



THE CITY OF SAN DIEGO

Historical Resources Board

SPECIAL MEETING AGENDA

CLG Training

Wednesday, March 26, 2014, 1:00 to 2:30 PM

Development Services Building
4th floor Training Room
1222 First Avenue, San Diego, CA 92101

Historic Resources Board Authority

Handout:
Municipal Code Section 111.0206

Designation of Historical Resources Procedures

Handout:
San Diego Municipal Code Sections 123.0201 through 123.0206
and include

Application of Local Designation Criteria

Handout:
City of San Diego Historical resources Board Guidelines for the
Application of Historical Resources Board Designation Criteria

HRB Administrative Procedures

Handout:
Historical Resources Board Procedures

§111.0205 City Staff

- (a) Authority. The City Manager may designate a staff member to make an impartial decision, without a public hearing, on a permit, map, or other matter in accordance with the decision-making procedures of the Land Development Code.
- (b) Appointment and Terms. The City Manager will determine whom to appoint and the length of time the staff member will serve as a decision maker.
- (c) Powers and Duties. Designated City staff will act as the decision maker to decide permits, maps, or other matters in accordance with the decision-making procedures of the Land Development Code.

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

§111.0206 Historical Resources Board

- (a) Authority. The Historical Resources Board has been established by the City Council in accordance with the City Charter, Section 43.
- (b) Appointment and Terms
 - (1) The Historical Resources Board shall consist of 11 members, each appointed by the Mayor and subject to confirmation by the City Council. Each member shall serve a 2-year term without compensation and shall continue to serve until a successor is appointed. No member shall serve more than 4 consecutive terms. The members shall be appointed so that the terms of not more than 6 members will expire in any year. The expiration date of all terms of appointment shall be March 1. The Mayor may designate 1 member as Chairperson during March of each year. If the Mayor has not designated a chairperson by April 15, the Board shall elect a Chairperson from among its members.
 - (2) At least one Board member shall be appointed from among professionals in each of the following disciplines as required to meet the “Certified Local Government” criteria of the State Office of Historic Preservation, as established by the National Historic Preservation Act: architecture, history, architectural history, archaeology, and landscape architecture. Other members appointed may have experience or background in law, real estate, engineering, general contracting, finance, planning, or fine arts and should reflect diverse neighborhood representation and have demonstrated a special interest in historical preservation. No more than three owners of *designated historical resources* shall serve at any time.

- (c) Meetings. The Historical Resources Board shall meet at least once a month or as often as necessary for the transaction of its business. The meetings shall be noticed and open to the public. The Board shall adopt procedural rules and policies, consistent with law, for the conduct of its business. The Board shall keep minutes of all meetings including voting records, attendance, resolutions, findings, determinations, and decisions. A quorum for the transaction of business shall be comprised of six members of the Board. An affirmative vote of at least six members is required for designation of a *historical resource*. An affirmative vote of a majority of the members present is required for any other action by the Board.
- (d) Powers and Duties. The 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*.
(Added 12-9-1997 by O-18451 N.S.; effective 1-1-2000.)
(Amended 8-6-2006 by O-19526 N.S.; effective 9-5-2006.)

§111.0207 Board of Building Appeals and Advisors

- (a) Authority. The Board of Building Appeals and Advisors is established by the City Council in accordance with the City Charter, Section 43.
- (b) Appointment and Terms
 - (1) The Board of Building Appeals and Advisors shall consist of 10 members appointed by the Mayor and subject to confirmation by the City Council. Each member shall serve a 2-year term without compensation and shall continue to serve until a successor is appointed. No member shall serve more than four consecutive terms. The members shall be appointed so that the terms of not more than five members will expire in any year. The Board shall elect a chairperson annually from among its members, unless a chairperson is selected by the Mayor.

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) Continuation. 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.)

City of San Diego Historical Resources Board



Guidelines for the Application of Historical Resources Board Designation Criteria

Land Development Manual Historical Resources Guidelines Appendix E, Part 2

Adopted by the Historical Resources Board

August 27, 2009

Revised February 24, 2011



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INTRODUCTION

Overview of Criteria

The **Historical Resources Guidelines of the City of San Diego's Land Development Manual (LDM)** identifies the criteria under which a resource may be historically designated. It states that any improvement, building, structure, sign, interior element and fixture, site, place, district, area, or object may be designated a historical resource by the City of San Diego Historical Resources Board (HRB) if it meets one or more of the following designation criteria:

- A. exemplifies or reflects special elements of the City's, a community's, or a neighborhood's, historical, archaeological, cultural, social, economic, political, aesthetic, engineering, landscaping or architectural development;
- B. identified with persons or events significant in local, state or national history;
- C. embodies distinctive characteristics of a style, type, period, or method of construction or is a valuable example of the use of indigenous materials or craftsmanship;
- D. is representative of the notable work of a master builder, designer, architect, engineer, landscape architect, interior designer, artist, or craftsman;
- E. is listed or has been determined eligible by the National Park Service for listing on the National Register of Historic Places or is listed or has been determined eligible by the State Historical Preservation Office for listing on the State Register of Historical Resources; or
- F. is a finite group of resources related to one another in a clearly distinguishable way or is a geographically definable area or neighborhood containing improvements which have a special character, historical interest or aesthetic value or which represent one or more architectural periods or styles in the history and development of the City.

The purpose of these Guidelines is to assist applicants in the understanding and application of the adopted designation criteria. Each defined criterion is presented herein with guidance on understanding the criterion, applying the criterion, aspects of the criterion, how significance may be established for the criterion, and the aspects of integrity most important to the criterion. These guidelines shall be used when **evaluating a resource's eligibility for listing on the local register.**

In addition to providing required documentation described in the Historical Resource Research Report Guidelines, additional documentation may be required to address individual HRB Criteria A-F. The requirement for additional documentation is described under the select HRB Criterion and is indicated throughout this document with the following symbol:



STEPS TO IDENTIFY SIGNIFICANCE

A resource may be associated with one or more aspects of a criterion and with other HRB Criteria. To determine the significance of the resource, first identify the historic context with which the resource is associated; second, **evaluate the resource's history** to determine whether it is associated with the historic context in any important way by applying the HRB Criteria and identify the period of significance in which the resource is important; and **last, assess the resource's historic integrity.**

The following sections on evaluating a resource within its historic context and understanding integrity, as well as the section related to moved buildings are commonly accepted preservation practice rooted firmly in Federal guidelines found in National Register Bulletin #15. Although based on standard preservation principles described in **Bulletin #15, this document is intended to stand alone as a guide in applying the City's** local designation criteria.

Evaluating a Resource within Its Historic Context

The significance of a historic property can be judged and explained only when it is evaluated within its historic context. Historic contexts are those patterns or trends in history by which a specific occurrence, property, or site is understood and its meaning (and ultimately its significance) within history or prehistory is made clear. In order to decide whether a property is significant within its historic context, the following five things must be determined:

- Identify what the property represents: the theme(s), geographical limits, and chronological period that provide a perspective from which to evaluate the **property's significance.**
- Determine how the theme of the context is significant in the history of the local area, the State or the nation.
- Determine what the property type is and whether it is important in illustrating the historic context.
- Determine how the property represents the context through the HRB Criteria. For instance, a context of Modernism may be represented under Criterion A by a resource which can be considered a special element of the Modernist movement, such as the Salk Institute; and under Criterion C by buildings which reflect the character defining features of one of the identified sub-styles of the Modernist movement, such as Post and Beam or Custom Ranch.
- Determine what physical features the property must possess in order for it to reflect the significance of the historic context. These physical features can be determined after identifying which types of properties are associated with the historic context; the ways in which properties can represent the theme; and the applicable aspects of integrity.

A single property can be significant within one or more historic contexts, and if possible, all of these should be identified. A property is only required, however, to be documented as significant in one context. In the development of a context related to archaeological resources, the ability of the resource to answer important research questions must be addressed.

Applying the Criteria

Once the context is established, one must evaluate the resource's history to determine whether it is associated with the historic context in any important way by applying the HRB Criteria. Application of the HRB Criteria is discussed in great detail, beginning on page 8 of this document. Please note that the examples of designated resources **provided for each criterion may not address all aspects of the resource's significance.** For example, a resource given as an example of a resource eligible under Criterion B may also have been designated under Criterion C, which will not necessarily be addressed in the example. Please review the designation file for complete information regarding the significance of the resource.

Understanding Integrity

Integrity is the authenticity of a historical resource's physical identity clearly indicated by the retention of characteristics that existed during the resource's period of significance. Historical resources eligible for designation by the HRB must meet one or more of the designation criteria and retain enough of their historic character or appearance to be recognizable as historical resources and to convey the reasons for their historical significance. It is important to note that integrity is not the same as condition. Integrity relates to the presence or absence of historic materials and character defining features. Condition relates to the relative state of physical deterioration of the resource. Integrity is generally more relevant to the significance of a resource than condition. However, if a resource is in such poor condition that original **materials and features may no longer be salvageable, then the resource's integrity may** be adversely impacted.

The California and National Registers recognize location, design, setting, materials, workmanship, feelings, and association as the seven aspects of historical integrity. Although not all seven aspects of integrity need to be present for a property to be eligible, the evaluator must show that the property retains enough physical and design **characteristics to reflect the property's significance.** The seven aspects of historical integrity are:

- **Location** is the place where a resource was constructed or where an event occurred.
- **Design** results from intentional decisions made during the conception and planning of a resource. Design includes form, plan, space, structure, and style of a property.

