

**CITY OF SAN DIEGO HISTORICAL RESOURCES BOARD
POLICY SUBCOMMITTEE AGENDA**

Monday, February 11, 2019, 3:00 PM to 4:00 PM

4th Floor Training Room

Development Services Building
1222 First Avenue, 4th Floor, San Diego, CA 92101

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. Subcommittee Comment (on matters not on the agenda)
4. Nomination Process for Designating a Historical Resource: Informational discussion on the nomination process for properties brought before the Historical Resources Board (HRB) for designation.
5. Historical Research Reports: Informational discussion on LDC Section 123.0202(c): Adequacy of Research Report and making findings using the Boards adopted Designation Criteria Guidelines.
6. Adjourn

Next Policy Subcommittee Meeting will be on Monday, March 11, 2019 at 3:00 PM.

For more information, please contact Shannon Anthony by phone at (619) 533-6301 or email at santhony@sandiego.gov



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

DATE: February 8, 2019
TO: Historical Resources Board Policy Subcommittee
FROM: Shannon Anthony, Junior Planner, Land Development Review, Historic Resources Section
SUBJECT: Nomination Process for Designating a Historical Resource

This memo is to address the nomination process in which a property is brought before the Historical Resources Board (HRB) for designation. Land Development Code Section (LDC) 123.0202(a) states:

"Nominations of a historical resource to become a designated historical resource may originate from the Historical Resources Board, the City Manager, the City Council, or any member of the public including the property owner by submitting a research report or similar documentation, as identified in the Historical Resources Guidelines of the Land Development Manual, to the Board's administrative staff for consideration by the Board. Nominations from the City Manager may originate as a result of a site-specific survey required for the purpose of obtaining a construction or development permit consistent with Section 143.0212."

Per the LDC, Historic Resources Staff can only bring nominations to the HRB for designation either through a permit application process in accordance with LDC Section 143.0212 ("Over 45 Review"), or as the result of a designation nomination submitted by the property owner or a third party.

"Over 45 Review":

- Per LDC Section 143.0212, a property must be 45 years old or older to trigger historic review under the municipal code. If the property less than 45 years old does not require a discretionary action such as a plan amendment, a rezone, or development permit, then there is no mechanism for the City to require historic review.

Designation Nomination(s):

- While a property must be 45 years old or older to trigger review under LDC Section 143.0212, a property does not need to be 45 years old or older to be designated by the HRB, and the LDC Section 123.0202(a) allows any member of the public to nominate a property for designation. If a member of the public or a preservation organization believes that a property less than 45 years old is significant, they can prepare and submit a nomination at any time.

SA/ks

Attachments:

1. Designation of Historical Resources Procedures-(Ch12Art03Division02)
2. Historical Resources Regulations (Ch14Art03Division02)
3. Historical Resources Designation Nomination Process (2019)

Article 3: Zoning

Division 2: Designation of Historical Resources Procedures

(Added 12-9-1997 by O-18451 N.S.; effective 1-1-2000.)

§123.0201 Purpose of Historical Resource Designation Procedures

The purpose of these procedures is to establish a process to identify and designate for preservation those *historical resources* that embody the special elements of the city's architectural, artistic, cultural, engineering, aesthetic, historical, political, social, and other heritages.

(Added 12-9-1997 by O-18451 N.S.; effective 1-1-2000.)

§123.0202 Designation Process for Historical Resources

- (a) Nominations. Nominations of a *historical resource* to become a *designated historical resource* may originate from the Historical Resources Board, the City Manager, the City Council, or any member of the public including the property owner by submitting a research report or similar documentation, as identified in the Historical Resources Guidelines of the Land Development Manual, to the Board's administrative staff for consideration by the Board. Nominations from the City Manager may originate as a result of a site-specific survey required for the purpose of obtaining a construction or *development permit* consistent with Section 143.0212.
- (b) Public Notice to Owner. The owner of a property being considered for designation by the Historical Resources Board shall be notified at least 10 *business days* before the Board hearing. Notice to the owner shall contain information about the potential impacts of designation and a request to contact the Board's administrative staff regarding information for making a presentation to the Board on the proposed designation. No action shall be taken by the Board to designate a *historical resource* except at a public hearing that provides all interested parties an opportunity to be heard.
- (c) Adequacy of Research Report. The decision on whether or not to designate a *historical resource* shall be based on the information in a research report, as specified in the Historical Resources Guidelines of the Land Development Manual. If the Board determines, either by public testimony or other documentary evidence presented to it, that the research report is not adequate to assess the significance of the *historical resource*, the Board may continue its consideration of the property for up to two regular meetings and direct that a research report be prepared by the applicant with specific direction from staff as to the inadequacies of the original report. The revised research report

may be prepared by City staff or volunteers, with a copy provided to the owner at least 10 *business days* before the next Board meeting at which the designation will be considered. If a final decision is not made within 90 calendar days of receipt of a nomination for designation, the consideration of the property by the Board shall terminate unless a continuance has been granted at the request of the property owner.

