

CITY OF VISALIA
HISTORIC PRESERVATION ADVISORY COMMITTEE
Wednesday, April 13, 2022, at 5:30PM

CHAIR: Walter Deissler VICE-CHAIR: Tyler Davis

COMMITTEE MEMBERS:
Patty Kane, Michael Kreps, Marilynn Mitchell, Jay Hohlbauch

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

AGENDA

A. Citizen's Comments

B. Meeting Minutes

1. March 23, 2022 Regular Meeting
2. March 30, 2022 Special Called Meeting

C. Project Reviews:

1. **HPAC No. 2022-10:** A request by Corey Evans and Brandie Evans to construct a storage building, a carport, a gate, a flagpole, and demolish a detached garage and wood fencing, located in the R-1-5 (Single Family Residential, 5,000 sq. ft. minimum site area) Zone. The project site is located at 821 S. Church Street (APN: 097-087-007).

D. Discussion Items

1. Review of Committee Member Applications
 - a. Lori Chan Luna
 - b. Josh Ernst
 - c. Jordan Mulrooney
2. Local Register of Historic Structures Update / Historic Preservation Ordinance Update
 - a. Public Outreach Meeting
 - b. April 11, 2022 HPAC Update to the Visalia Planning Commission
 - c. Next Steps
 - d. Local Register Classification Discussion
3. Certified Local Government Discussion
4. Letter to Property Owners of Sites on the National Register of Historic Places
5. Committee and Staff Comments
6. 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, March 23, 2022, at 5:30PM

CHAIR: Walter Deissler VICE-CHAIR: Tyler Davis

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

**Mitchell absent.
Lambert resigned.
Hohlbauch arrived at
5:34pm. All
members present.**

MEMBERS OF THE PUBLIC: Jon Metoyer, Rosie Ruiz, Edwin Monico

CITY STAFF: Cristobal Carrillo, Associate Planner

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

AGENDA

A. Citizen's Comments

Public comment was provided by Edwin Monico, resident of Visalia, CA. Monico stated he has purchased a residence in the Historic District. Monico stated that the Historic Preservation Ordinance and website was vague. Deissler recommended Monico reach out to staff with any questions.

B. Meeting Minutes

1. March 9, 2022

A motion was made by Kane, seconded by Kreps to approve the meeting minutes for March 9, 2022. The motion was approved 4-0 (Mitchell absent, Hohlbauch not present at the meeting yet).

Hohlbauch arrived at the meeting at 5:34pm.

C. Project Reviews:

1. **HPAC No. 2022-08:** A request by Rosie Ruiz to renovate a duplex, located in the R-1-5 (Single Family Residential, 5,000 sq. ft. minimum site area) Zone. The project site is located at 203 and 205 East Laurel Avenue (APN: 097-086-014).

Staff presented its report and recommended approval of the proposal as conditioned by staff. Public comment in favor of the project was received from project applicant Rosie Ruiz. Ruiz also provided a new exhibit depicting the types of exterior materials to be employed on the duplex. The Committee stated that it had no issue with removal of the palm tree located on the northern portion of the site. The Committee

recommended the applicant use hardie board siding for the building exteriors. Following discussion, a motion was made by Davis, seconded by Kane, to approve the proposal, with a modification to Condition of Approval No. 6 allowing for removal of the palm tree, and adding the elevation provided by Ruiz to the Conditions of Approval. The motion passed 5-0. (Mitchell absent).

2. **HPAC No. 2022-09:** A request by John Metoyer to install a six-foot-tall wood fence in the O-C (Office Conversion) Zone. The project site is located at 500 S. Court Street (APN: 097-034-006).

Staff presented its report and recommended approval of the proposal as conditioned by staff. Public comment in favor of the project was received from project applicant and property owner John Metoyer. The Committee requested that a proposed storage building not subject to HPAC review be relocated so that it was not visible from the public right of way. The Committee also stressed the importance of maintaining the site, as it is listed on the National Register of Historic Places. Davis also recommended that if additional new fencing was ever placed onsite, that it matches the design of the fencing proposed with the project. Following discussion, a motion was made by Kane, seconded by Hohlbauch to approve the proposal. The motion passed 5-0. (Mitchell absent).

D. Discussion Items

Following review of the projects, Deissler announced that Lambert had resigned from the HPAC. It was requested that members look for people and encourage them to apply for the vacancy. Kane requested that information be provided on when terms for the HPAC would end.

1. Local Register of Historic Structures Update / Historic Preservation Ordinance Update
 - a. Public Outreach Meeting – March 30, 2022
 - b. Local Register Classification Discussion

Staff and the HPAC discussed how the public outreach meeting would be run, and what information would be provided to the public. It was recommended that discussion remain broad, and that people be referred to staff if specific issues were brought up. It was requested that staff not provide the list of Local Register structures recommended for reclassification at the public outreach meeting.