- **Setting** applies to a physical environment, the character of a resource's location, and a resource's relationship to the surrounding area.
- **Materials** comprise the physical elements combined or deposited in a particular pattern or configuration to form a property.
- **Workmanship** consists of the physical evidence of crafts employed by a particular culture, people, or artisan, which includes traditional, vernacular, and high styles.
- **Feeling** relies on present physical features of a property to convey and evoke an aesthetic or historic sense of past time and place.
- **Association** directly links a historic property with a historic event, activity, or person of past time and place; and requires the presence of physical features to convey the property's historic character.

Each type of property depends on certain aspects of integrity, more than others, to express its historic significance. Determining which of the aspects is most important to a particular property requires an understanding of the property's significance and its essential physical features. To aid in this analysis, the discussion of each HRB Criterion and its appropriate application addresses the aspects of integrity most relevant to the Criterion.

CONSIDERATIONS

Moved Buildings

The City of San Diego limits the consideration of moved properties because significance is embodied in locations and settings as well as in the properties themselves. Moving a property destroys the relationships between the property and its surroundings and destroys associations with historic events and persons. A move may also cause the loss of historic features such as landscaping, foundations, and chimneys, as well as loss of the potential for associated archeological deposits. Properties that were moved before their period of significance may still be eligible for designation.

A moved property significant under HRB Criterion B must be demonstrated to be the surviving property most importantly associated with a particular historic event or an important aspect of a historic person's life. The phrase "most importantly associated" means that it must be the single surviving property that is most closely associated with the event or with the part of the person's life for which he or she is significant.

A moved property significant under HRB Criterion C or D must retain enough historic features to convey its architectural values and retain integrity of design, materials, workmanship, feeling, and association.

In addition to the requirements above, moved properties must still have an orientation, setting, and general environment that are comparable to those of the historic location

and that are compatible with the property's significance. For a property whose design values or historical associations are directly dependent on its location, any move will cause the property to lose its integrity and prevent it from conveying its significance.

A property designed to move or a property frequently moved during its historic use must be located in a historically appropriate setting in order to qualify, retaining its integrity of setting, design, feeling, and association. Such properties include automobiles, railroad cars and engines, and ships.

An artificially created grouping of buildings, structures, or objects is not eligible unless it has achieved significance since the time of its assemblage. It cannot be considered as a reflection of the time period when the individual buildings were constructed. A moved portion of a building, structure, or object is not eligible because, as a fragment of a larger resource, it has lost integrity of design, setting, materials, workmanship, and location.

These guidelines are also consistent with the City's guidelines for relocating designated historical resources found in the Historical Resources Regulations of the Land Development Manual.

Visibility

The City's LDM does not require that a resource or its character-defining features be visible from the public right-of-way in order to be eligible for designation. While visibility is required for some of the benefits of historic preservation, including the Mills Act, the visibility (or lack thereof) of a resource is not relevant to its historic significance. This is supported by a Memoranda of Law from the City Attorney dated October 26, 2006, which states:

The San Diego Municipal Code states that the purpose of designation of historical resources is to preserve "the city's architectural, artistic, cultural, engineering, aesthetic, historical, political, social, and other heritages." SDMC § 123.0201. In addition, the purpose of the Historical Resources Regulations is 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." SDMC § 143.0201. Because the stated public purposes of the regulations include more than just the visual enjoyment of the resources, designation without requiring a public view would have a sufficient nexus to the stated purpose so that it would be a valid exercise of police powers.

Deed Restrictions

It should be noted that it was once legal to restrict the ownership of property to persons of specific race and/or religious affiliation, a practice seen across the country in the first half of the twentieth century. By mid-century the use of deed restrictions to qualify prospective home owners and residents based on factors, such as race,

ethnicity, and religion, became challenged in American courts. In the landmark decision, *Shelley v. Kraemer*, 334 U.S. 1, 1948, the U.S. Supreme Court determined such restrictions based on race "unenforceable," providing a legal foundation for the principle of equal access to housing and influencing changes in Federal housing policy. While it may not be recognized in the physical forms of the community development and architecture, such practices unfortunately were part of our history. The Historical Resources Board of the City of San Diego acknowledges that such deed restrictions were unwarranted, discriminatory and regrettable. Such restrictions play no role in the Board's designation actions. However, if such deed restrictions were part of a **property's history, it is important information to acknowledge in a nomination so that** the community does not forget.

CRITERION A:

Exemplifies or reflects special elements of the City's, a community's or a neighborhood's historical, archaeological, cultural, social, economic, political, aesthetic, engineering, landscaping, or architectural development.

UNDERSTANDING CRITERION A

Criterion A is multifaceted and includes resources that are significant for exemplifying or reflecting special elements of the city, community or neighborhood through at least one aspect of development. Criterion A applies does not apply to singular historic events, which are recognized under HRB Criterion B.

APPLYING CRITERION A

The historical significance and integrity of the resource must be determined using the steps previously outlined. If the resource is identified as being associated with the historic context in an important way, discuss the importance in a narrative statement of significance and identify under which aspect of Criterion A the resource is determined eligible for designation consideration.

ASPECTS OF CRITERION A

Does the resource reflect or exemplify special elements of the development of the City, community, or neighborhood? If so, under what aspect of development? A resource may be eligible under more than one aspect and generally consists of a combination of two or more, such as socio-economic development.

- historical development
- archaeological development
- cultural development
- social development
- economic development
- political development
- aesthetic development
- engineering development
- landscape development
- architectural development

RESOURCES NOT ELIGIBLE UNDER CRITERION A

It is important to note that Criterion A states that a resource must exemplify or reflect *special elements* of development. Special elements of development refer to a resource that is distinct among others of its kind or that surpass the usual in significance. It is not enough for a resource to simply reflect an aspect of development, as all buildings, structures and objects do. Special Elements shall be described by the applicant and discussed in the narrative statement of significance within the context of Aspects of Criterion A, described below.

HOW SIGNIFICANCE MAY BE ESTABLISHED

For each aspect of development, the resource shall exemplify or reflect a special element of that development which either maintains an established precedent, or may in itself be the model for development.

Historical Development shall exemplify or reflect a special or unique aspect of the City's general historical development; or shall exemplify or reflect a unique aspect of the City's history.

Example:

HRB Site #820, Henry Rundell and Amanda Rundell House



In 1909, William F. Smythe, journalist and newspaper editor, social organizer, and the chief local proponent of the self-sustaining agricultural movement, established a utopian colony on the site of present-day San Ysidro. The colony, called the Little Landers, was predicated on the **belief that "on as little as one acre of land an industrious family can make a good living if they proceed the right way."** The 550 acre property consisted of 150 acres along the valley floor and 400 acres along the hillside. By the end of 1911, there were sixty-nine families residing in the community; forty-seven new houses were built in 1912 and San Ysidro swelled to 300 residents. On January 18, 1916, the flood at the Morena Reservoir rushed down the Tijuana River Valley, destroying the homes of at least 100 colony families and washing out the crops. The community was never able to recover. Although a brief expression of agrarian life in San Diego, the Little Landers created the foundation for the development of the San Ysidro community. The Harry Rundell and Amanda Rundell House was more substantial than the majority of simple craftsman and vernacular residences, and is one of the few intact resources remaining from the Little Landers Colony. (This resource also reflects a special element of social development.)

Archaeological Development may be prehistoric or historic in nature but must exemplify archaeological development through subsurface deposits and may include associated surface features. Note that the location of designated archaeological resources is considered confidential and shall not be disclosed in public documents.

Example:

HRB Site #398, Ocean Beach Gateway Archaeological Site

The site is a prehistoric campsite occupied as part of a series of major encampments along the course of the San Diego River. It was occupied

during the Archaic and Late Prehistoric periods. Artifacts include grinding tools, flaked tools used for scraping, pounding and cutting, pottery, animal bone, marine shell, fire-affected rock, and other lithic materials used during the occupation of the site. Sparse and fragmentary scatter of historic materials dating from the 1920s and 1930s were found as well.

*It should be noted that this site was designated under a previous set of designation criteria. If this resource were designated today, it would be eligible under HRB Criterion A.

Cultural Development shall exemplify or reflect development that is associated with a group of people linked together by shared values, beliefs, and historical associations, or are properties associated with significant achievement in the visual and fine arts, (painting, sculpture, architecture, theater, dance, music,) literature, philosophy, religion, science, mathematics, the social studies, or any of the disciplines that are commonly associated with public and private institutions of higher learning and/or academic inquiry.

Example:

HRB Site #543, Ideal Hotel



The structure, built in 1912, is a two-story brick and hollow clay tile structure. The ground floor is divided into two store fronts. The space has long been associated with Joe Robinson, a longtime resident and African-American businessman in San Diego. In 1914, Robinson and his business partner Charles Edwards opened Edwards & Robinson billiards on the ground floor of the building. By

1926, Joe Robinson is proprietor of both the De Luxe Billiard Hall and Ideal Rooms, advertising his businesses in the 1926 Colored Directory. By 1939, **the Harlem Locker Club occupies the former location of Robinson's billiard hall** at 542 3rd, though Joe Robinson continued residing at and managing the property. Providing African-American servicemen with locker and sanitary facilities, the Harlem Locker Club was owned and operated by Mattie Johnson for over 15 years. In 1941 and 1942, while still in charge of the Ideal, Robinson also managed the Douglas Hotel at 206 Market, and eventually turned management of the Ideal Rooms over to African-American Madeline La Rue. In 1944, Robinson purchased the building with prominent African-American businesswoman Mrs. Mable Rowe. The building was sold by the Robinsons and Rowe to Ming Tom in 1950.