- (d) Continuance. At the request of the property owner, the Historical Resources Board shall grant a continuance of one scheduled Board meeting after the motion has been made to designate a *historical resource*.
- (e) Historical Resources Board Decision. The Historical Resources Board shall review the Research Report and shall make a decision on whether to designate a *historical resource* based on the criteria specified in, and consistent with the procedures of the Historical Resources Guidelines of the Land Development Manual. The action to designate shall require the affirmative vote by six members of the Board.
- (f) *Findings*. The decision to designate a *historical resource* shall be based on written *findings* describing the historical significance of the property.
- (g) Re-initiation of Designation Proceedings. Designation procedures may not be re-initiated within 5 years without owner consent, absent significant new information.

(Added 12-9-1997 by O-18451 N.S.; effective 1-1-2000.)

(Amended 12-15-2006 by O-19557 N.S.; effective 1-14-2007.)

§123.0203 Appeal From Historical Resources Board Decision

- (a) The action of the Historical Resources Board in the designation process is final 11 *business days* following the decision of the Board unless an appeal to the City Council is filed with the City Clerk no later than 10 *business days* after the action of the Board. The decision of the Historical Resources Board may be appealed by an *applicant* or an *interested person*. An appeal shall be in writing and shall specify wherein there was error in the decision of the Board. The City Council may reject designation on the basis of factual errors in materials or information presented to the Board, violations of bylaws or hearing procedures by the Board or individual member, or presentation of new information.

- (b) Upon the filing of the appeal, the City Clerk shall set the matter for public hearing as soon as is practicable and shall give written notice to the property owner and the appellant of the time and date set for the hearing. At the public hearing on the appeal, the City Council may by resolution affirm, reverse, or modify the determination of the Board and shall make written *findings* in support of its decision.

(Added 12-9-1997 by O-18451 N.S.; effective 1-1-2000.)

§123.0204 Recordation of Designated Historical Resources

No later than 90 calendar days following the final decision to designate a *historical resource*, the City Manager shall record the designation with the County Recorder.

(Added 12-9-1997 by O-18451 N.S.; effective 1-1-2000.)

§123.0205 Amendment or Rescission of Historical Resource Designation

The Historical Resources Board may amend or rescind any designation of a *historical resource* in the same manner and procedure as was followed in the original designation. This action may be taken only if there is new information, the discovery of earlier misinformation, or a change in circumstances surrounding the original designation.

(Added 12-9-1997 by O-18451 N.S.; effective 1-1-2000.)

§123.0206 State and National Register

The City Council shall consider endorsing the nomination of a *historical resource* for inclusion in the California Register of Historic Resources and the National Register of Historic Places upon recommendation of the Historical Resources Board.

(Added 12-9-1997 by O-18451 N.S.; effective 1-1-2000.)

Article 3: Supplemental Development Regulations

Division 2: Historical Resources Regulations

(Added 12-9-1997 by O-18451 N.S.)

§143.0201 Purpose of Historical Resources Regulations

The purpose of these regulations is to protect, preserve and, where damaged, restore the *historical resources* of San Diego, which include *historical buildings, historical structures or historical objects, important archaeological sites, historical districts, historical landscapes, and traditional cultural properties*. These regulations are intended to assure that *development* occurs in a manner that protects the overall quality of *historical resources*. It is further the intent of these regulations to protect the educational, cultural, economic, and general welfare of the public, while employing regulations that are consistent with sound historical preservation principles and the rights of private property owners.

(Added 12-9-1997 by O-18451 N.S.; effective 1-1-2000.)

§143.0210 When Historical Resources Regulations Apply

- (a) This division applies to proposed *development* when the following *historical resources* are present on the site, whether or not a Neighborhood Development Permit or Site Development Permit is required;
- (1) *designated historical resources*;
 - (2) *historical buildings*;
 - (3) *historical districts*;
 - (4) *historical landscapes*;
 - (5) *historical objects*;
 - (6) *historical structures*;
 - (7) *important archaeological sites*; and
 - (8) *traditional cultural properties*.
- (b) Where any portion of a *premises* contains *historical resources*, this division shall apply to the entire *premises*.

