

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

DATE: October 14, 2011

TO: Historical Resources Board and Interested Parties

FROM: Kelley Stanco, Senior Planner

SUBJECT: **ITEM 14 — Historical Resources Board District Policy**

The Historical Resources Board District Policy was previously docketed for review by the Board at the September 22nd hearing. The item was referred back to the Policy Subcommittee for further consideration and possible revision. At the October 10th Policy meeting, the subcommittee considered several issues related to the district policy, including the need for greater elaboration on the elements of a historic context, and the need to include the research considerations in the district policy. As to the first issue, the policy has been revised additionally on page 5 of 12, under “Context and Statement of Significance” to state, “For a more detailed discussion regarding historic contexts, refer to the District Nomination Guidelines.” As to the research considerations listed on pages 3 and 4 of the draft context, the subcommittee was split. One subcommittee member felt that the research considerations were confusing and should be removed, while the two remaining subcommittee members felt that they were helpful points to consider when researching a district and developing a context. The subcommittee directed staff to redocket the item for consideration by the Board with two options:

At this time, staff recommends that the Board adopt either Option A or Option B listed above.



Kelley Stanco
Senior Planner

Attachments:

1. Updated Strike-Out/Underline of the Draft Board Policy of Establishing Historical Districts

POLICY 4.1 - ADOPTED BY HSB ON JANUARY 7, 1977
AMENDED BY HRB ON AUGUST 28, 2000
AMENDED BY HRB ON APRIL 25, 2002
[AMENDED BY HRB ON XXXX xx, 2011](#)

**HISTORICAL [RESOURCES BOARD](#) ~~DISTRICT~~ POLICY
ON
ESTABLISHING HISTORICAL DISTRICTS**

1. PURPOSE AND INTENT

This policy is intended to guide the designation of historical districts within the City of San Diego. A *Historical District* is a significant concentration, linkage, or continuity of sites, buildings, structures, or objects that are united historically, geographically, or aesthetically by plan or physical development and that have a special character, historical interest, cultural or aesthetic value, or that represents one or more architectural periods or styles in the history and development of the City (SDMC 113.0103.) Designated historic districts are those districts designated by the Historical Resources Board pursuant to Land Development Code Chapter 12, Article 3, Division 2, and included in the City of San Diego Historical Resources Board Register, or listed in or determined to be eligible for listing in the California Register of Historic Resources or the National Register of Historic Places. Individuals or groups interested in submitting a historic district nomination for designation should review the *Guidelines for Preparing a Historic District Nomination in Consultation with Staff* (District Nomination Guidelines) for direction on how to proceed.

2. BACKGROUND

The City of San Diego Historical Resources Board (previously the Historical Sites Board) adopted its first policy on historical districts on January 7, 1977. The original policy did not distinguish different district types and provided twelve guidelines that were to be used in assessing a district's historical significance. The policy was updated on August 28, 2000, and it was at this time that districts were first separated into distinct categories. These categories included Geographic, Thematic, and Emerging. On April 25, 2002 the district policy was revised again to include the Archaeological District and the Voluntary/Traditional Historical District types.

Since the policy revision in 2002 that resulted in five district types, several issues with the district policy have been identified. Among these issues are the confusion created by different district types; the difficulty in regulating the various district types with the existing Historical Resources Regulations; the difficulty in establishing some district types; the difficulty in preserving the integrity of other district types; and the fact that the existing policy accommodated too many varying levels of community support and degrees of research and survey work. In addition, while the City is permitted to adopt its own district policy based on local preservation needs, the existing policy was not consistent with State and National Register district policies and procedures.

As a result of these issues, the District Policy was amended in 2011 with the goal of simplifying the designation and regulation of historical districts. The district types were reduced from five to one, a standard geographic historical district. Resources that are thematically related but not located within a geographically limited and defined boundary shall be addressed through a Multiple Property Submission, consistent with National Park Service Bulletin 16B, *How to Complete the National Register Multiple Property Documentation Form*. Archaeological districts will now be processed as a standard geographical historic district under this policy.

3. EXISTING DISTRICTS

All but one of the existing districts were established as standard geographic districts, meaning they were confined to a defined geographic area, and all identified contributing properties were designated at the time the district was established. This amended district policy will not impact the way these districts are regulated. However, the Ocean Beach Cottage Emerging Historical District was established with only a context statement and period of significance to establish the significance of the district, as well as a few properties which fell within that context and period of significance that were eligible for designation under HRB Criterion F. A complete intensive survey was never completed, and therefore all eligible contributing properties are not known. Owners of properties which fall within the context statement and period of significance may bring their properties forward for designation as contributors to the district. Only those properties identified and designated as contributors are currently regulated.

