

CITY OF VISALIA
HISTORIC PRESERVATION ADVISORY COMMITTEE
Wednesday, March 9, 2022, at 5:30PM

CHAIR: Walter Deissler VICE-CHAIR: Tyler Davis

COMMITTEE MEMBERS:
Patty Kane, Michael Kreps, Marilyn Mitchell,
Jay Hohlbauch, Peggy Lambert

City of Visalia Administration Building
220 N. Santa Fe Street, Visalia CA

AGENDA

A. Citizen's Comments

B. Meeting Minutes

1. February 23, 2022 (Regular Meeting)

C. Project Reviews:

1. **HPAC No. 2022-06:** A request by Eilish DeJager to install a three-foot-tall decorative garden wall, in the R-1-12.5 (Single Family Residential, 12,500 sq. ft. minimum site area) Zone. The project site is located at 301 N. Fairway Street (APN: 093-322-011).
2. **HPAC No. 2022-07:** A request by Steven Sparshott to install a six-foot-tall wrought iron fence in the O-C (Office Conversion) Zone. The project sites are located at 431 and 433 S. Bridge Street (APNs: 097-053-003, 001).

D. Discussion Items

1. Neighborhood Preservation Discussion
 - a. Vehicle Policy and Procedures
 - b. Hyde House, 500 S. Court Street
2. Local Register of Historic Structures Update
3. Historic Preservation Ordinance Update
4. Certified Local Government Discussion – Formation of Subcommittee
5. Meeting Attendance Discussion
6. Letter to Property Owners of Sites on the National Register of Historic Places
7. City of Visalia Proclamation Procedures Discussion
8. Committee and Staff Comments
9. Identification of Items for Future Agendas

E. Adjournment

In compliance with the Americans Disabilities Act, if you need special assistance to participate in meetings call (559) 713-4443 (Staff Representative) 48-hours in advance of the meeting. For Hearing Impaired – Call (559) 713-4900 (TTY) 48-hours in advance of the scheduled meeting time to request signing services. Visually Impaired - If enlarged print or a Braille copy is desired, please request in advance of the meeting and services will be provided as possible after the meeting. City Staff to the Committee is Cristobal Carrillo, Associate Planner, 559-713-4443, cristobal.carrillo@visalia.city.

Éste Aviso es para informarle que habra una audiencia para el público ante el Comité de Preservación Histórica de la Ciudad de Visalia. Para más información, o para dar comentario público respecto a esta solicitud, por favor llame Cristobal Carrillo, Associate Planner, al numero (559) 713-4443 o cristobal.carrillo@visalia.city.

Additional information about the Historic Preservation Advisory Committee may be found by contacting Cristobal Carrillo, Associate Planner at 559-713-4443, or emailing cristobal.carrillo@visalia.city.



CITY OF VISALIA
HISTORIC PRESERVATION ADVISORY COMMITTEE
Wednesday, February 23, 2022, at 5:30PM

CHAIR: Walter Deissler VICE-CHAIR: Tyler Davis

**Mitchell absent. All
other members
present.**

COMMITTEE MEMBERS:
Patty Kane, Michael Kreps, Marilyn Mitchell,
Jay Hohlbauch, Peggy Lambert

MEMBERS OF THE PUBLIC: Jim Ritter, Hannah Ritter

STAFF: Cristobal Carrillo, Associate Planner

**City of Visalia Administration Building
220 N. Santa Fe Street, Visalia CA**

AGENDA

A. Citizen's Comments

None.

B. Meeting Minutes

1. January 19, 2022 (HPAC Special Called Meeting)

A motion was made by Kane, seconded by Kreps to approve the meeting minutes for January 19, 2022. The motion was approved 6-0 (Mitchell absent).

2. January 26, 2022 (Regular Meeting)

A motion was made by Kane, seconded by Lambert to approve the meeting minutes for January 26, 2022. The motion was approved 6-0 (Mitchell absent).

3. February 9, 2022 (Regular Meeting)

A motion was made by Kane, seconded by Hohlbauch to approve the meeting minutes for February 9, 2022. The motion was approved 6-0 (Mitchell absent).

C. Project Reviews:

Prior to review of the projects, Deissler elected to hear Item C.2 first since the project applicant was in attendance. The Committee agreed and heard Item C.2 first, followed by Item C.1.

1. **HPAC Item No. 2022-04 (Continued Hearing):** A request by Matthew Ainley to conduct exterior alterations and add fencing to the Darling Hotel facility, located at 210 N. Court Street (APN: 094-287-001).

Staff presented its memo stating that the request by the applicant had been removed from consideration because it had been revealed that the office building on which exterior alterations would occur was on a separate property from the Darling Hotel. Per the City Attorney, the Local Register designation does not cross property lines, and consequently the office building was not subject to HPAC review. Discussion followed. Kreps asked staff to follow up on whether there were any issues with the property boundary crossing the part of the building where the office and Darling Hotel are attached. Staff stated they would follow up on the question.

2. **HPAC Item No. 2022-05:** A request by Jim Ritter to conduct exterior alterations to a single-family residence, located at 212 W. Race Avenue (APN: 094-013-017).

Staff presented its report and recommended approval of the proposal as conditioned and modified by staff. Public comment in favor of the project was received from project applicant Jim Ritter and Hannah Ritter. Ritter requested that the proposed windows be approved as they the residence was significantly set back from North Encina Street, and as such would not be visible from a public street. Ritter noted that it would also be difficult to obtain a large double hung window. Hohlbauch noted that staffs recommendation to require a single double hung window would not be possible as the size was too large. The Committee expressed concern that the proposed window would not be in keeping with the other windows on the residence, or surrounding areas. The Committee then discussed alternatives to the window proposed by the applicant. The Committee asked if the applicant would be open to installing a gridded window similar to the existing window on the southern elevation of the residence. Jim Ritter stated that he would be open to such a window. Following discussion, a motion was made by Kreps, seconded by Lambert to approve the proposal. The motion passed 6-0. (Mitchell Absent.)