- (c) Table 143-02A shall be used to determine the appropriate regulations and the required decision for various types of *development* proposals when *historical resources* are located on the *premises*.
- (d) A *construction permit* is required for any *development* on a *premises* that has a *historical resources* on the site that will not adversely affect the *historical resource* and is consistent with one or more of the exemption criteria in accordance with Section 143.0220.
- (e) A Neighborhood Development Permit or Site Development Permit is required for the following types of *development* proposals that do not qualify for an exemption in accordance with Section 143.0220:
 - (1) Neighborhood Development Permit in accordance with Process Two. *Single dwelling unit residential development* on a *single dwelling unit lot* of any size when a *traditional cultural property* or *important archaeological site* is present.
 - (2) Site Development Permit in Accordance With Process Four.
 - (A) *Single dwelling unit residential development* on a *single dwelling unit lot* of any size when a *designated historical resource* or *historical district* is present.
 - (B) *Multiple dwelling unit residential, commercial, or industrial development* on any size *lot*, or any *subdivision* on any size *lot*, or any City public works construction project other than any *capital improvement program project*, or any project specific *land use plan* when a *historical resource* is present.
 - (C) *Development* that proposes to deviate from the development regulations for *historical resources* as described in this division, except for any *capital improvement program* project.
 - (3) Site Development Permit in Accordance With Process CIP-Two. *Capital improvement program projects* that comply with the regulations of this division without deviation.
 - (4) Site Development Permit in Accordance With Process CIP-Five. *Capital improvement program projects* that deviate from any of the regulations of this division.

- (f) When a *development* proposal on a site containing a *designated historical resource, traditional cultural property, important archaeological site*, or a designated contributing resource to a *historical district* qualifies for an exemption in accordance with Section 143.0220, and includes a historic preservation *development* incentive in accordance with Section 143.0240, a *construction permit* or Neighborhood Development Permit is required depending upon the incentive requested, as detailed in Section 143.0240.

Table 143-02A
Applicability of Historical Resources Regulations

Type of Development Proposal		Historical Resources Potentially Impacted by Project		
		<i>Designated Historical Resources or Historical Districts</i>	<i>Traditional Cultural Properties</i>	<i>Important Archaeological Sites</i>
1. Any project exempt from obtaining a development permit in accordance with Section 143.0220	R	143.0251	143.0251	143.0252
	P	Construction Permit/Process One	Construction Permit/Process One	Construction Permit/Process One
2. <i>Development on single dwelling units</i> on any size lot that is exempt from obtaining a development permit in accordance with Section 143.0220, but includes a historic preservation development incentive in accordance with Section 143.0240	R	143.0240; 143.0251	143.0240; 143.0251	143.0240; 143.0251
	P	Construction Permit/Process One or NDP/Process Two ¹	Construction Permit/Process One or NDP/Process Two ¹	Construction Permit/Process One or NDP/Process Two ¹
3. <i>Development on multiple dwelling units, non-residential development, subdivisions</i> and public works construction projects on any size lot, other than capital improvement program projects, that is exempt from obtaining a development permit in accordance with Section 143.0220, but includes a historic preservation development incentive in accordance with Section 143.0240	R	143.0240; 143.0251	143.0240; 143.0251	143.0240; 143.0251
	P	Construction Permit/Process One or NDP/Process Two ¹	Construction Permit/Process One or NDP/Process Two ¹	Construction Permit/Process One or NDP/Process Two ¹
4. <i>Single dwelling units</i> on any size lot	R	143.0251	143.0252	143.0253
	P	SDP/Process Four	NDP/Process Two	NDP/Process Two
5. <i>Multiple dwelling unit, non-residential development, subdivisions</i> and public works construction projects on any size Lot, other than capital improvement program projects	R	143.0251	143.0252	143.0253
	P	SDP/Process Four	SDP/Process Four	SDP/Process Four
6. Project-Specific Land Use Plans	R	143.0251	143.0252	143.0253
	P	SDP/Process Four	SDP/Process Four	SDP/Process Four
7. <i>Development, other than capital improvement program projects</i> , that deviates from any of the regulations in this division.	R	143.0251	143.0252	143.0253
	P	SDP/Process Four	SDP/Process Four	SDP/Process Four

8. <i>Capital improvement program projects that comply with the regulations of this division without deviation</i>	R	143.0251	143.0252	143.0253
	P	SDP/ Process CIP-Two	SDP/ Process CIP- Two	SDP/ Process CIP- Two
9. <i>Capital improvement program projects that deviate from any of the regulations in this division</i>	R	143.0251	143.0252	143.0253
	P	SDP/ Process CIP-Five	SDP/ Process CIP- Five	SDP/ Process CIP- Five

Footnotes for Table 143-02A

¹ The Process level is determined by the historic preservation *development* incentive requested in accordance with Section 143.0240.

