




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

DATE: January 7, 2021
TO: Members of the Historic Resources Board
FROM: Tim Daly, Assistant Deputy Director, Development Services Department 
SUBJECT: Standardized Report of City Boards and Commissions for 2020– 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 Historic Resources Board is required to provide their report covering calendar year 2020 by May 1st of this year. This will require the full Board to approve the report at their January 28, 2021, 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 Historic 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 Historic Resources Board during the January 28, 2021, hearing will be incorporated into the final report and presented to the Office of Boards and Commissions.

Accordingly, City staff requests the Historic Resources Board review the attached draft report, provide any additional comments, and approve the report at the January 28, 2021 hearing.

Your consideration of this information is appreciated.

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



Office of Boards and Commissions

STANDARDIZED REPORT OF CITY BOARDS & COMMISSIONS

MISSION DUTIES OF THE ADVISORY BOARD

What is 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 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, states, 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.

ACTIONS TAKEN BY THE ADVISORY BOARD

Please write a summary of the actions taken by the Advisory Board that year.

In calendar year 2020, the Historical Resources Board considered the designation of 50 individual properties; provided recommendations on one Community Plan Update and four Site Development Permit applications impacting designated historic resources; approved the annual CLG report; and heard three information items. The following table summarizes their actions:

JANUARY	
Item Name	Action Type
A.L. and Margaret Horton Spect House #1; 2453 Curlew Street	Designation
Asa and Ora Casady House; 3933-3939 Georgia Street	Designation
Ida Kihn Spec House #1; 3450 Kite Street	Designation*
Standardized Report of City Board and Commissions 2019	Administrative
FEBRUARY	
Item Name	Action Type
John O'Laughlin House; 5972 Avenida Chamnez	Designation
Bowlero; 1895 Camino del Rio South	Designation
Amendment to the Gasmap Historic District to Reclassify 346-348 5 th Avenue from Non-Contributing to Contributing; 321-379 4 th Avenue	Designation
Margarette Meyers / William Lumpkins House; 9565 La Jolla Farms Road	Designation*
Fred and Anne Payne/Dennstedt; 4875 East Adler Drive	Designation*
Howard and Jewel Morin/Dennstedt Company House; 1411 Torrance Street	Designation*
Certified Local Government Annual Report 2018-2019	Recommendation
MARCH	
<i>Adjourned due to COVID-19</i>	
APRIL	
<i>Adjourned due to COVID-19</i>	
MAY	
Item Name	Action Type
2528 Island Avenue	Designation
1398 Lieta Street Site Project Site Development Permit (HRB #1305 – Aizo and Komume Sogo Farm); 1398 Lieta Street	Recommendation
JUNE	
Item Name	Action Type
1174 Prospect Street	Designation
Richard and Olivia Ledbetter/ Kendrick Bangs Kellogg House; 3545 Inez Street	Designation*
Nelson Larson House; 4350 Hermosa Way	Designation*
William Templeton Johnson Spec House #1; 4154 Lark Street	Designation*
Frank and Ada Melcher Spec House #1; 1736 W Montecito Way	Designation*
Rev. Nassau and Estelle Stephens/ Thomas Shepherd House; 1802 Amalfi Street	Designation*
A.W. Woods Spec House #1; 1674 Torrance Street	Designation*
Nora Connell/ Allen Hilton Spec House #1; 4030 North Hempstead Circle	Designation*
Caroline Reynolds House; 4680 West Talmadge Drive	Designation*

