogue will contain a header with the full title of the project, site number, year of excavation, and the date the Catalogue was created. For formatting information see the example below.
- Each Master Catalogue will also include a footer that includes the date the Catalogue was printed, page number, number of pages of the entire Catalogue, and the text "Acid-Free Paper."
- Each Master Catalogue will include three additional pages listing Missing/Deaccessioned Items, NAGPRA related material and oversize objects (as needed).

#### EXAMPLE OF CATALOGUE FIELD HEADINGS

<b>Exc Year</b>	<b>Site #</b>	<b>Cat #</b>	<b>Location</b>	<b>Unit #</b>	<b>Level</b>	<b>Material Class</b>	<b>Object</b>	<b>Material</b>	<b>Qty</b>	<b>Wt_g</b>	<b>Box No</b>	<b>Comments</b>
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#### DESCRIPTION OF FIELD HEADINGS

<b>EXCAVATION YEAR</b>	Obtain from the tags. If one does not exist, leave blank
<b>SITE NUMBER</b>	Listed as CA-SDI-38
<b>CATALOGUE NUMBER</b>	A unique number for each bag. It could be listed as a Lot #, CC#, or it could be blank. If blank, issue a number and write it on the bag or on the tag. If you issue an item number, use the box number as a prefix, add a period, and add the sequence. (Example: T.02, T.10, X.15). Every bag should have a unique identifier.
<b>LOCATION</b>	The information could will be represented as: North Wing, Bld. And Rm. If the information is missing, leave blank.
<b>UNIT #</b>	The numbered Unit, STP, Feature, etc. recorded in the project report
<b>LEVEL (STRATA)</b>	Depth at which the artifact was located, 0 cm(surface), 0-10 cm, etc.
<b>MATERIAL CLASS</b>	Broad artifact category, e.g., shell, ceramics, chipped stone, etc. (refer to the Collection Catalogue Data Field sheet). If the material is mixed-bone, ceramics, glass, etc all mixed, use HISTORIC,
<b>OBJECT NAME</b>	What is it? Button, projectile point, sherd, etc. (refer to the Collection Catalogue Data Field sheet). If the material is mixed,

	use MIXED for this field.
<b>MATERIAL</b>	What is it made of, what species, what type: Metal, Tizon, Donax, Unspeciated, etc. (refer to the Collection Catalogue Data Field sheet). If the material is mixed, use MIXED for this field.
<b>QUANTITY</b>	How many objects are associated with this number? If more than one, do not count, write "BULK" in the field.
<b>WEIGHT</b>	We are not weighing artifacts. Leave Blank.
<b>BOX NUMBER</b>	Which box the artifact will be curated in. Or, if the item is missing, deaccessioned or otherwise not in the collection. Use the format: X-XXX
<b>COMMENTS</b>	Special information is recorded in this field. If MIXED then list the different objects in the bag (Example: bone, ceramic, glass)

Excavation Date	SITE (S DI )	CAT #	Location	UNIT #	LEVEL (cm )	MATERIAL CLASSES	OBJECT	MATERIAL	QUANTITY	WT ( g )	BOX #	COMMENTS
9/19/1987	CASDI - 38	333	North Wing	II	3	Ceramic	Fragments	Brown ware	Bulk		T-001	333-465
9/26/1987	CASDI - 38	1842	North Wing	2	4	Historic	Fragment	Metal	1		T-001	
10/3/1987	CASDI - 38	3776	North Wing	II	4	Ceramic	Fragments	Tizon	Bulk		T-001	3776-3976
10/3/1987	CASDI - 38	3976	North Wing	II	4	Ceramic	Fragments	Brown ware	Bulk		T-001	3976-4275
10/3/1987	CASDI - 38	4276	North Wing	II	4	Ceramic	Fragments	Brown ware	Bulk		T-001	4276-4275