Legend to Table 143-02A	
R	Development regulation sections (in addition to Section 143.0250) applicable to the <i>historical resources</i> present.
P	Type of Permit/Decision process required. Neighborhood Development Permit (NDP) Site Development Permit (SDP)

*(Added 12-9-1997 by O-18451 N.S.; effective 1-1-2000.)
 (Amended 11-13-08 by O-19805 N.S; effective 12-13-2008.)
 (Amended 10-22-2013 by O-20309 N.S.; effective 12-12-2013.)
 (Amended 3-22-2018 by O-20920 N.S.; effective 4-21-2018.)*

[Editors Note: Amendments as adopted by O-20920 N.S. will not apply within the Coastal Overlay Zone until the California Coastal Commission certifies it as a Local Coastal Program Amendment.
 Click the link to view the Strikeout Ordinance highlighting changes to prior language http://docs.sandiego.gov/municode_strikeout_ord/O-20920-SO.pdf]

§143.0211 Duty to Submit Required Documentation and to Obtain Permit

The property owner or *applicant* shall submit required documentation and obtain a *construction permit*, a Neighborhood Development Permit, a Site Development Permit as required pursuant to this division before any *development* activity occurs on a *premises* that contains *historical resources*.
(Added 12-9-1997 by O-18451 N.S.; effective 1-1-2000.)

§143.0212 Need for Site-Specific Survey and Determination of Location of Historical Resources

- (a) The City Manager shall determine the need for a site-specific survey for the purposes of obtaining a *construction permit* or *development permit* for *development* proposed for any parcel containing a *structure* that is 45 or more years old and not located within any area identified as exempt in the Historical Resources Guidelines of the Land Development Manual or for any parcel identified as sensitive on the Historical Resource Sensitivity Maps. The following *development* shall be exempt from the requirements of Section 143.0212:
 - (1) Interior *development* and any modifications or repairs that are limited in scope to an electrical or plumbing/mechanical permit where the *development* would not include a change to the exterior of existing *structures*;
 - (2) In kind roof repair and replacement;
 - (3) In kind foundation repair and replacement, except for *structures* with a decorative block or cobblestone foundation; and
 - (4) Construction of a swimming pool in a rear *yard*, except on a property that requires a survey in accordance with Section 143.0212(b).
- (b) The Historical Resource Sensitivity Maps shall be maintained by City Manager and shall be used to identify properties that have a likelihood of containing archaeological sites based on records from the South Coastal Information Center at San Diego State University and the San Diego Museum of Man, and based on site-specific information on file with the City. If it is demonstrated that archaeological sites exist on or immediately adjacent to any property, whether identified for review or not, the City Manager shall require a survey. If it is demonstrated that archaeological sites do not exist on any property identified for review, the Historical Resource Sensitivity Maps shall be updated to remove that property from the review requirements.

- (c) The City Manager shall evaluate proposed *development* to determine the need for a site-specific survey. The determination shall be made within 10 *business days* of an application for a *construction permit* or within 30 calendar days of an application for a *development permit*, as applicable. A site-specific survey shall be required when the City Manager determines that a *historical resource* may exist on the parcel, and if the *development* proposes a substantial alteration according to Section 143.0250(a)(3). If the City Manager determines that a site-specific survey is not required for a proposed *development* within the time-period specified above, then a permit in accordance with Section 143.0210 shall not be required. If a site-specific survey is prepared to the satisfaction of the City Manager for a proposed *development*, additional site-specific surveys shall not be required pursuant to Section 143.0212.
- (d) If a site-specific survey is required, it shall be conducted consistent with the Historical Resources Guidelines of the Land Development Manual. Based on the site-specific survey and the best information available, the City Manager shall determine whether a *historical resource* exists, whether a potential *historical resource* is eligible for designation as a *designated historical resource* by the Historical Resources Board in accordance with Chapter 12, Article 3, Division 2 of the Land Development Code, and the precise location of the resource.

(Added 12-9-1997 by O-18451 N.S.; amended 10-18-1999 by O-18691 N.S.; effective 1-1-2000.)

(Amended 8-4-2011 by O-20081 N.S.; effective 10-6-2011.)

(Amended 6-18-2013 by O-20261 N.S.; effective 7-19-2013.)

(Amended 5-5-2015 by O-20481 N.S.; effective 6-4-2015.)

(Amended 4-5-2016 by O-20634 N.S.; effective 5-5-2016.)