D. Discussion Items

1. Historic Preservation Ordinance Update / Local Register of Historic Structures Update
 - a. Debrief - City Council-HPAC Work Session, February 22, 2022
 - b. Meeting Schedule

The Committee discussed the results of the work session with the City Council, including how to approach comments regarding the timing of demolition moratoriums and fencing. During this time the Committee discussed meeting absences. Staff stated they would research Committee absences and report back with findings.

2. Letter to Property Owners of Sites on the National Register of Historic Places

The Committee briefly discussed the letter. Davis recommended providing site specific information for each National Register site. It was recommended that members review the letter and provide comments at the March 9, 2022 regular meeting.

At this time Deissler asked for an update on fencing issues at the Hyde House, 500 S. Court Street. Staff stated that this issue could be discussed at the March 9, 2022 regular meeting.

3. Committee and Staff Comments

Staff provide updates on various questions posed by the Committee, including the status of a horse ring in Court Street, placement of stone caps at 310 W. Murray Avenue, proclamation procedures, and a future project review for fencing at 431/433 S. Bridge street.

Staff also stated that items would be placed on the March 9, 2022 regular meeting agenda for discussion, to include Certified Local Government certification, a presentation by Code Compliance staff on vehicle procedures, and a report on classifications changes as part of the Local Register Update. It was requested that the Committee also discuss the proclamation procedure at the March 9, 2022 regular meeting.

Hohlbauch then requested information on whether the State Historic Building Code would still apply in instances in which historic buildings are relocated. Staff stated they would look into the issue and report back.

A discussion then occurred about designation cultural monuments and structures. Staff stated that it was possible per the Historic Preservation Ordinance, but that the City would likely need to be on board if said structure was on City owned property. Staff also noted that structures within City rights of way are not under HPAC jurisdiction. Staff stated they would look into the issue and report back.

4. Identification of Items for Future Agendas

E. Adjournment

A motion was made by Kreps, seconded by Hohlbauch to adjourn. The motion passed 6-0 (Mitchell absent). The meeting adjourned at 6:50pm.

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REPORT TO THE CITY OF VISALIA HISTORIC PRESERVATION ADVISORY COMMITTEE

HEARING DATE: March 9, 2022

PROJECT PLANNER: Cristobal Carrillo, Associate Planner
Phone: (559) 713-4443
E-mail: cristobal.carrillo@visalia.city

SUBJECT: Historic Preservation Advisory Committee Item No. 2022-06: A request by Eilish DeJager to install a three-foot-tall decorative garden wall, in the R-1-12.5 (Single Family Residential, 12,500 sq. ft. minimum site area) Zone. The project site is located at 301 N. Fairway Street (APN: 093-322-011).

STAFF RECOMMENDATION

Staff recommends that the Historic Preservation Advisory Committee (HPAC) approve the proposed fencing request as described in the findings and conditions of this report.

SITE DATA

The site is zoned R-1-12.5 and is not located within the Historic District. The residence is listed on the Local Register of Historic Structures with a "Focus" classification. The site contains a single-family residence in the Spanish Eclectic style.



PROJECT DESCRIPTION

The applicant proposes placement of a three-foot-tall decorative garden wall along the eastern property boundary, and along portions of the northern and southern property boundaries (see Exhibit "A"). The wall is constructed with cinder block covered in white painted plaster (see Exhibit "B"). The wall will include decorative Spanish tiles interspersed throughout the wall exterior. No gates are included with the proposal. Per the applicant, the wall is necessary to prevent repetitive package theft and provide safety from street traffic.

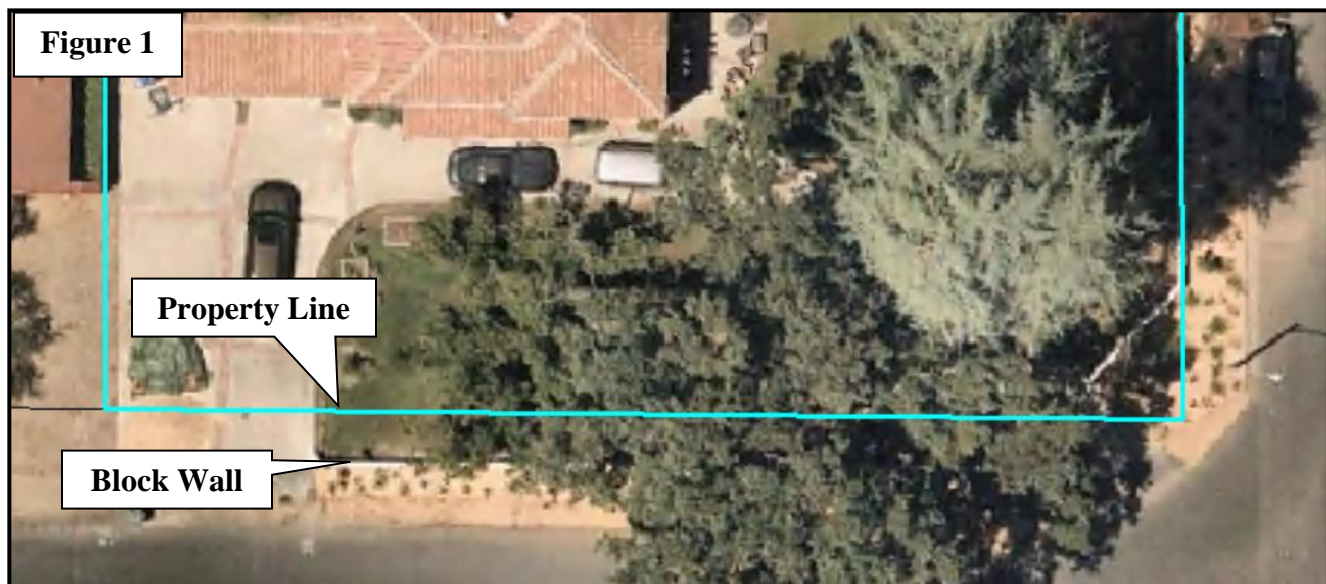
Per the elevations in Exhibit "B" the wall has already been placed onsite. The applicant states that the wall was placed onsite without HPAC review or permits due to a misunderstanding over what structures were subject to review.