Because the Ocean Beach Cottage district does not have a full intensive survey, is based on a context statement and period of significance, and is limited to those properties that fall within the context and period that are volunteered by the property owner for designation, conversion of this district to a standard geographic district is not feasible. In addition, the district's long history as a historic district precludes conversion to a Multiple Property Submission. Therefore, the district will continue to be regulated under the prior policy. Property owners may continue to bring properties forward for designation under the established context and period of significance, and the district shall remain voluntary in nature. However, no new districts will be processed under this district type.

1. DEFINITIONS

“A historical district means a significant concentration, linkage, or continuity of sites, buildings, structures, or objects that are united historically, geographically, or aesthetically by plan or physical development and that have a special character, historical interest, cultural or aesthetic value, or that represent one or more architectural periods or styles in the history and development of the City.” (San Diego Land Development Code Section 113.0103)

The City of San Diego Historical Resources Board will consider designating the following five types of Historical Districts consistent with the definition above:

GEOGRAPHIC/TRADITIONAL HISTORICAL DISTRICT: This type of District is the long standing traditional type that includes a finite group of resources related to one another in a clearly distinguishable way and within a geographically definable area which have related character,

~~architectural styles, interrelationships, and physical proximity and association. Contributing sites in the Geographic/Traditional District are designated at the discretion of the Historical Resources Board.~~

2.4. CRITERIA

The district must be evaluated and determined to be significant under one or more of the adopted Designation Criteria A-E. Contributing resources are designated under Criterion F. The Board's adopted Guidelines for the Application of Historical Resources Board Designation Criteria provides guidance on the proper application of the designation criteria:

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.

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

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

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

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 State Register of Historical Resources.

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.

Research Considerations: When evaluating the district under the adopted designation criteria above, the following research considerations may be useful in developing a context and establishing significant themes:~~The following criteria will be utilized in determining the significance of an area proposed for district designation:~~

a. Common Heritage: An area associated with groups of existing or former residents who, because of their common employment or heritage have contributed significantly to the City's development. Such an area will usually contain structures of architectural interest identified with common heritage and traditional functions.

b. Traditional Activity: An area or district associated with traditional activity, such as a central market, an educational or transportation facility, wharves, or warehousing. Such an area may also be remarkable for the particular architectural styles or method of construction associated with its original or traditional activity. Often a traditional activity has significantly shaped the history of the community which it served adding to its historic significance. If the traditional

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function exists in the present, it serves to illustrate the similarities and differences between past and present.

e. Rare Past: A district which was once representative of common existence during a specific historic era but is now rare or unusual. Such as: an example of architecture, artistry, or design once common, now rare, or a function or use once common, now rare.

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d. Development Progression: Neighborhoods or districts illustrating the progressive development of style and changes in architectural and cultural taste.

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e. Consistent Plan: Districts illustrating the development of coherent or consistent planning and design, or innovations in planning philosophy.

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f. Public Works: Districts which illustrate the development of public works and other significant engineering achievements. During all historical periods structural aspects have been important, but after 1850, systems or construction employing steel and masonry contributed greatly to the evolution of commercial, industrial, and public buildings and therefore take a large part in the study of architecture of late periods.

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g. Features of Daily Living: Districts which illustrate the details of daily living during a previous period. Equipment or mechanical devices such as call bells, speaking tubes, dumbwaiters, fans, or similar systems are examples.

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h. Industrial Evolution: Districts which illustrate the evolution of an industrial era and its effects on humanity. Examples include company towns, glassworks, factories, manufacturing processes, and marketing developments. Aspects of these which have been instrumental in changing modes of work, altering working conditions, improving living standards, and generally affecting the social order may also manifest significance.

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i. Craftsmanship: Examples of workmanship, craftsmanship, artistry, or design which would today be economically infeasible or difficult to reproduce and/or are of benefit to the contemporary community as significant reminders of the past.

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j. Building Groupings: Building groupings where the significance and importance of the individual structures is increased because of their relationship to a grouping or row of other significant structures, which may or may not be of a similar period or design style.

k. Landmark Supportive: District of quality buildings or sites, often made up of individual landmark structures supported by other structures of somewhat lesser importance. Such districts are normally easily definable and have a significance over and above the sum of the values of each historic site because of the total historic environment.

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3.5. OBJECTIVE

The objective of a District is to maintain the scale and basic character of the subject district and other designated historic districts through:

- a. Protection and preservation of the basic characteristics and salient architectural details of structures insofar as these characteristics and details are compatible with the historical district, as defined by the Board in the Statement of Significance adopted for each district.
- b. Affording the widest possible scope for continuing vitality through private renewal and architectural creativity, within appropriate controls and standards. The Board intends to foster a climate in which each district may continue to exist as a living, changing neighborhood and not a static museum.
- c. Encouraging development of vacant property and redevelopment of incompatibly developed properties in accordance with the character of the area.
- d. Encouraging continuous research into San Diego's human past and culture for the benefit of future generations.

4.6. DOCUMENTATION

The following information is required to for the establishment designate of a historical districts. These requirements are discussed in greater detail in the District Nomination Guidelines.

GEOGRAPHIC/TRADITIONAL HISTORICAL DISTRICT

Geographic Boundaries: Specific geographic boundaries are established to encompass the historically significant area, sites and features.

A Context and Statement of Significance: 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. The nomination must place the district within its historic context and develop a statement of significance that describes how the district is significant within that context. A statement is provided to establish the historical significance of the district based on under one or more of the adopted HR-Board Criteria A-E. For a more detailed discussion regarding historic contexts, refer to the District Nomination Guidelines.

Site Surveys: All properties within the district boundaries are evaluated and identified as contributing to the historical significance of the district, or as non-contributing sites. State of California Department of Parks and Recreation Forms (DPR-523 Forms) are provided for all properties within the District boundaries.

Contributing Sites: Contributing sites are those that meet the significance characteristic of the District and are specifically designated historical resources. These sites shall be eligible for all the benefits and responsibilities of historic designation, including the application of the Historical Building Code, Tax Code Incentives, and US Secretary of Interior Standards for development. Generally a Geographic Historic District should have a minimum of 50% contributing sites, and ideally 65% or more (source: State Historic Preservation Office).

Non-contributing Sites: Non-contributing sites are those that have been substantially modified so that they no longer contribute to the historical integrity of the district, or sites that were developed subsequently and have no inherent historical significance or features. These sites are not eligible for benefits resulting from historical designation, except if the owner subsequently restores original historic fabric and features making it a contributing site to the district. In these cases, the Board shall hold a public hearing where the status of the site from non-contributing to contributing can be assessed and approved.

Vacant Parcels: Vacant parcels within the boundaries of a District will be deemed to have significance if they relate to the quality and character of the district, otherwise they will be classified as non-contributing sites. Alteration of vacant sites will be reviewed in a manner consistent with the applicable historical district's approved development guidelines.

District Features: The Board will determine upon designation of a Historic District those features and characteristics deemed essential to the maintenance of the district's architectural and/or historic integrity.

Development Guidelines: If deemed necessary to maintain the historical and/or architectural integrity of a historical district the Board will prepare and adopt a set of development guidelines to be used in development project review for contributing and non-contributing sites, and other district features such as streets, etc., to provide an appropriate context for the application of US Secretary of Interior Standards.

Demolition and Alteration: Alteration to a contributing site within a historical district must comply with the applicable provisions of the San Diego Land Development Code. For example, a Site Development Permit is required for substantial alteration within historical districts and a recommendation of the Historical Resources Board is required prior to Planning Commission decision on a Site Development Permit. Furthermore, if a deviation for demolition or removal of a contributing structure within a historical district is approved, the applicant must obtain approval for new development before the issuance of a Demolition/Removal Permit. (San Diego Land Development Code sections 126.0502, 126.0503, 143.0250, and 143.0260(c).

Inter-Department and Agency Support: Participation of appropriate City departments will be sought to assist with the preparation of a historical district. Upon designation of a historical district, actions of Departments which could affect said district, including proposed changes in land use, changes in traffic patterns and street closing, public improvements, encroachment permits, etc. should be forwarded to the Board for review and recommendation, consistent with the applicable historical district development guidelines and Section 111.0206d(4) of San Diego Land Development Code which empowers the Board *"To adopt standards and guidelines to be used by the Board in reviewing applications for development permits involving designated historical resources."*

THEMATIC HISTORICAL DISTRICT

Geographic Boundaries: District significance is based on historical theme features not contained within identifiable geographic boundaries. Typically, a Thematic District boundary would be the whole, or a large portion of the City's jurisdiction.