The Committee then discussed Local Register reclassifications. Davis shared analysis of the reclassified sites and recommended changes to some properties. Discussion ensued. It was then decided that the classifications for 635/637 S. Watson and 615 W. Noble would remain as "Focus". Staff was requested to research the classifications of 705 S. Court, 534, 535, 615, 708, 801, and 805 W. Myrtle Avenue for additional discussion at the next regular meeting.

2. Letter to Property Owners of Sites on the National Register of Historic Places
3. City of Visalia Proclamation Procedures Discussion

It was requested that the item be tabled for discussion at a future meeting.

Davis provided proposed answers for the Proclamation application. Staff shared revisions with the Committed and stated that they would send them to Davis for

review. After discussion a motion was made by Davis, seconded by Kreps, to approve the Proclamation answers and send to the City Clerk for consideration.

4. 512 N. Court Street Discussion

Deissler removed himself from presiding over the meeting as he wished to solicit comment from the HPAC as a member of the public. Davis then brought up Item D.4 for discussion. Deissler proceeded to share renderings and design samples for a future renovation project at 512 N. Court Street. The HPAC provided comment on the samples provided.

Following completion of the discussion, Deissler returned to preside over the meeting.

5. Committee and Staff Comments

Staff stated that an update of HPAC activities would be given to the Visalia Planning Commission on April 11, 2022.

With the resignation of Lambert, Deissler nominated Kane to serve on the Certified Local Government subcommittee. Kane accepted the nomination. It was then motioned by Davis, seconded by Hohlbauch, to appoint Kane to the CLG subcommittee. The motion passed 5-0 (Mitchell absent).

Deissler requested that discussion of the CLG be placed on the April 13, 2022, meeting agenda.

6. Identification of Items for Future Agendas

None.

E. Adjournment

A motion was made by Davis, seconded by Kane, to adjourn the meeting. The motion passed 5-0 (Mitchell absent). The meeting adjourned at 7:34pm.

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CITY OF VISALIA
HISTORIC PRESERVATION ADVISORY COMMITTEE
Special Called Meeting
Wednesday, March 30, 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

MEMBERS OF THE PUBLIC: Carlos Gomez, Gilbert Beltran, Pam Bushnell, Kelsey Shepherd, Bryant Clark, Katie Clark, Lori Chan Luna, Karan Ayala, Armando Murrieta, Roger Boling, Judith Boling, Sharon Lehanalile, Lucinda Phillipe, Andrew Chamberlain, Edwin Monico

CITY STAFF: Paul Bernal, Community Development Director, Susan Currier, Senior Administrative Assistant, Cristobal Carrillo, Associate Planner

City of Visalia City Council Chambers
707 W. Acequia Avenue, Visalia CA

AGENDA

Deissler began the meeting by introducing the Committee, outlining what would be discussed, and how the meeting would be operated.

A. Citizen's Comments

None.

B. Discussion Items

1. Public Outreach Meeting
 - a. Historic Preservation Ordinance Update
 - b. Local Register of Historic Structures Update

Carrillo made a presentation providing information on the HPAC, the Historic Preservation Ordinance update, and the Local Register of Historic Structures update.

Lori Luna asked the reason the HPAC was proposing a limitation on paving. Deissler stated that it was proposed to prevent people from parking in landscape areas, and that the limitation would just be to 50% of the front yard area.

Bernal then provided additional information to the public and encouraged people to provide comment.

Roger Boling asked for clarification on Local Register annual review changes and stated that he believed five years was too long between reviews of the Local Register.

Lucinda Phillipe asked if grants would be available to owners of historically designated sites. Deissler stated that a subcommittee of the HPAC would be looking into the issue.

Edwin Monico asked if grandfathering would be applicable for structures affected by the proposed Ordinance changes. Deissler stated that structures would be grandfathered in and that changes would not be retroactive.

Lori Luna asked for clarification on landscape changes.

No other comments were received. Staff stated that there would be additional opportunities to provide comment at public hearings before the HPAC, Visalia Planning Commission, and City Council.

C. Adjournment

A motion was made by Kane, seconded by Hohlbauch, to adjourn the meeting. The motion passed 5-0 (Mitchell absent). The meeting adjourned at 5:59pm.

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REPORT TO THE CITY OF VISALIA HISTORIC PRESERVATION ADVISORY COMMITTEE

HEARING DATE: April 13, 2022

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

SUBJECT: Historic Preservation Advisory Committee Item No. 2022-10: A request by Corey Evans and Brandie Evans to construct a storage building, a carport, a gate, a flagpole, and demolish a detached garage and wood fencing, located at 821 S. Church Street (APN: 097-087-007).

