



THE CITY OF SAN DIEGO

Historical Resources Board

DATE ISSUED: January 16, 2009

REPORT NO. HRB-09-001

ATTENTION: Historical Resources Board
Agenda of January 22, 2009

SUBJECT: **INFORMATION ITEM A – CALENDAR YEAR 2009 WORK PROGRAM**

DESCRIPTION: Presentation of the anticipated work program that will be undertaken by Staff in the Urban Form's Historical Resources Section during Calendar Year 2009.

STAFF RECOMMENDATION

This item is being presented to the Historical Resources Board to provide information about the anticipated work program to be implemented by the Historical Resources Section of the Urban Form Division throughout the next calendar year. No action is required on the part of the Historical Resources Board.

BACKGROUND

The City of San Diego has one of the most active historical preservation programs in the State of California. The program is supported by the City's General Plan, as well as the City's participation in the Certified Local Government (CLG) contract with the State. As a CLG, the City has made commitments to furthering historic preservation through an ordinance and a review body and staff that meet minimum professional qualifications. In return, the State delegates certain responsibilities to the City. For example, the HRB and staff may act on behalf of the State and federal government in review of some projects located within the Balboa Park National Landmark, and on capital improvement and Housing Commission projects involving federal funding, saving City programs time and money.



The Historical Resources Section includes clerical and professional staff and student interns, as available. Funding for the HRB Secretary and four Senior Planners comes from the General Fund. One Associate Planner is funded through a Service Level Agreement with the Development Services Department (DSD) for the professional review of projects involving properties that are 45 or more years old. A new and revised fee schedule was adopted by the San Diego City Council, effective December 15, 2008, that will recover the staff costs for review of individual nominations for historical designation and for all aspects of the Mills Act Program.

ANALYSIS

The planning issues that fall within the review authority and responsibilities of the Historical Resources Section continue to expand with more areas of the City now older than 45 years and with redevelopment pressures in areas of the City where historical resources are located. Additionally, there is ever increasing public involvement in historic preservation issues throughout the urbanized communities. A detailed listing of the current work program elements is provided as Attachment 1 to this report. A review of this work program indicates there are a number of programs and projects for which the section has responsibility. Many of the programs are in place to support other City departments or public agencies and from which substantial public benefits are derived. Public benefits also accrue from designation of individually significant historic structures and buildings and from the establishment of historic districts. During the past several years, community members have been very active in pursuing historic designation of single family residences and in researching and preparing historic district nominations. Because of this steady work load and the City's commitment to a robust historic preservation program, staffing levels have not been reduced for the section.

The Historical Resources Planning staff are responsible for Certified Local Government (CLG) coordination; support to the HRB; General Plan and Community Plan updates and community planning group support related to historical resources; conduct and review of historical resources surveys ; HRB policy issues and procedures; staffing HRB subcommittees; archaeology issues; review of CEQA documents from Development Services (DSD); work load oversight and work program coordination; voluntary designations and referrals from DSD and CCDC; review and processing of new historic districts and monitoring and revisions to existing historic districts; implementation of the Quieter Homes Program; review of ministerial and discretionary projects involving designated historical resources, within Historic Districts, and for properties that are 45 or more years old; Housing Commission reviews; support to the Old Town Design Review Board; and interface with Development Services staff on permit conditions, information bulletins, routing of projects, and review of demolition/substantial alteration of potentially historic buildings and structures.

A number of important discrete tasks and program improvements were completed in 2008. The year long process of reforming the City's Mills Act program to increase accountability, manage fiscal impacts, and recover staff costs associated with the program was completed in early December 2008. Implementation of these important program reforms, particularly the monitoring of existing Mills act properties and taking forward individual nominations so that additional properties can qualify for new Mills Act agreements, will be a high priority in 2009. During 2008, the review of proposed demolitions and alterations of buildings and structures that are 45 or more years old was transferred to the Historical Resources section of CPCI through a

service level agreement with DSD, qualified staff was hired, and a working group made up of representatives from community planning groups and local historical organizations was established to provide public input into the review process. Since March 1, 2008, when CPCI assumed this responsibility, 721 projects were reviewed. Of these projects, a historical research report was required for 15 and four were forwarded to the Board for a determination of historical significant. A detailed tracking and communication system was established and quarterly meetings are held with the working group. Historical Resources staff also took responsibility for the review of all projects within the downtown area involving designated historical sites, historic districts, and potential historical resources. These reviews were previously conducted mostly by CCDC staff.

A Historic Context and Survey was completed for the Otay Mesa Community Plan update in late 2008. The Mission Hills Historic District appeal was taken forward to the City Council. The appeal was denied and the district was upheld. New guidelines for the nomination of a historic district, for conducting historic surveys, and for preparing a historical resource evaluation report for discretionary projects were all completed by staff in 2008. Updated information bulletins and new submittal requirements were prepared in consultation with DSD staff to better inform the public and permit customers about the historical review process and to make better decisions regarding potential historical resources sooner in the review process.

Review of the Kensington Manor Unit 2 and Dryden historic district nominations was begun in 2008 and will continue through 2009. Review of a new Programmatic Agreement with the Airport Authority under Section 106 of the National Historic Preservation Act began. The new PA includes a comprehensive neighborhood history and detailed treatment guidelines. Staff will continue working on these documents and bring them forward to the Policy Subcommittee through the first part of 2009. The Barrio Logan Community Plan historic survey was undertaken by a consultant working under the direction of historical resources staff. The survey work has been completed and is being reviewed by the City. A workshop with the Board is anticipated in March 2009.

Staff anticipates a very ambitious work program and the completion of several major tasks during 2009 in addition to the general work program elements listed in Attachment 1. As discussed above, completion of the Dryden and Kensington historic districts, the Barrio Logan historic survey, the Quieter Homes Program PA and supporting documentation and implementation of the Mills Act Program reforms are priorities for completion in 2009. In addition, staff anticipates completion of a historic context for the Ocean Beach community plan update, revisions to the adopted Historic District Policy, and finalization of the Burlingame Historic District in 2009. Other major tasks slated for 2009 include revisions to the Land Development Code related to appeal findings and to implement recommendations for improved incentives described in the Historic Preservation Element of the General Plan; and new guidelines for applying the City's historical resources designation criteria. Preparation of a report summarizing the work of the Board and staff during the year and translated into multiple languages is expected to be completed in an effort to increase the public's understanding and awareness of historic preservation and preservation efforts in San Diego.

A number of additional large scale and important tasks are anticipated to be started in 2009 with completion anticipated in 2010. These tasks include the Uptown, North Park and Greater

Golden Hill historic surveys; the Midway and Old Town historic surveys; and the San Ysidro historic survey all done as part of their respective community plan updates. Conservation areas may be identified as part of these and other historic surveys and implemented through the community plan update process. Conservation areas are understood as areas within older established neighborhoods that may not retain sufficient historic integrity to be established as a historic districts, but do retain desirable neighborhood character that is distinguishable. Design guidelines that seek to retain the identified character, particularly related to new construction, would be developed for conservation areas. These guidelines would be applied through the project review process. Historical resources staff would initially be involved in the identification and implementation of conservation areas as a result of historic surveys and community plan updates.

CONCLUSION

In conclusion, staff anticipates a very full schedule of major tasks to be completed in 2009 aimed at an overall improvement in the City's historic preservation program and the furtherance of sound historic preservation principles.

Cathy Winterrowd
Senior Planner/Program Coordinator

Bennur Koksuz
Deputy Director

Attachment: General Work Program Elements

**HISTORICAL RESOURCES SECTION
GENERAL WORK PROGRAM ELEMENTS
January 2009**

General Support to the HRB

- Respond to Boardmember inquiries and requests
- Respond to phone calls and emails from the public regarding designated historical resources, potential historic sites, and project-related inquiries
- Prepare correspondence regarding various subjects related to Board business or staff review
- Manage agendas and prepare meeting records for the four Subcommittees of the HRB – Archaeology, Design Assistance, Incentives and Policy
- Meet with applicants/review project plans prior to scheduling items for Design Assistance
- Meet with applicants about projects that may affect potentially historic buildings
- Meet with City Departments and applicants and review projects that include archaeology issues
- Manage and prepare agenda for HRB meetings
- Prepare chair briefing agenda for HRB meetings
- Review/correct/prepare minutes and resolutions for monthly HRB meetings and actions
- Prepare Mills Act Agreements, mail to property owners, notarize and send to recorder and assessor
- Review, comment, and advise on potential historical districts
- Prepare policy documents in conjunction with other Department staff and/or Deputy Director as necessary
- Prepare competitive grant applications in support of historic preservation activities
- Provide training to other City staff, interns, volunteers and consultants regarding the City's historic preservation program and historical resources regulations
- Work with individual Native Americans and Tribal government representatives on issues of mutual concern
- Improve and maintain historic resource databases
- Create lists of Master Architects, Builders, Designers, etc.
- Work with other City staff to maintain GIS mapping of historical resources
- Prepare staff reports for projects requiring HRB recommendation for Site Development Permit or other discretionary entitlement
- Review project plans for consistency with U.S. Secretary of the Interior's Standards and develop staff recommendation with detailed analysis of Standards consistency
- Review project environmental document and develop staff recommendation
- Update and monitor the General Plan including work on community plans
- Attend Community Planning Group meetings on historical issues and coordinate preparation of necessary presentation materials
- Monitor and update Historic Preservation Plan (adopted in 1991)
- Administer annual Historic Preservation Awards program, with awards finalized by Policy Subcommittee and presented at the May HRB meeting

