



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

DATE: January 11, 2023

TO: Members of the Historical Resources Board

FROM: Renee Mezo, Assistant Deputy Director, Development Services Department

SUBJECT: Standardized Report of City Boards and Commissions for 2022 – 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 2022 by May 1st of this year. This will require the full Board to approve the report at their January 26, 2023, 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." City staff requested Board members 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 26, 2023, hearing will be incorporated into the final report and presented to the Office of Boards and Commissions.

Accordingly, City staff requests the Historical Resources Board review the attached draft report, provide any additional comments, and approve the report at the January 26, 2023 hearing.

Your consideration of this information is appreciated.

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

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 (HRB) 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 other interest relative to property located in the City in furtherance of the general purposes of historical preservation.
- (7) To prepare an annual report to the Mayor and City Council on the activities, decisions, and other work of the Board.
- (8) To perform any other functions consistent with the purpose of the Board or any functions that may be requested by resolution or direction of the City Council, including promoting education programs pertaining to historical resources and investigating and reporting to the City Council on the use of various federal, state, local, or private funding sources and mechanisms available to promote historical resource preservation.
- (9) To establish criteria and provide for a historical resources inventory of properties within the City and recommend to the City Council and Planning Commission procedures to use the historical resource inventory results in the planning process.
- (10) To provide information and guidance, at the request of property owners or tenants, on the financial and physical aspects of the restoration, alteration, rehabilitation, landscaping, or maintenance of any designated historical resource.

2. ACTIONS TAKEN BY THE ADVISORY BOARD

JANUARY	
Item Name	Action Type
Standardized Report of City Boards and Commissions 2021	Administration
Ruth Dryer Dick/Richard George Wheeler House; 2354 Pine Street	Designation*
William and Virginia Calloway/ Sim Bruce Richards House; 10 E. Roseland Drive	Designation*
William and Frances Sutherland House; 1647 Los Altos Road	Designation*
Ben Johnson Spec House; 4831 Hart Drive	Designation*
FEBRUARY	
Item Name	Action Type
John and Harriet Monahan/ Olmstead Building Company House; 3761 La Cresta Drive	Designation*
P-37-012581 (CA-SDI-12581/SDM-W-6); <i>address restricted</i>	Designation*
MARCH	
Item Name	Action Type
Site Development Permit (HRB #283-Andrew Cassidy Home); 1620 Union Street	Recommendation*
Vulcan Steam Room and Sauna; 805 West Cedar Street	Designation
APRIL	
Item Name	Action Type
Jasper Writer Spec House #1; 3611 Hyacinth Drive	Designation*
The Center/The <i>Gayzette</i> /Albert Bell Building; 3780-3786 5 th Avenue	Designation*
Certified Local Government (CLG) Annual Report 2020-2021	Administration
MAY	
Item Name	Action Type
Site Development Permit – (HRB #159 – The Klauber-Wangenheim Building); 611 Island Avenue	Recommendation*
Ervin and Ethel Jesse House; 7402 Eads Avenue	Designation*
Jennie Alberta Wales House; 1086 Hayes Avenue	Designation*
Verna Werner/A.L. & A.E. Dennstedt Building Company House; 3522 Dumas Street	Designation*
Composition of the HISTORICAL RESOURCES BOARD Subcommittees	Administration
JUNE	
Item Name	Action Type
Timothy and Thelma Perkins/Ralph L. Frank House; 4165 Miller Street	Designation*
Ellis and Nancy Barron House; 6632 Avenida Manana	Designation*
Mary Lynch/Frank Hope, Sr. House; 1320 Park Row	Designation*
Walter and Margaret Trepte House; 1160 Hunter Street	Designation*
JULY	
Item Name	Action Type
Harry and Blanche A. Muns Speculation House; 3529 Dove Court	Designation*
The North Parker/ Jonathan Segal Building; 3000 Upas Street	Designation*
Joseph E. Jessop, Sr. House; 414 La Crescentia Drive	Designation*
Selection of Historical Resources Board Chair, Vice-Chair and Second Vice-Chair	Administration

AUGUST	
Item Name	Action Type
Omar and Sarah Gray House; 3116 McKinley Street	Designation*
The John and Zelda Schelling/ William Wahrenberger House; 4277 Cosoy Way	Designation*
Allie A. Knox Speculation House; 3353 Goldsmith Street	Designation*
Ethics Training for the Historical Resources Board	Info Item
The North Parker/ Jonathan Segal Building; 3000 Upas Street	Designation*
Selection of Historical Resources Board Chair, Vice-Chair and Second Vice-Chair	Administration
Draft Mira Mesa Community Plan Update Historic Context Statement and Survey, Cultural Resources Analysis, and Historic Preservation Element	Info Item
SEPTEMBER	
Item Name	Action Type
Arklow Cottage; 7425 Fay Avenue	Designation*
El Cantorral Court; 2454-2474 Adams Avenue	Designation*
MUT KULA XUY/ MUT LAH HOYA SITE #11; <i>address restricted</i>	Designation*
W.C. and Irene Everett Building; 3093-3095 El Cajon Boulevard	Designation
OCTOBER	
Item Name	Action Type
Jonathan and Myrtle Johnson House; 4865 Canterbury Drive	Designation*
Arthur and Bertha Cordtz Spec House #1; 4290 Sierra Vista	Designation*
Walter and Margaret Trepte House #2; 1120 Hunter Street	Designation*
Martin and Norma Brauer Spec House #1; 4368 Adams Avenue	Designation*
Dr. Guy and Aquilyn Maggio House; 3575 Via Flores	Designation*
Site Development Permit – (HRB# 1453 – LGBTQ Community/Albert Bell Building); 3780 05 th Avenue	Recommendation
The Q/Jonathan Segal Building; 750 W Fir Street	Designation*
Sherman Heights Historic District Contributor (HRB 208-203); 543-547 25 th Street	Rescind Designation
Mira Mesa Community Plan Update Historic Preservation Component	Recommendation
NOVEMBER	
Item Name	Action Type
Joseph and Elizabeth Yamada House/Joseph Yamada House; 1676 El Camino Del Teatro	Designation*
Site Development Permit – (HRB #1375 – Dorothy and Harriet Cottages); 811-827 Coast Blvd.	Recommendation
Site Development Permit / Coastal Development Permit – (HRB #283 – Andrew Cassidy Home); 1620 Union Street	Recommendation
MacPherson and Theodora Hole Rental House; 7109 Monte Vista Avenue	Designation
Ida Loper/A.L. and A.E. Dennstedt Building Company House; 4505 Long Branch Avenue	Designation
A. Frank Reed House; 3044 29 th Street	Designation*
*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 2022. (The Board meets once per month on the fourth Thursday of the month but is dark in December) In calendar year 2022, the Board considered the designation of 37 individual properties; for more detailed listing of the items refer to the response in “Actions Taken by the Advisory Board”.

In addition to regular meeting of the full Board, the Historical Resources Board has three standing Subcommittees: Policy, Design Assistance, and Archaeological and Tribal Cultural Resources. These Subcommittees address items within their purview and provide feedback to staff but are non-voting entities. The Subcommittees have standing meetings with Policy and Design Assistance monthly and Archaeological and Tribal Cultural Resources meeting quarterly; however, meetings can be adjourned due to lack of items for discussion. In calendar year 2022 the Policy Subcommittee met two times, the Design Assistance Subcommittee met four times, and the Archaeological and Tribal Cultural Resources Subcommittee didn’t meet during the calendar year. Items discussed at the three subcommittees are listed in the following table:

POLICY SUBCOMMITTEE	
January	<i>Adjourned due to lack of items</i>
February	<i>Adjourned due to lack of items</i>
March	<i>Adjourned due to lack of items</i>
April	<i>Adjourned due to lack of items</i>
May	<i>Discussion topic regarding Subcommittee Appointments</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>Discussion topic regarding San Diego Bungalow Court and Apartment Court Historic Context Statement/Designation of Resources Under 45 Years Old/Eligibility for Designation Under Criterion D</i>
November	<i>Adjourned due to lack of items</i>
December	<i>Adjourned due to lack of items</i>

DESIGN ASSISTANCE SUBCOMMITTEE	
January	HRB Site #1, Botanical Building: Reconstruction
February	1135 Devonshire Drive; Rehabilitation
March	<i>Adjourned due to lack of items</i>
April	HRB Site #208, Sherman Heights Historic District: Rehabilitation
May	<i>Adjourned due to lack of items</i>
June	HRB Site #1453, LGBTQ Community/ Albert Bell Building: Review of alternatives for Site Development Permit HRB Site #1305, Aizo and Komume Sogo Farm: Review of proposed mitigation
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>
ARCHAEOLOGICAL AND TRIBAL CULTURAL RESOURCES	
February	<i>Adjourned due to lack of items</i>
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>

4. MEETING CANCELATIONS

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

There were no Historical Resources Board meetings cancelled in calendar year 2022.

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 2022, 10 of 12 Policy Subcommittee meetings were cancelled, 8 of 12 Design Assistance Subcommittee meetings were cancelled, and 4 of 4 A&TCR Subcommittee meetings were cancelled, due to a lack of items.

5. AVAILABLE OPPORTUNITIES

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

There is currently one vacant position.

6. EXPIRED MEMBERSHIP

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

Currently, 3 members of the Historical Resources Board are serving on expired terms. Of the 3, Dr. Ann Woods, is termed out and she is continuing to serve until a replacement is appointed. The remaining 2 are eligible for reappointment.