	DI - 38												
10/3/1 987	C A- S DI - 38	447 6	Nort h Wing	II	4	Cera mic	Frag ment s	Brown ware	B ul k	T- 00 1	4476- 4675		
2/18/1 989	C A- S DI - 38	100 528	Nort h Wing	VI	3	Histori c	Frag ment	Glass, Black	1	T- 00 1			

**SDAC Standarized Collection Catalogue**

<b>MATERIAL CLASS</b>	<b>OBJECT</b>	<b>MATERIAL</b>
Associated Records	Audio	Compact Disk
	Catalogue	Floppy
	Field Notes	Other
	Image	Paper
	Map	Photograph
	Other	Slide/Negative
	Report	Tape Recording
	Video	

<b>MATERIAL CLASS</b>	<b>OBJECT</b>	<b>MATERIAL</b>
Bone, Modified	Awl	Bird
	Bead	Cetacean
	fishhook	Fish
	Gorget	Mammal, Large
	Needle	Mammal, Medium
	Whistle	Mammal, Small
	Ornament	Amphibian
	Other	Reptile
	Unknown	Other
		Unknown

<b>MATERIAL CLASS</b>	<b>OBJECT</b>	<b>MATERIAL</b>
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Bone, Unmodified	Cranial	Bird
	Longbone	Cetacean
	Shortbone	Fish
	Vertebrate	Mammal, Large
	Pelvic	Mammal, Medium
	Teeth	Mammal, Small
	Fragment	Amphibian
	Unknown	Reptile
	Rib	Other
		Unknown

MATERIAL CLASS	OBJECT	MATERIAL
Ceramic	Rim	Tizon
	Body	Desert Buff
	Base	Other
	Olla	Unknown
	Pipe	
	Tube	
	Other	
	Unknown	

MATERIAL CLASS	OBJECT	MATERIAL
Chipped Stone	Blade	Course Metavolcanic
	Chopper	Cryptocrystalline
	Core	Fine Metavolcanic
	Crescentic	Granitic
	Debitage	Obsidian
	Drill	Other
	Flake	Quart
	Hammerstone	Quartz Crystal
	Other	Quartzite
	Point	Sandstone
	Scraper	Seatite
	Unknown	

MATERIAL CLASS	OBJECT	MATERIAL
Ground Stone	Bead	Basalt
	Bowl	Course Metavolcanic

	Discoidal	Cryptocrystalline
	Donut	Fine Metavolcanic
	Mano	Granitic
	Metate	Obsidian
	Net Weight	Other
	Other	Quart
	Pipe	Quartz Crystal
	Plestle	Quartzite
	Shaft Straightner	Sandstone
	Unknown	Seatite
	Warming Stone	

<b>MATERIAL CLASS</b>	<b>OBJECT</b>	<b>MATERIAL</b>
Historic	Bottle	Ceramic
	Bullet Casing	Fabric
	Coin	Glass
	Construction Material	Leather
	Farming Item	Metal
	Hardware	Mixed Material
	Household Item	Other
	Machine Item	Plastic
	Mining Item	Porcelain
	Other	Unknown
	Personal Item	Wood
	Tableware	

<b>MATERIAL CLASS</b>	<b>OBJECT</b>	<b>MATERIAL</b>
Human Remains	Cranial	
	Longbone	
	Rib	
	Shortbone	
	Vertebrate	
	Pelvic	
	Teeth	
	Fragment	
	Unknown	

<b>MATERIAL CLASS</b>	<b>OBJECT</b>	<b>MATERIAL</b>
Shell, Modified	Bead	Astraea

	Bowl	Balanus
	Fishhook	Chione
	Ornament	Chiton
	Other	Crab
	Unknown	Donax
		Haliotis
		Land Snail
		Lottia
		Mytilus
		Olivealla
		Ostera
		Pecten
		Polinices
		Prototrhaca
		Semele
		Tegulsa
		Tivela
		Other
		Unknown
		Unspeciated