Social Development shall exemplify or reflect development that is associated with relations and interactions with others.

Example:

HRB Site #893, Old Fire Station #19



Old Fire Station #19 reflects special elements of social history in the development of the African American community in San Diego. The building reflects the racial segregation African Americans experienced in San Diego prior to the 1960s and the Civil Rights Movement. African American firefighters were moved to Old Fire

Station #19 in the late 1920s and were not allowed to work out of any other fire stations in the City, thus reinforcing segregation and discrimination. For over two decades, African American firefighters worked out of Old Fire Station #19 and faced discrimination from fellow firefighters and the citizens of the City. Men who worked out of Station #19 were given little opportunity to advance in the department and forced to carry out the most difficult tasks. Old Fire Station #19 is an important cultural resource and was designated under Criterion A for its representation of segregation and discrimination, **special elements in the social history of San Diego's African American community.**

Economic Development shall exemplify or reflect development associated with the local, regional, state or national economy or economics, including manufacturing, labor and agriculture, maritime and transportation industries.

Example:

HRB Site #865, Kensington Neon Sign



In 1951, a group of Kensington businessmen led by local service station owner Harry Young formed the Kensington Park Business Association in order to address issues related to the emerging business district. The first goals of this new organization included purchasing flags for the Kensington business district along Adams Avenue, erecting a sign across Adams Avenue marking the business

district, and annexing the area into the City of San Diego. For the next two years, the Kensington Park Business Association planned community events and fundraisers to increase community involvement and fund these goals. In 1954, Kensington celebrated the installation of the neon sign over Adams Avenue, where it still stands today in the Kensington business district. In

addition to being representative of the mid-century historical, social and business development in Kensington, the Kensington Neon Sign has been a community landmark for five decades. (This resource also reflects a special element of historical and social development.)

Political Development shall exemplify or reflect development associated with politics or the political atmosphere, including women's suffrage, neighborhood activism, labor organizations and the Civil Rights Movement associated with ethnic and gay/lesbian issues.

Example:

HRB Site #143, Chicano Park



In the late 1950's Interstate 5 divided the Barrio Logan and Logan Heights communities, which were further divided by the construction of the Coronado Bridge in the 1960's. During the early 1970's, the community began an effort to revitalize the cultural heritage of its predominately

Mexican-American population. The community campaigned and fought for the establishment of a park at the foot of the Coronado Bay Bridge, urging the City to acquire the land needed for the park and staging protests and sit-ins at the park site when progress stalled. After several years, the City was able to obtain the land and set it aside for park use. Chicano Park is an urban park with recreational facilities, a kiosk in the shape of an Aztec Temple, and bridge supports which have been painted by Mexican American artists from the community. These artistic representations depict the thinking, the background, the neighborhood, and the Mexican people and their struggles. (This resource also reflects a special element of cultural, economic and social development.)

*It should be noted that this site was designated under a previous set of designation criteria. If this resource were designated today, it would be eligible under HRB Criterion A.

Aesthetic Development shall exemplify or reflect development associated with an artistic arrangement in theory or practice.

Example:

HRB Site #770, Casa de Tempo/Samuel Wood Hamill House



Currently located at 1212 Upas Street, this 3700 sq. ft. California Colonial/Monterey Revival home was originally located in Balboa Park. Entrance tickets to the house enabled visitors to participate in a raffle in which the winner agreed to relocate the house from the fair grounds to a permanent site. Built in 1935, it was designed by noted San Diego Architect

Sam Wood Hamill as part of the California Pacific International Exposition. Called the "Casa de Tempo," roughly translated as "House of Today," the house was intended to introduce Exposition attendees to modern materials, products and home design to spur consumer spending during the depths of the Great Depression.

As a later commentator noted, the Casa de Tempo "introduced niceties that thousands had never seen before but determined to have in the future: a downstairs 'powder room' for the convenience of guests; separate baths and wardrobes for the master and mistress of the house, and a combination radio-and-library room." Although the radio room has been replaced by today's family room where folks gather around the television, the other enviable Casa de Tempo features have, indeed, become standard fare in production middle class housing, including larger and more specialized living spaces, more baths and bedrooms, and upgraded materials and finishes. The building's size - almost 4,000 sq. feet - and construction cost, which was twice that of ordinary residential construction, set it apart from mid-range housing in San Diego at the time. As a taste and trend setting phenomenon in home design during the Great Depression, the Casa de Tempo reflects special elements of the city's aesthetic development. (This resource also reflects a special element of cultural, architectural, economic and social development.)

Engineering Development shall exemplify or reflect development associated with engineering. Engineering development may include professionally applied standards or design ingenuity within engineering disciplines. Engineering solutions may be applied within individual buildings, structures and objects, or be associated with large scale infrastructure development like ports, railroads, roads and freeways, dams and flood control, electrical transmission and water systems.

Example:

HRB Site #320, First Avenue Bridge



The First Avenue Bridge is significant in its engineering and architectural design as the only metal truss bridge in the City of San Diego and one of a handful of arch truss bridges located in the State of California. Completed in 1931, the First Avenue Bridge over Maple Canyon is among the most visible and important manifestations of early 20th century civil engineering projects in San Diego. As a steel truss bridge, it incorporates a three-hinged deck arch to provide it with sufficient strength to carry vehicles over a distance of 463 feet, 104 feet above the canyon floor. More than 70 years after its opening in 1931, the bridge continues to be a heavily traveled route. Its graceful and beautiful design is the artful embodiment of the technological advancements of its day.

*It should be noted that this site was designated under a previous set of designation criteria. If this resource were designated today, it would be eligible under HRB Criterion A.

Landscape Development shall exemplify or reflect development associated with garden and park design, subdivision design, or ecosystem/habitat restoration and may include professionally applied standards or design ingenuity within landscape disciplines.

Example:

HRB Site #346, Mission Cliff Gardens



The Mission Cliff Gardens' cobblestone masonry wall and several other associative structures and plants are the last surviving architectural and landscape elements of the historic Mission Cliff Gardens Botanical Park. First developed as *The Bluffs* in 1890, and later as *Mission Cliff Park*, it was a popular end-of-the-line streetcar attraction. The cobblestone masonry wall, piers, redwood gates, etc. date from the early 1900s. In 1904 the park's third owner, J.D. and A.B. Spreckels Company, hired John Davidson, a well-respected landscape gardener and nurseryman, to transform the park into a world-class botanical garden. Davidson and his family lived in the park's pavilion building from 1905-1935. After Davidson's death, the site of the former Mission Cliff Gardens was sold and developed into a housing subdivision in 1942. The remaining features

represent the only tangible evidence of the park's existence, and help to define a sense of place for the surrounding community of University Heights.

*It should be noted that this site was designated under a previous set of designation criteria. If this resource were designated today, it would be eligible under HRB Criterion A.

Architectural Development shall exemplify or reflect development associated with the **city's built environment, especially that designed and constructed by non-architects**, including real estate developers, contractors, speculators, homeowners and others associated with the building industry.

Example:

HRB Site #880, Joseph E. McFadden House



Located at 3560 29th Street, this Craftsman style home was built in 1911 by Joseph McFadden, a local real estate developer/builder, in the West End Subdivision of North Park. By 1911, McFadden had established the West End Building Company and recorded five building permits including the one for this house. By

the end of 1911 he had completed 72 homes within the West End Subdivision. McFadden promoted the West End as a prime location and its success contributed to the expansion of the streetcar and an increase in property value. The success of the subdivision attracted prominent builders such as David Owen Dryden to construct other homes in the area. As one of the first residences constructed in the West End Subdivision, 3560 29th Street contributed to the building boom of the 1920s and the growth of North Park, and therefore reflects a special element of the growth of the West End Subdivision in the North Park community.

SIGNIFICANT ASPECTS OF INTEGRITY RELATED TO CRITERION A

- *Location*
- *Design*
- *Setting*
- *Materials*
- *Workmanship*
- *Feeling*
- *Association*

The significant aspects of integrity for a property significant under Criterion A may vary depending upon the aspect of development for which the resource is significant. For instance, design, materials, workmanship and feeling may be especially important for aspects of aesthetic, engineering, landscape and architectural development. Location, setting, feeling and association may be especially important for aspects of historical, archaeological, cultural, social, economic, and political development. It is critical for the evaluator to clearly understand the context and why, where, and when the property is significant in order to identify which aspects of integrity are most important to the resource.

CRITERION B:

Is identified with persons or events significant in local, state or national history.

UNDERSTANDING CRITERION B

Criterion B is two-fold and includes resources identified with persons or events significant in local, state or national history.

Resources associated with individuals whose specific contributions to history can be identified and documented may qualify under HRB Criterion B for persons significant in history. Persons significant in our past refer to individuals associated with San Diego whose activities, achievements and contributions are demonstrably important within the City, state, or nation.

Resources associated with historical events are those associated with a single event such as the place where an important battle occurred, a building in which an important invention was developed, or a factory district where a significant strike occurred.

APPLYING CRITERION B

Eligibility under Criterion B for significant person(s) involves first determining the importance of the individual, second ascertaining the length and nature of the **individual's association with the resource under study and** in comparison to other resources associated with the individual, and third determining if the resource is significant under HRB Criterion B as a resource that is best identified with a person(s) significant in local, state, or national history.

