



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

DATE: January 13, 2020
TO: Members of the Historical Resources Board
FROM: Michelle Sokolowski, Deputy Director, Development Services Department
SUBJECT: Standardized Report of City Boards and Commissions for 2019– 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 Historical Resources Board is required to provide their report covering calendar year 2019 by May 1st of this year. This will require the full Commission to approve the report at their January 23, 2020, 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 Historical Resources Board members: "Concerns or Suggestions to Bring to the City Council" and "Volunteer Hours." Staff requested Commissioner feedback regarding these two items and has provided the information received in the draft report. Comments received by the Historical Resources Board during the January 23, 2020, hearing will be incorporated into the final report and presented to the Office of Boards and Commissions.

Accordingly, staff requests the Historical Resources Board review the attached draft report, provide any additional comments, and approve the report at the January 23, 2020 hearing.

Your consideration of this information is appreciated.

Attachment: 1. Draft Standardized Report of City Boards and Commissions – Historical 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, 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.

ACTIONS TAKEN BY THE ADVISORY BOARD

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

In calendar year 2019, the Historical Resources Board considered the designation of 39 individual properties and one rescission; provided recommendations on one Community Plan Update and one proposed Municipal Code amendment; approved the annual CLG report; and heard three information items. The following table summarizes their actions:

JANUARY	
Item Name	Action Type
John and Betty Mabee / William Lumpkins House; 4545 Yerba Santa Drive	Designation
Mission Valley Community Plan Update	Info Item
FEBRUARY	
Item Name	Action Type
Kearny Mesa Community Plan Update	Info Item
919-929 Island Avenue	Designation
Charles and Ethel Weiss / Edward Depew House; 4194 Randolph Street	Designation
Jim and Ruby Slaughter Spec House #1; 4166-4170 Oregon Street	Designation
Martin Breslauer House; 13683 Recuerdo Drive	Designation
Muriel and Daniel Dowling House; 3632 Jackdaw Street	Designation
Jose "Captain Joe" Machado Medina House; 760 Armada Terrace	Designation
Certified Local Government Annual Report 2017-2018	Recommendation
MARCH	
Item Name	Action Type
HRB Site #284; 1642-1648 Union Street	Rescission
Ben and Ruth Rubin House; 4480 Trias Street	Designation
12th Update to the Land Development Code: Withdrawal of Historical Resource Designation Appeals	Recommendation
APRIL	
Item Name	Action Type
Mut Kula Xuy / Mut Lah Hoy Ya Site #10; <i>address restricted</i>	Designation
Josephine and Albert Anderson House; 821 Armada Terrace	Designation
William Tascher House; 5000 Westminster Terrace	Designation
Arthur and Nannie McAlexander House; 3382 33rd Street	Designation
Nate and Beverly Rosenberg House; 742 Armada Terrace	Designation
Standardized Report of City Boards and Commissions 2018	Administrative
Mission Valley Community Plan Update	Recommendation
MAY	
Item Name	Action Type
John and Augusta Kaidel House; 3430 Utah Street	Designation
Virginia Nuckolls / Cliff May House; 6004 Avenida Cresta	Designation

James and Margret Anderson House; 3427 Elliott Street	Designation
JUNE	
Item Name	Action Type
4341 - 4351½ Illinois Street	Designation
L.N. and Elizabeth Horton / Edward Bryans Spec House; 3020 Dale Street	Designation
Union Trust Company of San Diego Spec House #1; 4369 Argos Drive	Designation
Ruth Smith and Louise Neece / Lloyd Ruocco and Home Delawie Duplex; 8015-8017 El Paseo Grande	Designation
JULY	
Item Name	Action Type
2027 - 2045 India Street	Designation
Thomas Sharpe / Joel Brown Spec House #1; 1020 West Montecito Way	Designation
Frank and Isabel Young House; 3065 Ivy street	Designation
AUGUST	
Item Name	Action Type
3227 Browning Street	Designation
Mat Heller / Richard Requa and Herbert Jackson; 3131 Zola Street	Designation
Fort Stockton Line Historic District Contributor; 2268 Fort Stockton Drive	Designation
SEPTEMBER	
Item Name	Action Type
Rose Vollmer / Richard Lareau House; 4515 Ladera Street	Designation
John Codrey Spec House #1; 3925-3927 Illinois Street	Designation
Jesse and Dora Fleming House; 2815 28th Street	Designation
OCTOBER	
Item Name	Action Type
The Ralph M. Brown Act Training for the Historical Resources Board	Info Item
Alan LeMay's Gopher Gulch by William Wahrenberger; 2166 Pine Street	Designation
Harry Gregg / William Sterling Hebbard House; 140 West Thorn Street	Designation
The Lewis and Annie Dodge / Charles Salyers / Dodge Construction Company Spec House #2; 4624 Granger Street	Designation
H.B. and Helen Silvey House; 2506 33rd Street	Designation
NOVEMBER	
Item Name	Action Type
811-821 Coast Boulevard South	Designation
Laura Slemmons Spec House #1; 3853 8th Avenue	Designation
Genevieve Howard House; 1025 Devonshire Drive	Designation
Dr. Asa and Agnes Churchill Spec House; 3481 Cooper Street	Designation
Carl Rogers House; 2311 Via Siena	Designation
The Pacific Telephone and Telegraph Company Garage; 660 10th Avenue	Designation