DISCUSSION

Development Standards

Per the requirements of the R-1-12.5 Zone, fencing within the front yard, side yard, and street yard setbacks shall be no taller than three feet if solid. Per the materials provided by the applicant, the proposed wall meets the three-foot height limitation.

However, City mapping systems indicate that the wall encroaches into City of Visalia rights-of-way along the southern portion of the project site (see Figure 1). The wall will need to be relocated northward to not encroach into the right-of-way. Alternatively, the City has recently allowed temporary encroachment of fencing using “license agreements”, in which the City and property owner agree to allow encroachment into public rights of way until such time as improvement work requires removal/relocation at the owner’s expense. Given the above, staff recommends inclusion of Condition of Approval No. 2 requiring the applicant to either relocate the fence to the property line or enter into a license agreement with the City to allow encroachment until such time as right of way work requires removal/relocation. If the latter option is chosen, the applicant will be required to enter into a license agreement prior to issuance of a Building Permit for the fencing.



In all other areas to the north and east, the applicant shall verify during Building Permit review that the wall is located solely within the bounds of the project site. This is included as Condition of Approval No. 3.

Architectural Compatibility

Visalia Municipal Code (VMC) Section 17.56.110 (Local Register Structures) provides guidance on the review of sites containing Local Register structures. One section is applicable for this proposal:

- A. *Every reasonable effort shall be made to provide a compatible use for a property that requires minimal alteration of the building structure, or site and its environment, or to use a property for its originally intended purpose.*

The wall is made of plaster material, increasing compatibility with the exterior finish of the residence. The Spanish tile is in keeping with the Spanish Eclectic architecture of the residence. And the addition of the wall does not alter the physical appearance of the residence, nor reduce views of the structure from the public right-of-way. Given the above, staff has determined that the proposal strengthens the architectural compatibility of the site and follows VMC standards for Local Register structures.

FINDINGS AND CONDITIONS

For HPAC Item No. 2022-06 staff recommends that the Committee approve the fence request subject to conditions listed below, based upon the following:

1. That the building is listed on the Local Register of Historic Structures and is not within the Historic District.
2. That the wall is consistent with the character of the historic structures onsite.
3. That the proposed wall is consistent with the Historic Preservation Ordinance and Historic Preservation Element.
4. That the proposed wall design will not be injurious to the character of the Historic District.

And subject to the following conditions:

1. That the site be developed consistent with the site plan in Exhibit "A" and elevations/operational statement in Exhibit "B".
2. That the applicant shall relocate the wall at the southern portion of the project site so that it does not encroach into City of Visalia public right-of-way or enter into a license agreement with the City of Visalia to allow encroachment of the wall into the public right-of-way until such time as right-of-way improvements require relocation/removal of the fence. If the fence is to be moved, the relocation shall occur prior to finalization of the Building Permit. If a license agreement is to be utilized, the agreement shall be executed and recorded with the Tulare County Recorder prior to issuance of a Building Permit for the project.
3. That the applicant shall verify during Building Permit review that all other portions of the wall on the eastern and northern portions of the project site are located either along the property boundary or within the bounds of the project site.
4. That the project undergoes the appropriate City permitting process for placement of a fence on the project site.
5. That any other exterior alterations to the site shall be brought before this Committee for review and approval prior to the issuance of any Building Permits and/or their installation or construction.
6. That all other City codes, ordinances, standards, and regulations shall be met.

ATTACHMENTS

- Exhibit "A" – Site Plan
- Exhibit "B" – Elevations and Operational Statement
- Aerial Photo
- Historic District and Local Register Map

APPEAL INFORMATION

According to the City of Visalia Zoning Ordinance Section 17.56.060, an appeal to the City Council may be submitted within ten days following the date of a decision by the Historic Preservation Advisory Committee (HPAC). An appeal shall be in writing and shall be filed with the City Clerk at 220 N. Santa Fe Street. The appeal shall specify errors or abuses of discretion by the HPAC, or decisions not supported by the evidence in the record. The appeal form can be found on the city's website www.visalia.city or from the City Clerk.

EXHIBIT "A"