Eligibility under Criterion B for an event or events significant in local, state, or national history, involves first determining the importance of the event, second **determining the length and nature of the event's association with the resource** under study and its period of significance, and third comparing the resource to any other resources that may be associated with the event to determine if the resource is significant under Criterion B.

ASPECTS OF CRITERION B

Is the resource associated with a historically significant:

- person
- event

RESOURCES NOT ELIGIBLE UNDER CRITERION B

A person would not be considered historically significant simply by virtue of position/title, association, affiliation, race, gender, ethnicity or religion. Criterion B is generally restricted to those properties that are associated with **a person's important** achievements, rather than those that are associated with their birth or retirement, or that are commemorative in nature. Resources associated with a Master Architect,

Builder, Designer, etc would not be significant under HRB Criterion B, unless the resource was the office of the Master. Associations with Master Architects and Builders are evaluated under HRB Criterion D.

HOW SIGNIFICANCE MAY BE ESTABLISHED

Person

The person must have made demonstrable achievements and contributions to the history of San Diego, the state, or the nation. In addition, the resource must be associated with the person during the period that the person's significant achievements and contributions occurred.

If the resource is not associated with the historical person during the person's significant period, research other resources associated with the person in order to **identify those that best represent the person's historic contributions**. Determine the status of the associative properties as demolished, extant, or out of the locality and length of time associated with the person. The best representatives are properties **associated with the person's productive life**. **Properties associated with the person's formative or later years may also qualify if it can be demonstrated that the person's activities during this period were historically significant or if no properties from the person's productive years survive elsewhere.**

Example:

HRB Site #896, C. Arnholt Smith/Ralph L. Frank House



The house was built by C. Arnholt Smith in 1936 as his personal residence, which he would live in through 1967. Smith was a significant figure in San Diego history and contributed

substantially to San Diego's **development and economy**. In the late 1920s Smith purchased the single-branch United States National Bank (USNB) in San Diego. By soliciting deposits from some of the biggest businessmen in the city, he was able to expand the USNB to 62 branches throughout **Southern California**. **By the late 1960's, the bank's assets totaled \$932 million** dollars. Using his stock from the bank, Smith bought national Iron Works and National Steel, which went on to build the Convair buildings along Pacific Coast Highway. During World War II National Steel transitioned into shipbuilding and repair, and after the War modernized the tuna fishing industry with the introduction of steel tuna boats. Smith branched out into the seafood industry, buying and operating canneries when outside interest in purchasing the tuna boats was low. In 1955 Smith purchased the then Minor

League San Diego Padres to prevent them from being sold to a city upstate. In 1958 he built Westgate Park Stadium in Mission Valley to house his team. As Chairman of Westgate-California Corporation and President of the USNB, Smith financed two major local companies, Ryan Aeronautical and Solar Aircraft. He earned the title of "Mr. San Diego" in 1961. He would go on to build the United States Bank tower at Second and Broadway in 1966, and the Westgate Plaza across the street in the early 1970's.

Example:

HRB Site #902, Walt Mason House



Walt Mason, a nationally known and significant poet, bought the subject property in 1921 and took up residence the same year. **Mason's work was published under the**

name "Uncle Walt". By 1910 'Uncle Walt' was appearing in more than two hundred newspapers with a combined daily circulation of five million copies." Mason published his first collection of verse, *Uncle Walt: The Poet Philosopher* in 1910. Other collections followed, including *Business Prose-Poems* (1911), *Rippling Rhymes* (1913), *Horse-Sense* (1915), *Terse Verse* (1917) and *Walt Mason, His Book* (1918). Mason became the most widely read, and financially successful, poet in America. The property at 1411 Virginia Way is the only property in San Diego which can be associated with him, and reflects a period in his life in which he was still actively writing and contributing to his craft.

ADDITIONAL DOCUMENTATION

- Provide the name of the individual(s) associated with the resource, and a narrative biography of the person, and;
- Through documented written history, establish the historical significance of the person(s), and;
- Through documented oral history, including transcriptions, individual and archival references, establish historical significance of the person(s), and;
- Specify the association of the historical person(s) with the resource, such as residence, work location, or other activity and substantiate through legal documents, news articles, oral documentation, transcripts, photographs, written second or third party accounts, etc., and;

- **Correlate the timeframe of the person's achievements with their association** at the property. If the dates do not substantially coincide, demonstrate that **no other property associated with the person's period of significance** survives elsewhere.
- **In instances where** intact interiors retaining integrity and associated with a historically significant individual are present, the interior elements must be documented in the report and tied to the context and significance. If the property owner wishes to include those interior elements in the designation, that information should be included as well.

Event

A resource may be determined eligible for its association with a significant event or events in the history of San Diego, the state, or the nation.

Example:

HRB Site #12, San Pasqual Battlefield Site



While marching to the conquest and occupation of California during the Mexican War, a detachment of 1st U.S. Dragoons under the command of Brigadier General Stephen W. Kearny was met on this site by Californio lancers under the command of General Andrés Pico. In this battle, fought on December 6, 1846, severe losses were incurred by the American forces. The Californios withdrew after Kearny had rallied his men on the field. Gallant action on the part of both forces characterized the Battle of San Pasqual, one of the significant actions during the Mexican War of 1846-1848.

*It should be noted that this site was designated under a previous set of designation criteria. If this resource were designated today, it would be eligible under HRB Criterion B.

Example:

HRB Site #29, Mule Hill



On December 7, 1846, the day following the Battle of San Pasqual fought five miles east of this site, General Stephen Kearny's command, on its way to San Diego, was again attacked by Californios. The Americans counterattacked and occupied this hill until December 11. Short of food, they ate mule meat **and named the place "Mule Hill"**.

*It should be noted that this site was designated under a previous set of designation criteria. If this resource were designated today, it would be eligible under HRB Criterion B.

ADDITIONAL DOCUMENTATION

- Provide the name of the event(s) and establish the historical significance of the event(s) at the local, state, or national level, and;
- Describe and document the significant event(s) and substantiate the **event's** association with the resource, through legal documents, news articles, oral documentation, transcripts, photographs, written second or third party accounts, etc.
- **In instances where intact interiors associated with a historically** significant event are present, the interior elements must be documented in the report and tied to the context and significance. If the property owner wishes to include those interior elements in the designation, that information should be included as well.

SIGNIFICANT ASPECTS OF INTEGRITY RELATED TO CRITERION B

- *Location*
- *Design*
- *Setting*
- *Materials*
- *Workmanship*
- *Feeling*
- *Association*

Location, setting, feeling and association are the most relevant aspects of integrity related to Criterion B. Integrity of design and workmanship might not be as important, and would not be relevant if the property were a site. A basic integrity test for a property associated with an important event or person is whether a historical contemporary would recognize the property as it exists today.

CRITERION C:

Embodies distinctive characteristics of style, type, period, or method of construction or is a valuable example of the use of indigenous materials or craftsmanship.

UNDERSTANDING CRITERION C

Criterion C applies to resources significant for their physical design or method of construction. To embody the distinctive characteristics of a style, type, period or method of construction refers to the way in which a property was conceived, designed, or fabricated by an individual, a group of people, or a culture. Distinctive characteristics are those physical features or traits that commonly recur in individual styles, types, periods or methods of construction. A valuable example of the use of indigenous materials or craftsmanship means an important use of naturally occurring materials in construction of the resource or an important example of a skilled craftsman.

APPLYING CRITERION C

The resource must embody distinctive characteristics of an architectural style, a type of construction, a recognized construction period, or an identifiable method of construction, as established through accepted bodies of scholarly and professional work. Comparison to other resources of the same style, type, period, or method of construction is not required unless scholarly work has not been done on a particular property type or unless surviving examples of a property type are extremely rare. In these instances where it has not been determined what physical features a property must possess in order for it to reflect the significance of a historic context, comparison with similar properties should be undertaken. It is important to note that Criterion C states that a resource embody the distinctive characteristics of a style, type, period or method of construction; it does not state that the resource must be a unique or distinguished example of a style, type, period or method of construction.

The important use of indigenous materials must be substantiated through research sufficient to establish the use of naturally occurring materials in the construction of the resource. Work of a craftsman or craftswoman can be established if a particular resource rises to the level of workmanship of skilled individuals.

ASPECTS OF CRITERION C

Does the resource embody distinctive characteristics of a:

- particular architectural style
- type of construction
- a recognized period of construction
- an identifiable method of construction

Is the resource a valuable example of the use of:

- indigenous materials
- craftsmanship

RESOURCES NOT ELIGIBLE UNDER CRITERION C

Age of the resource alone is not sufficient to meet the criterion for designation. Resources which do not embody the distinctive characteristics of a style, type, period or method of construction as supported by established sources do not qualify.

HOW SIGNIFICANCE MAY BE ESTABLISHED

Style, Type, Period, or Method of Construction

The resource exterior and/or interior embodies distinctive characteristics of a style, type, period of architecture, *or* method of construction.

- **Style** - The composition, massing, scale, materials and details exhibit the essential physical features of a recognized architectural style. This includes the evolution of the style (early, mature or late), its regional variations, its adaptation for various social and economic market segments (upper, middle or working class) or its transition from one style to another, if the transition is significant within the context of local architectural history.

*Note: Although reflective of the same style (Craftsman), the following two examples reflect different economic market segments and expressions of the style.