STAFF RECOMMENDATION

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

SITE DATA

The site is zoned R-1-5 (Single Family Residential, 5,000 sq. ft. minimum site area) and is located within the Historic District. The project site contains a single-family residence, a detached garage, a metal storage building, a carport, and a swimming pool. The residence is listed on the Local Register of Historic Structures with a "Background" classification, featuring "Bungalow" style architectural elements.



PROJECT DESCRIPTION

The applicant is requesting approval of the following items:

1. Placement of an approximately 770 square foot, 14 foot tall, metal storage building for use as a sports/play area at the northwest corner of the project site. The applicant will relocate the building so that it is three feet from the western and northern property boundaries as part of this proposal.
2. Demolition of an existing 240 sq. ft. detached garage at the southwest corner of the project site. The applicant proposes demolition of the garage in order to come closer in compliance with rear yard coverage limitations.
3. Demolition of wood fencing in the rear yard area. The applicant proposes demolition of the fencing to make room for relocation of the metal storage building.
4. Placement of an approximately 320 sq. ft. carport with one wall at the southern portion of the project site.

HPAC Item No. 2022-10 – Storage Building, Carport, Gate, Flagpole, Demolish Garage & Fencing

5. Placement of a gate with vertical vinyl siding at the southeast end of the residence; and
6. Placement of a flag pole in the eastern portion of the project site;

All structures are depicted in the Site Plan and Building Elevations provided in Exhibits “A” and “B”. Neighborhood Preservation staff cited the applicant for placement of the metal storage building without HPAC review or Building Permit issuance in September 2021. Planning Division staff noted placement of the carport, gate, and flagpole without HPAC or Building Permit review during a site visit conducted April 8, 2022. The applicant states that they were unaware of the requirements for HPAC and Building Permit review when the structures were built.

DISCUSSION

Development Standards

Metal Storage Building/Demolition of Garage and Fencing

Within the 25-foot rear yard setback, enclosed accessory structures must not exceed a size of 20% of the rear yard area (415 sq. ft. in this case), must not exceed a 12-foot height, and must be at minimum three feet from any property line. Outside of the rear yard setback, buildings must be five feet from the northern property line. The metal storage building is 770 square feet in size (506 sq. ft. within the rear yard), is 14 feet tall, and is approximately 1-2 feet from the northern and western property boundaries. The applicant has stated that they will relocate the building so that it complies with the three-foot setback standard to the west. They have also stated that the building will be moved four feet from the northern property boundary. This would be out of compliance with the five foot side yard setback for the portion of the building outside the rear yard setback. However, the four foot setback is within the range to be approved through an Administrative Adjustment. This shall be included as Condition No. 2.

To address coverage limitations the applicant proposes demolishing the existing detached garage and rear yard fencing to provide additional area. With removal of the detached garage, and relocation of the metal storage shed, only 484 sq. ft. of building would be within the rear yard setback, 69 sq. ft. over the 415 sq. ft. limitation. To address this staff will require the applicant to obtain an Administrative Adjustment to permit the excess in site coverage and building height within the rear yard setback. This is included as Condition No. 3.

Carport

The carport is approximately 320 sq. ft. in size and 10 feet in height. It is located within the buildable area of the lot, and thus must comply with a five-foot setback from the southern property boundary. At present the carport appears to be within 2-3 feet from the southern property boundary. Condition No. 4 is included requiring that the applicant relocate the carport so that it complies with the five-foot setback standard.

Flagpole

The height of the flagpole is unknown. The Visalia Municipal Code requires that flagpoles not exceed a height of 30 feet. Condition No. 5 is included requiring compliance with the height standard, to be verified during Building Permit review.

All other aspects of the proposal (i.e., the proposed gate) comply with development standards for the R-1-5 Zone.

Architectural Compatibility

Metal Storage Building, Carport, Gate, Flagpole

VMC Section 17.56.100 (Building design compatibility criteria) provides guidance on the review of new structures on sites within the Historic District. Criteria are designed to encourage compatibility of new buildings with a majority of structures in the immediately surrounding area. Per the elevations provided in Exhibit "B" the metal storage building contains sufficient architectural elements to be considered compatible with the residence onsite. The metal storage building contains horizontal exterior siding and roof shapes on par with the Bungalow architecture of the residence. The carport also contains a similar roof line and is obstructed from view of the public right of way. The fencing contains vertical vinyl material, but otherwise is considered complimentary to the front facing exterior of the home due to its coloration, wood appearance, and top trim. The flagpole is thin in size and does not obstruct views of the residence. Given the above the metal storage building, carport, gate, and flag pole are considered compatible with the existing residence and Historic District.



The carport also contains a similar roof line and is obstructed from view of the public right of way. The fencing contains vertical vinyl material, but otherwise is considered complimentary to the front facing exterior of the home due to its coloration, wood appearance, and top trim. The flagpole is thin in size and does not obstruct views of the residence. Given the above the metal storage building, carport, gate, and flag pole are considered compatible with the existing residence and Historic District.

Demolition

VMC Section 17.56.070 (Demolition or moving of historic structures) provides guidance on the review of demolition requests. The Code discourages the demolition of historic structures, but only permits the HPAC to deny a request if a structure is on the Local Register with an "Exceptional" classification. The residence on the project site only contains a "Background" designation. As such, the Committee can either approve demolition of the detached garage and fencing outright, approve on the basis of a public hazard being present, or approve with an up to six-month moratorium applied.

For this proposal, staff recommends that the HPAC approve outright the demolition request as it will facilitate construction of a larger storage space for use by the applicant. The garage is also significantly obscured from view of Church Street and as such would not affect the overall historic aesthetic of the site. The HPAC has also previously approved demolition of accessory structures when located in rear yard areas, out of view from the public right of way. This most recently occurred during demolition review of a patio located at 801 W. Myrtle Avenue.



FINDINGS AND CONDITIONS

For HPAC Item No. 2022-10 staff recommends that the Committee approve the request, subject to the findings and conditions listed below:

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 uses in the Historic District.
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 site, surrounding properties, or character of the Historic District as modified by staff through conditions of approval.

Conditions

1. That the site be developed consistent with the site plan in Exhibit "A" and elevations in Exhibit "B" except as modified in the conditions below.
2. That the metal storage building will be relocated to be three-foot from the western property boundary and four feet from the northern property boundary, subject to approval of an Administrative Adjustment for the four-foot setback from the northern property boundary within the buildable area of the lot.
3. That the applicant shall obtain approval of an Administrative Adjustment to allow the excess size and height of the metal storage building within the rear yard setback area. Approval of the Administrative Adjustment shall be obtained prior to issuance of a Building Permit for the metal storage building.
4. That the carport shall be relocated so that it complies with the five-foot setback standard, to be verified during Building Permit review.
5. That the flagpole shall comply with the 30-foot height limitation, to be verified during Building Permit review.
6. That the project undergoes the appropriate City permitting process.
7. 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.
8. That all other City codes, ordinances, standards, and regulations shall be met.