ADVISORY BOARD MEETINGS

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

The Historical Resources Board met 11 times in calendar year 2019. (The Board meets once per month of the fourth Thursday of the month but is dark in December.) In calendar year 2019, the Board considered the designation of 39 individual properties and one rescission; provided recommendations on one Community Plan Update, and one proposed Municipal Code amendment; approved the annual CLG report; and heard three information items. Please refer to the table provided in the response in "Actions Taken by the Advisory Board" 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. In calendar year 2019 the Policy Subcommittee met two times, the Design Assistance Subcommittee met six times, and the Archaeological and Tribal Cultural Resources Subcommittee met two 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	Discussion Topic Regarding Nomination Process for Designating a Historical Resource
	Discussion topic Regarding Historical Research Reports
March	<i>Adjourned due to lack of items</i>
April	Discussion Topic Regarding 2018 Standardized Report of City Boards and Commissions
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>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>
DESIGN ASSISTANCE 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	HRB Site #1, San Diego Auto Museum: Rehabilitation
	HRB Site #1058: Rehabilitation
May	HRB Site #1, Spanish Village: Rehabilitation
June	HRB Site #1, Botanical Building, El Prado District: Reconstruction/Rehabilitation

	HRB Site#1, El Prado District: Rehabilitation
	HRB Site #1, Federal Building, El Prado District: Rehabilitation
	HRB Site #426: Rehabilitation
July	<i>Adjourned due to lack of items</i>
August	<i>Adjourned due to lack of items</i>
September	HRB Site #291: Reconstruction/Rehabilitation
	HRB Site #1, El Prado Historic District: Rehabilitation
	660 6th Avenue: Rehabilitation
October	HRB Site #1, Federal Building: Rehabilitation
	HRB Site #217: Rehabilitation
	HRB Site #819: Rehabilitation
November	<i>Adjourned due to lack of items</i>
December	HRB Site #819: Rehabilitation
	HRB Site #425: Rehabilitation
	HRB Site #1, The Palisades: Rehabilitation
ARCHAEOLOGICAL AND TRIBAL CULTURAL RESOURCES	
February	Site Development Permits and Archaeological Sites
	Native American Bedrock Mortar
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 quorum</i>
December (Special Mtng)	Pottery Canyon Kiln

MEETING CANCELATIONS

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

No meetings of the Historical Resources Board were cancelled in calendar year 2019.

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 2019, 10 of 12 Policy Subcommittee meetings were cancelled, 6 of 12 Design Assistance Subcommittee meetings were cancelled, and 3 of 4 A&TCR Subcommittee meeting were cancelled, due to a lack of items and one meeting due to lack of quorum. One special meeting of the A&TCR Subcommittee was held in December to address one item that arose.

AVAILABLE OPPORTUNITIES

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

There is currently one vacant position.

EXPIRED MEMBERSHIP

What are the number of members serving on expired terms?

Currently, all 11 members of 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.

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 Resource Boardmembers:

- 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, an Aeronautics and Aerospace Historic Context Statement, a High Tech/Life Sciences in San Diego Historic Context Statement, a Women Developers, Builders and Architects Historic Context Statement, a Latino Historic Context Statement, an Asian-American Historic Context Statement, an African-American Historic Context Statement, and others.
- Preparation of Historic Resource Reconnaissance Surveys for areas of the City that have not yet been surveyed.
- The department is understaffed and need more personnel.

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 2019
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 or 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 11 Boardmembers, that totals nearly 1,815 – 2,420 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
 boardmembers.pdf	Board during HRB meeting	4-25-2019
 speaker.pdf	Speaker during HRB meeting	4-25-2019
 audience.pdf	View of audience at HRB meeting	4-25-2019
 boardmembers and staff.pdf	Board and staff during HRB meeting	4-25-2019