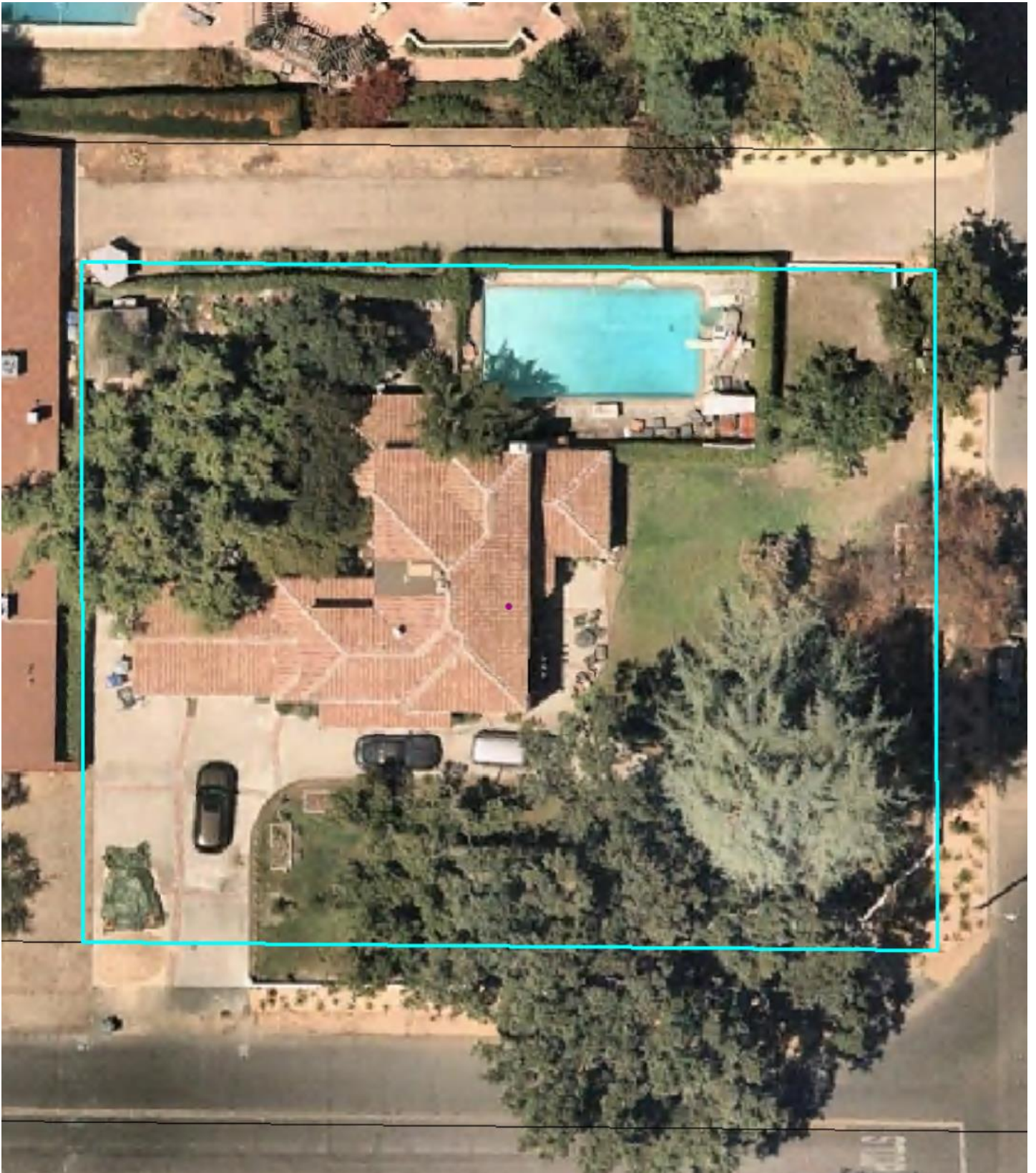


EXHIBIT "B"

Dear Historic Committee Members,

First, I'd like to apologize for not doing this in the right order! There was a misunderstanding between me and my landscape designer, and since the wall does not connect to the house, we didn't submit an application in advance because we didn't think we needed one. I really apologize, but I hope you'll see that in the whole of this project, we have taken great care to respect and enhance the historic nature of the home, and I believe we have!



The view from the curb on Fairway Street, facing the front door.

We love our home, and in no way did we want to alter it, but package theft has been a persistent problem because of our location close to Main Street, and we wanted to be able to use more of our large front yard. In addition, we do live on a corner and drivers often take that corner from Fairway right onto Green Acres very fast. Safety was a concern because we have minor children in our family.

We wanted to create a decorative wall that would frame the house, but not cut off the view from the curb, enhance the beautiful plaster finish of the house, and allow us to landscape in water-efficient ways to eliminate some of the lawn area, but still make the corner beautiful.

The wall is not structural, but is purely decorative. We have no plan to put in electric gates or anything of that nature. The only lighting we use on the outside of the wall is small solar spots that shine on the tiles at night.

We spent extra money to plaster the wall instead of doing a stucco finish, so the texture of the wall would match the exact texture of the house. We included the Spanish tiles in a nod to the Spanish Eclectic and Mediterranean Revival roots of the house, and also to bring some color to the wall so it wouldn't be too stark while the landscaping is growing in. Our goal was to make the wall look as if it had always been part of the house.

The landscaping we used is a combination of Mediterranean perennials that should be lush when fully developed, but still water efficient. We chose yellow lantana, red russelia, blue salvia, and upright striped "flamingo glow" yucca. We also included three dwarf mandarin, a green fig, a dwarf persimmon, and a pomegranate tree. None of these will grow to heights that will obscure the house from public view, and they are all fed by water-efficient drip irrigation.



Flamingo Glow yucca

I'm including some additional images so that you can see the wall from various angles. The large square cutout you see directly in line with the front door was a cutout around an older tree that we unfortunately had to take out when it became infested with termites. We did try to save it, but the tree specialist we brought in said that the infestation, combined with the age of the tree, made it a lost cause. We are currently debating whether to plant another tree in that spot or modify the wall to create a walkway to the front door.

I wish I had pictures of the landscaping when everything is in bloom, but it's been cut back for the winter and it's just starting to grow up again.

Thank you so much for your time and attention to this, and I really hope you enjoy what we have tried to do. We have had such wonderful responses from our neighbors through the project, and we are so glad that they also feel like it enhances and frames the house and the neighborhood so well.

If you have *any* other questions, please feel free to call or email me.

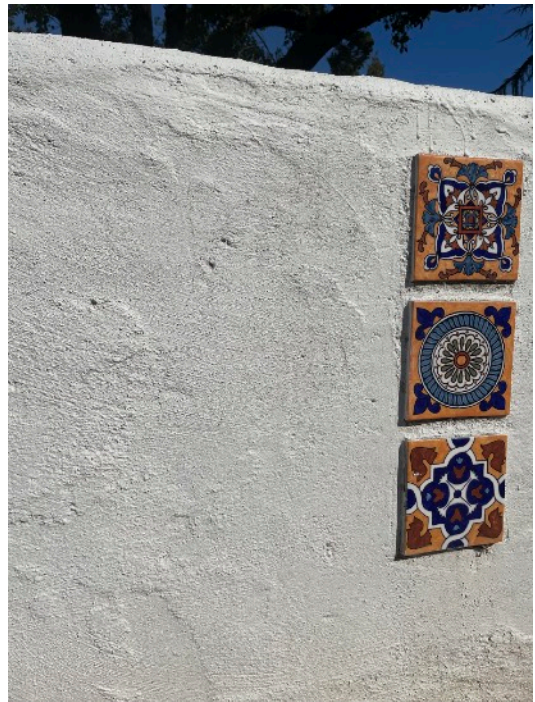
Sincerely,
Eilish Jones De Jager
559-909-8783
eilishdejager@gmail.com