§143.0213 Procedures and Regulations for Project-Specific Land Use Plans

- (a) The regulations in this division shall apply to project-specific *land use plans*, including specific plans, precise plans, privately initiated *land use plan* amendments, and *Proposition A Land* subarea plans, when *historical resources* are present. These regulations are applied in order to ensure an adequate analysis of the constraints and opportunities of the planning area relative to *historical resources*.

Historic Resource Designation Nomination Process

Introduction

The nomination of important buildings, structures and objects by property owners and members of the community is a critical component to achieving the City's goal of identifying and preserving significant historical resources. This informational handout describes the requirements, fees and process to nominate a resource for designation on the City's Register of Historic Resources. Please note that this handout addresses only historic designation, which is required in order to be eligible for a Mills Act Agreement and property tax reduction. This handout does not address the Mills Act application process, which is detailed in a separate handout.

HELPFUL TIP: Information Hotline

To schedule a submittal appointment, or for additional information about the program and process, contact:

619.235-5224 or

HistoricalResources@sanidiego.gov

For more information on our program, visit our website: www.sandiego.gov/historic

Requirements

In order to submit a property for listing on the City's Register, the applicant must submit a Historic Resource Research Report that complies with the City's *Historical Resource Research Report Guidelines and Requirements*. This document, which is available on the City's website, details the formatting and content requirements for the report, as well as information on where primary and secondary research documentation can be found. The Research Report can be prepared by anyone, and the Guidelines are intended to assist an applicant in the preparation of the report. Additionally, examples of completed historic reports are available on the City's California Historic Resources Inventory Database (CHRID), which can be found online. Should you wish to hire a consultant to prepare the historic report for you, please contact our information hotline and we will provide you with a list of available consultants.

HELPFUL TIP: Links

CHRID

<http://sandiego.cfwebtools.com/search.cfm?display=search>

Guidelines for the Application of Historical Resources Board Designation Criteria

<http://www.sandiego.gov/planning/programs/historical/pdf/201102criteriaguidelines.pdf>

Historical Resource Research Report Guidelines and Requirements

<http://www.sandiego.gov/planning/programs/historical/pdf/hrbreport.pdf>

Historical Resource Technical Report Guidelines and Requirements

(for Discretionary Permit Application Submittals Only)

<http://www.sandiego.gov/planning/programs/historical/pdf/hrbtechreport.pdf>

Information Bulletin 581

<http://www.sandiego.gov/development-services/pdf/industry/infobulletin/ib581.pdf>

Mills Act Program

<http://www.sandiego.gov/planning/programs/historical/faq/millsact.shtml>

San Diego Municipal Code Sections

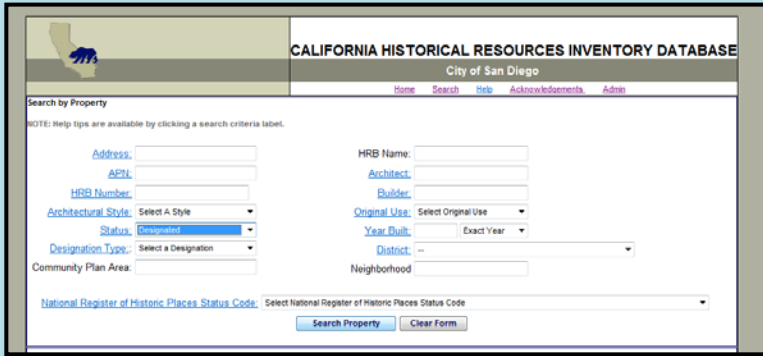
<http://docs.sandiego.gov/municode/MuniCodeChapter12/Ch12Art03Division02.pdf>

<http://docs.sandiego.gov/municode/MuniCodeChapter14/Ch14Art03Division02.pdf>

<http://docs.sandiego.gov/municode/MuniCodeChapter12/Ch12Art06Division05.pdf>



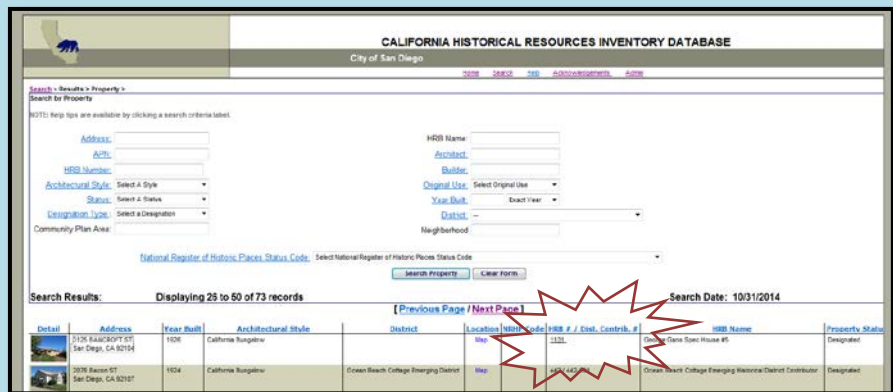
HELPFUL TIP: Searching the CHRID



Select “Designated” from the “Status” drop-down menu. You can further refine your search by architectural style, year built, architect, etc. to assist you in finding an example most relevant to your property. Once all of the desired search criteria are entered, click “Search Property”.