MATERIAL CLASS	OBJECT	MATERIAL
Shell, Unmodified	Shell Speciated	Astraea
	Shell Unspeciated	Balanus
	Shell, Radiocarbon	Chione
		Chiton
		Crab
		Donax
		Haliotis
		Land Snail
		Lottia
		Mytilus
		Olivealla
		Ostera
		Pecten
		Polinices
		Prototrhaca
		Semele
		Tegulsa

			Tivela
			Other
			Unknown
			Unspiciated

MATERIAL CLASS	OBJECT	MATERIAL
Stone, Other	Adobe	
	Aspaltum	
	Brick	
	Cement	
	Cobble	
	Crystal	
	FAR	
	Mineral	
	Ochre	
	Plaster	
	Other	
	Soil Sample	

MATERIAL CLASS	OBJECT	MATERIAL
Vegetal, Modified	Other	Juncus
	Sandal	Other
	Twine	Unknown
	Unknown	Wood
	Weaving	Yucca

## **HISTORICAL RESOURCES BOARD PROCEDURES**

### **Draft for Policy Subcommittee Review August 12, 2013**

**Adopted October, 28, 2004**

**Revised September 28, 2006; January 24, 2008; September 25, 2008; April 22, 2010;  
February 24, 2011; January 24, 2013**

#### **I. Meetings**

##### **A. Conduct of Meetings**

Except as otherwise specifically noted herein, Robert's Rules of Order shall apply to the conduct of Historical Resources Board meetings.

##### **B. Date and Time**

Meetings of the Historical Resources Board generally occur on the fourth Thursday of each month, except as adjusted for holidays or other reasons. It is expected that meetings will generally begin at 1:00 PM and end by 5:00 PM. The Board shall be on legislative recess in the month of December unless sufficient business items require a meeting as determined by a simple majority vote of the Board members at a prior meeting.

##### **C. Management of Agendas**

The Historical Resources Board's purpose is to fulfill the role of evaluating and protecting historical resources within the jurisdiction of the City of San Diego. This role includes numerous diverse responsibilities. Board members are appointed to serve in a completely voluntary capacity. In order to ensure continued quality of life for individual Board members and to strive for reasonable agendas, the Board staff shall manage each month's agenda so that the number of items scheduled can be reasonably expected to be heard by the Board within the time allotted for meetings. Staff will recommend consent approval for designation of non-controversial properties when the applicant is in agreement with the staff recommendation and there are no speaker slips in opposition. On occasion, the necessary business of the Board may lend itself to additional or prolonged meetings, but these instances shall be kept to a minimum and shall follow the procedures below.

##### **D. Special or Extended Meetings; Cancellation of Meetings**

The Board may set additional special meetings, cancel meetings or extend the length of current or future regular meetings, as needed, based on the affirmative vote of a majority of the Board members present at the meeting where the motion is made. The length of an upcoming Board

meeting may also be extended, a special meeting may be set, or a regular meeting may be cancelled by staff, with the agreement of the Board Chair, and with appropriate notification to Board members and the public, in compliance with the Brown Act.

E. Board Member Attendance

Historical Resources Board members are expected to attend all regular and special Board meetings, and meetings of subcommittees to which a Board member is appointed. Board member attendance shall conform to any adopted Council Policy governing City Boards and Commissions. Absences are recorded in the minutes of regular and special meetings for purposes of reporting to the State Office of Historic Preservation in the annual report, and to the Mayor and City Council prior to re-appointments. Board members are encouraged to notify staff of expected absences prior to meetings if possible. Any Board member who finds he or she is unable to attend meetings on a regular basis should re-consider his or her ability to serve on the Board.

F. Recusals and Abstentions

Any Historical Resources Board member may abstain from voting on an action of the Board after stating the reason for the abstention in discussion before the vote occurs. Recusals for reasons of conflicts of interest should be stated during the appropriate time on the agenda, but in no case after a motion on a Board action has been made and seconded. Board members are encouraged to contact the Deputy City Attorney one week prior to the Board meeting to ascertain whether or not a potential conflict of interest exists.

G. Quorum

1. The Historical Resources Board consists of 11 members. The San Diego Municipal Code requires a quorum of six Historical Resources Board members in order to conduct business.
2. Historical designation requires six votes in favor of the motion. In the event there are not six Board members present who are eligible to vote on a designation request, the item would be trailed to the next available meeting.
3. All actions of the Board, other than designation requests, shall be approved by vote of a simple majority of the members present.

H. Presentation Time Limits

Presentations by members of the public to the Historical Resources Board shall be limited to three minutes for individual speakers, and eight minutes per side for organized presentations. These times may be adjusted by the Board Chair based on the length of the agenda, complexity of the item and/or the number of submitted speaker slips.

I. Board Member Time Limits

In order to move through the monthly agenda in a timely manner, Board Member comments shall be limited to three minutes per agenda item. These times may be adjusted by the Board Chair based on the length of the agenda and complexity of the item under discussion.

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II. Business of the Board

A. Processing of Designation Requests Submitted by Members of the Public

Designation requests submitted by members of the public (that have not been referred by the Mayor, a City Department, or by action of the City Council or Historical Resources Board) will be accepted by Board staff on a first come, first served basis. Staff shall review the applications and reports for consistency with the adopted Report Guidelines and Requirements and the *Guidelines for the Application of Historical Resources Designation Criteria* as workload capacity allows and in the order received. Once deemed to be complete and adequate, staff shall schedule a request for the next available regularly scheduled Board meeting. There is no expectation or requirement that all designation requests submitted by members of the public will be processed and recorded in time for the Mills Act to take effect within a certain period of time. Designation requests will be scheduled with other business of the Board in accordance with agenda management procedures contained herein. The effective date of any Mills Act agreement, and subsequent County Tax Assessor's valuation, shall be in accordance with state law requirements.

B. Site Visits for Potential Historical Designations

Site visits to nominated sites is beneficial in the designation process as they increase the knowledge and understanding of the resource in its physical setting. Only Historical Resources Board members who have conducted a site visit for a property under consideration may vote on the designation, unless a site specific waiver is approved by the Board. Approval of a waiver of the site visit shall be by vote of a majority of the



Board members present at the meeting. A motion to waive the site visit requirement shall state that one of the following factors exists:

1. A physical visit to the site would not significantly contribute to an understanding or appreciation of the historicity of the proposed site; or
2. The availability of access to the site is limited and the historical elements are sufficiently documented and demonstrable to the Board through the use of graphic or other visual aids presented at or prior to the meeting; or
3. The particular knowledge and expertise of a Board member who did not visit the site would contribute to the Board's understanding of the request.

The procedures requiring Board Members to view resources prior to voting on the item does not apply to designation of interior spaces if photos with a key floor plan are provided for review of building interiors and staff conducts a site visit to verify nominated interior elements are adequately documented. In the rare circumstance when *only* an interior is being considered for designation, Board visitation would be required.

#### C. Reconsiderations

Reconsideration of Historical Resources Board votes may take place in accordance with Robert's Rules of Order and these procedures.

1. A matter may only be re-considered once.
2. Only votes of the HRB as decision-maker may be reconsidered. Votes of the HRB that are recommendations to a decision-maker cannot be reconsidered (e.g., recommendations on a project that requires a Site Development Permit for historical purposes cannot be reconsidered). Any referral from the City Council to re-hear a designation after an appeal has been filed and any re-initiation of designation proceedings, as found in the Municipal Code, are not subject to these reconsideration procedures.
3. A motion to reconsider may be docketed at the request of any member of the Board voting on the prevailing side of a vote. On or before 10 AM of the second Monday following any vote of the Board at a meeting, the Board member may direct the Secretary to prepare a docket item to consider and vote upon whether to reconsider the matter at a future public hearing. Staff shall make every effort to notify interested parties. The Board may only move

to reconsider a previous vote if there are new facts, new or changed circumstances, or new laws that were not known and may have affected their decision. A docketed reconsideration in no way affects, relieves or suspends any interested party's responsibilities to file a timely appeal of a historical designation pursuant to Municipal Code Section 123.0203.

