

INTERIM REVIEW PROCEDURES

SAUSALITO HISTORIC LANDMARKS BOARD

October 13, 1999

PURPOSE

The purpose of these guidelines is to provide a framework for Historic Landmarks Board review of exterior alteration and/or demolition applications within the City when the subject structure is fifty years of age or older, regardless of whether or not the application would be subject to Planning Commission review.

FINDINGS

It is the ultimate goal of this review process to make findings regarding the historic issues surrounding a subject property. These findings fall into four categories:

1. Is the structure associated with events that have made a significant contribution to the broad patterns of the history, culture, or heritage of Sausalito, California, or the United States? Such structures may include but are not limited to civic structures, properties featured in publications, and sites where significant events occurred.
2. Is this structure associated with the life or lives of one or more people important in our past? Such structures may include but are not limited to homes of prominent persons and places referenced by prominent persons.
3. Does the structure embody the distinctive characteristics of a type, period, region, or method of construction, or represent the work of an important creative individual, or possess high artistic values? Such structures may include but are not limited to exceptional examples of architecture or an architect's work; more ordinary examples of such work are emblematic of a particular style or era; and any works by prominent creative individuals.
4. Has the structure yielded, or may it be likely to yield, information important in prehistory or history? Such structures may include but are not limited to archeological sites.

Within each category, a determination of the degree of significance must be made.

No Significance. The building has no significance under this criterion.

Moderate Significance. The building has some significance under this criterion, but the application as proposed would have no impact on the significance.

Significance. The building has significance under this criterion, and the HLB feels the Planning Commission should take this item into consideration.

High Significance. The building has a high degree of significance under this criterion, and the HLB feels the Planning Commission should be acutely aware of the impact of the application on the subject property.

PROCESS

1. The HLB will appoint two of its Members, on a rotating basis, to review subject applications as they arise. This is not a standing subcommittee of the HLB.
2. Upon receiving a building application that falls under the criteria set forth under Purpose above, the Community Development Department shall place a copy of the plans in the HLB box in the Department, and notify the HLB Chair that the application has been made. The Chair shall also be notified at that time of the estimated date that final action must be taken on the application.
3. The Chair will notify the HLB Members currently designated to review an application that there is an application extant.
4. The reviewing Members will receive the plans from Community Development and perform a Preliminary Review of the application. This review shall encompass the following:
 - a. Review of the plans to ascertain the impact of the proposal on the current structure.
 - b. A site tour, to evaluate further the impact.
 - c. Historical research regarding the property, including but not limited to prior ownership, architectural aspects, and historical significance.
5. If the reviewing Members unanimously agree that there are no findings to be made regarding the application above Moderate Significance as defined above, the Members may draft a report to that effect and submit it to the Community Development Department for inclusion in the appropriate file. The report will also be put on the Consent Calendar at the next HLB meeting; the HLB reserves the right to reconsider the report at that time.
6. If the reviewing Members do not unanimously agree there are no findings to be made regarding the application above Moderate Significance, they shall notify the Community Development Department immediately and the item will be scheduled for a Public Hearing before the HLB as soon as practicable.
7. At the Public Hearing, normal Public Hearing procedures shall be followed with the exception that the reviewing Members will give a report first, in lieu of a Staff Report.

8. At the conclusion of the public hearing the HLB shall make its determinations regarding Findings and prepare a report for submittal to the Community Development Department for inclusion in the appropriate file. The HLB may, at its discretion, assign a member to attend any hearings of other public bodies to provide input or answer questions regarding the application and/or the Board's review of it.

9. The final report will also be included on the next Consent Calendar for the HLB; the HLB reserves the right to reconsider the report at that time based on factual content and representation of the Board's findings.

10. Should additional information pertaining to the application come to the attention of the City or the HLB between the filing of the report and action being taken on the application, such information shall be forwarded immediately to the Chair. Time permitting, this information will be presented at the next HLB meeting in a Public Hearing and the board shall decide if an amendment to their report should be made. If there is not sufficient time under the project timeline for such a hearing, the Chair may at his or her sole discretion make an oral presentation of the new information to the Planning Commission. It must be made clear that the opinions given at this oral presentation are solely those of the Chair, and that the Board had not had sufficient time to consider the information. The Chair may designate another Member to make such a presentation.

REPORTS

The reports submitted to Community Development shall consist of five sections: Methodology, Architectural Research, Historical Research, Findings, and References.

Methodology. This section shall briefly recap the HLB review process, and should outline the application history to that point.

Architectural Research. This section shall describe the architectural nature of the structure, citing design elements and putting the architectural style of the building in historical perspective. This section should also include any changes or alterations to the structure.

Historical Research. This section shall give a history of the property including but not limited to ownership, prominence of the building, identity of architect, and archeology.

Findings. This section shall restate the Findings criteria, and note the Board's determinations for each. In reports submitted by reviewing Members, specific Findings shall not be made; rather, a statement that further review by the HLB was not deemed necessary shall be substituted for the Findings section.

References. This section shall list the references used by the reviewing Members and/or the HLB in conducting their research.

SAMPLE HLB REPORT

Community Development Department
City of Sausalito
420 Litho Street
Sausalito, California 94965

RE: 999 Sample Street – APN 065-000-00

August 15, 2003

Methodology

Pursuant to City Council direction, it is the responsibility of the Historic Landmarks Board to examine any remodel or demolition application in the City if the application involves a structure of fifty or more years of age. The Board assigns two members to review each project and to consider the gathered information and produce this report. Our report is not intended to replace or augment any technical reports pertaining to this project: any comments regarding structural integrity, engineering, etc., are purely observational.

The Board members use four areas of possible historical significance a structure and or site may have, as the basis for making findings. In addition, within each area a degree of significance is assigned on a scale of: No Significance, to Very Significant or a gradient in-between.

Architectural Research

999 Sample Street is a relatively unaltered light frame Victorian style structure with wood siding and gable rooflines. The predominant styles of adjoining homes in the neighborhood are early 20th Century single-family residential structures.

Historical Research

The structure is located on Lot 11 Block 40 of Sausalito Land & Ferry Company, 1869. The home was constructed in 1893 by John Doe, a prominent business owner who owned the XYZ General Store on Water Street (now Bridgeway Blvd.), and later served on the Sausalito Town Council from 1900 until 1910, serving as Mayor 1906-1908. Mr. Doe was quite influential in the development and expansion of the waterfront business area. He resided in the house until 1920 when it transferred to the Smith family.

SAMPLE HLB REPORT

Historical Review
999 Sample Street
Page 2

Findings

1. Is the structure associated with events that have made a significant contribution to the broad patterns of the history or cultural heritage of Sausalito, California, or the United States? We have determined at this time that there is Significance.
2. Is this structure associated with the life or lives of one or more people important in our past? We have determined at this time that the structure has Very Significant as a residence of a prominent person(s).
3. Does the structure embody the distinctive characteristics of a type, period, region, or method of construction, or represent the work of an important creative individual, or possess high artistic values? We have determined that the structure has Moderate Significance in, construction, design and scale.
4. Has the structure yielded, or may it be likely to yield, information important in prehistory or history? We have determined at this time that there is No Significance for these criteria.

The Sausalito Historic Landmarks Board hereby reserves the right to modify or amend this report if pertinent historical information becomes available.

Historical Research References.

Sausalito Historical Society Archives

The Sausalito Historic Landmarks Board, at their meeting of August 15, 2003, approved this report by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT: