



THE CITY OF SAN DIEGO

Report to the Historical Resources Board

DATE ISSUED: April 11, 2019 REPORT NO. HRB 19-017

ATTENTION: Historical Resources Board
Agenda of April 25, 2019

SUBJECT: **ITEM #10 – Standardized Report of City Boards and Commissions**

APPLICANT: City of San Diego

LOCATION: Citywide

DESCRIPTION: Consider the Draft 2018 Standardized Report of City Boards and Commissions for transmittal to the City of San Diego's Office of Boards and Commissions, in accordance with annual reporting requirements.

STAFF RECOMMENDATION

Review the Draft 2018 Standardized Report of City Boards and Commissions, provide input, and approve the report for transmittal to the City's Office of City Boards and Commissions by the May 1, 2019 deadline.

BACKGROUND

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 municipal code powers and duties, the Office of Boards and Commissions has established a new annual reporting requirement via the *Standardized Report of City Boards & Commissions*. The Report is due annually and documents the meetings, actions, volunteer hours, and vacancies of a City board or commission within a calendar year timeframe. The Report also provides boards and commissions with an opportunity to raise concerns or provide suggestions to the City Council.

The reports are due to the Office of Boards and Commissions by May 1st of each year and will be presented to the City Council as part of the budget process. The Historical Resources Board is required to provide their report covering calendar year 2018 by May 1st of this year.

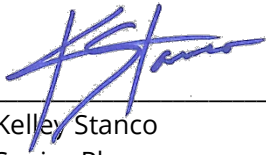
ANALYSIS

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 staff would like specific feedback on from the Board – “Item 7”: Concerns or Suggestions to Bring to the City Council”, and Item 9: “Volunteer Hours”.

In order to provide an opportunity for public review and comment, as well as review and comment by some members of the Board prior to the April HRB hearing, staff docketed the Draft 2018 Standardized Report of City Boards and Commissions for review and comment by the Policy Subcommittee on April 8th. Subcommittee members provided feedback on the number of volunteer hours invested in the work of the Board and added an issue under Item 7 related to increasing resources for other work within the purview of the Board. No public comment was received at the Policy Subcommittee. The Draft 2018 Standardized Report of City Boards and Commissions included in Attachment 1 incorporates the input provided at the Policy Subcommittee.

CONCLUSION

Staff recommends that the Board review the Draft 2018 Standardized Report of City Boards and Commissions, provide input, and approve the report for transmittal to the City's Office of City Boards and Commissions by the May 1, 2019 deadline.



Kelley Stanco
Senior Planner

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Attachments:

1. Draft Standardized Report of City Boards and Commissions

STANDARDIZED REPORT OF CITY BOARDS & COMMISSIONS



ADVISORY BOARD NAME: HISTORICAL RESOURCES BOARD

1. MISSION AND DUTIES OF THE ADVISORY BOARD

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

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

- (1) To identify and designate historical resources for preservation in accordance with the designation process described in Chapter 12, Article 3, Division 2 (Designation of Historical Resources Procedures).
- (2) To review and make a recommendation to the appropriate decision-making authority on applications for development permits involving designated historical resources in accordance with the decision-making procedures of the Land Development Code.
- (3) To adopt specific guidelines for designating historical resources and to identify specific areas that may be exempt from the requirement for a site-specific survey in accordance with Section 143.0212(a).
- (4) To adopt standards and guidelines to be used by the Board in reviewing applications for development permits involving designated historical resources.
- (5) To compile and maintain an up-to-date register of designated historical resources. A description of the resource and the reasons for designation shall be included in the register.
- (6) To recommend to the City Council that the City Manager apply for, receive, or expend any federal, state, or private grant, grant-in-aid, gift, or bequest and to make recommendations to the City Council regarding the acceptance of any grant, 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 educational 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 an historical resources inventory of properties within the City and recommend to the City Council and Planning Commission procedures to use the historical resource inventory results in the planning process.
- (10) To provide information and guidance, at the request of property owners or tenants, on the financial and physical aspects of the restoration, alteration, rehabilitation, landscaping, or maintenance of any designated historical resource.

