

LEGISLATIVE COMMITTEE AGENDA
Tuesday, December 15, 2015
10:00 a.m.
City Hall Council Chambers at 420 Litho Street, Sausalito

The Legislative Committee may, at its discretion, consider agenda items out of the order in which they are listed. The public may comment on any item on the agenda that has not previously been subject to public comment. To give everyone an opportunity to be heard and to ensure the presentation of different points of view, the Committee requests that members of the audience who speak: 1) Always address the Chair; 2) State his or her name and address; 3) State views succinctly, and; 4) Limit comments to three minutes.

1. Call to Order – Historic Preservation Regulations Update Task Force

Mayor Jill Hoffman
Councilmember Tom Theodores
Planning Commissioner Vicki Nichols
Planning Commissioner Morgan Pierce
Historic Landmarks Board Member Aldo Mercado

2. Public Comment on Items Not on the Agenda

3. Historic Preservation Regulations Update

- A. Review of Staff Memorandum for Draft Regulations
- B. Future steps for the Historic Preservation Regulations Update

4. Adjourn

Agendas are posted at least 72 hours prior to the meeting at the entrance to City Hall, 420 Litho Street. Agendas are also available at the Community Development Department at City Hall.

Special Needs

In compliance with the Americans with Disabilities Act (28 C.F.R. 35.102-35.104, ADA Title 11), if you need special assistance to participate in a Legislative Committee meeting, please call 289-4128 or 289-4165. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

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MEMORANDUM

CITY OF SAUSALITO

TO: Legislative Committee, Historic Preservation Regulations Update Task Force
FROM: Calvin Chan, Associate Planner
DATE: December 15, 2015
SUBJECT: Historic Preservation Regulations Update

The following information sections respond to direction/comments provided by the HPR Update Task Force at the meeting of November 19, 2015.

Historic Design Review

At the prior meeting, the HPR Update Task Force directed Staff to remove the proposed, separate Historic Design Review Permit (HDRP). Although the Historic Landmarks Board (HLB) would no longer have a separate permit under the HPR Update, the HLB would review projects utilizing the findings put forth under the HDRP and issue project recommendations and findings in the form of a resolution to be considered/adopted by the Planning Commission (Page 62, Line 31). The HPR Update Task Force relayed that under this direction, the HLB would have increased authority and purview in protecting the City's historic resources while still ensuring the discretionary historic review process is streamlined and user-friendly (see **Attachment 1** for flowchart).

Professional Qualifications

At the prior meeting, the Task Force requested clarification on the professional qualifications listed for membership of the HLB (Page 4, Line 21). The Secretary of the Interior's *Standards and Guidelines* are the most commonly referenced source for professional qualifications with regard to historic preservation. There are five categories of qualifications: History, Archeology, Architectural History, Architecture, and Historic Architecture. The qualifications define minimum education and experience required to perform identification, evaluation, registration, and treatment activities (see **Attachment 2** for excerpt). A professional that meets the *Standards and Guidelines* for "History" is a listed qualification under the HPR Update. Additionally, the HPR Update identifies a "historic preservation professional" as an option for meeting the Certified Local Government (CLG) program requirements for the HLB. Staff offers that a "historic preservation professional" is an individual that meets the qualifications identified in at least one of the five categories of qualifications under the *Standards and Guidelines*.

Minor Alterations

Under Administrative Historic Design Review, the HLB may define certain categories of work as Minor Alterations and delegate Historic Design Review for such alterations to Community Development Department Staff (Page 63, Line 5). Staff offers that minor alterations may include: window and doors replacement, siding and trim repair, painting, small accessory structures, and other minor projects as determined by Staff. Administrative Historic Design Review would be subject to the same required findings as the HLB's Historic Design Review. Staff recommends that no formal resolution be required but notice of the Administrative Historic Design Review decision be given concurrently with the issuance of a Zoning Permit (subject to Intermediate Zoning Permit fees). Any Departmental decision on the Administrative Historic Design Review may be referred to the HLB for further review/decision.

