

## 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@saniego.gov](mailto:HistoricalResources@saniego.gov)

For more information on our program, visit our website: [www.sandiego.gov/historic](http://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/sites/default/files/dsdib581.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	1322	1322	1322 - Stone Sans House #5	Designated
	2878 Racine ST San Diego, CA 92117	1924	California Bungalow	Green Beach Cottage Emerging District	142	142	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 25, 2018	January 11, 2018	January 5, 2018	December 8, 2017	November 24, 2017
February 22, 2018	February 8, 2018	February 2, 2018	January 5, 2018	December 22, 2017
March 22, 2018	March 8, 2018	March 2, 2018	February 2, 2018	January 19, 2018
April 26, 2018	April 12, 2018	April 6, 2018	March 9, 2018	February 23, 2018
May 24, 2018	May 10, 2018	May 4, 2018	April 6, 2018	March 23, 2018
June 28, 2018	June 14, 2018	June 8, 2018	May 11, 2018	April 27, 2018
July 26, 2018	July 12, 2018	July 6, 2018	June 8, 2018	May 25, 2018
August 23, 2018	August 9, 2018	August 3, 2018	July 6, 2018	June 22, 2018
September 27, 2018	September 13, 2018	September 7, 2018	August 10, 2018	July 27, 2018
October 25, 2018	October 11, 2018	October 5, 2018	September 7, 2018	August 24, 2018
November 15, 2018 (3 <sup>rd</sup> Thursday)	November 1, 2018	October 26, 2018	October 12, 2018 (5 weeks prior)	September 28, 2018 (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.

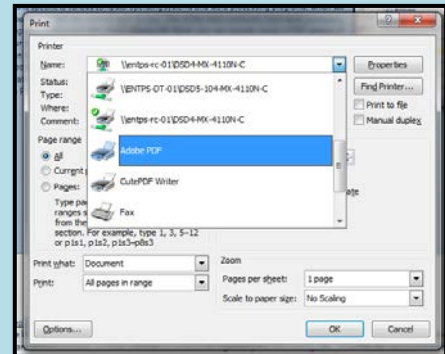
#### Mills Act

If you are interested in applying for a Mills Act Agreement, you may do so between January 1<sup>st</sup> and March 31<sup>st</sup> 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

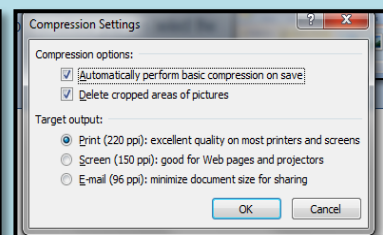
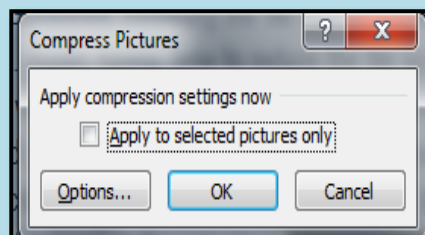
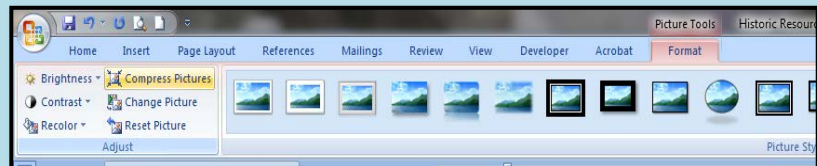


Typing “how to save a document as a pdf” into your preferred search engine will yield a number of results specific to various computer operating systems and word processing programs, which will allow you to find the method right for you. One of the most commonly used word processing programs is Microsoft (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.