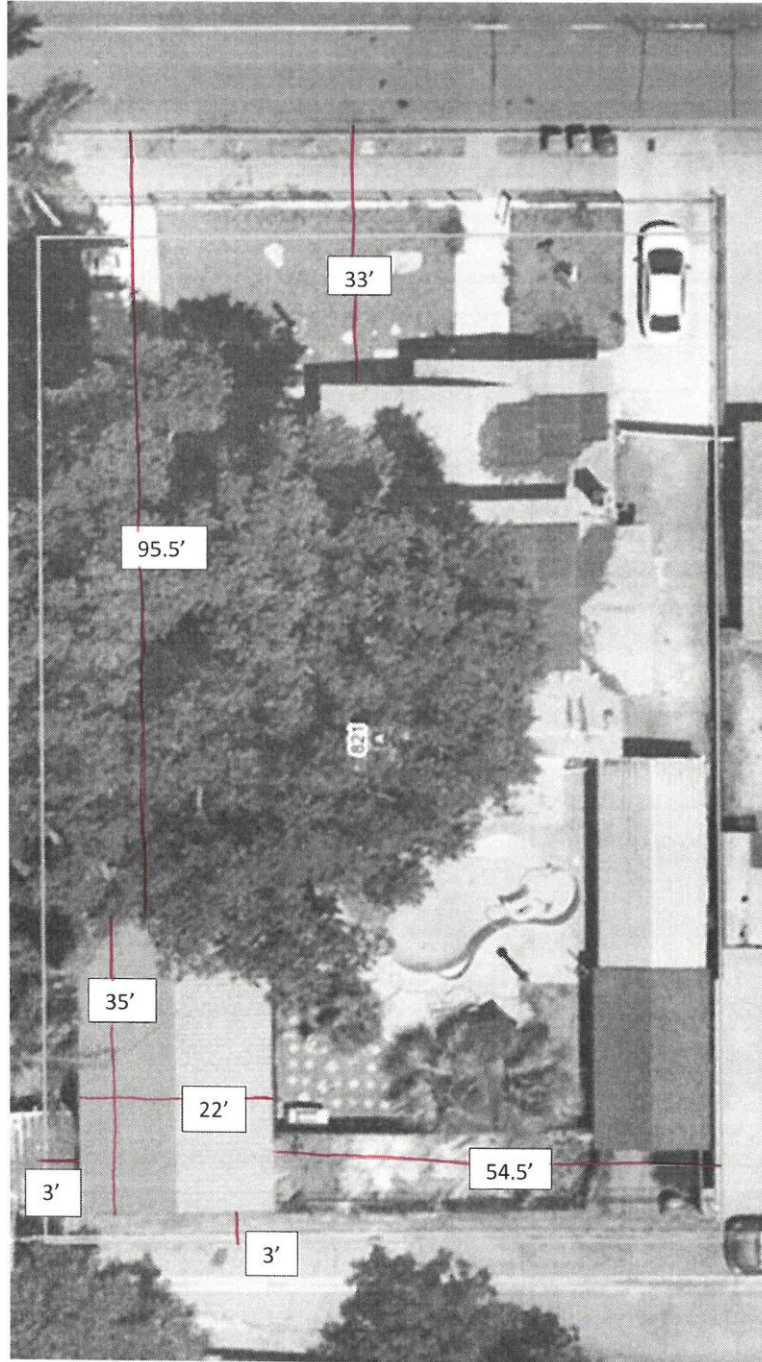
ATTACHMENTS

- 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.

821 S Church Street



821 S CHURCH ST



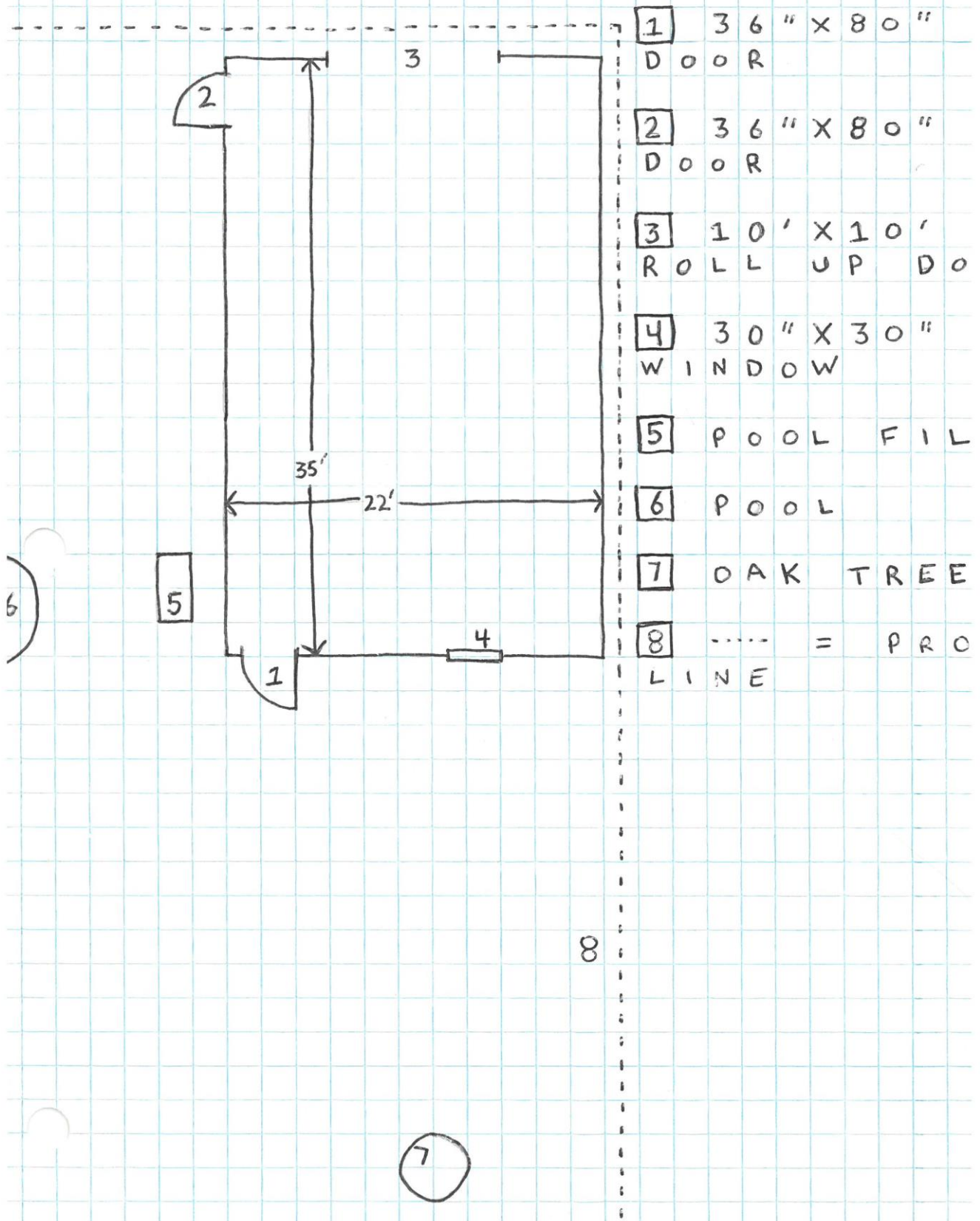


EXHIBIT "B"