The search results will be displayed by address, to find a report that was prepared consistent with the Report Guidelines, look for a designation with a HRB Site number of 900 or higher.

Clicking on the property will take you to the Local Designation Page. In the upper right hand corner you will see a link for the “Full Nomination.” Clicking on this link will pull up a PDF copy of a complete nomination report, which you can use as a guide along with the Report Guidelines to assist in the preparation of your report.



Detail	Address	Year Built	Architectural Style	District	Location	HRB # / Dist. Contrib. #	HRB Name	Property Status
	3126 RAACROFT ST San Diego, CA 92104	1926	California Bungalow	San Diego	San Diego	1322	Donnell Stone House #5	Designated
	2878 Racine ST San Diego, CA 92117	1924	California Bungalow	Green Beach Cottage Emerging District	San Diego	1423	Green Beach Cottage Emerging Historic District Contributor	Designated

Fees

A historic resource nomination fee of \$1,185 is due upon submittal of the historic nomination. This fee covers staff time for reviewing and processing the nomination, which includes a submittal appointment, site visit, completeness check, preparation of a written staff report, and review by the Historical Resources Board. This fee is a processing fee, and is not refunded under any circumstances, including if staff recommends against designation or if a property is not designated at the end of the process. Checks must be made out to the San Diego City Treasurer. Please note the address of the nominated property in the memo line.

Nomination Process

To assist in the even distribution of workload throughout the year, and to encourage applicants to submit nominations in a timely manner, the number of historic resource nominations brought forward to the Historical Resources Board each month is limited to the first four (4) complete nominations submitted by the Submittal Deadline. This allows for the processing of a maximum of 44 nominations per year, which exceeds the average of 33 per year over the last 5 years and is consistent with the highest number of nominations received in 2013. This limit of 4 per month *does not* include other mandatory components of the historic preservation program, which include review of properties in accordance with SDMC 143.0212, permit applications, National and State Register recommendations, or historic district nominations.

A submittal schedule has been developed to assist applicants in understanding the processing timeline. Please keep in mind the following when referencing the submittal schedule:

1. The Complete Report Submittal Deadline is the latest that a report could be submitted to be considered in a given month. However, because the number of nominations processed each month is limited to 4, if a nomination is submitted after the first 4 complete reports are submitted, the item will not be heard that month, but will be rolled over to the next available hearing.
2. If a report is deemed incomplete, either during the submittal appointment or during the completeness check review, it will be returned to the applicant and must be resubmitted through a submittal appointment. The docketing date will be based upon the re-submittal date, not the original submittal date.

DESIRED HRB HEARING DATE	DISTRIBUTION OF HEARING MATERIALS (2 Weeks Prior)	ADDITIONAL REPORT COPIES DUE (3 Weeks Prior)	COMPLETENESS CHECK & DOCKET CLOSING (7 Weeks Prior)	COMPLETE REPORT SUBMITTAL DEADLINE (9 Weeks Prior)
January 24, 2019	January 10, 2019	January 4, 2019	December 7, 2018	November 23, 2018
February 28, 2019	February 14, 2019	February 8, 2019	January 11, 2019	December 28, 2018
March 28, 2019	March 14, 2019	March 8, 2019	February 8, 2019	January 25, 2019
April 25, 2019	April 11, 2019	April 5, 2019	March 8, 2019	February 22, 2019
May 23, 2019	May 9, 2019	May 3, 2019	April 5, 2019	March 22, 2019
June 27, 2019	June 13, 2019	June 7, 2019	May 10, 2019	April 26, 2019
July 25, 2019	July 11, 2019	July 5, 2019	June 7, 2019	May 24, 2019
August 22, 2019	August 8, 2019	August 2, 2019	July 5, 2019	June 21, 2019
September 26, 2019	September 12, 2019	September 6, 2019	August 9, 2019	July 26, 2019
October 24, 2019	October 10, 2019	October 4, 2019	September 6, 2019	August 23, 2019
November 21, 2019 (3 rd Thursday)	November 7, 2019	November 1, 2019	October 18, 2019 (5 weeks prior)	October 4, 2019 (7 weeks prior)