4. Once docketed, a motion to reconsider must be introduced by a Board member who was on the prevailing side in the original vote. The motion can be seconded by any Board member who was present during the original vote. The motion is debatable, and affected parties or any member of the public for or against the reconsideration shall be given the opportunity to testify on that issue only.
5. All eligible Board members present may vote on the motion. However, six affirmative votes of those Board members who had participated in the original vote are required to pass the motion to reconsider.
6. If the motion to reconsider passes, the matter underlying the motion shall be docketed for a new hearing as soon as practical. All required public noticing shall be completed for this future hearing. The hearing shall be conducted in accordance with the applicable provisions of the San Diego Municipal Code and these procedures.

D. Historical Resources Board Recommendations to Decision-Makers

When the Historical Resources Board is taking action on a recommendation to a decision-maker, the Board shall make a recommendation on only those aspects of the matter that relate to the historical aspects of the project. The Board's recommendation action(s) shall relate to the historical resources section, recommendations, findings and mitigation measures of the final environmental document, the Site Development Permit findings for historical purposes, and/or the project's compliance with the Secretary of the Interior's Standards for Treatment of Historic Properties. If the Board desires to recommend the inclusion of additional conditions, the motion should include a request for staff to incorporate permit conditions to capture the Board's recommendations when the project moves forward to the decision maker.

E. Processing of Historical District Nominations

Before any historical district may be established, staff shall review the draft district documents and determine that they are complete. The complete draft district documents shall be scheduled for a Historical Resources Board Policy Subcommittee meeting to introduce the district materials. A second meeting (and additional meetings if necessary) shall be scheduled after the Subcommittee members have reviewed the draft district materials in order to obtain Subcommittee input. Once the Policy Subcommittee's review is complete and they concur that the draft district materials are ready for Board consideration, staff shall include the district nomination on the next available Historical Resources Board agenda. The processing of the district nomination shall comply with the Historical Resources Board Policy 4.1, Historical Districts, and all applicable provisions of the Land Development Code and Land Development Manual.

### III. Subcommittees

- A. The HRB may establish subcommittees to further the efficient conduct of business as necessary.
- B. Standing subcommittees which meet on a regular basis may include Policy, Archaeology, and Design Assistance. Standing subcommittees generally provide input to staff and applicants and do not make recommendations to the Board. Exceptions are for the Policy Subcommittee which may make recommendations to the Board on policy issues, and make final decisions regarding annual Historic Preservation Award recipients. Each subcommittee may establish procedures for meeting efficiency.
- C. Ad hoc subcommittees may also be established on an as-needed basis. Ad hoc subcommittees may be stand alone subcommittees of the Board, combined subcommittees including representation from other agencies, or subcommittees of other agencies with Board representation by one or more Board members. Ad hoc subcommittees typically provide the Board with recommendations related to the purpose for which the subcommittee was established.
- D. Standing subcommittees will meet at a pre-established time on a monthly or bi-monthly basis. Any subcommittee meeting may be canceled for lack of business or quorum. The standing subcommittee meetings are subject to the requirements of and shall comply with the Brown Act.
- E. Membership on the standing subcommittees shall strive to match expertise and interests to the extent possible, but shall also strive to allow maximum participation by Board members. The minimum number of Board members appointed to any standing subcommittee shall be three, and the maximum shall be five. Appointments to the standing subcommittees, including chair appointments, shall be made once a year, or as vacancies occur, by the Policy Subcommittee, and ratified by a majority vote of the Board at the next available Board meeting. The Chair of the Board, as appointed by the Mayor or Board, is automatically the Chair of the Policy Subcommittee. Establishment of stand alone or ad hoc subcommittees and appointments to any subcommittee shall be by a majority vote of the Board at a regular or special Board meeting.