View of south side of house from Green Acres



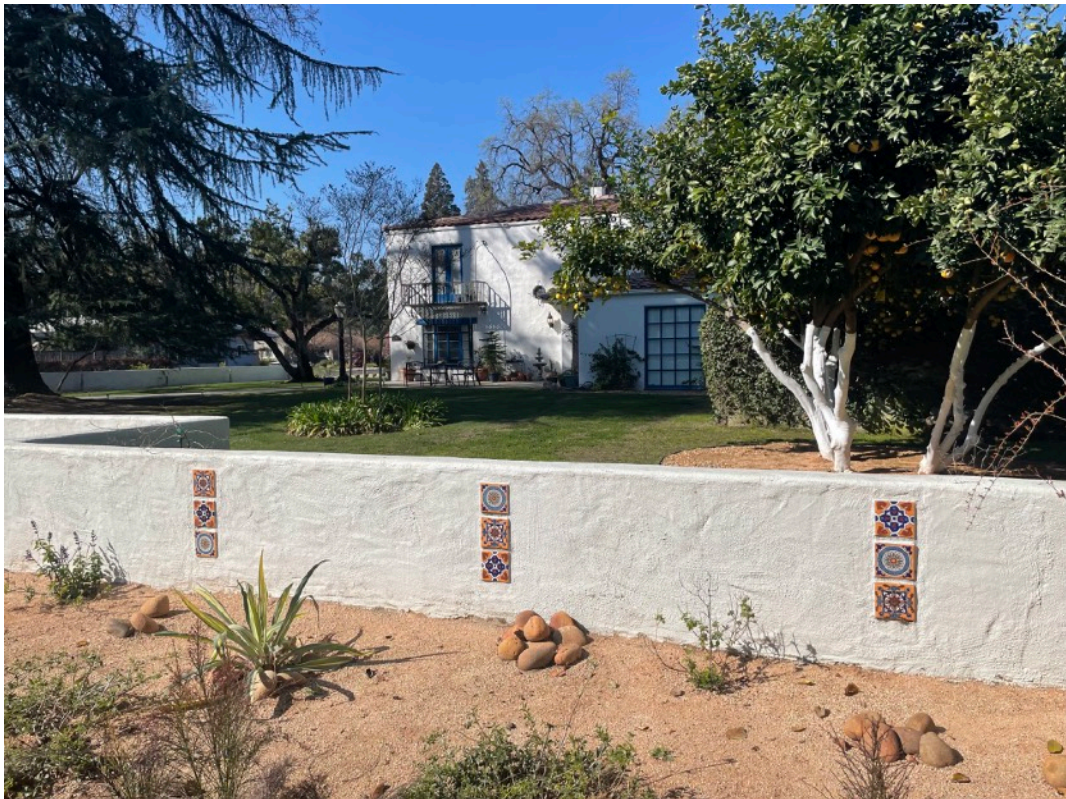
House texture



Wall texture



Northeast corner of property



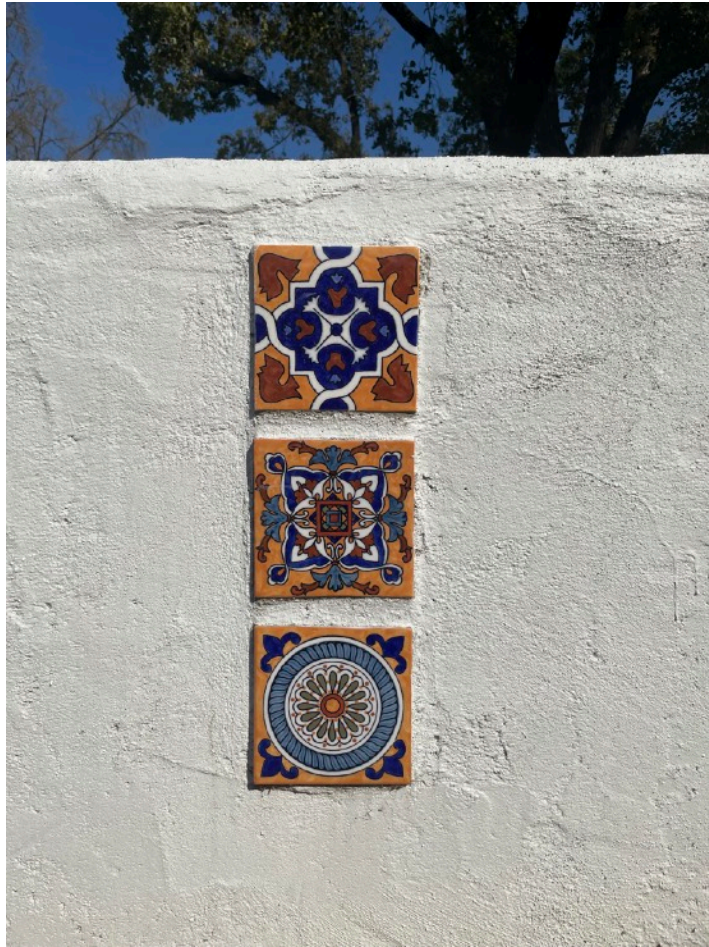
Northeast view looking across yard



Corner with utilities (planting arranged to ensure access)



Corner driveway into Green Acres/Fairway intersection



Close up of Spanish tile



View from across Fairway Street





REPORT TO THE CITY OF VISALIA HISTORIC PRESERVATION ADVISORY COMMITTEE

HEARING DATE: March 9, 2022

PROJECT PLANNER: Cristobal Carrillo, Associate Planner
Phone: (559) 713-4443
E-mail: cristobal.carrillo@visalia.city

SUBJECT: Historic Preservation Advisory Committee Item No. 2022-07: A request by Steven Sparshott to install a six-foot-tall wrought iron fence in the O-C (Office Conversion) Zone. The project sites are located at 431 and 433 S. Bridge Street (APNs: 097-053-003, 001).

STAFF RECOMMENDATION

Staff recommends that the Historic Preservation Advisory Committee (HPAC) approve the proposed fence as described in the findings and conditions of this report.