Example:

HRB Site #850, Jacob & Anna Janowsky House



The Jacob and Anna Janowsky House at 1419 30th Street is a single story Craftsman Bungalow, as exemplified by numerous character defining features. The roof is low pitch with a front facing main gable and smaller cross gables on the side elevations. A secondary front

facing gable tops a two-thirds width porch at the front of the house. The eave overhangs are wide and open, with exposed rafter tails and slightly projecting cross beams. A stucco chimney extends through the eave on the north elevation. The exterior finish of the house is a combination of horizontal wood siding and wood shingles. The front elevation of the house is dominated by a two-thirds width front porch supported by

massive stucco square porch piers topped by stacked 4 x 4 stucco beams on either end, and a matching stucco half pier in the center. Shaped stucco buttresses extend from the lower portions of the side porch piers. The fenestration of the house is comprised of wood framed doors and windows, all original. Windows are primarily 9-over-1 lite double hung, with some fixed. The detached garage at the rear of the property also exhibits character defining features of the Craftsman style.

Example:

HRB Site #723, Greta and Howard Steventon House



The Greta and Howard Steventon House at 1355 29th Street was constructed in 1914, during a time when the Arts and Crafts Movement was at its height in the United States. As a good representative of Craftsman architecture, the 1,800 sq. ft. two-story house depicts prominent elements of the style. Prominent elements include the use of natural materials as seen with the use of wooden shingles, wide overhanging eaves, and exposed brackets. The shingles are highlighted and set apart by the use of red brick for the porch, porch piers and chimney. The house also features mature landscaping, and a large three-quarter wrap-around porch. Low pitched side gables are also indicative components of Craftsman architecture, thus mimicking the natural horizon--an expression of the Arts & Crafts ideology.

- **Type** - The form and materials clearly demonstrate through the presence of essential physical features a specific purpose and/or function.

Example:

HRB Site #145, McClintock Storage Warehouse



Although recognized for its construction methods, Mission Revival style and historic associations, the McClintock Storage Warehouse at 1202 Kettner Boulevard (built in 1925) is also significant as one of the few remaining examples of transportation oriented large commercial warehouse structure of an era which saw a

tremendous growth of commerce. The Warehouse was built for strength, permanence and fire resistance using a reinforced concrete **"mushroom column" – "flat slab" system of construction, the integrity of** which is illustrated by its intense and continuous use as a warehouse from its construction until its adaptive reuse following designation.

*It should be noted that this site was designated under a previous set of designation criteria. If this resource were designated today, it would be eligible under HRB Criterion C.

- **Period** - The age and physical features reflect the era when the architectural style, building type or method of construction became popular.

Example:

HRB Site #203, The San Diego Civic Center



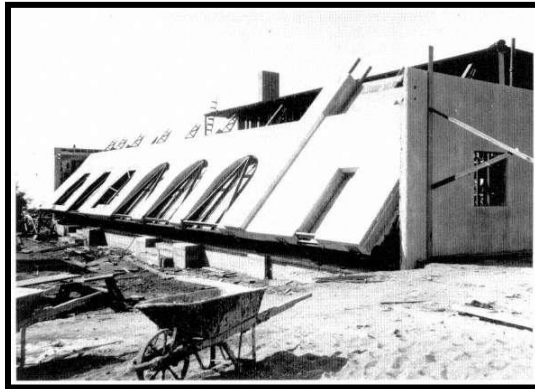
Construction of the San Diego Civic center was begun in 1936 and completed in 1938 as part of the Works Progress Administration (WPA) program. The building is a prime example of American civic center architecture built in the 1936-38 time period during the Great Depression when public works of significance were financed in

great part by the WPA, part of Franklin Roosevelt's New Deal. Roosevelt personally dedicated this building to the people of San Diego on July 16, 1938. Donald Hord's sculpture, **Guardian of Water**, featured a pioneer woman holding San Diego's most precious resource – water, in her olla. Carved from San Diego granite, it took over three years to complete with the assistance of two other sculptors. Roland D. Hoyt, appointed WPA landscape architect in 1938, supervised grounds landscaping which enhanced the overall beauty of the building.

*It should be noted that this site was designated under a previous set of designation criteria. If this resource were designated today, it would be eligible under HRB Criterion C.

- **Method** - Is either a rare or an important example of building practices, construction innovations or technological advances during a specific time in history.

Example:
HRB Site #79, La Jolla Women's Club



The La Jolla Women's Club was designed in 1913 by Master Architect Irving Gill, and is a **significant example of Gill's** interest in building technology. The building was constructed using a tilt-slab reinforced concrete wall system, which allowed entire walls containing doors and window frames to be tilted into place and then finished

with stucco. **Gills' work on the La Jolla Women's Club elevated concrete** to a level of acceptance as an architectural material.

*It should be noted that this site was designated under a previous set of designation criteria. If this resource were designated today, it would be eligible under HRB Criterion C.

Craftsmanship

The resource exemplifies high craftsmanship and design with handcrafted, unique or rare elements and may or may not be cataloged as belonging to a specific architectural style. This includes properties with extensive use of stained glass, metalwork, terracotta, tile or painted murals, carved wood and cast or chiseled stone on the exterior, interior, or both, as well as folk art.

- **The resource's design elements and/or features, or association with an individual's design approach or philosophy is unique in nature and does not reflect a specific design period or style, but is a reflection of a very personal and/or creative effort.**

Example:
HRB Site #843, David E. and Jennie McCracken House



The David E. and Jennie McCracken House at 3694 Pershing Avenue was designated under Criterion C as a unique example of Spanish/Mission Eclectic with Craftsman influenced architecture constructed of red brick on a cobble-studded concrete

foundation. Although designated for its style, the difficulty in classifying **the house as a particular style is reflective of the builder's unique design.** F.E. Garside built the house in 1924-1925 using an eclectic mix of stylistic elements and building materials; including a simple parapet,

low-point arched openings, arched and squared multi-lite windows, exposed brick walls, and a cobble foundation.

Example:

HRB Site #358, Surf Shack at Windansea Beach

Although designated for its association with southern California surfing culture, the Surf Shack at Windansea, a simple eucalyptus structure covered by palm frond thatch, could be considered a unique creative effort that does not reflect a specific design period or style.



The structure was built in 1946 by surfers and was used primarily as a focal point for most local beach social activities and by surfers for the care and maintenance of their surfboards.

The impermanent nature of the structure has led to its reconstruction several times over the years, which led to its designation as a cultural landscape feature as opposed to a permanent structure.

The impermanent nature of the structure has led to its reconstruction several times over the years, which led to its designation as a cultural landscape feature as opposed to a permanent structure.

- **The resource's design detailing is of high quality exhibiting special design and care in construction.**

Example:

HRB Site #11, Villa Montezuma



This outstanding Victorian Mansion at 1925 K Street was built in 1887 for Jesse Shephard, a prominent musician, or musical **"artiste" of his time, by a group of** San Diegans. The architects were Comstock and Trotshe, with elaborate stained glass murals by John Mallon of San Francisco. The Villa Montezuma defies exact architectural classification,

combining elements, forms and detail of Moorish or Turkish and Gothic influence in the general Queen Anne style. Extraordinary detailing and craftsmanship is seen in the composition of the building form, the detailed ornamentation, Lincrusta Walton ceilings, redwood walls, art glass windows, and tile-faced fireplaces.

*It should be noted that this site was designated under a previous set of designation criteria. If this resource were designated today, it would be eligible under HRB Criterion C.

- **The resource's design elements and/or features, including design context and period of design** is vernacular in nature borrowing from period styles, but substantially simplifying them, reusing, moving and adapting earlier vintage buildings to meet needs.

Example:

HRB Site #231, Zenas Sikes Adobe



The Sikes Adobe is one of the oldest structures in the county. The original 12 feet by 20 feet adobe structure was built c. 1870 by rancher Zenas Sikes and features a side gabled roof with extended eaves forming porch roofs along the front and back of the house. The south end of the adobe structure has a large

wooden addition in the Greek Revival style built by the Sikes family c. 1881. The addition features wood drop siding, vented gables and a veranda that surrounds the west, south and east sides. The Sikes Adobe represents vernacular architecture adapted and expanded over time, reflecting influences from various styles and methods of construction.

*It should be noted that this site was designated under a previous set of designation criteria. If this resource were designated today, it would be eligible under HRB Criterion C.

Indigenous Materials

The resource is a valuable example of the use of indigenous materials and may include the interior.

- **The resource's design elements and/or features, including design context and period of design, or association with an individual's design approach** is reflective of indigenous design through the use of local indigenous materials and available craftsmanship.

Example:

HRB Site #14e, Casa de Machado-Silvas



The Casa de Machado is an adobe house built in 1832 by Jose Manuel Machado as a wedding present for his daughter. The foundation is constructed of field stone laid in adobe mortar. The walls consist of sun dried adobe brick laid in adobe mortar, plastered on both sides with adobe mortar and white washed.

The wood frame roof is boarded and shingled.

*It should be noted that this site was designated under a previous set of designation criteria. If this resource were designated today, it would be eligible under HRB Criterion C.

ADDITIONAL DOCUMENTATION

- Provide a written narrative discussing design description and relationship to indigenous materials, craftsmanship, unorthodox use of materials or experimental approach to design and construction, including graphic documentation as necessary, and;
- Interior designation proposals shall include documentation establishing the original design and introduction of furnishings, and;
- Provide documentation establishing an era and design association with a particular style or technology.
- In instances where intact interiors which embody the distinctive characteristics of style, type, period, or method of construction or the use of indigenous materials or craftsmanship are present, the interior elements must be documented in the report and tied to the context and significance. If the property owner wishes to include those interior elements in the designation, that information should be included as well.