#### IV. Administrative Matters

##### A. Annual Report

An annual report shall be prepared on behalf of the Board by staff as required by the Certified Local Government agreement between the City of San Diego and the Office of Historic Preservation, and Section 111.0206(d)(7) of the San Diego Municipal Code. A final draft report shall be scheduled for Board consideration and comment no later than the November Board meeting of each year. Staff shall transmit the final annual report to the Office of Historic Preservation (OHP) by December 31 of each year, or in accordance with the deadline established by OHP. Copies of the final annual report shall also be transmitted to Board members, as well as to the Mayor and City Council.

##### B. Annual Historic Preservation Awards

Each year the Board may present Awards of Excellence recognizing outstanding achievement in the field of historic preservation. The awards shall be presented during the month of May, which is annual historic preservation month. Presentation of the awards may occur at a special meeting event of the Board or during the regular monthly meeting. Applications for nominations from the public shall be available from February 1 through the first Friday of April of each year. The Policy Subcommittee shall consider the nominated recipients at the April Subcommittee meeting, and shall determine which recipients in which categories shall receive awards. Staff shall make every effort to contact the recipients and invite them to the award presentation. Award Certificates of Excellence shall be presented to each recipient at the award presentation meeting.

##### C. Appeals of Designations

For designations appealed to the City Council, staff shall notify the Board of the docketed hearing date as soon as practical. Board members are encouraged to attend the appeal hearing to speak on behalf of the Board's action.

##### D. Chair Represents Board

The Chair of the Board or their designee may represent the full Board at meetings when identified as the Chair or designee speaking on behalf of the Board.

E. Election of a Vice-Chair

Annually, in March at the regularly scheduled monthly Board meeting, or as needed to fill a vacancy, the Chair of the Board shall make a motion to nominate a Boardmember to serve as the Vice-Chair. The motion must be seconded and a majority vote in the affirmative of Boardmembers present is required to elect a Vice-Chair. If desired, a Second Vice-Chair may be elected in the same manner, following the election of the First Vice-Chair. The role of the Vice-Chair is to conduct the monthly meeting, if the Chair is unavailable. The role of a Second Vice-Chair would be to conduct the monthly meeting, if the Chair and First Vice-Chair were both unavailable.

F. Distribution of Materials to Board Members and the Public

Copies of all materials relating to matters on the Agenda (materials) that are to be distributed to the Historical Resources Board and made available to the general public shall be provided to Board Staff three weeks prior to the scheduled meeting. Staff shall strive to distribute materials to the Board no later than 10 business days prior to the meeting. Board Staff shall make materials available to the general public at the same time as distributed to Board members by having one printed copy of the materials available for review on the 5<sup>th</sup> Floor of the City Administration Building and mailing a printed copy to interested groups and individuals for a reasonable fee upon written request. In addition, the Agenda and Supporting Staff Reports shall be posted on the City of San Diego's website.

Supplemental distribution of meeting materials to Board members shall occur on a limited basis at the discretion of Board Staff and with the consent of the Board Chair and under no circumstances later than 72 hours prior to the meeting. Any supplemental materials shall be made available to the general public at the same time as distributed to Board members and in the same manner as described above. Materials that are provided at the time of the noticed HRB meeting will be stamped with a disclaimer stating that Board members may not be able to thoroughly review and consider these materials.

V. Amendments to Procedures

- A. Amendments to these procedures shall be by majority vote of the Board.
- B. The Policy Subcommittee shall review proposed amendments to these procedures and make a recommendation prior to consideration by the full Board.