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?*

The following items have been provided collectively by the Historical Resources Board members, or by an individual boardmember:

- We need all eleven board positions filled, and members to attend reliably. We all miss an occasional meeting, but it seems as though absences have become much more frequent lately. We have only narrowly reached a quorum several months, and that is not fair to applicants.
- Clarity and limitation language to be added on who and when a living practicing architect can be designated a Master architect?
- The effectiveness of the **involuntary** designation process. This is not to be confused with an understanding that it can be necessary. The concern is that resources designated, but due to lack of interest by the property owner, often fall into disrepair, sometimes to the ultimate demise of the integrity of the resource. This is evident in quite a few previously involuntarily designated properties within the city. Solutions are difficult but I do think there may be a few. I would recommend that an ADHOC committee within the Historical Resources Board, or even the policy committee take on this item for further discussion (if other members of the board have similar concerns).
- Need to fill vacancy on Board. Need for trainings for new Board members. Need for increased code enforcement resources especially for unpermitted changes to potentially historic buildings.

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 Historical Resources Board hearings and Subcommittee meetings, as needed.

POSITION	EST. HOURS CY 2022
City Attorney	50
Development Services Department/Planning Department Management Support	175
Legislative and Administrative Support	2,600
TOTAL ESTIMATED HOURS	2,825

9. VOLUNTEER HOURS

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

The *Historical Resources Board* time estimates for calendar year 2022 range from 15-20 hours per month or 165-220 hours per year on *Historical Resources Board* items for each Boardmember. Time invested can vary depending on the length of the agenda and the complexity of the items and can also include training on a variety of relevant topics. With 10 Boardmembers, that totals nearly 1,650-2,200 hours per year in volunteer time.

ADVISORY BOARD ACTIVITIES

Please provide 4-5 pictures of the Advisory Board Activities

PDF Files	Title of Activity	Date of Event
 HRB Meeting January 27 2022.pdf	ZOOM Meeting	January 27, 2022
 HRB Meeting April 28 2022.pdf	ZOOM Meeting	April 28, 2022
 HRB Meeting May 26 2022.pdf	ZOOM Meeting	May 26, 2022
 HRB Meeting July 28 2022.pdf	ZOOM Meeting	July 28, 2022
 HRB Meeting August 25 2022.pdf	Zoom Meeting	August 25, 2022

Historical Resources Board Meeting of January 27, 2022



Historical Resource...



Lindsey Sebastian



Ann Woods



Cindy Stankowski



Andrew Bowen



David McCullough



Courtney Ann Coyl...



Tim Hutter



DSD Angela Colton



Michael Mikus



Matthew Winter



Historical Resources Board Meeting of April 28th, 2022

Historical Resource...

Lindsey Sebastian

Boardmember Byer...

Boardmember Woo...

Boardmember Coyl...

Boardmember Farle...

Boardmember Tayl...

Boardmember Abra...

Boardmember Hutt...

Chida Warren-Darb...

Boardmember McC...

Raynard Abalos

Boardmember Win...

zoom

18:15 / 1:15:24



Historical Resources Board Meeting May 26, 2022

A Zoom meeting grid showing 20 participants in a 5x4 layout. The participants are:

- Row 1: Historical Reso..., Claudia Escala, Deputy City At..., Jeremy Lui, Deana Ellis
- Row 2: Boardmember ..., Boardmember ..., Paul Johnson, Andrew Bowe..., Laurie Price
- Row 3: David Marshall, Kiley Wallace, Boardmember ..., Chair McCullou..., Boardmember ...
- Row 4: "Gerald and Lin...", lone R. Stiegler..., Devin Price, Boardmember ..., Boardmember ...
- Row 5: Boardmember ..., Rayna Scott for details, Boardmember ...

The Zoom control bar at the bottom shows a play button, a volume icon, a timer at 11:57 / 2:11:03, and icons for chat, settings, and screen sharing. The Zoom logo is visible in the bottom right corner.

Historical Resources Board Meeting of July 28, 2022



Suzanne Segur



Boardmember Woo...



Lindsey Sebastian



Boardmember Coyl...



Boardmember Byer...



Ronald May



Boardmember Hutt...



Chair McCullough



David Marshall



Boardmember Tayl...



Boardmember Abra...



Historical Resources Board Meeting of August 25, 2022



Suzanne Segur
Senior Planner



DCA Jeanne MacKin...



Boardmember Tayl...



Boardmemeber Farl...



Boardmember Wint...



Chair McCullough



Boardmember Woo...



David Marshall



Boardmember Byer...



Boardmember Hutt...



Kiley Wallace



Boardmember Che...