Historical Resource Designations

- Review historical reports for voluntary historical designation request
- Review historical reports for non-voluntary historical designations referred from Development Services and CCDC
- Prepare legal notices for pending historical designations
- Field check sites for all historical designation requests
- Photograph properties under consideration for designation and prepare power point presentations
- Conduct docket review meetings, prepare reports for historical designation requests
- Distribute hearing material to Board, staff and public
- Manage process for appealed designations, including meetings, briefings, report writing, hearings

Historical Assessment Review for Planning-Historic Discipline as part of Development Review Process

- Review site-specific historical studies and field check sites when necessary, within 10 days
- Provide comments to DSD-EAS regarding potential historicity either by memo or by inserting comments to project tracking system
- Plan check ministerial projects for designated historic sites and prepare necessary documentation of review/approvals
- Review plans, photo log and photographs for local HABS level documentation
- Prepare comment memo or input comments into project tracking system

Development Project Review for Designated Historical Resources

- Review plans for consistency with City's historical resource regulations and guidelines, and U.S. Secretary of the Interior's Standards
- Input review cycle comments (multiple reviews) into project tracking system
- Attend scheduled meetings with DSD and/or applicant as necessary
- Review and comment on environmental document, MMRP, DSD staff report, permit resolutions and conditions
- Attend Hearing Officer, Planning Commission and City Council meetings to represent Historical Resources section

Environmental Review

- Review environmental documents for projects affecting historic sites, potentially historic sites and districts, etc.
- Coordinate with DSD Project Manager if project may affect historic resource and prepare comments for transmittal

"Walk-In" Reviews

- Inquires about additions to potentially historic sites
- Inquires about consistency of additions to designated sites prior to submittal to DSD
- Inquiries about potential voluntary designations

Section 106

- Administer HRB's participation in Section 106 consultations, including scheduling for review with Policy Subcommittee and the HRB, as needed
- Coordinate with EAS staff regarding initiation of Section 106 review for development projects utilizing federal funds, providing comments as necessary.
- Prepare correspondence relaying HRB review comments on proposed memoranda and projects
- Provide review of Housing Commission historic evaluations per Section 106 PA
- Provide review of Quieter Home Program evaluations per Section 106 PA

Support to City Departments and Outside Agencies (other than the Section 106 process)

- Support City Council-established Old Town Design Review Board
- Review of City leases and sale of City property when historical resources are involved
- Review of capital projects proposed by City Departments when historical or potentially historical resources are involved
- Review of projects located at MCRD
- Review of projects located at Naval Base Point Loma
- Review of projects/policy documents within adjacent jurisdictions and within the boundaries of CCDC and the Unified Port District

Surveys and Districts/Various Responsibilities

- Prepare historic contexts and conduct historic surveys in support of community plan updates
- Review and comment on draft owner-initiated district information including district description, period of significance, context statements, DPR forms and assessment of contributing status
- Oversee contracts, review and accept consultant work, prepare for hearings Attend meetings for coordination of various surveys and districts
- Oversee work of community, and staff research for future community-sponsored districts
- Process surveys and individual site reviews through Quieter Home Program and prepare for future potential districts within the boundaries of the program
- Process intensive surveys and districts following adoption of a reconnaissance-level survey
- Monitor and process revisions to existing districts

Certified Local Government Responsibilities

- Prepare Certified Local Government annual report and transmit to HRB for review and approval prior to transmittal to OHP and the City Council
- Review and schedule nominations to the California and National Registers for HRB recommendation and City Council recommendation, as needed
- Plan and coordinate required training for Boardmembers
- Correspond through the CLG listserv with other jurisdictions to answer questions and query issues