JULY	
Item Name	Action Type
Site Development Permit Training for Boardmembers	Info Item
Max and Louise Gross/Russell Forester House; 5911 Folsom Drive	Designation
Louis and Frances Stroud/ Thomas Shepherd Residence; 211 Avenida Cortez	Designation
Gustave and Blanche Ehrenberg Apartments; 504-522 Thorn Street	Designation
9G Site Development Permit (HRB #1355 – The Pacific Telephone and Telegraph Company Garage); 659 9 th Avenue	Recommendation
Oswald and Gladys Trenchard/Cliff May House; 6126 Avenida Cresta	Designation
Kearny Mesa Community Plan Update	Recommendation
AUGUST	
Item Name	Action Type
Ethics Training for Boardmembers	Info Item
Board of Education Warehouse Building; 2101 Commercial Street	Designation
Theodore Irion Spec House #1; 3406 33 rd Street	Designation
230 Ivy Street	Designation
Dorothy and Harriet Cottages; 825-827 Coast Boulevard	Designation
Dr. Francis and Florence Mead House; 3340 6 th Avenue	Designation
John and Sarah Sinks House; 3340 6 th Avenue	Designation
Elizabeth Mills Spec House #1; 4397 Piedmont Drive	Designation*
Charles and Leanna Kern House; 4079 Falcon Street	Designation*
Ray and Clytie Kahler/ Dennstedt Company House; 4885 Hart Drive	Designation*
SEPTEMBER	
Item Name	Action Type
Fred Bushman Building; 3951-3957 Goldfinch Street and 820 W University Avenue	Designation
Mitchell and Marian Lange/Lloyd Ruocco House; 6051 Folsom Drive	Designation
Frederick Thomas House; 540 Thorn Street	Designation
Helen Bradish Spec House #1; 2004 4 th Avenue and 328 Grape Street	Designation
Arthur and Catherine Welcome House; 3204 Felton Street	Designation*
Cherokee Apartments; 3629 Front Street	Designation*
Mission Hills Branch Public Library; 925 W Washington	Designation
OCTOBER	
Item Name	Action Type
Butler Boyd Commercial Building; 770 12 th Avenue	Designation
Jennie Haas House; 4374 Georgia Street	Designation
Florence Palmer Spec House #2; 7154 Olivetas Avenue	Designation*
Ernest and Thelma McGowan Spec House #1; 5471 Madison Avenue	Designation*
Helen Copley/Henry Hester House; 7932 Prospect Place	Designation*
NOVEMBER	
Item Name	Action Type
7762 Bishops Lane Site Development Permit (HRB #1062 – Lillian Lentell Cottages); 7762 Bishops Lane	Recommendation
Emma Watt Rental; 7762 Bishops Lane	Designation*
Edward T. Guymon Sr House; 2055 Sunset Boulevard	Designation*

NOVEMBER	
Item Name	Action Type
George and Caladonia Parks Spec House #1; 4909 Marlborough Drive	Designation*
R.L. and Ruby Starrett Spec House #1; 4909 Marlborough Drive	Designation*
Ray and Phyllis Dickson House; 439 La Crescentia Drive	Designation*
4386 North Talmadge Drive	Designation*
DECEMBER	
Item Name	Action Type
Results of Intensive-Level Survey Work for the Potential Arizona Tract (AKA Park Villa) Historic District	Info Item
4061 Fairmount Avenue Site Development Permit (HRB #525 – Dewitt C. Mitchell Memorial American Legion, Post 201); 4061 Fairmount Avenue	Recommendation

ADVISORY BOARD MEETINGS

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

The Historical Resources Board met 10 times in calendar year 2020. (The Board meets once per month of the fourth Thursday of the month but is dark in December, however a special meeting was held on December 4, 2020.) In calendar year 2020, the Board considered the designation of 50 individual properties; provided recommendations on one Community Plan Update, and four Site Development Permit applications impacting designated historic resources; approved in the response in “Actions Taken by the Advisory Board” for a more detailed listing of the items.

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 2020 the Policy Subcommittee met one time, the Design Assistance Subcommittee met seven times, and the Archaeological and Tribal Cultural Resources Subcommittee met one time. 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>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	<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>Discussion topic regarding Relocation of Presidio Park “Indian” and “Padre” Statues</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 #1, The Palisades: Rehabilitation
	HRB Site #296, First Church Christ Scientist: Rehabilitation
February	HRB Site #1355, The Pacific Telephone and Telegraph Company Garage: Rehabilitation
March	<i>Adjourned due to lack of items</i>
April	<i>Adjourned due to lack of items</i>
May	HRB Site 31, El Prado, House of Charm: Rehabilitation
June	HRB Site #208-162, Sherman Heights District Contributor: Rehabilitation
	HRB Site #635, Waldorf Hotel/ Plaza Hotel; Rehabilitation
July	HRB Site #296, First Church Christ Scientist: Rehabilitation
	HRB Site #59, Klauber-Wangeheim Building: Rehabilitation
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	HRB Site #1, Botanical Building: Rehabilitation
December	HRB Site #208, Sherman Heights Historic District Non-Contributor: Rehabilitation
	HRB Site #159, Klauber-Wangeheim Building: 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	El Cuervo Adobe Ruins Interpretation
November	<i>Adjourned due to lack of items</i>

MEETING CANCELATIONS

What are the number of meetings cancelled and what are the reasoning?