SITE DATA

The two project sites are zoned O-C (Office Conversion) and are located within the Historic District. All structures located on the project sites are listed on the Local Register of Historic Structures with a "Background" classification. The original Local Register structure on the northernmost parcel (431 S. Bridge Street) was demolished. The structure was replaced with



an office building in 1987. During evaluation of site through the Local Register Update project, the HPAC recommended removal of the site from the Local Register.

The building on the southernmost parcel (433 S. Bridge Street) is original and contains Vernacular style architectural elements. Per the original Historic Survey, the structure is presumed to have been built prior to 1928.

PROJECT DESCRIPTION

The applicant proposes placing six-foot-tall wrought iron fencing over two properties. The wrought iron fencing is depicted in Exhibit "B". The location of the fencing is as follows:

- The western 106 feet of the northern boundary of 431 S. Bridge Street;
HPAC Item No. 2022-07 – New Fence

- The entire western boundaries of 431 and 433 S. Bridge Street;
- The western 105 feet of the southern boundary of 433 S. Bridge Street; and
- Three areas near the easternmost portion of the two project sites: between the two structures and between the structures and the northern/southern property boundaries.

The location of the proposed fencing is depicted in Exhibit “A”. The applicant states that fencing is necessary to prevent vandalism and trespassing on the two sites.

DISCUSSION

Development Standards

Per the requirements of the O-C Zone (Visalia Municipal Code Section 17.36.060.B) no fence, “...*shall exceed seven feet in height if located in a required side or rear yard*”. The section also states that “*A fence or wall may be allowed in a required front yard to a height of four feet provided that the additional one-foot height is not of a solid material.*”

Per Exhibit “A”, the proposal meets both provisions. Fencing within the rear and side yard areas will be six feet tall, thereby not exceeding the seven-foot height limitation. Per VMC Section 17.20.060.C.1 the front yard setback in the O-C Zone shall be “...*consistent with adjacent primary setbacks...*” Per Exhibit “A” fencing in the eastern portion of the two projects sites (designated as the front yard) will not extend past the eastern exteriors of the structures onsite. As such, the fencing is considered to be located outside the front yard setback and not subject to the four-foot height limitation.

Architectural Compatibility

Section 17.56.100 of the Historic Preservation Ordinance provides the HPAC with criteria with which to evaluate exterior alterations to sites within the Historic District. The section notes that for “*Walls of Continuity, physical ingredients such as brick walls, wrought iron fences, and evergreen landscape masses should be used to form continuous cohesive walls of enclosure along the street.*”

Wrought iron fencing as proposed by the applicant in Exhibit “B” is specifically called out within the Historic Preservation Ordinance as an acceptable “Wall of Continuity”. Placement of wrought iron fencing on both sites assists in improving compatibility between the two properties, which was detrimentally affected previously due to demolition of the similar style original structure on 431 S. Bridge Street. There are also at least two properties further south along Bridge Street with wrought iron fencing similar to what is proposed on the project site. Given the above, the proposal is considered appropriate for the project sites and compatible with other properties along the streetscape and within Historic District.

FINDINGS AND CONDITIONS

Staff recommends that the Committee approve HPAC No. 2021-07 based upon the following findings:

1. That the building is listed on the Local Register of Historic Structures and is within the Historic District.
2. That the proposed development is consistent with residential, and office uses in the Historic District and streetscape.
3. That the proposed development is consistent with the Zoning Ordinance, Historic Preservation Ordinance, and Historic Preservation Element.
4. That the proposed development will not be injurious to the surrounding properties or character of the Historic District.

And subject to the following conditions:

1. That the site be developed consistent with the site plan in Exhibit "A" and elevations in Exhibit "B".
2. That the project undergoes the appropriate City permitting process.
3. That any other exterior alterations to the site shall be brought before the Historic Preservation Advisory Committee for review and approval prior to the issuance of any Building Permits and/or their installation or construction.
4. That all other City codes, ordinances, standards, and regulations shall be met.

ATTACHMENTS

- Exhibit "A" – Site Plan
- Exhibit "B" – Elevations
- Aerial Photo
- Historic District and Local Register Map

APPEAL INFORMATION

According to the City of Visalia Zoning Ordinance Section 17.56.060, an appeal to the City Council may be submitted within ten days following the date of a decision by the Historic Preservation Advisory Committee (HPAC). An appeal shall be in writing and shall be filed with the City Clerk at 220 N. Santa Fe Street. The appeal shall specify errors or abuses of discretion by the HPAC, or decisions not supported by the evidence in the record. The appeal form can be found on the city's website www.visalia.city or from the City Clerk.

EXHIBIT "A"

GENERAL NOTES

1. ALL WORK SHALL APPLY WITH APPLICABLE CODES & REGULATIONS. NOTHING IN THE DRAWINGS SHALL BE CONSTRUED TO PERMIT WORK NOT CONFORMING TO THE APPLICABLE CODES AND REGULATIONS.
2. IT SHALL BE THE CONTRACTORS RESPONSIBILITY TO VERIFY ALL DIMENSIONS AND CONDITIONS AT THE JOBSITE AND TO CROSS CHECK ALL DETAILS AND DIMENSIONS SHOWN ON THE DRAWINGS.
3. SITE SIGNAGE TO BE UNDER SEPERATE PERMIT AND APPROVED BY THE CITY OF HANFORD.

CODE COMPLIANCE

CONSTRUCTION SHALL COMPLY WITH THE FOLLOWING PARTS OF TITLE 24.
 CALIFORNIA CODE OF REGULATIONS (CCR).
 -2019 BUILDING STANDARDS ADMINISTRATIVE CODE
 -2019 CALIFORNIA BUILDING CODE (CBC)
 -2019 CALIFORNIA ELECTRICAL CODE (CEC)
 -2019 CALIFORNIA MECHANICAL CODE
 -2019 CALIFORNIA PLUMBING CODE
 -2019 CALIFORNIA FIRE CODE (CFC)
 -2019 CALIFORNIA REFERENCED STANDARDS CODE
 -2019 TITLE 19, CCR, PUBLIC SAFETY, CALIFORNIA STATE FIRE MARSHALL REGULATIONS.
 -2019 CA GREEN BUILDING STANDARDS CODE.

