

Certified Local Government Program -- 2015-2016 Annual Report

(Reporting period is from October 1, 2015 through September 30, 2016)

INSTRUCTIONS: This a Word form with expanding text fields and check boxes. It will probably open as Read-Only. Save it to your computer before you begin entering data. This form can be saved and reopened.

Because this is a WORD form, it will behave generally like a regular Word document except that the font, size, and color are set by the text field.

- Start typing where indicated to provide the requested information.
- Click on the check box to mark either yes or no.
- To enter more than one item in a particular text box, just insert an extra line (Enter) between the items.

Save completed form and email as an attachment to Lucinda.Woodward@parks.ca.gov. You can also convert it to a PDF and send as an email attachment. Use the Acrobat tab in WORD and select Create and Attach to Email. You can then attach the required documents to that email. If the attachments are too large (greater than 10mb total), you will need to send them in a second or third email.

Name of CLG

City of Sausalito

Report Prepared by: *Calvin Chan*

Date of commission/board review: *December 8, 2016*

Minimum Requirements for Certification

I. Enforce Appropriate State or Local Legislation for the Designation and Protection of Historic Properties.

A. Preservation Laws

1. What amendments or revisions, if any, are you considering to the certified ordinance? Please forward drafts or proposals.

REMINDER: Pursuant to the CLG Agreement, OHP must have the opportunity to review and comment on ordinance changes prior to adoption. Changes that do not meet the CLG requirements could affect certification status.

The City of Sausalito continues work on updating the City's Historic Preservation Regulations. A Task Force consisting of representatives from the City Council, Planning Commission, Historic Landmarks Board, and Community Development Department have been meeting regularly to make improvements to the Regulations. The Task Force has completed its review and Staff is in the process of finalizing comments/revisions before the draft document is distributed to the Historic Landmarks Board for review. The Historic Landmarks Board will begin review in 2017. The purpose of the update is outlined

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in four main areas: 1. To make the regulations easier to understand and user friendly; 2. Improve administration of permit review; 3. Clarify the review processes for historic review; and 4. Identify proactive solutions to be undertaken. Once the draft document is completed, it will be forwarded to OHP for review and comment.

2. Provide an electronic link to your ordinance or appropriate section(s) of the municipal/zoning code. *Refer Ch. 8.44, Ch. 10.28, Ch. 10.42, Ch.10.46, Ch. 10.54, and Ch. 10.80 of the Municipal Code for regulations pertaining to Historic Preservation. A link to the Municipal Code is as follows: <http://www.codepublishing.com/ca/sausalito/>.*

B. New Local Landmark Designations (Comprehensive list of properties/districts designated under local ordinance, HPOZ, etc.)

1. During the reporting period, October 1, 2015 – September 30, 2016, what properties/districts have been locally designated?

Property Name/Address	Date Designated	If a district, number of contributors	Date Recorded by County Recorder
<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>

***REMINDER:** Pursuant to California Government Code § 27288.2, “the county recorder shall record a certified resolution establishing an historical resources designation issued by the State Historical Resources Commission or a local agency, or unit thereof.”*

2. What properties/districts have been de-designated this past year? For districts, include the total number of resource contributors.

Property Name/Address	Date Removed
<i>N/A</i>	<i>N/A</i>

C. Historic Preservation Element/Plan

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1. Do you address historic preservation in your general plan? No
 Yes, in a separate historic preservation element. Yes, it is included in another element.

Provide an electronic link to the historic preservation section(s) of the General Plan.

<http://www.ci.sausalito.ca.us/index.aspx?page=266> - *Community Design and Historic Preservation Element.*

2. Have you made any updates to your historic preservation plan or historic preservation element in your community's general plan? Yes No If you have, provide an electronic link. Type here.
3. When will your next General Plan update occur? *A General Plan Task Force has been meeting regularly to prepare for the update. The City of Sausalito has issued a Request for Qualifications (RFQ) to solicit Statements of Qualifications from qualified consultants to prepare a comprehensive General Plan Update and corresponding Environmental Impact Report Documents.*

D. Review Responsibilities

1. Who takes responsibility for design review or Certificates of Appropriateness?

All projects subject to design review go the commission.

Some projects are reviewed at the staff level without commission review. What is the threshold between staff-only review and full-commission review? Type here.

2. California Environmental Quality Act

- What is the role of the staff and commission in *providing input* to CEQA documents prepared for or by the local government? *The Historic Landmarks Board (HLB) will review and provide input to CEQA documents when a property requires discretionary review and is determined by City Staff to be 50-years of age or older. Staff will also provide regular input for CEQA documents prepared for or by the local government.*

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What is the role of the staff and commission in *reviewing* CEQA documents for projects that are proposed within the jurisdiction of the local government? ***The HLB, when reviewing Design Review Permits for properties within the Downtown Historic Overlay Zoning District or those properties listed on the Local, State, and/or National Register, acts as the joint lead-agency with the Planning Commission or Zoning Administrator. The HLB will also review and provide a recommendation to the appropriate hearing body for discretionary projects when a property is 50-years of age or older. City Staff use the Marin County Assessor's Records to determine the age of the structures on a property. Staff's role is to provide a recommendation regarding CEQA.***

3. Section 106 of the National Historic Preservation Act

- What is the role of the staff and commission in *providing input* to Section 106 documents prepared for or by; the local government? ***The HLB reviews and provides direction to Staff regarding input to Section 106 documents.***
- What is the role of the staff and commission in *reviewing* Section 106 documents for projects that are proposed within the jurisdiction of the local government? ***The HLB reviews and provides direction to Staff regarding a response.***

II. Establish an Adequate and Qualified Historic Preservation Review Commission by State or Local Legislation.

A. Commission Membership

Name	Professional Discipline	Date Appointed	Date Term Ends	Email Address
Ben Brown, MD	Retired Neuroradiologist – Lay Person	January 1, 2015	July 1, 2017	brownbenm@gmail.com
Nina LeBaron, AIA	Licensed Architect	December 11, 2015	July 31, 2017	nina@islandarchitecture.net
Shasha Richardson	Director of Diversity and Inclusion for a telecommunications provider – Lay Person	January 1, 2015	July 1, 2017	richardsonshasha@gmail.com

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Aldo Mercado	Attorney (land use, property acquisition, project manager for construction projects requiring review of entitlements and plans)	Type here.	July 1, 2016	aldo.mercado@gmail.com
John McCoy, AIA	Licensed Architect	Type here.	July 1, 2016	john@mccoyarchitecture.com
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Type here.	Type here.	Type here.	Type here.	Type here.
Type here.	Type here.	Type here.	Type here.	Type here.

Attach resumes and Statement of Qualifications forms for all members.

1. If you do not have two qualified professionals on your commission, explain why the professional qualifications not been met and how professional expertise is otherwise being provided. **N/A**
2. If all positions are not currently filled, why is there a vacancy, and when will the position will be filled? **N/A**

B. Staff to the Commission/CLG staff

1. Is the staff to your commission the same as your CLG coordinator? Yes No
2. If the position(s) is not currently filled, why is there a vacancy? **N/A**

Attach resumes and Statement of Qualifications forms for staff.

Name/Title	Discipline	Dept. Affiliation	Email Address
Calvin Chan, MURP Associate Planner	Urban and Regional Planning	Community Development	cchan@ci.sausalito.ca.us

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C. Attendance Record

Please complete attendance chart for each commissioner and staff member. Commissions are required to meet four times a year, at a minimum.

Commissioner/Staff	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Ben Brown	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Shasha Richardson	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
Nina LeBaron	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
John McCoy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aldo Mercado	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Calvin Chan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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D. Training Received

Indicate what training each commissioner and staff member has received. Remember it is a CLG requirement is that all commissioners and staff to the commission attend at least one training program relevant to your commission each year. It is up to the CLG to determine the relevancy of the training.

Commissioner/Staff Name	Training Title & Description (including method presentation, e.g., webinar, workshop)	Duration of Training	Training Provider	Date
Calvin Chan, Associate Planner	2016 Annual Preservation Conference	Full Day	California Preservation Foundation	April 19, 2016 to April 20, 2016

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Aldo Mercado, HLB Member	2016 Annual Preservation Conference	Full Day	California Preservation Foundation	April 19, 2016 to April 20, 2016
Nina LeBaron	2016 Annual Preservation Conference Workshops ("Aquatic Park Bathhouse: Restoring and WPA and FAP Masterpiece" and "Central Market Street – Recent Projects, Tools for Rehabilitation")	3-4 hours each	California Preservation Foundation	April 18, 2016
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III. Maintain a System for the Survey and Inventory of Properties that Furthers the Purposes of the National Historic Preservation Act

A. Historical Contexts: initiated, researched, or developed in the reporting year

NOTE: California CLG procedures require CLGs to submit survey results including historic contexts to OHP. If you have not done so, submit a copy (PDF or link if available online) with this report.

Context Name	Description	How it is Being Used	Date Submitted to OHP
N/A	Type here.	Type here.	Type here.

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B. New Surveys or Survey Updates (excluding those funded by OHP)

NOTE: The evaluation of a single property is not a survey. Also, material changes to a property that is included in a survey, is not a change to the survey and should not be reported here.

Survey Area	Context Based-yes/no	Level: Reconnaissance or Intensive	Acreage	# of Properties Surveyed	Date Completed	Date Submitted to OHP
N/A	Type here.	Type here.	Type here.	Type here.	Type here.	Type here.

How are you using the survey data? N/A

C. Corrections or changes to Historic Property Inventory

Property Name/Address	Additions/Deletions to Inventory	Status Code Change From _ To_	Reason	Date of Change
Type here.	Type here.	Type here.	Type here.	Type here.

IV. Provide for Adequate Public Participation in the Local Historic Preservation Program

A. Public Education

What public outreach, training, or publications programs has the CLG undertaken? Please provide copy of (or an electronic link) to all publications or other products not previously provided to OHP.

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Item or Event	Description	Date
<i>Historic Preservation Regulations Update – Public Meetings</i>	<i>A Task Force consisting of representatives from the City Council, Planning Commission, Historic Landmarks Board, and Community Development Department have been meeting regularly to make improvements to the City’s Historic Preservation Regulations. Meetings are open to the public.</i>	<i>Ongoing</i>

V. National Park Service Baseline Questionnaire for new CLGs (certified after September 30, 2015).

- NOTE: OHP will forward this information to the NPS on your behalf. Guidance for completing the Baseline Questionnaire is located at http://www.nps.gov/clg/2015CLG_GPRA/FY2013_BaselineQuestionnaireGuidance-May2015.docx.

A. CLG Inventory Program

1. What is the net cumulative number of historic properties in your inventory as of September 30, 2015? This is the total number of historic properties and contributors to districts (or your best estimate of the number) in your inventory from **all** programs, local, state, and Federal. Type here.

Program Area	Number of Properties
Type here.	Type here.

B. Local Register (i.e., Local Landmarks and Historic Districts) Program

1. As of September 30, 2015, did your local government have a local register program to create local landmarks/local historic districts (or a similar list of designations created by local law? Yes No
2. If the answer is yes, what is the net cumulative number (or your best estimate of the number) of historic properties (i.e., contributing properties) locally registered/designated as of September 30, 2015? Type here.

C. Local Tax Incentives Program

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1. As of September 30, 2015, did your local government have a local historic preservation tax incentives program (e.g. Mills Act)? Yes No
2. If the answer is yes, what is the cumulative number (or your best estimate of the number) of historic properties whose owners have taken advantage of those incentives as of September 30, 2015? Type here.

D. Local “Bricks and Mortar” Grants/Loans Program

1. As of September 30, 2015, did your local government have a locally-funded, historic preservation grants/loan program for rehabilitating/restoring historic properties? Type here.
2. If the answer is yes, what is the cumulative number (or your best estimate of the number) of historic properties assisted by these grants or loans as of September 30, 2015? Type here.

E. Local Design Review/Regulatory Program

1. As of September 30, 2015, did your local government have a historic preservation regulatory law(s) (e.g., an ordinance requiring Commission/staff review of 1) local government undertakings and/or 2) changes to or impacts on properties with a historic district? Yes No
2. If the answer is yes, what is the cumulative number (or your best estimate of the number) of historic properties that your local government has reviewed under that process as of September 30, 2015? Type here.

F. Local Property Acquisition Program

1. As of September 30, 2015, did your local government by purchase, donation, condemnation, or other means help to acquire or acquire itself some degree of title (e.g., fee simple interest or an easement) in historic properties?
 Yes No
2. If the answer is yes, what is the cumulative number (or your best estimate of the number) of historic properties with a property interest acquisition assisted or carried out by your local government as of September 30, 2015?
Type here.