2. ACTIONS TAKEN BY THE ADVISORY BOARD

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

In calendar year 2018, the Historical Resources Board considered the designation of 42 individual properties and one historic district; provided recommendations on two Community Plan Updates, two Site Development Permit applications impacting designated historic resources, one proposed Municipal Code amendment, and one National Register nomination; approved the annual CLG report; ratified subcommittee appointments; and heard three information items. The following table summarizes the items heard:

DRAFT

JANUARY	
Item Name	Action Type
David O. Dryden Spec House #3 [HRB# 1008-068]; 3543 Pershing Ave	Designation*
Anne Menke Rental Property; 1327 and 1329-1335 E Street	Designation*
Edward Molloy/Frank Hope, Jr. House; 2702 Willow Street	Designation*
Edwin K. Hurlbert/Gustav Hanssen House; 2930 Chatsworth Blvd	Designation*
Robert R. Curtis House; 1435 Grove Street	Designation*
Anton Kettler House; 4584 Granger Street	Designation*
Certified Local Government Annual Report 2016-2017	Administrative
Composition of the HRB Subcommittees	Administrative
FEBRUARY	
Item Name	Action Type
6035 University Avenue	Designation
Howard and Helen Taylor House; 605 San Fernando Street	Designation*
Charles and Audala Edwards Jr. House; 1050 Cypress Ave	Designation*
Paul And Nellie McCoy Spec House #2; 5182 East Bedford Dr	Designation*
MARCH	
Item Name	Action Type
Midway-Pacific Highway Community Plan Update	Recommendation
Dr. Michael and Jane Quinn Duplex and Custer Apartments; 1035 and 1045 E Street	Designation*
Dr. Charles and Nancy Rees/ William Wahrenberger House; 4496 Trias St	Designation*
William and Elva Page House; 4803 Kensington Dr	Designation*
William F. Riley Spec House #1; 4118 Middlesex Drive	Designation*
APRIL	
Item Name	Action Type
Old Town Community Plan Update	Recommendation
PCF 816; 1492 N. Harbor Drive	Recommendation
Anna Dyble Spec House #1; 7747 Ivanhoe Ave East	Designation*
Thomas Shepherd House; 345 Via Del Norte	Designation*
Robert and Alma Lard/Homer Delawie House; 2218 Vallecitos	Designation*
MAY	
Item Name	Action Type
1545 32nd Street	Designation
Ralph Ward House; 4239 Palmetto Way	Designation*
George and Alice Copeland House; 1930 30 th Street	Designation*
JUNE	
Item Name	Action Type
Abbe Wolfsheimer Stutz House	Designation
1852-1866 Bacon Street	Designation
HRB Site #1278; CCDP/SDP No. 2017-08	Recommendation
Pasquale and Nunzia Antonicelli House; 4030-4034 Randolph St	Designation*
Raymond, Jr. And Avery Spicer/Sim Bruce Richards House; 379 San Antonio St	Designation*
Norman And Toba Rubin House; 3950 La Cresta Drive	Designation*
JULY	
Item Name	Action Type
Del Prado/William Krisel Condominiums; 666 Upas Street	Designation*
Aizo and Komume Sogo Farm; 1398 Lieta St	Designation*
2810-2832 Cañon Street	Designation
Dean and Mabel Calland Spec House #1; 4437 Alhambra Street	Designation*
George and Ethel Worthington Spec House; 1770 Fort Stockton Dr	Designation*
AUGUST	
Item Name	Action Type
1659-1663 Dairy Mart Road	Designation
Theodosia B. Conner Spec. House #1; 3155 2 nd Ave	Designation*
Michael and Lottie Falahy House; 1030 26 th Street	Designation*
Edward and Iris Bascomb/Sim Bruce Richards House; 887 Golden Park Ave	Designation*
SEPTEMBER	
Item Name	Action Type
Joel Brown/Martin V. Melhorn Spec House #1; 4130 Lark Str	Designation*
Frank and Mark Claussen House; 3544 Texas St	Designation*
Raymond Perrigo House; 4150 Lymer Dr	Designation*
Harry Turner/Bristow and Lyman House; 1808 Altamira Pl	Designation*
Melhorn & Son Historic District	District