SIGNIFICANT ASPECTS OF INTEGRITY RELATED TO CRITERION C

- | | | |
|-------------------|----------------------|----------------------|
| • <i>Location</i> | • <i>Materials</i> | • <i>Association</i> |
| • <i>Design</i> | • <i>Workmanship</i> | |
| • <i>Setting</i> | • <i>Feeling</i> | |

Retention of design, workmanship, and materials will usually be more important than location, setting, feeling, and association. Location and setting will be important; however, for those properties whose design is a reflection of their immediate environment.

CRITERION D:

Is representative of the notable work of a master builder, designer, architect, engineer, landscape architect, interior designer, artist or craftsman.

UNDERSTANDING CRITERION D

A resource associated with the work of a master refers to the technical or aesthetic achievements of a builder, designer, architect, engineer, landscape architect, interior designer, artist or craftsman. A master is a figure of generally recognized greatness in a field, a known craftsman of consummate skill, or an anonymous craftsman whose work is distinguishable from others by its characteristic style and quality.

APPLYING CRITERION D

A resource must express a particular phase in the development of the **master's** career, an aspect of his/her work, or a particular idea or theme in the craft. The work of an unidentified craftsman is eligible if it rises above the level of workmanship of the other properties encompassed by the historic context.

ASPECTS OF CRITERION D

Is the resource notable as the work of a master? Is the master a:

- Builder
- Designer
- Architect
- Engineer
- Landscape Architect
- Interior Designer
- Artist
- Craftsman

RESOURCES NOT ELIGIBLE UNDER CRITERION D

The property is not eligible under Criterion D simply because it was designed by a prominent architect, builder, etc. but rather must be the work of a master. **Additionally, not all examples of a Master's work are eligible. Criterion D requires** the resource be representative of the notable work of the Master, as demonstrated in the nomination.

HOW SIGNIFICANCE MAY BE ESTABLISHED

The work of a Master may be established by a combination of one or more of the following:

- The scope and excellence of their overall body of work, as it is understood.
- Quality of design and detailing excellence.

- The use of new or traditional materials in a new way resulting in a special or unique design expression.
- Special attention to work while under construction, basing much of the design refinements on field work and experience.
- Publication in trade journals and/or the popular press.
- Publication in scholarly journal articles or books.
- Being **the subject of Master's thesis or Doctoral dissertations.**
- Acknowledgement by design peers through formal awards and citations.
- Acknowledgement by the general public through formal awards, citations and commendations.
- Favorable reviews by professional architectural critics.

The association with the Master must be substantiated through one or more of the following:

- Construction drawing documentation.
- Specific written accounts describing the individual's association and work on the property.
- Archival information.
- Design and quality of detailing comparable with other works by the Master, supplemented by documented information establishing the Master's association with the property, and experts on the work of this Master agreeing that the resource in question is the work of this Master.

The Historical Resources Board has established well over 50 Master Architects and over 25 Master Builders. A complete list of all Masters is available by contacting Historical Resources staff. Examples include:

Example:

Master Architect Richard Requa



Richard Requa was born in 1881 in Illinois. Richard Requa began his career in 1907 in the office of Irving Gill. In 1912, he opened his own office, and in 1914, became partner with Frank Mead. Herbert Jackson had been a silent partner of Richard Requa since 1915 and this partnership was formalized in 1920 upon the **dissolution of Requa's partnership** with Frank Mead. Requa provided the skills of a designer, while Jackson applied his knowledge of engineering and structural materials. One of the best known early California architects, Richard S. Requa was best known as the creator of the Southern California style of architecture, an amalgam of Spanish Eclectic style with influences from his travels in the Mediterranean, Mexico, and Central and South America.

Among Requa's many accomplishments, he was the designer and superintendent of the San Diego Civic Center, now known as the County Administration Building. He served as Director of the 1935-36 Panama-California Exposition, designing the Federal and Ford buildings. In addition, he participated in the landscaping for the exposition. He designed the Civic Center in Rancho Santa Fe for the Santa Fe Railroad and the village of Ojai in Ventura County. He designed many residences and schools. He was a prolific writer, authoring many articles and the book, "Architectural Details, Spain and the Mediterranean".



Example:

Master Builder Alexander Schreiber



Alexander Schreiber was born in Kansas in 1887 and moved to San Diego in 1912, at age 25. Little is known of his early career in San Diego; however, in 1912 he was listed as a carpenter in the City Directory. He progressed to the building contractor profession by 1916 and in the mid 1920s he

operated a real estate office in the then burgeoning district of Hillcrest. While his dealing in real estate has yet to be fully researched, his primary occupation was as a building contractor until his retirement in the 1940s. During his career, Schreiber was a prolific builder, designing and building houses and commercial buildings throughout the City in neighborhoods including North and South Park, University Heights, Loma Portal, Encanto and Mission Hills.

Most of his house designs were in the Craftsman and Spanish Eclectic vernacular so popular in the 1920s and 30s, though he did design at least two houses in Mission Hills in the Prairie style: 1866 Fort Stockton Drive (HRB #730) and the slightly higher-style house at 4205 Arden Way (HRB #618). In addition to being a skilled builder, he was an early experimenter in the use of electricity in houses, his obituary crediting him with building the first home in San Diego completely wired for electrical appliances.



ADDITIONAL DOCUMENTATION

- Include evidence establishing the date and significance of the property, and;
- Provide a physical description of the resource including size, materials, alterations, present condition, and site description, and;
- Include brief biographical information of the master, and;
- Provide written documentation establishing professional development and lists of work and either historic or current photographs of the work, and;
- Provide newspaper articles describing contributions and projects (if available), and;
- Provide construction drawings or architectural renderings (if available), and;
- Include newspaper articles describing when property was constructed (if available), and;

- Provide samples of other works by the Master with specific identification of features that match stylistic characteristics of this Master's development. (Not applicable when a resource is determined to have an anonymous builder/designer, etc. and is of exceptional value.)
- Interior designation of resources shall address interior features of the **resource including the designer's philosophy and intent, physical description and condition, floor plans, and photographs of interior spaces and features.**
- In instances where intact interiors retaining integrity which represent a notable work of a Master are present, the interior elements must be documented in the report and tied to the context and significance. If the property owner wishes to include those interior elements in the designation, that information should be included as well.

SIGNIFICANT ASPECTS OF INTEGRITY RELATED TO CRITERION D

- *Location*
- *Design*
- *Setting*
- *Materials*
- *Workmanship*
- *Feeling*
- *Association*

A property important as a representative example of the work of a Master must retain most of the physical features and design quality attributable to the Master. A property that has lost some historic materials or details can be eligible if it retains the majority of the features that illustrate its style in terms of the massing, spatial relationships, proportion, pattern of windows and doors, texture of materials, and ornamentation. The property is not eligible, however, if it retains some basic features conveying massing but has lost the majority of the features that once characterized its style and identified it as the work of a Master.

CRITERION E:

is listed or has been determined eligible by the National Park Service for listing on the National Register of Historic Places or is listed or has been determined eligible by the State Historical Preservation Office for listing on the California Register of Historical Resources.

UNDERSTANDING CRITERION E

Resources identified as significant by the State or Federal Government with SHPO concurrence through listing or determinations of eligibility for listing on the California or National Registers are eligible for designation by the HRB under Criterion E.

APPLYING CRITERION E

The historical significance and integrity of the resource must be determined using the steps outlined in the Introduction.

HOW SIGNIFICANCE MAY BE ESTABLISHED

Significance is established by the listing or determination of eligibility for listing the resource on the California or National Registers. California and National Historic Landmarks are included in these categories, as follows.

National Historic Landmarks are buildings, sites, districts, structures, and objects that have been determined by the Secretary of the Interior to be nationally significant in American history and culture. All National Historic Landmarks are included in the National Register which is the official list of the Nation's historic properties worthy of preservation.

California Historical Landmarks are sites, buildings, features, or events that are of statewide significance and have anthropological, cultural, military, political, architectural, economic, scientific or technical, religious, experimental, or other value. California Historical Landmarks #770 and above are automatically listed in the California Register of Historical Resources.

Example:

HRB Site #783, Star of India



Built in 1863 on the Isle of Man and originally christened the Euterpe, the ship was built to provide cargo and passenger service between England and India. Euterpe would circumnavigate the globe twenty-one times in the

span of just twenty-six years, with its first trading stop in California occurring in San Francisco in 1873. In 1898 the ship was bought by San Francisco shipowner John J. Moore for use in the lumber trade. In 1890 the Euterpe was purchased by the Alaska Packers Association for use in the Salmon fishing industry. It was under this ownership that the Euterpe was modified from a fully square rigged ship to a barque or bark and was renamed the Star of India. In 1923 the Alaska Packers retired their sailing fleet. That same year, San Diego businessman and philanthropist James Wood Coffroth, purchased the Star of India and brought it to San Diego from San Francisco for use as an aquarium and maritime museum for the San Diego Zoological Society. The ship was finally restored in 1963. **A significant artifact of this state's maritime, economic, labor, immigrant and preservation history, Star of India is also a surviving link between California and the expansion of commerce throughout the Pacific Rim. As such it was listed on the National Register of Historic Places in 1966 and was listed as California State Historical Landmark #1030 in 1999. It was designated at the local level under HRB Criterion E in 2006.**

ADDITIONAL DOCUMENTATION

The resource is listed on the National Register or the California Register:

- Copy of the National or California Register of Historic Places nomination.
- A Continuation Sheet noting any changes to the material condition or integrity of the resource since the National or California Register listing.