The following steps outline the review process, from submittal through the HRB Hearing:

Step 1: Submittal Appointment

Historic Resource Nominations are taken in by appointment only. To schedule an appointment, please contact the Information Hotline. During the appointment, staff will review the report only for correct formatting as required by the Report Guidelines. This includes ensuring that the correct forms are used; all required attachments are present; the photographs provided are in color and are at least 4"x6" in size; and that the report is double-sided and stapled at the corner (no binding). If the nomination is formatted correctly, it will be accepted along with the nomination fee. If the nomination is not formatted correctly, it will not be accepted and will be returned to the applicant during the appointment along with the nomination fee. A new appointment must be made once required revisions are complete. The future docketing date will be based upon the re-submittal date, not the original submittal date.

Step 2: Site Visit and Completeness Check

Staff will review the content of the nomination for consistency with the *City's Historical Resource Research Report Guidelines and Requirements* and the *Guidelines for the Application of Historical Resources Board Designation Criteria*, and conduct a site visit. Staff does not require access to the sides or rear of the property nor the interior (unless interior elements are proposed for designation), and the property owner need not be present for the site visit. If interiors are proposed for designation, staff will make an appointment with the owner to view and photograph the interior elements to be included. Completeness Check and Docketing occurs 7 weeks prior to the HRB Hearing, as detailed in the table above. If the nomination is deemed complete, the applicant will be notified of the staff recommendation and given a docket date and a submittal deadline for additional report copies. If the nomination is deemed incomplete, the applicant will be notified of the deficiencies identified, with specific direction on how the deficiencies must be addressed. The revised report must be resubmitted through a submittal appointment. The docketing date will be based upon the re-submittal date, not the original submittal date.

Step 3: Submittal of Additional Report Copies

Additional report copies are accepted by appointment only, to ensure that all materials adhere to the submittal requirements. To schedule an appointment, please contact the Information Hotline once you have received confirmation that the report has been deemed complete during the Completeness Check. You will have 4 weeks between the Completeness Check and the report copy submittal deadline to prepare the copies and schedule the appointment. During the appointment, staff will ensure that the submittal materials meet the following requirements:

- 1 single-sided color copy, 3-hole punched and unbound;
- 16 double-sided color copies, stapled at the corner (binding of any kind will not be accepted); and
- 2 CDs labeled with the property address that contain PDF copies of the report created from the original electronic file.

Please note the following:

1. The entire report file may not exceed 10 MB in size.
2. Attachments may be scanned, but the scanned pages must undergo Optical Character Recognition (OCR) in Adobe Pro in order to comply with ADA requirements prior to submittal.

Submittals that do not meet these requirements will be returned to the applicant during the appointment. In order to remain on the docket, a complete submittal must be provided by the deadline.

Step 4: Distribution of Hearing Materials

Two weeks prior to the HRB Hearing, all hearing materials will be distributed to the Board and made available to the public. This includes the Meeting Agenda, Staff Report with staff recommendation, and the nomination report. Boardmembers will review the materials over the two week period and conduct individual site visits to view the exterior of the property from the public right-of-way (again, property owners need not be present). The Meeting Agenda and Staff Reports will also be posted to the City's website.

Step 5: Historical Resources Board Hearing

The HRB Hearing is a public hearing, and all property owners and members of the public are invited and encouraged to attend. The Board will have reviewed all written materials for items on the Agenda by the HRB Hearing date. Items that are non-controversial with all parties in agreement to the staff recommendation may be approved on consent at the beginning of the meeting. If all parties are not in agreement to the staff recommendation, or if any member of the Board wishes to hear the item, it will be heard in full. When the item is called, staff will provide a verbal staff report, public testimony will be taken, and the Board will deliberate and act on the item. The HRB is comprised of 11 members, and an affirmative vote of at least 6 members is required for designation.



After the Hearing

The Board's action to designate a property as a historic resource is appealable to the City Council within 10 business days of the Board's action. A property owner or interested party may appeal the designation based on at least one of the appeal findings listed in San Diego Municipal Code (SDMC) Section 123.0203 (Please refer to the link provided on the first page of this document.) Appeals must be filed with the City Clerk's Office.

The Board's action to designate a property is final 11 business days following the decision of the Board, unless an appeal is filed. Within several weeks of the HRB Hearing, the property owner will receive written confirmation of the Board's Action. If the property was designated, the information will include the property's official historic name and the HRB Site number, along with information on how to order a historic plaque. The property and all written materials, including the historic report, the staff report and the Resolution recording the designation against the property will be posted to the City's CHRID.