A Statement of Significance: A statement is provided to establish the historical significance of the district based on Board Criteria.

Site Survey: Only properties associated with the District's theme are evaluated and identified as contributing sites. DPR-523 Forms are prepared for contributing sites only.

Contributing Sites: Contributing sites are deemed historical resources. These sites shall enjoy all the benefits and responsibilities of historic designation, including the application of the Historical Building Code, Tax Code Incentives, and US Secretary of Interior Standards for development. Generally this type of district should contain 100% contributing sites within the area identified (source: State Historic Preservation Office).

Non-contributing Sites: Criterion is not applicable since there typically is no geographic boundary within which non-contributing sites would be identified.

Vacant Parcels: Vacant parcels may be included in a Thematic District if they contribute to the significance of the district's theme. Included could be sites such as open yards, parks or open space areas that provide context and setting that contribute to the historical theme of the district. Vacant parcels with these features may be identified as contributing sites.

District Features: The Board will determine upon designation of a historic district those features and characteristics deemed essential to the maintenance of the district's thematic integrity.

Development Guidelines: If deemed necessary to maintain the historical and/or architectural integrity of a historic district the Board may prepare and adopt a set of development guidelines to be used in development project review.

Demolition and Alteration: Alteration to a contributing site in a Thematic District must comply with the applicable provisions of the San Diego Municipal code. For example, a Site Development Permit is required for substantial alteration within historical districts and a recommendation of the Historical Resources Board is required prior to Planning Commission Decision on a Site Development Permit. Furthermore, if a deviation for demolition or removal of a contributing structure within a historical district is approved, the applicant must obtain approval for new development before the issuance of a Demolition/Removal Permit. (San Diego Land Development Code Sections 126.0502, 126.0503, 143.0250, and 143.0260(e)).

Inter-Department and Agency Support: Participation of appropriate City departments will be sought in assisting with the preparation of a thematic district program. Upon designation actions of Departments which could affect a thematic district, including proposed changes in land use, changes in traffic patterns, public improvements, and street closing, should be forwarded to the Board for review and recommendation consistent with the applicable thematic district guidelines per Section 111.0206d(4) of the San Diego Land Development Code.

VOLUNTARY/TRADITIONAL HISTORICAL DISTRICT

Geographic Boundaries: Specific geographic boundaries are established to encompass the historically significant area, sites and features based on the historical survey completed.

A Statement of Significance: A statement is provided to establish the historical significance of the district based on Board Criteria.

Site Surveys: All properties within the district boundaries are evaluated and identified as contributing to the historical significance of the district, or as non-contributing sites. DPR-523 Forms are provided for all properties within the District boundaries.

Potentially Contributing Sites: Potentially Contributing Sites are those that meet the significance characteristic of the District. These sites shall be identified as eligible for designation as contributing sites in the district's survey.

Contributing Sites: Contributing Sites are Potentially Contributing Sites which are volunteered by their owners for designation and are specifically designated historical resources. These sites are eligible for all the benefits and responsibilities of historic designation, including the application of the Historical Building Code, Tax Code Incentives, and US Secretary of Interior Standards for development. In order to establish a Voluntary/Traditional District, a minimum of 51% of the known Potentially Contributing Sites shall be the minimum considered for the establishment of this type of District. When more than 85% of the Potentially Contributing Sites have been designated, the Board shall proceed to establish a Geographic/Traditional based Historical District (See Geographic/Traditional Historical District section for process and requirements).

Non-contributing Sites: Non-contributing sites are those that have been substantially modified so that they no longer contribute to the historical integrity of the district, or sites that were developed subsequently and have no inherent historical significance or features. These sites are not eligible for benefits resulting from historical designation, except if the owner subsequently restores original historic fabric and submits it for historical designation as a contributing site to the district. In these cases, the Board shall hold a public hearing where the status of the site from non-contributing to contributing can be assessed and approved.

Vacant Parcels: Vacant parcels within the boundaries of a District will be deemed to have significance if they relate to the quality and character of the district, in which case they may be volunteered for designation. Otherwise they will be classified as non-contributing sites.