Two meetings of the Historical Resources Board were cancelled in calendar year 2020 due to COVID-19.

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 2020, 11 of 12 Policy Subcommittee meetings were cancelled, 5 of 12 Design Assistance Subcommittee meetings were cancelled, and 3 of 4 A&TCR Subcommittee meetings were cancelled, due to a lack of items.

AVAILABLE OPPORTUNITIES

Please write a summary of the actions taken by the Advisory Board that year.

There is currently one vacant position.

EXPIRED MEMBERSHIP

What are the number of members serving on expired terms?

Currently, all 10 members of the Historical Resources Board are serving on expired terms. Of the 10, 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 3 serving on terms that expired in March of 2018, and 5 serving on terms that expired in March of 2019.

CONCERNS OR SUGGESTIONS TO BRING TO CITY COUNCIL

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

The following items have been provided by the Historical Resources Boardmembers:

- Additional training on legal purview and findings including Site Development Permits, modernism, Balboa Park NHL, and effect of alterations for individual and district nominations
- Consultant reports are completely biased according to the wishes of the property owner. A fairer process could be achieved by: (1) having two reports, one pro, one con; or (2) follow the historic review process of the City of Coronado, where each property is assigned arbitrarily to an independent consultant without preconceptions or ties to the owner. (There is a set fee for consultants.)
- The department is understaffed and need more personnel.
- A pay raise for the Staff who do an excellent job of keeping the Board informed and process a vast amount of information to help the Board serve the City of San Diego better.
- To fill current vacancy that has been vacant for over one year.
- To encourage the City Council to add diversity to the Historical Resources Board when filling Board seats.
- Concerns about the status of the Board with one vacancy, one member who has served much longer than term limits apply, and all of the remaining members having served beyond their presently-appointed terms.
- Also, in the midst of a widely recognized housing crisis and with the City Council making significant efforts to improve the regulatory environment for housing, it is counter-intuitive for the HRB to be precluded from considering the potential for additional housing that may be impacted from Board decisions.

ASSISTANCE TO THE BOARD

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

The Historical Resources Board 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 2020
City Attorney	50
Development Services Department/Planning Department Management Support	175
Legislative and Administrative Support	2,100
TOTAL ESTIMATED HOURS	2,325

VOLUNTEER HOURS






Please provide an estimate of the volunteer hours by commissioners.

Volunteer members of the Historical Resources Board meet monthly on the 4th Thursday of the month, and most are members of at least one Subcommittee, which generally also meet monthly. In addition to time spent at the Board hearings and Subcommittee meetings, Boardmembers must also review all supporting materials for the items before them and conduct site visits for each site under consideration for designation.

It is estimated that each Boardmember spends approximately 15-20 hours per month of 165-220 hours per year on HRB items. Time invested can vary depending on the length of the agenda and the complexity of the items and can also include training on a variety of relevant topics. With 10 Boardmembers, that totals nearly 1,650 – 2,200 hours per year in volunteer time.

ADVISORY BOARD ACTIVITIES

Please provide 4-5 pictures of the Advisory Board Activities

.PDF FILES	TITLE OF ACTIVITY	DATE OF EVENT
 HRB - 05282020.pdf	Microsoft TEAMS Meeting	May 28, 2020
 HRB - 07232020.pdf	Microsoft TEAMS Meeting	July 23, 2020
 HRB - 09242020.pdf	ZOOM Meeting	September 24, 2020
 HRB - 11192020.pdf	ZOOM Meeting	November 19, 2020
 HRB - 12242020.pdf	Zoom Meeting	December 4, 2020