VI. Additional Information for National Park Service Annual Products Report for CLGs

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NOTE: OHP will forward this information to NPS on your behalf. **Please read** "Guidance for completing the Annual Products Report for CLGs" located http://www.nps.gov/clg/2015CLG_GPRA/FY2014_AnnualReportGuidance-May2015.docx.

A. CLG Inventory Program

During the reporting period (October 1, 2015-September 30, 2016) how many historic properties did your local government **add** to the CLG inventory? This is the total number of historic properties and contributors to districts (or your best estimate of the number) added to your inventory **from all programs**, local, state, and Federal, during the reporting year. These might include National Register, California Register, California Historic Landmarks, locally funded surveys, CLG surveys, and local designations.

Program area	Number of Properties added
<i>Downtown Historic Overlay Zoning District Local, State, and National Register properties</i>	0

B. Local Register (i.e., Local Landmarks and Historic Districts) Program

1. During the reporting period (October 1, 2015-September 30, 2016) did you have a local register program to create local landmarks and/or local districts (or a similar list of designations) created by local law? Yes No
2. If the answer is yes, then how many properties have been added to your register or designated since October 1, 2015? *None*

C. Local Tax Incentives Program

1. During the reporting period (October 1, 2015-September 30, 2016) did you have a Local Tax Incentives Program, such as the Mills Act? Yes No
2. If the answer is yes, how many properties have been added to this program **since** October 1, 2015?

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Name of Program	Number of Properties Added During 2015-2016	Total Number of Properties Benefiting From Program
N/A	Type here.	

D. Local “bricks and mortar” grants/loan program

1. During the reporting period (October 1, 2015-September 30,2016) did you have a local government historic preservation grant and/or loan program for rehabilitating/restoring historic properties? Yes No

2. If the answer is yes, then how many properties have been assisted under the program(s) **after** October 1, 2015?
Type here.

Name of Program	Number of Properties that have Benefited
N/A	Type here.

E. Design Review/Local Regulatory Program

1. During the reporting period (October 1, 2015-September 30, 2016) did your local government have a historic preservation regulatory law(s) (e.g., an ordinance) authorizing Commission and/or staff review of local government projects or impacts on historic properties? Yes No

2. If the answer is yes then, since October 1, 2015, how many historic properties did your local government review for compliance with your local government’s historic preservation regulatory law(s)? 24

F. Local Property Acquisition Program

1. During the reporting period (October 1, 2015-September 30, 2016) did you have a local program to acquire (or help to acquire) historic properties in whole or in part through purchase, donation, or other means? Yes No

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2. If the answer is yes, then how many properties have been assisted under the program(s) **since** October 1, 2015?
None

Name of Program	Number of Properties that have Benefited
Type here.	Type here.

VII. In addition to the minimum CLG requirements, OHP is interested in a Summary of Local Preservation Programs

- A. What are the most critical preservation planning issues? **Development of the Downtown Historic District in a manner that respects and reflects the history of the City of Sausalito.**
- B. What is the single accomplishment of your local government this year that has done the most to further preservation in your community? **The Historic Landmarks Board has held 12 meetings to critically review issues of importance to historic preservation in the community.**
- C. What recognition are you providing for successful preservation projects or programs? **Fee waivers, subject to City Council approval.**
- D. How did you meet or not meet the goals identified in your annual report for last year? **The City continues to work on the update of the existing Historic Preservation Regulations and will incorporate this work with the General Plan Update.**

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- E. What are your local historic preservation goals for 2015-2016? **Complete the Historic Preservation Regulations Update. Protect the Machine Shop structure from further deterioration. Conduct a citywide survey of historic resources.**

- F. So that we may better serve you in the future, are there specific areas and/or issues with which you could use technical assistance from OHP? **Any training opportunities for Staff and the Historic Landmarks Board**

- G. In what subject areas would you like to see training provided by the OHP? How you like would to see the training delivered (workshops, online, technical assistance bulletins, etc.)?

Training Needed or Desired	Desired Delivery Format
How to apply the Secretary of the Interior Standards	Webinar

- H. Would you be willing to host a training working workshop in cooperation with OHP? Yes No

- G. Is there anything else you would like to share with OHP?

XII Attachments

- Resumes and Statement of Qualifications forms for **all** commission members/alternatives and staff
- Minutes from commission meetings
- Drafts of proposed changes to the ordinance
- Drafts of proposed changes to the General Plan
- Public outreach publications

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Email to Lucinda.Woodward@parks.ca.gov