District Features: The Board will determine upon designation of a District those features and characteristics deemed essential to the maintenance of the district's architectural and/or historic integrity.

Development Guidelines: Development activity for the District's Contributing Sites will be subject to the US Secretary of Interior Standards. Potentially Contributing Sites more than 45 years old will be regulated by the City of San Diego Land Development Code Section 143.0250.

Demolition and Alteration: Demolition or alteration to a contributing site shall conform with Section 143.0201 et seq. of the Land Development Code. Demolition or alteration of a potentially contributing site within a historical district must comply with the applicable provisions of Sections 143.0212, 143.0220, and 143.0250 of the San Diego Land Development Code.

Inter-Department and Agency Support: Participation of appropriate City departments will be sought to assist with the preparation of a historical district. Upon designation of a historical district, actions of Departments which could affect said district, including proposed changes in land use, changes in traffic patterns and street closings, public improvements, encroachment permits, etc. should be forwarded to the Board for review and recommendation, consistent with the applicable historical district development guidelines and Section 111.0206d(4) of San Diego Land Development Code, which empowers the Board *“To adopt standards and guidelines to be used by the Board in reviewing applications for development permits involving designated historical resources.”*

~~EMERGING HISTORICAL DISTRICT~~

Geographic Boundaries: District significance is based on a sampling of historical features or sites contained within an identifiable neighborhood or community of the City.

A Statement of Significance: A statement is provided establishing the historical significance of the district based on Board Criteria and representative samples of development that meet historic district criteria.

Site Survey: Only properties submitted for evaluation that are associated with the District’s theme are evaluated and identified as contributing sites. DPR 523 Forms are prepared for contributing sites only.

Contributing Sites: Contributing sites are deemed historical resources. These sites will enjoy all the benefits and responsibilities of historic designation, including the application of the Historical Building Code, Tax Code Incentives, and US Secretary of Interior Standards for development. Generally volunteered sites should make up no less than 10% and no more than 40% of the potentially contributing sites. If volunteered sites are more than 40% of the potential contributing sites within the geographic area, then a Geographically based district should be pursued (per State Historic Preservation Office recommendation).

District Features: The Board will determine upon designation of an Emerging District those features and characteristics deemed essential to the maintenance of the district’s architectural and/or historic integrity, such as zoning, revitalization activity, etc.

Demolition or Alteration: Alteration to a contributing site in an Emerging District must comply with the applicable provisions of the San Diego Land Development Code. For example, a Site Development Permit is required for substantial alteration within historical districts and a recommendation of the Historical Resources Board is required prior to Planning Commission decision on a Site Development Permit. Furthermore, if a deviation for demolition or removal of a contributing structure within a historical district is approved, the applicant must obtain approval for new development, before the

issuance of a Demolition/Removal Permit. (San Diego Land Development Code Sections 126.0502, 126.0503, 143.0250, and 143.0260(e).

Inter-Department and Agency Support: Participation of appropriate City departments will be sought in assisting with the preparation of an Emerging District program. Upon designation of an Emerging District, the Board will request that actions of Departments which could affect contributing site in an Emerging District, including proposed changes in land use, changes in traffic patterns and street closing, be forwarded to the Board for review and recommendation consistent with Section 111.0206d(2) of the San Diego Land Development Code.

ARCHAEOLOGICAL DISTRICT

Boundaries: Boundaries are established to encompass the known or potential archaeologically significant area, based on published scientific reports identifying sites and features. Defining the perimeter of an archaeological site is often difficult, because its definition depends on an exhaustive scientific research which may often take many years and even a lifetimes. Defensible boundaries are required in that the boundaries chosen have to be justified. Boundaries, however, may change over time as a result of ongoing research.

A Statement of Significance: A statement is provided to establish the significance of the district based on Board Criteria.

Site Survey: Properties within the district boundaries are evaluated as the opportunity allows, and individual sites are identified whenever scientific data is available, as contributing or non-contributing to the historical significance of the district. DPR-523 Forms are provided for all properties within the District boundaries.

Contributing Sites: Contributing sites are those where specific archaeological resources are known to exist, and are therefore deemed historical resources. These sites shall enjoy all the benefits and responsibilities of historic designation, including the application of the Historical Building Code, only to the degree it preserves the resource, Tax Incentives, and use of US Secretary of Interior Standards for development impacting subsurface areas.

Potentially Contributing Sites: Potentially contributing sites are those that have yet to be studied in detail and which once analyzed have a high probability of containing significant resources to be the cultural character of the district.

Vacant or Unsurveyed Parcels: Vacant or unsurveyed parcels within the boundaries of an archaeological district will be deemed to have significance (contributing site) if they relate to the quality and character of the district. Until site research proves that a site cannot provide future archaeological significance, any subsurface alteration will be reviewed and subject to archaeological monitoring unless and until, the site is found to be a non-contributing site. Sites may be removed from the district, or may be identified as non-contributing based on ongoing research results.

Non-contributing Sites: Non-contributing sites are those that have been studied with no archaeological information found. Typically these are substantially disturbed or modified, so that the site no longer is

known to contain any archaeological value, and therefore does not contribute to the historical integrity of the district.

District Features: The Board will determine upon designation of an Archaeological District those features and characteristics deemed essential to the maintenance of the district's archaeological integrity.

Development Guidelines: All subsurface development will be required to undergo archaeological monitoring. In special cases where the quality of the built environment may be critical to the future integrity of the Archaeological District the Board may prepare development guidelines to be available for project review.

Demolition and Alteration: No permit for the alteration of subsurface areas shall be issued without review and recommendation by Board consistent with Section 126.0503, 126.0504, and 143.0201 et seq. of the Land Development Code.

Inter-Department and Agency Support: Participation of appropriate City departments will be sought in assisting with the preparation of an archaeological district program. Upon designation actions of Departments which could affect an archaeological district, including proposed subsurface construction and grading will be forwarded to the Board for review in a manner consistent with the applicable archaeological district program as provided by Section 111.0206d(4) of the City of San Diego Land Development Code.

7. BOARD ACTION

The following actions are required for the City of San Diego Historical Resources Board to establish a historical district:

- a. **Designation request:** Any organization, or individual can bring forth a request for historical district designation, as detailed in the District Nomination Guidelines. The request should also include a petition endorsed by a substantial number or a majority of the affected property owners, ~~or in the case of Emerging and Voluntary/Traditional Districts by all affected property owners~~. If the request is brought forth by the City, based on comprehensive historical studies available to the City, staff shall include information showing the extent of community support and involvement in the preparation of the Historic District Document. For all nominations, staff will solicit the level of support and opposition from property owners within the proposed district boundary consistent with the process outlined in the District Nomination Guidelines, and shall provide that information to the Board.
- b. **Historical Report:** The request shall include a Historical Report with information about the proposed historical district, including a Methods section, Context, Statement of Significance, Period of Significance, boundaries or area of effect, DPR-523 Forms ~~as required for the type of district sought~~, and Development Guidelines as needed. Information will be submitted to staff of the Historical Resources Board for review.
- c. ~~**Volunteered Sites:** For Historical Districts that are voluntary based (Voluntary/Traditional and Emerging districts) a listing shall be provided of all owners who have expressed an interest in~~

~~having their sites/properties designated within the District. The listing of voluntary properties shall be provided to the Board for review.~~

- d. **Board Review:** Two meetings of the Board are required to establish a historical district. Upon receipt of a complete historical district designation package, the Historical Resources Board staff shall schedule the item for review by the Board. At this time the Board shall evaluate the completeness and adequacy of the information submitted establishing the significance of the proposed historical district at a regularly scheduled Board meeting. If the information submitted is found adequate, a second noticed public hearing shall be scheduled for the next available Board hearing.
- e. **Noticing:** Notices will be mailed as required by the San Diego Land Development Code Section 123.0202 (b) to all affected property owners, and community planning groups, neighborhood associations, historical societies, and other interested parties.
- f. **Site Visit:** Historical Resources Board members are required to physically visit the district area and view the sites within the district's boundary before taking any action.
- g. **Board Hearing:** The Board will hear public testimony on the establishment of the historical district, and take appropriate action. The action of the Board to designate a historical district may be appealed to the City Council as established by the San Diego Land Development Code Section 123.0203.
- h. **Implementation:** Upon Board designation of a historical district the boundaries of said district shall be transmitted to all affected City departments so they may be aware of the Board's interest and involvement in any actions that could potentially affect the historical integrity and significance of the district. The Board shall review any development request affecting a significant historical resource as established by the various sections of the City of San Diego Land Development Code, to provide the appropriate recommendations to the decision maker. Additionally, contributing sites within a historical district shall be eligible for the Mills Act Program provided they meet the standards of the program.