Attachments

1. Proposed Historic Design Review Process
2. Secretary of the Interior's *Standards and Guidelines* – Professional Qualifications Standards

Secretary of the Interior's Standards and Guidelines Professional Qualifications Standards

History

The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

Archeology

The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus:

1. At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management;
2. At least four months of supervised field and analytic experience in general North American archeology, and
3. Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

Architectural History

The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history, or a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

Architecture

The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time experience in architecture; or a State license to practice architecture.

Historic Architecture

The minimum professional qualifications in historic architecture are a professional degree in architecture or a State license to practice architecture, plus one of the following:

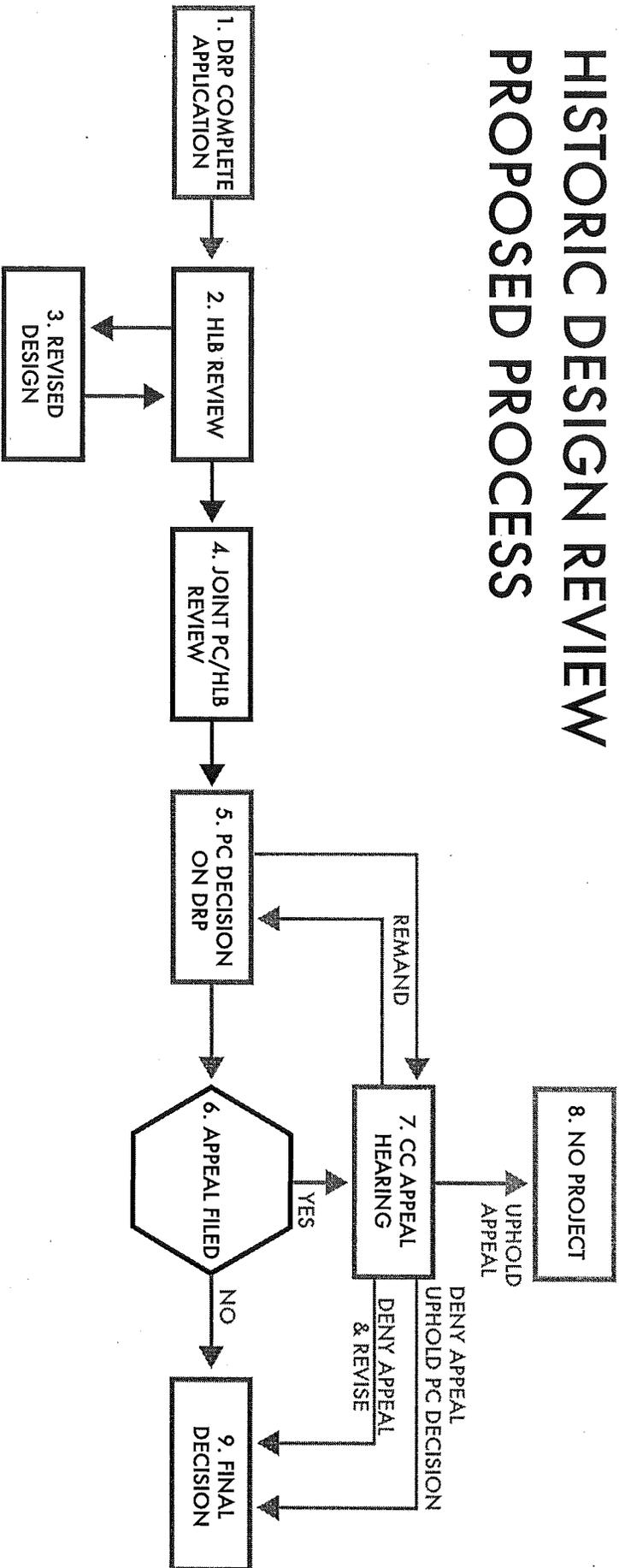
1. At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
2. At least one year of full-time professional experience on historic preservation projects.

Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.

Source: http://www.nps.gov/history/local-law/arch_stnds_9.htm

ATTACHMENT 2

HISTORIC DESIGN REVIEW PROPOSED PROCESS



Notes

1. HLB reviews project under HDR findings and issues a recommendation via a resolution – historic resource evaluation, as required.
2. Applicant may revise design and resubmit to HLB for review.
3. As required by Sausalito Municipal Code.
4. PC reviews the HLB resolution and may adopt.

Date: 12/15/15