

# CITY OF SAN DIEGO HISTORICAL RESOURCES BOARD POLICY SUBCOMMITTEE

**Monday, March 14, 2011, 3:00 PM to 4:00 PM**

**5<sup>th</sup> Floor Large Conference Room**

City Administration Building

202 C Street, San Diego, CA

*The Policy Subcommittee is a subcommittee of the City of San Diego's Historical Resources Board. It is primarily composed of Historical Resources Board members who are interested in policy matters. In general, the Subcommittee is not a voting entity, but rather a forum for discussing issues and policy matters related to historic resources and their preservation. Comments at the meeting do not predispose future positions on any matter by the Historical Resources Board.*

*Members of the public will be allowed an opportunity to speak, for up to one minute each, at the end of the Subcommittee's discussion on an agenda item. Each member of the public is required to state their name and the organization (if any) that they represent prior to their one minute presentation.*

## MEETING AGENDA

1. Introductions
2. Public Comment (on matters not on the agenda)
3. Issues:
  - 3a. Preservation Awards. Nominations for HRB Excellence in Historic Preservation Awards are due to the City on April 1, 2011. The Policy Subcommittee will make determinations on this year's recipients at the April meeting.
  - 3b. Dryden Historic District. Staff will update the Subcommittee on the processing of the district. A workshop with affected property owners was held February 26, 2011 to introduce the historical district, explain the process, responsibilities and benefits, and answer any questions the property owners had. Staff is requesting any additional Subcommittee member comments at this meeting regarding the historic context, period of significance and proposed boundaries prior to forwarding the nominations to the Board for hearings in May and June.
  - 3c. HRB Guidelines and Procedures for Establishing Masters. This item was discussed at the October 2010 Policy Subcommittee meeting. Boardmember Berge volunteered to prepare draft guidelines reflecting the Subcommittee's discussion for review at a follow up meeting. The draft is attached. Additional discussion by Boardmembers and the public is anticipated.
4. Adjourn

Next Subcommittee Meeting will be on Monday, April 11, 2011 at 3:00 PM.

For more information, please contact Cathy Winterrowd by phone at (619) 235-5217 or email at [cwinterrowd@sandiego.gov](mailto:cwinterrowd@sandiego.gov)

# **Historical Resources Board Guidelines to Establish a Master Outside the Designation Process**

## **DRAFT (October 31, 2010)**

### **Purpose**

These guidelines provide the means for the Historical Resources Board (HRB) to establish a master builder, designer, architect, engineer, landscape architect, interior designer, artist or craftsman outside the designation process. A master can still be established when a resource is being nominated for designation under the City of San Diego, HRB Criterion D for being “representative of the notable work of a master builder, designer, architect, engineer, landscape architect, interior designer, artist or craftsman.” (San Diego Municipal Code, *Land Development Code, Historical Resources Guidelines* (Amended April 30, 2001).)

The Historical Resources Board, *Guidelines for the Application of Historical Resources Board Designation Criteria*, Land Development Manual, Historical Resources Guidelines Appendix E, Part 2 (Adopted August 27, 2009) provides detailed information on how to establish a master during the designation process of an individual resource. Therefore, the above adopted document will also be the basis to establish a master outside the actual designation hearing(s) for a resource. (Refer to <http://www.sandiego.gov/planning/programs/historical/pdf/hrbcriteriaguidelines.pdf> .)

### **Background**

Pursuant to the City of San Diego Municipal Code Section 111.0206(c) the Historical Resources Board “shall adopt procedural rules and policies, consistent with law, for the conduct of business.” In addition, Section 111.0206(d)(8) states that the “powers and duties of the Historical Resources Board” include “to perform any other functions consistent with the purpose of the Board.” The identification of masters by the HRB is consistent with the Board's powers and duties. Initially, recognized masters were identified in a list compiled by Board consensus, with public input. Over time, the HRB has continued to maintain a list of recognized masters. Additional masters were added when recognized in the vote of the Board to designate a resource under Criterion D.

Since the August 27, 2009 HRB adoption of the *Guidelines for the Application of Historical Resources Board Designation Criteria*, the identification of additional masters has been based upon the direction given therein and submitted to the HRB during the designation process for a relevant individual resource. However, the need for a way to establish masters during the City's processing of Historic Districts, but prior to the actual Historic District designation hearings, has been noted by members of the public. In addition, the preservation community has indicated a desire to further implement the City of San Diego, *San Diego Modernism Historic Context Statement*, submitted to the State Office of Historic Preservation, October 17, 2007. In particular, the masters identified therein, as “contributing designers” in San Diego from 1935 to 1970, may be eligible to be recognized as masters by the HRB. What is needed is a means to do so outside the designation process for an individual resource.

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## **Establishment of a Master**

- **Research Report**

The establishment of a master requires a research report that must be based upon the Historical Resources Board, *Guidelines for the Application of Historical Resources Board Designation Criteria*, Land Development Manual, Historical Resources Guidelines Appendix E, Part 2 (Adopted August 27, 2009). In particular, refer to the section on “Criterion D,” which gives instructions on how to establish a master during the designation process of an individual resource. As stated therein, “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.” See: <http://www.sandiego.gov/planning/programs/historical/pdf/hrbcriteriaguidelines.pdf>.

To establish a master outside the designation process, the research report must be adapted from the above guidelines to assess the overall body of work of the builder, designer, architect, engineer, landscape architect, interior designer, artist or craftsman. Begin by giving the name of the master and identifying his or her professional field(s). Provide relevant biographical information about the master. Analyze points under “Criterion D” on “How Significance May Be Established” as they apply to the master under consideration, including “the scope and excellence” of the “overall body of work”; “publications”; “acknowledgment by peers”; and “awards.” Utilize the instructions under “Additional Documentation,” including “provide written documentation establishing professional development and lists of work and either historic or current photographs of work”; journal or “newspaper articles describing contributions and projects (if available)”; and “provide samples” of “works by the master with specific identification of features that match stylistic characteristics of this master's development.”

- **Submittal and Processing**

Research Reports to establish masters outside the designation process may be submitted by members of the public, the Mayor, the City Council, or the HRB. Reports must be reviewed and deemed complete by Board staff. Fees for services may be required, except when processed with Historic Districts.

- **Determination by the HRB**

The HRB will review the Research Report and make a decision whether or not to establish a master based upon the adopted HRB guidelines to establish a master, the information in the Research Report, public testimony at the hearing, and information submitted at the hearing. This determination of a master outside the designation process requires a majority vote of the HRB members present at the publicly noticed meeting.