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OCTOBER	
Item Name	Action Type
Celebrate Archaeology Month: "Lessons from the Past" presentation by Dr. Aaron Sasson,	Info Item
Stakeholder Input for City of San Diego Parks Master Plan	Info Item
Mut Kula Xuy/ Mut Lah Hoy Ya Site #9; <i>address restricted</i>	Designation*
Pacific Building Company Spec House #3; 3941 Albatross St	Designation
Frank Melcher House; 4309 Arista St	Designation*
Ralph and Hele Benton/Ralph Hurlburt and Charles Tifal House; 3312 Elliott Street	Designation*
Melhorn & Son Historic District	Designation*
Amendments to the Historical Resources Board Historical District Designation Procedures and SDMC Section 123.023	Recommendation
NOVEMBER	
Item Name	Action Type
Draft Kearney Mesa Community Planning Area Historic Context Statement	Info Item
HRB Site #404; CCDP/SDP No. 2017-18	Recommendation
Laura Brewster/ Louis Gill House; 3404 Front Street	Designation*
Ralph Hurlburt/Alexander Schreiber Spec. House #3; 4179 Palmetto Way	Designation*
Louis and Evelyn Robinson/Ralph E. Hurlburt and Charles H. Tifal House; 2212 La Callecita	Designation*
DECEMBER	
The Historical Resources Board is dark in the month of December.	
*Property owner supported designation of the property.	

3. ADVISORY BOARD MEETINGS

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

The Historical Resources Board met 11 times in calendar year 2018. (The Board meets once per month of the fourth Thursday of the month but is dark in December.) In calendar year 2018, the Board considered the designation of 42 individual properties and one historic district; provided recommendations on two Community Plan Updates, two Site Development Permit applications impacting designated historic resources, one proposed Municipal Code amendment, and one National Register nomination; approved the annual CLG report; ratified subcommittee appointments; and heard three information items. Please refer to the table provided in the response to question 2 for a more detailed listing of the items.

In addition to regular meetings 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 meeting monthly and Archaeological and Tribal Cultural Resources meeting quarterly. However, meetings can be adjourned due to lack of items for discussion, and in some instances special meetings may be called to address time-sensitive issues. In calendar year 2018 the Policy Subcommittee met 5 times, the Design Assistance Subcommittee met 7 times, and the Archaeological and Tribal Cultural Resources Subcommittee met 2 times. 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	Discussion Topic Regarding Staff Recommendations to the Historical Resources Board
	Discussion Topic Regarding the City of San Diego Modernism Historic Context Statement
April	Discussion Topic Regarding Staff's Application of The Secretary of the Interior's Standards in Evaluating Integrity
May	<i>Adjourned due to lack of items</i>
June	Park Boulevard Residential Historic District
July	Melhorn & Son Historic District
	Amendments to the Historical Resources Board Procedure on Establishing Historic District
August	Amendments to the Historical Resources Board Procedure on Establishing Historic District
September	<i>Adjourned due to lack of items</i>
October	<i>Adjourned due to lack of items</i>
November	<i>Adjourned due to lack of items</i>
December	<i>Adjourned due to lack of items</i>

DRAFT

DESIGN ASSISTANCE SUBCOMMITTEE	
January	<i>Adjourned due to lack of items</i>
February	HRB Site #1, El Prado Historic District: Way-finding signs
	HRB Site #425, NTC Historic District: Temporary display
	HRB Site #127, Gaslamp Historic District: Sign plan
March	<i>Adjourned due to lack of items</i>
April	HRB Site #1291: Relocation of a designated historic resource
	HRB Site #1278: Relocation of a designated historic resource
May	HRB Site #56: Seismic stabilization, restoration and rehabilitation
	HRB Site #766: Rehabilitation
June	HRB Site #56: Seismic stabilization, restoration and rehabilitation
	HRB Site #127, Gaslamp Historic District: Rehabilitation of 402-424 Market Street
	HRB Site #127, Gaslamp Historic District: Rehabilitation of 437 J Street
July	HRB Site #1203: Rehabilitation
	HRB Site #1291: Relocation of a designated historic resource
	HRB Site #84: 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 #56: Seismic stabilization, restoration and rehabilitation
December	HRB Site #425, NTC Historic District: Rehabilitation
ARCHAEOLOGICAL AND TRIBAL CULTURAL RESOURCES	
February	El Cuervo Adobe Ruins Interpretation
May	<i>Adjourned due to lack of items</i>
August	<i>Adjourned due to lack of items</i>
November	<i>Adjourned due to lack of items</i>
December (Special Mtng)	Native American Bedrock Mortar
	Site Development Permits and Archaeological Sites

4. MEETING CANCELATIONS

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

No meetings of the Historical Resources Board were cancelled in calendar year 2018.

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 2018, 7 of 12 Policy Subcommittee meetings were cancelled, 5 of 12 Design Assistance Subcommittee meetings were cancelled, and 3 of 4 A&TCR Subcommittee meeting were cancelled, all due to a lack of items. One special meeting of the A&TCR Subcommittee was held in December to address two items that arose.

5. AVAILABLE OPPORTUNITIES

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

There are currently no vacated positions; however, there is one position which has termed out, and the Boardmember is continuing to serve until a replacement is found.

6. EXPIRED MEMBERSHIP

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

Currently, all 11 members on the Historical Resources Board are serving on expired terms. Of the 11, one is termed out and is continuing to serve until a replacement is appointed. The remaining 10 are all eligible for reappointment, with 5 serving on terms that expired in March of 2018, and 5 serving on terms that expired in March of 2019.

7. CONCERNS OR SUGGESTIONS TO BRING TO THE COUNCIL

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

- In accordance with the requirements of the Municipal Code, the Historical Resources Board is comprised of members with technical expertise in the field of historic preservation (architectural historians, archaeology professionals, historians, architects, and landscape architects) as well as citizens with a strong interest in historic resource preservation and management, including land use and cultural resource attorneys and engineers. The depth and balance of expertise, experience and interest brings varied and valuable input to the Board's deliberations and result in thoughtful, balanced actions within the powers and duties of the Board. Maintaining this high level of expertise is paramount to the work of the Board, and we highly encourage the Mayor and Council to reappoint members willing to continue in their service to the City, and to find and appoint new members in a timely manner when vacancies occur.
- The HRB is a highly active Board that reviews and acts on a large number of items each year, from individual and historic district resource designations to historic context statements and comprehensive community plan updates. However, there are additional items and issue areas that fall within the powers and duties of the Board which we are not able to address due to staffing and budget limitations. Additional resources in the form of staffing and/or budgetary allowances are requested for additional items relevant to the identification and preservation of significant cultural and historical resources in San Diego, including:
 - Additional training for the HRB and public on topics relevant to historic preservation.
 - Preparation of thematically-based and culturally-based historic context statements, such as a Bungalow Court Historic Context Statement, Aeronautics and Aerospace Historic Context Statement, Latino Historic Context Statement, Asian-American Historic Context Statement, African-American Historic Context Statement, and others.
 - Preparation of Historic Resource Reconnaissance Surveys for areas of the City that have not yet been surveyed.

8. ASSISTANCE TO THE BOARD

i *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 2018
City Attorney	50
Development Services Department/Planning Department Management Support	175
Legislative and Administrative Support	2,100
TOTAL ESTIMATED HOURS	2,325

9. VOLUNTEER HOURS

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

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 20-25 hours per month or 225-275 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 11 Boardmembers, that equals nearly 2,500 – 3,000 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