**Metal Storage Building and
Rear Yard Wood Fencing**



HPAC Item No. 2022-10 – Storage Building, Carport, Gate, Flagpole, Demolish Garage & Fencing



HPAC Item No. 2022-10 – Storage Building, Carport, Gate, Flagpole, Demolish Garage & Fencing



**Detached
Garage**



HPAC Item No. 2022-10 – Storage Building, Carport, Gate, Flagpole, Demolish Garage & Fencing



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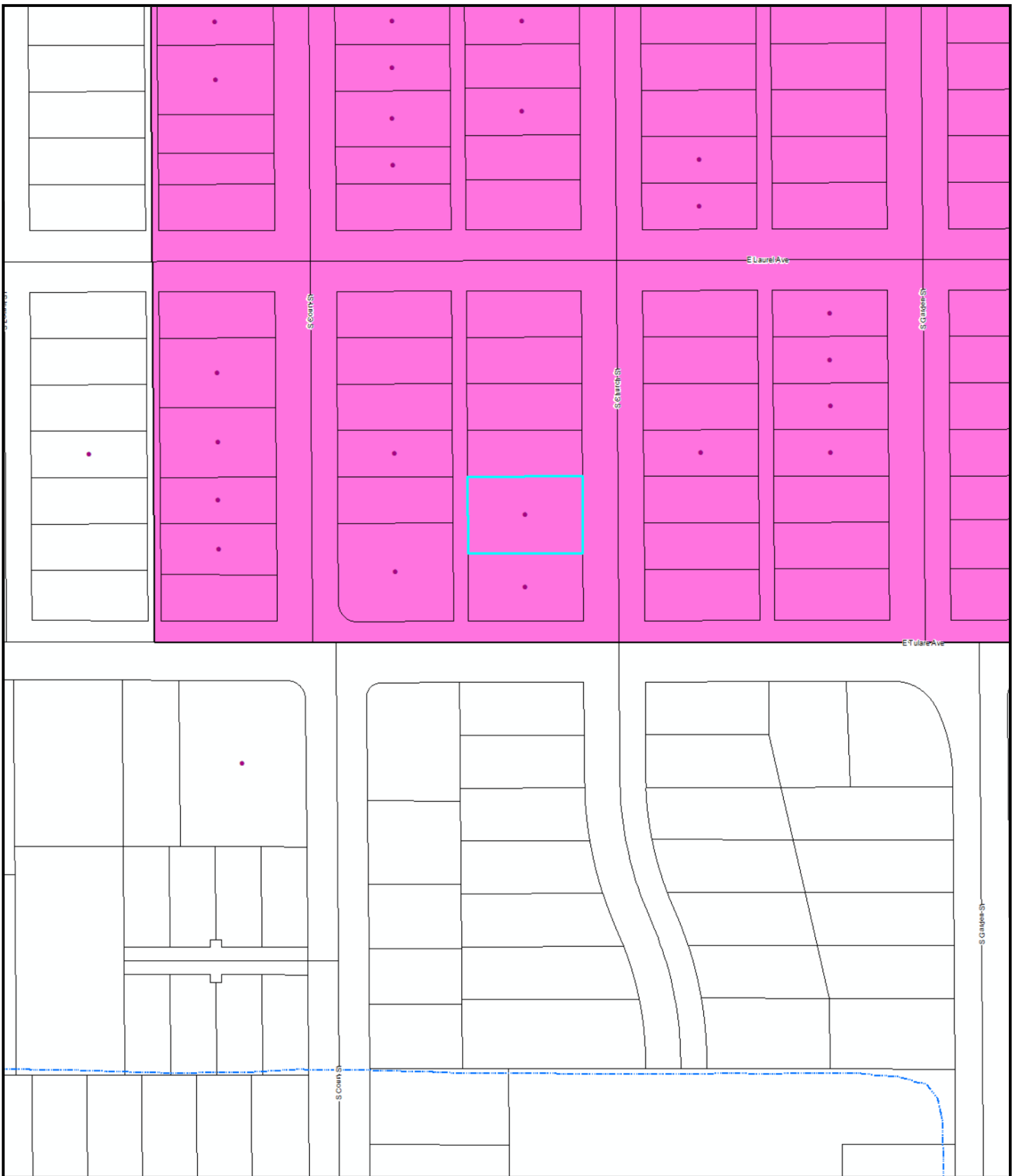
Flagpole

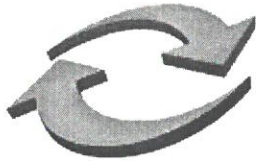


HPAC Item No. 2022-10 – Storage Building, Carport, Gate, Flagpole, Demolish Garage & Fencing