SITE INFO:

EXISTING USE: PROFESSIONAL OFFICES

PROPOSED: NEW FENCE

GENERAL PLAN:
 EXISTING ZONING: OFFICE CONVERSION
 APN 097-053-011, 097-053-003



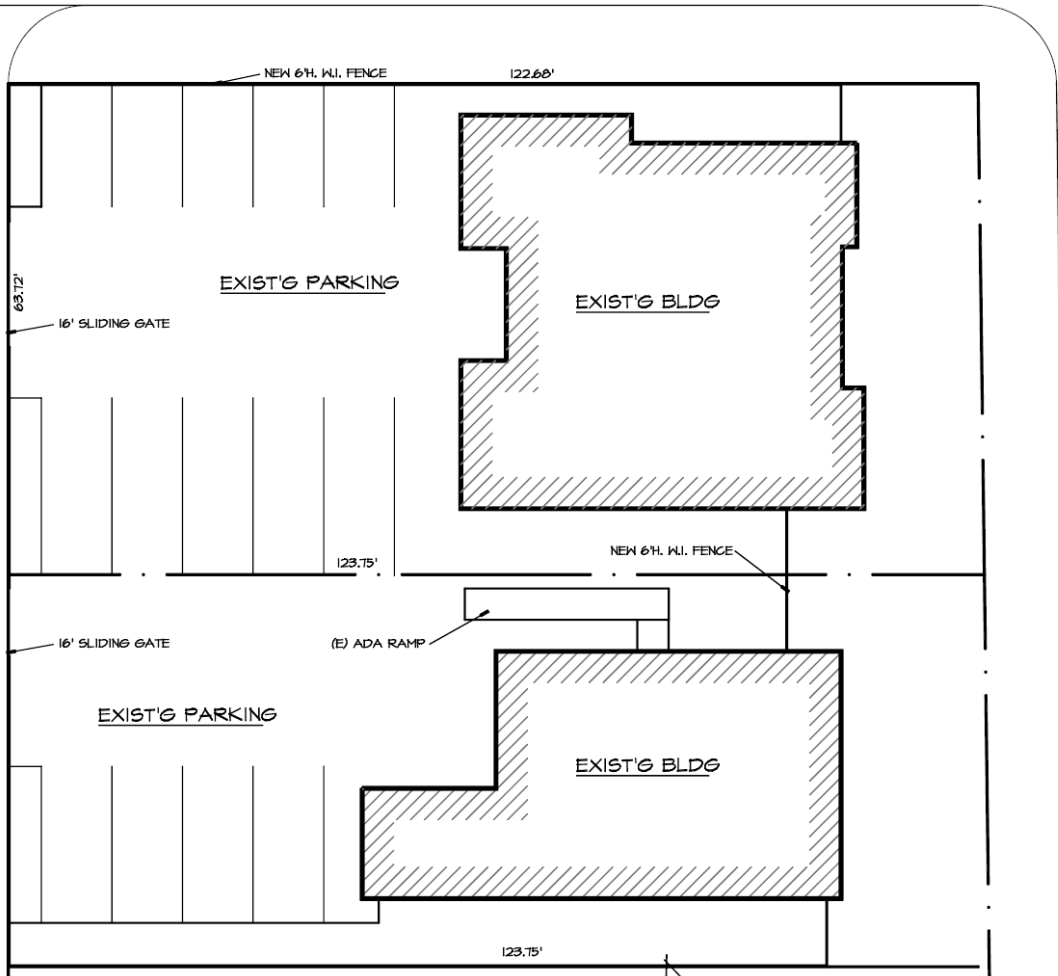
VICINITY MAP

3339 S. MOONEY BLVD VISALIA CA.

- NOBLE AVENUE. -

STEPHEN O. SPARSHOTT

DESIGN & DRAFTING
 VISALIA, CALIF. 93271
 954-674-7505



- S. BRIDGE ST. -

SITE PLAN

APN 097-053-011, 097-053-003
 VISALIA CA.



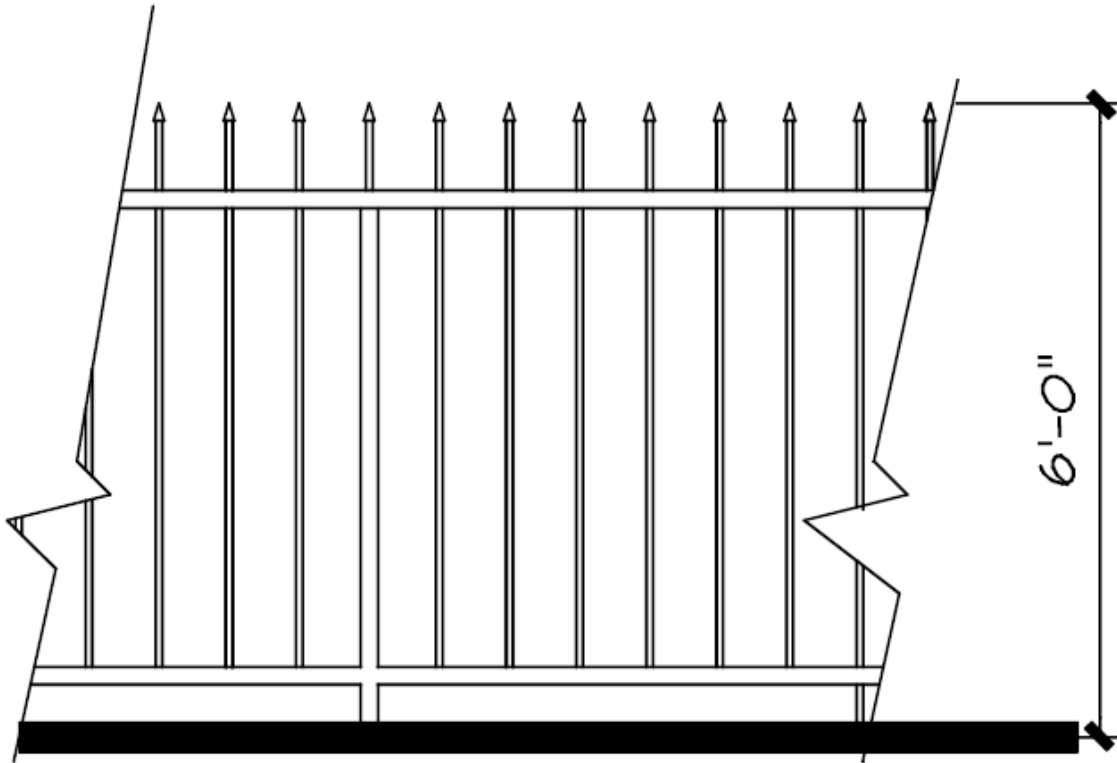
Scale: 1"=10'-0"