Permit Requirements

Historical designation is applied to and recorded against the entire parcel. Once a property is designated as a historic resource, any and all improvements to the property, including repair, addition and demolition, must be reviewed and approved by historic resources staff for consistency with the U.S. Secretary of the Interior's Standards. This includes modifications to side and rear facades, interiors, garages and site work (i.e. replacement, removal or addition of concrete, pavers or other hardscape, as well as retaining walls, fountains, pools, spas, etc.) It should be noted that except for the Sherman Heights and Grant Hill Historic Districts, painting is not regulated and does not require a permit. However, surfaces that were not painted historically (i.e. exposed wood siding, brick or other decorative masonry) may not be painted under any circumstances. For more information on the review process, please review the Development Services Department Information Bulletin 581, available on the City's website using the link provided on the first page of this document.

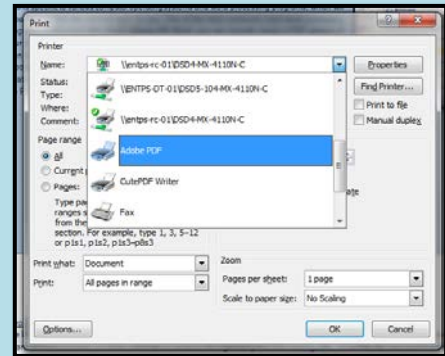
Mills Act

If you are interested in applying for a Mills Act Agreement, you may do so between January 1st and March 31st of the year following the designation of your property. For more information, please refer to our website using the link provided on the first page of this document.

HELPFUL TIP: Saving a Document as a PDF

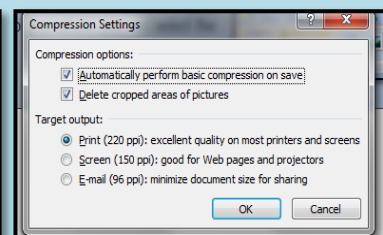
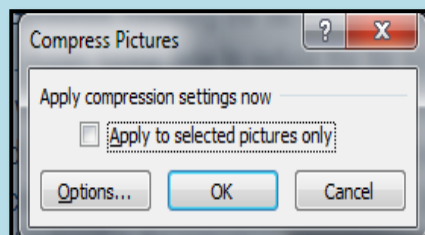
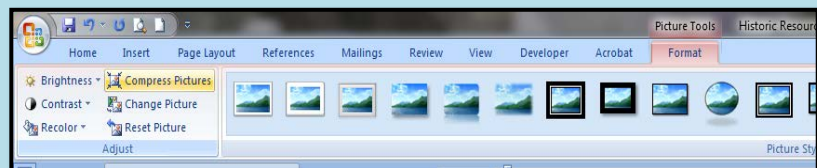


Typing “how to save a document as a pdf” into your preferred search engine will yield a number of results specific to various computer operating systems and word processing programs, which will allow you to find the method right for you. One of the most commonly used word processing programs is Microsoft (MS) Word. Utilizing MS Word, you can typically create a PDF version of your document by clicking “Save As” and then selecting “Adobe PDF”; or by clicking “Print” and then changing your selected printer to “Adobe PDF”. In both instances you will be prompted to choose a name and location for the PDF file. If using an Apple Operating System, you can typically create a PDF version of your document by clicking “Print” and then selecting “Save as PDF” from the PDF pop-up menu. You may then choose a name and location for the PDF file.



Saving a document as a PDF from the original electronic file will automatically make it ADA compliant, which is required by the City. If your PDF document exceeds the maximum permitted file size of 10 MB, there are several things you can do to reduce it. The biggest culprits in creating a document with a large file size are the images imbedded in the document. If the photos were taken or an image scanned at a high resolution, it will result in a large file size. High-resolution images are typically not needed for printing at the size required by the Report Guidelines. Reducing the file size of the images in your document can help significantly in reducing the overall size of the document.

Again, typing “how to reduce the file size of photo” into your preferred search engine will yield a number of results specific to various computer operating systems and word processing programs. You can also customize your search to your specific word processing system. MS Word allows you to reduce the file size of an image that has been inserted into your document by selecting the picture, selecting the “Format” tab at the top of the screen, then clicking on “Compress Pictures”. From there, selecting “Options” in the pop-up box will take you to another pop-up box where you can select the desired Target Output. Once your images are reduced, try saving or printing the document as a PDF again.



Files can also be further compressed/reduced in Adobe, if you have Adobe Pro. Directions are available online. Copy may be able to assist you.