HPAC Item No. 2022-10 – Storage Building, Carport, Gate, Flagpole, Demolish Garage & Fencing





City Clerk - Application for Appointment to City Board, Committee or Commission [Request Id: 267843]

<p>◆ Subject Location</p> <p>Street Info: City / Zip</p>	<p>◆ Citizen Contact Information</p> <p>Citizen Name: Lori Chan Luna Email: casadeluna425@gmail.com Phone1 / Phone2: 5593039273 / 5597339525 Address: 425 W Race Ave City, Zip: Visalia, CA 93291 Contact Method: E-Mail</p>
<p>◆ Request Details [Information provided by Citizen]</p> <p>Please review the following handbook:</p> <p>How many years of being a Visalia Resident?: 42</p> <p>Are you a Visalia Registered Voter?: Yes</p> <p>List any training and/or experience: California College of Arts and Crafts College of the Sequoias Redwood High School</p> <p>Education-school, major, graduation date & degree: California College of Arts and Crafts - Bachelor of Fine Arts with Distinction</p> <p>Additional skills and/or interests: Architectural History Graphic Design Gardening Local History</p> <p>Community activities in which you are involved: Service on a City Board, Committee or Commission: C-SET: 11-year member of the Board City of Chula Vista: member of the Fine Arts Commission City Heights Community Development Corporation: Founding member, former President of the Board Retired</p> <p>Present Occupation: Name of Employer: Lori Chan Luna</p> <p>Work Address: --</p> <p>Work Phone Number: --</p> <p>Potential Conflicts: No</p> <p>If Yes, explain in detail any potential conflicts: First Choice for City Board/Committee/Commission: Historic Preservation Committee</p> <p>Applicable qualifications and experience: San Diego County Department of Land Use and Environmental Regulation: Cartographer; Graphic Artist Rick Engineering Company: Delineator (prepared exhibits for planning projects for entities such as the San Diego County Planning Commission and San Diego County Board of Supervisors) I currently reside in the historic house that my parents purchased in 1963. My family and I have owned the house since 2001.</p> <p>Goals for this appointment: I want to be an advocate for the advancement of historic preservation within the City of Visalia. Each building, cultural artifact, natural resource has its own story to tell. It is imperative that we not lose sight of the value of recognizing and protecting these treasures. Through public awareness, education, sharing and creating a vehicle in which these ideas are stored, I would hope to play a small part in preventing the demolition of historically significant treasures that are woven into the fabric of our city.</p>	

*OK
mm
3/30/22*

Applicable qualifications and experience:
Goals for this appointment:
Applicable qualifications and experience:
Goals for this appointment:
Agree or Not Agree: **Agree**
Male or Female: **Female**
Ethnic Category: **Asian - Asian Americans and persons of Japanese, Chinese, Korean, Filipino descent, Pacific Islanders and Vietnamese.**

◆ Staff Request Admin
Request ID: **267843** Priority: **Normal**
Received/Entered: 3/26/2022 7:42:16 PM Status: **Received**
Target Complete Date: 3/30/2022 7:42:16 PM Color:
Actual Complete Date: Flag:
Request Source: Internet (N)
Original Assigned Staff: Gorelik, Ilya
Rouse, Kathy
Ruiz, Gladys

◆ Staff / Citizen Action Log
No Staff/Citizen Actions have been added



CITY OF VISALIA

APPLICATION FOR APPOINTMENT

TO CITY BOARD, COMMITTEE OR COMMISSION

Historical Preservation advisory committee

Name of Board, Committee or Commission

Name Josh Ernst

Mailing/Residence 1444 S. county center dr.

Address 1444 S. county center dr Residence Phone 559 553-2176

Zip Code 93277 Work Phone 559 553-2176

Email flynnscarade74@gmail.com Cell Phone 559 553-2176

Resident of Visalia for 47 years Visalia Registered Voter: Yes No

TRAINING, EXPERIENCE and/or EDUCATION:

Associates in science, Associates in Art.

HVAC certified, Paint contractors License (C-33)

Knowledge in electrical, Experience in construction
sheet rock, framing. I've painted murals around
town.