A NEW 6' H. W. FENCE FOR:
431 & 433 S. BRIDGE
 VISALIA CA.

SHEET

OF

EXHIBIT "B"



FENCE DETAIL

Scale: 1/4" = 1'-0"

W.I. FENCING



HPAC Item No. 2022-07 – New Fence



DRAFT Notice to Properties on National Registry

To Whom It May Concern,

My name is Walter Deissler and I am the Chair of the City of Visalia Historic Preservation Advisory Committee (HPAC). The HPAC is a committee of seven volunteers appointed by the Visalia City Council to recognize and protect historic neighborhoods and buildings which contribute to Visalia's historic heritage. This letter is being sent to you because you are the owner of a structure listed on the National Register of Historic Places.

Did you know that there are 752 properties in the City of Visalia that are located within the Historic District, and 386 of those are listed on the Local Register of Historic Properties? Of all those properties, only four are recognized on the National Register of Historic Properties. Congratulations! Your property is one of those 4! You're receiving this notice as recognition of your property's special importance and significance in Visalia.

Properties like yours with impressive heritage have historical, cultural, architectural, archaeological, and/or aesthetic significance. They typically adhere to high standards of quality and are a source of pride for the community at large. In order to assist with the continued care of your historic resource, the city has included with this letter information and technical assistance to help ensure that Visalia's history is preserved and your property values are enhanced. This includes **[SITE SPECIFIC RESOURCES TO INCLUDE]**.

Properties such as yours are a link with the past and a key to understanding our heritage. We hope the information provided assists in preserving your historic resources for years to come. Again, congratulations on your property's exceptional historic significance!

Sincerely,

Walter Deissler, Chairperson
City of Visalia
Historic Preservation Advisory Committee

Visalia City Council Ceremonial Document Policy

The Visalia City Council welcomes the opportunity to recognize local individuals and organizations that have distinguished themselves and brought pride to the community. Completed forms for Proclamations, Resolutions of Commendation and Certificates of Recognition that are received by the City Clerk's Office at least 30 days in advance of the presentation will be considered and if deemed in keeping with the City Council's policy, will be issued and a presentation scheduled. Requests received less than 30 days prior to presentation will be considered as time permits but may not be able to be accommodated.

The City of Visalia reserves the right to make the determination about whether a request meets the City's policy for recognition, and to determine the type of document to be issued. Fully completed forms play a key role in making the determination. If enough information is not provided in a timely manner to make a determination and prepare the appropriate document, the request may be declined. Staff will make the initial review, and if it's determined that a completed form being requested within the timeline for a local purpose does not meet policy, and it is a local request, it may be confirmed with the Mayor and Vice Mayor prior to being issued or declined.

Recognition documents may be presented at a mutually agreeable time and place, or at a City Council meeting. Staff will work with the recipients to determine what works best for them, in conjunction with the City Council's schedules to determine when and how the document will be presented.

All three forms of documents are signed by all five Council Members. For timeliness and convenience, the electronic signatures of each are often used on the documents.

Recognition Documents are generally reserved to recognize the following:

1. Local individuals or groups that have achieved a significant accomplishment or achievement, or have had a long-term impact on the community.
2. Local events that are unique to Visalia or the immediate surrounding area.
3. Individuals, groups or events that were not been recognized in the last three years.
4. Participants/teams that are successful at a state, western state, national or world level.
5. Visalians who are celebrating life events such as anniversaries celebrating 50 years or more, birthdays of 100 years or more, etc.
6. Local businesses that have been conducting business in Visalia for more than 50 years, and/or garner a significant state or national recognition. (Sales/operational goal awards do not constitute significant state or national recognition.)

Requests that are generic in nature and/or are not local to Visalia, and requests that are commercial, political, overtly religious or expound a particular point of view are not qualified, or if appropriate, will be modified to meet the policy. In the case of nationally or state recognized events or activities, recognition may be provided if there is a significant and specific local event or activity that can be the focus of the Council's document.



Resolution/Proclamation Request
PLEASE REFER TO THE POLICY PRIOR TO SUBMITTING

Local Person/Local organization to be honored: _____

Reason/event: _____ Date resolution/proclamation needed: _____

Person submitting request: _____ Contact Phone: _____

Please provide appropriate local history on the person/organization to be honored:

Please provide at least 5-8 significant facts that focus on the local event, organization, or person that may be included in the document. It may not be possible to include every fact, but it is helpful to have as much information as possible.

What is the single most important fact that you believe should be included?

Is there a Council Member that you would like to request make this presentation? (Requests will be accommodated as schedules permit.)

Would you prefer to have this presented at a Council meeting or an event? _____

Date of Council Meeting to be presented, if applicable: _____
(Council meets 1st and 3rd Monday of each month)

If at an event, please provide the date, location, time, contact person and contact phone number:

Completed requests for proclamations and resolutions need to be submitted at least 30 days in advance of the presentation date. Applications can be submitted to the City Clerk's Office, 220 N. Santa Fe St., Visalia, CA 93292; or faxed to (559) 713-4800. Questions can be directed to the Chief Deputy City Clerk, (559) 713-4512.