The resource has been determined eligible for listing on the National Register or the California Register:

- Official documentation from the Keeper of the National Register of Historic Places or the State Office of Historic Preservation (OHP) **identifying the resource's determination of eligibility status.**
- A Continuation Sheet noting any changes to the material condition or integrity of the resource since the Determination of Eligibility.

CRITERION F:

is a finite group of resources related to one another in a clearly distinguishable way or is a geographically definable area or neighborhood containing improvements which have a special character, historical interest or aesthetic value or which represent one or more architectural periods or styles in the history and development of the City.

UNDERSTANDING CRITERION F

A district is a unit that is equal to the sum of its parts, the contributing historical resources. Contributing resources may include buildings, structures, objects, sites, or other districts, including landscape features. Historic Districts may be established consistent with adopted HRB Historical District Policy. The district itself is designated under HRB Criteria A – D. Contributing resources to that district are designated under HRB Criterion F.

APPYLING CRITERION F:

To determine the nature and origin of the resource as a contributor to a district, **first identify whether the resource is associated with the district’s historic context, second identify the resource’s period of significance and determine whether it falls within the district’s period of significance, third evaluate the resource’s history to determine whether it is associated with the historic context in any important way and fourth assess the historical integrity of the resource.**

RESOURCES NOT ELIGIBLE UNDER CRITERION F

Properties located within the boundaries of a historical district that do not meet the district criteria for the period of significance, historical or architectural significance, or integrity are non-contributors to the district and are not eligible for historical designation as a district contributor.

HOW SIGNIFICANCE MAY BE ESTABLISHED

The district may be an area or constitute a group of resources related to one another in a clearly distinguishable way and have a notable relationship for their spatial character, historical interest, or aesthetic value. A contributor to a district must fall within the period of significance, be associated with the historic context, and retain sufficient integrity to convey the significance of the district.

Example:

HRB Site #807, Islenair Historic District

Islenair is a small, working class, early auto-oriented suburb in the community of City Heights that reflects the small house movement which took hold following World War I and became a national standard of development in the wake of the Great Depression and the Post-World War II housing shortage. The neighborhood serves as a microcosm of architectural trends from Spanish Eclectic to Minimal Traditional and

Ranch styles, visually illustrating and encapsulating the booms, busts, and trends in working-class suburban development in San Diego during three distinct periods of development from 1927 through 1952. A contributing resource to the Islenair Historic District must **reflect the district's context of the small house movement and period of significance of 1927-1952**, and must retain sufficient integrity to convey the significance of the district.



ADDITIONAL DOCUMENTATION

- **Contributors may be designated at the time of the district's establishment** by including the resource in the historical report and providing applicable recordation forms (Department of Park and Recreation (DPR) forms 523 A-L series).
- For designation of contributors after a district is established, provide a copy of the historical report of the original district or appropriate citation, and updated recordation forms (Department of Park and Recreation (DPR) forms 523 A-L series), as required.

SIGNIFICANT ASPECTS OF INTEGRITY RELATED TO CRITERION F

A contributing resource designated under HRB Criterion F must retain sufficient integrity to convey the significance of the district, as established under HRB Criteria A – D.

ATTACHMENT 1: Comparison of Local, State & National Criteria

<p>HISTORICAL RESOURCES BOARD (HRB) LOCAL CRITERIA A-F</p>	<p>CALIFORNIA REGISTER OF HISTORICAL RESOURCES (CRHR) STATE CRITERIA 1-4</p>	<p>NATIONAL REGISTER OF HISTORIC PLACES (NRHP) NATIONAL CRITERIA A-D</p>
<p>A. Exemplifies or reflects special elements of the City's, a community's or a neighborhood's historical, archaeological, cultural, social, economic, political, aesthetic, engineering, landscaping or architectural development.</p> <p>B. Is identified with persons or events significant in local, state or national history.</p> <p>C. Embodies distinctive characteristics of a style, type, period or method of construction or is a valuable example of the use of indigenous materials or craftsmanship.</p> <p>D. Is representative of the notable work of a master builder, designer, architect, engineer, landscape architect, interior designer, artist or craftsman.</p> <p>E. Is listed or has been determined eligible by the National Park Service for listing on the National Register of Historic Places or is listed or has been determined eligible by the State Historical Preservation Office for listing on the State Register of Historical Resources.</p> <p>F. Is a finite group of resources related to one another in a clearly distinguishable way or is a geographically definable area or neighborhood containing improvements which have a special character, historical interest or aesthetic value or which represent one or more architectural periods or styles in the history and development of the City.</p>	<p>1. Associated with events that have made a significant contribution to the broad patterns of local or regional history or the cultural heritage of California or the United States.</p> <p>2. Associated with the lives of persons important to local, California or national history.</p> <p>3. Embodies the distinctive characteristics of a type, period, region or method of construction or represents the work of a master or possesses high artistic values.</p> <p>4. Has yielded, or has the potential to yield, information important to the prehistory or history of the local area, California or the nation.</p>	<p>A. Is associated with events that have made a significant contribution to the broad patterns of our history.</p> <p>B. Is associated with the lives of persons significant in our past.</p> <p>C. Embodies the distinctive characteristics of a type, period or method of construction, or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components may lack individual distinction.</p> <p>D. Has yielded, or may be likely to yield, information important in history or prehistory.</p>

HISTORICAL RESOURCES BOARD PROCEDURES

Adopted October, 28, 2004

**Revised September 28, 2006; January 24, 2008; September 25, 2008; April 22, 2010;
February 24, 2011; January 24, 2013**

I. Meetings

A. Conduct of Meetings

Except as otherwise specifically noted herein, Robert's Rules of Order shall apply to the conduct of Historical Resources Board meetings.

B. Date and Time

Meetings of the Historical Resources Board generally occur on the fourth Thursday of each month, except as adjusted for holidays or other reasons. It is expected that meetings will generally begin at 1:00 PM and end by 5:00 PM. The Board shall be on legislative recess in the month of December unless sufficient business items require a meeting as determined by a simple majority vote of the Board members at a prior meeting.

C. Management of Agendas

The Historical Resources Board's purpose is to fulfill the role of evaluating and protecting historical resources within the jurisdiction of the City of San Diego. This role includes numerous diverse responsibilities. Board members are appointed to serve in a completely voluntary capacity. In order to ensure continued quality of life for individual Board members and to strive for reasonable agendas, the Board staff shall manage each month's agenda so that the number of items scheduled can be reasonably expected to be heard by the Board within the time allotted for meetings. Staff will recommend consent approval for designation of non-controversial properties when the applicant is in agreement with the staff recommendation and there are no speaker slips in opposition. On occasion, the necessary business of the Board may lend itself to additional or prolonged meetings, but these instances shall be kept to a minimum and shall follow the procedures below.

D. Special or Extended Meetings; Cancellation of Meetings

The Board may set additional special meetings, cancel meetings or extend the length of current or future regular meetings, as needed, based on the affirmative vote of a majority of the Board members present at the meeting where the motion is made. The length of an upcoming Board meeting may also be extended, a special meeting may be set, or a regular

meeting may be cancelled by staff, with the agreement of the Board Chair, and with appropriate notification to Board members and the public, in compliance with the Brown Act.

E. Board Member Attendance

Historical Resources Board members are expected to attend all regular and special Board meetings, and meetings of subcommittees to which a Board member is appointed. Board member attendance shall conform to any adopted Council Policy governing City Boards and Commissions.

Absences are recorded in the minutes of regular and special meetings for purposes of reporting to the State Office of Historic Preservation in the annual report, and to the Mayor and City Council prior to re-appointments. Board members are encouraged to notify staff of expected absences prior to meetings if possible. Any Board member who finds he or she is unable to attend meetings on a regular basis should re-consider his or her ability to serve on the Board.

F. Recusals and Abstentions

Any Historical Resources Board member may abstain from voting on an action of the Board after stating the reason for the abstention in discussion before the vote occurs. Recusals for reasons of conflicts of interest should be stated during the appropriate time on the agenda, but in no case after a motion on a Board action has been made and seconded. Board members are encouraged to contact the Deputy City Attorney one week prior to the Board meeting to ascertain whether or not a potential conflict of interest exists.

G. Quorum

1. The Historical Resources Board consists of 11 members. The San Diego Municipal Code requires a quorum of six Historical Resources Board members in order to conduct business.
2. Historical designation requires six votes in favor of the motion. In the event there are not six Board members present who are eligible to vote on a designation request, the item would be trailed to the next available meeting.
3. All actions of the Board, other than designation requests, shall be approved by vote of a simple majority of the members present.

H. Presentation Time Limits

Presentations by members of the public to the Historical Resources Board shall be limited to three minutes for individual speakers, and eight minutes per side for organized presentations. These times may be adjusted by the Board Chair based on the length of the agenda, complexity of the item and/or the number of submitted speaker slips.

II. Business of the Board

A. Processing of Designation Requests Submitted by Members of the Public

Designation requests submitted by members of the public (that have not been referred by the Mayor, a City Department, or by action of the City Council or Historical Resources Board) will be accepted by Board staff on a first come, first served basis. Staff shall review the applications and reports for consistency with the adopted Report Guidelines and Requirements and the *Guidelines for the Application of Historical Resources Designation Criteria* as workload capacity allows and in the order received. Once deemed to be complete and adequate, staff shall schedule a request for the next available regularly scheduled Board meeting. There is no expectation or requirement that all designation requests submitted by members of the public will be processed and recorded in time for the Mills Act to take effect within a certain period of time. Designation requests will be scheduled with other business of the Board in accordance with agenda management procedures contained herein. The effective date of any Mills Act agreement, and subsequent County Tax Assessor's valuation, shall be in accordance with state law requirements.

B. Site Visits for Potential Historical Designations

Site visits to nominated sites is beneficial in the designation process as they increase the knowledge and understanding of the resource in its physical setting. Only Historical Resources Board members who have conducted a site visit for a property under consideration may vote on the designation, unless a site specific waiver is approved by the Board. Approval of a waiver of the site visit shall be by vote of a majority of the Board members present at the meeting. A motion to waive the site visit requirement shall state that one of the following factors exists:

1. A physical visit to the site would not significantly contribute to an understanding or appreciation of the historicity of the proposed site; or

2. The availability of access to the site is limited and the historical elements are sufficiently documented and demonstrable to the Board through the use of graphic or other visual aids presented at or prior to the meeting; or
3. The particular knowledge and expertise of a Board member who did not visit the site would contribute to the Board's understanding of the request.

The procedures requiring Board Members to view resources prior to voting on the item does not apply to designation of interior spaces if photos with a key floor plan are provided for review of building interiors and staff conducts a site visit to verify nominated interior elements are adequately documented. In the rare circumstance when *only* an interior is being considered for designation, Board visitation would be required.

C. Reconsiderations

Reconsideration of Historical Resources Board votes may take place in accordance with Robert's Rules of Order and these procedures.

1. A matter may only be re-considered once.
2. Only votes of the HRB as decision-maker may be reconsidered. Votes of the HRB that are recommendations to a decision-maker cannot be reconsidered (e.g., recommendations on a project that requires a Site Development Permit for historical purposes cannot be reconsidered). Any referral from the City Council to re-hear a designation after an appeal has been filed and any re-initiation of designation proceedings, as found in the Municipal Code, are not subject to these reconsideration procedures.
3. A motion to reconsider may be docketed at the request of any member of the Board voting on the prevailing side of a vote. On or before 10 AM of the second Monday following any vote of the Board at a meeting, the Board member may direct the Secretary to prepare a docket item to consider and vote upon whether to reconsider the matter at a future public hearing. Staff shall make every effort to notify interested parties. The Board may only move to reconsider a previous vote if there are new facts, new or changed circumstances, or new laws that were not known and may have affected their decision. A docketed reconsideration in no way affects, relieves or suspends any interested party's responsibilities to file a timely appeal of a historical designation pursuant to Municipal Code Section 123.0203.

4. Once docketed, a motion to reconsider must be introduced by a Board member who was on the prevailing side in the original vote. The motion can be seconded by any Board member who was present during the original vote. The motion is debatable, and affected parties or any member of the public for or against the reconsideration shall be given the opportunity to testify on that issue only.
5. All eligible Board members present may vote on the motion. However, six affirmative votes of those Board members who had participated in the original vote are required to pass the motion to reconsider.
6. If the motion to reconsider passes, the matter underlying the motion shall be docketed for a new hearing as soon as practical. All required public noticing shall be completed for this future hearing. The hearing shall be conducted in accordance with the applicable provisions of the San Diego Municipal Code and these procedures.

D. Historical Resources Board Recommendations to Decision-Makers

When the Historical Resources Board is taking action on a recommendation to a decision-maker, the Board shall make a recommendation on only those aspects of the matter that relate to the historical aspects of the project. The Board's recommendation action(s) shall relate to the historical resources section, recommendations, findings and mitigation measures of the final environmental document, the Site Development Permit findings for historical purposes, and/or the project's compliance with the Secretary of the Interior's Standards for Treatment of Historic Properties. If the Board desires to recommend the inclusion of additional conditions, the motion should include a request for staff to incorporate permit conditions to capture the Board's recommendations when the project moves forward to the decision maker.

E. Processing of Historical District Nominations

Before any historical district may be established, staff shall review the draft district documents and determine that they are complete. The complete draft district documents shall be scheduled for a Historical Resources Board Policy Subcommittee meeting to introduce the district materials. A second meeting (and additional meetings if necessary) shall be scheduled after the Subcommittee members have reviewed the draft

district materials in order to obtain Subcommittee input. Once the Policy Subcommittee's review is complete and they concur that the draft district materials are ready for Board consideration, staff shall include the district nomination on the next available Historical Resources Board agenda. The processing of the district nomination shall comply with the Historical Resources Board Policy 4.1, Historical Districts, and all applicable provisions of the Land Development Code and Land Development Manual.

III. Subcommittees

- A. The HRB may establish subcommittees to further the efficient conduct of business as necessary.
- B. Standing subcommittees which meet on a regular basis may include Policy, Archaeology, and Design Assistance. Standing subcommittees generally provide input to staff and applicants and do not make recommendations to the Board. Exceptions are for the Policy Subcommittee which may make recommendations to the Board on policy issues, and make final decisions regarding annual Historic Preservation Award recipients. Each subcommittee may establish procedures for meeting efficiency.
- C. Ad hoc subcommittees may also be established on an as-needed basis. Ad hoc subcommittees may be stand alone subcommittees of the Board, combined subcommittees including representation from other agencies, or subcommittees of other agencies with Board representation by one or more Board members. Ad hoc subcommittees typically provide the Board with recommendations related to the purpose for which the subcommittee was established.
- D. Standing subcommittees will meet at a pre-established time on a monthly or bi-monthly basis. Any subcommittee meeting may be canceled for lack of business or quorum. The standing subcommittee meetings are subject to the requirements of and shall comply with the Brown Act.
- E. Membership on the standing subcommittees shall strive to match expertise and interests to the extent possible, but shall also strive to allow maximum participation by Board members. The minimum number of Board members appointed to any standing subcommittee shall be three, and the maximum shall be five. Appointments to the standing subcommittees, including chair appointments, shall be made once a year, or as vacancies occur, by the Policy Subcommittee, and ratified by a majority vote of the Board at the next available Board meeting. The Chair of the Board, as appointed by the Mayor or Board, is automatically the Chair of the Policy Subcommittee. Establishment of stand alone or ad hoc subcommittees and appointments to any subcommittee shall be by a majority vote of the Board at a regular or special Board meeting.

IV. Administrative Matters

A. Annual Report

An annual report shall be prepared on behalf of the Board by staff as required by the Certified Local Government agreement between the City of San Diego and the Office of Historic Preservation, and Section 111.0206(d)(7) of the San Diego Municipal Code. A final draft report shall be scheduled for Board consideration and comment no later than the November Board meeting of each year. Staff shall transmit the final annual report to the Office of Historic Preservation (OHP) by December 31 of each year, or in accordance with the deadline established by OHP. Copies of the final annual report shall also be transmitted to Board members, as well as to the Mayor and City Council.

B. Annual Historic Preservation Awards

Each year the Board may present Awards of Excellence recognizing outstanding achievement in the field of historic preservation. The awards shall be presented during the month of May, which is annual historic preservation month. Presentation of the awards may occur at a special meeting event of the Board or during the regular monthly meeting. Applications for nominations from the public shall be available from February 1 through the first Friday of April of each year. The Policy Subcommittee shall consider the nominated recipients at the April Subcommittee meeting, and shall determine which recipients in which categories shall receive awards. Staff shall make every effort to contact the recipients and invite them to the award presentation. Award Certificates of Excellence shall be presented to each recipient at the award presentation meeting.

C. Appeals of Designations

For designations appealed to the City Council, staff shall notify the Board of the docketed hearing date as soon as practical. Board members are encouraged to attend the appeal hearing to speak on behalf of the Board's action.

D. Chair Represents Board

The Chair of the Board or their designee may represent the full Board at meetings when identified as the Chair or designee speaking on behalf of the Board.

E. Election of a Vice-Chair

Annually, in March at the regularly scheduled monthly Board meeting, or as needed to fill a vacancy, the Chair of the Board shall make a motion to nominate a Boardmember to serve as the Vice-Chair. The motion must be seconded and a majority vote in the affirmative of Boardmembers present is required to elect a Vice-Chair. If desired, a Second Vice-Chair may be elected in the same manner, following the election of the First Vice-Chair. The role of the Vice-Chair is to conduct the monthly meeting, if the Chair is unavailable. The role of a Second Vice-Chair would be to conduct the monthly meeting, if the Chair and First Vice-Chair were both unavailable.

F. Distribution of Materials to Board Members and the Public

Copies of all materials relating to matters on the Agenda (materials) that are to be distributed to the Historical Resources Board and made available to the general public shall be provided to Board Staff three weeks prior to the scheduled meeting. Staff shall strive to distribute materials to the Board no later than 10 business days prior to the meeting. Board Staff shall make materials available to the general public at the same time as distributed to Board members by having one printed copy of the materials available for review on the 5th Floor of the City Administration Building and mailing a printed copy to interested groups and individuals for a reasonable fee upon written request. In addition, the Agenda and Supporting Staff Reports shall be posted on the City of San Diego's website.

Supplemental distribution of meeting materials to Board members shall occur on a limited basis at the discretion of Board Staff and with the consent of the Board Chair and under no circumstances later than 72 hours prior to the meeting. Any supplemental materials shall be made available to the general public at the same time as distributed to Board members and in the same manner as described above. Materials that are provided at the time of the noticed HRB meeting will be stamped with a disclaimer stating that Board members may not be able to thoroughly review and consider these materials.

V. Amendments to Procedures

- A. Amendments to these procedures shall be by majority vote of the Board.
- B. The Policy Subcommittee shall review proposed amendments to these procedures and make a recommendation prior to consideration by the full Board.