SCHOOL	MAJOR	GRADUATION DATE & DEGREE
<u>COS</u>	<u>Science</u>	<u>AS and AA</u>

Additional Pertinent Skills, Experience or Interests: I work on pinballs for

fun, I'm good at trouble shooting electrical/

Community activities in which you are involved: Assisted leadership with

church College group and activities

Current or prior service on a City Board, Committee or Commission: none

FIRST choice for Board/Committee/Commission appointment: Historical Preservation advisory Committee

<p>Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.</p>	<p>What are your goals in serving on this Board/Committee/Commission?</p>
<p>Paint contractor I have worked on many older homes that were in zones of historical homes. I worked for central valley refrigeration as a tech trouble shooting systems through the restaurants in Tulare county, so I have experience with electrical. I've had my own painting business for the last 15 yrs.</p>	<p>to help preserve historical homes / sites around town. I have a love for the history of this town and many memories of places that no longer exists. I would like to be involve in discussions about the future of our town.</p>

SECOND choice for Board/Committee/Commission appointment: _____

<p>Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.</p>	<p>What are your goals in serving on this Board/Committee/Commission?</p>

THIRD choice for Board/Committee/Commission appointment: _____

<p>Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.</p>	<p>What are your goals in serving on this Board/Committee/Commission?</p>

Employment Information:

Present Occupation: Paint contractor (C-33) 920114 Lic#
Name of Firm: Ernst crew painting
Address: 1444 S. county center dr Visalia 93277
Phone: 559 553-2176

Rules of law and ethics prohibit members from participating in and voting on matters in which they have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Committee or Commission to which you seek appointment? (If yes, please explain in detail any potential conflicts) YES NO
(If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk's Office prior to submitting your application.)

PLEASE NOTE THAT THIS APPLICATION BECOMES PUBLIC INFORMATION.

I hereby certify that the information contained in this application and any accompanying documents is true and correct to the best of my knowledge.



Signature of Applicant

3/30/22

Date

The following information will be used for statistical purposes only. This information is requested on a voluntary basis. If you have questions regarding this request, please contact the City Clerk's Office. Your application *will be* processed whether or not you complete these questions. Thank you for your assistance.

Male Female

Ethnic Category: check all categories that apply:

White

(The category "White" includes White, Anglo-Saxons, Europeans, and person of Indo-European, North Africa or Middle Eastern origin.)

Black

(The category "Black" includes Blacks, Afro-Americans, and persons of Jamaican, Trinidadian, and West Indian descent.)

Hispanic

(The category "Hispanic" includes Mexican, Chicano, Latino, and all persons of Puerto Rican, Cuban Central or South American or Spanish descent.)

American Indian

(The category "American Indian" includes persons who identify themselves, or are known as such, by virtue of tribal associations, including Alaskan Native.)

Asian

(The category "Asian" includes Asian-Americans and persons of Japanese, Chinese, Korean, Filipino descent, Pacific Islanders and Vietnamese.)

You are invited to attach additional pages, enclose a copy of your resume or submit supplemental information which you feel may assist the City Council in its evaluation of your application.

When completed mail/submit original to:

Office of the City Clerk
City of Visalia
220 N. Santa Fe St.
Visalia, CA 93292



City Clerk - Application for Appointment to City Board, Committee or Commission [Request Id: 267888]

<p>◆ Subject Location</p> <p>Street Info: City / Zip</p>	<p>◆ Citizen Contact Information</p> <p>Citizen Name: Mr. Jordan Mulrooney Email: jordan@rocknrealestate.com Phone1 / Phone2: 559-280-9157 / na Address: 415 W Goshen Ave City, Zip: Visalia, CA 93291</p>
<p>◆ Request Details [Information provided by Citizen]</p> <p>Please review the following handbook:</p>	
<p>How many years of being a Visalia Resident?:</p> <p>Are you a Visalia Registered Voter?:</p> <p>List any training and/or experience:</p> <p>Education-school, major, graduation date & degree:</p> <p>Additional skills and/or interests:</p> <p>Community activities in which you are involved:</p> <p>Service on a City Board, Committee or Commission:</p> <p>Present Occupation:</p> <p>Name of Employer:</p> <p>Work Address:</p> <p>Work Phone Number:</p> <p>Potential Conflicts:</p> <p>If Yes, explain in detail any potential conflicts:</p> <p>First Choice for City Board/Committee/Commission:</p> <p>Applicable qualifications and experience:</p>	<p>25 years</p> <p>Yes</p> <p>Professional Designations/Certifications - CA Real Estate Broker, Accredited Buyer's Representative®, Short-Sale and Foreclosure Resource®, e-Pro®, Pricing Strategy Advisor, Real Estate Negotiation Expert</p> <p>BA - Business Administration - Magna Cum Laude - Fresno Pacific University Visalia Campus December 2018 AS-T - Business Administration for Transfer - May 2017</p> <p>Leadership and training skills within the Tulare County Association of REALTORS®. Currently serving and have served on many committee and boards throughout local organizations in the Visalia area. Professional Memberships – National Association of REALTORS®, California Association of REALTORS®, and Tulare County Association of REALTORS® Visalia Breakfast Lions Club 2021 Vice President/ 2022 President Benevolent and Protective Order of Elks in Visalia Visalia Chamber of Commerce RE/MAX representative Visalia Chamber of Commerce Young Professionals Network RE/MAX representative Visalia Business Exchange</p> <p>No prior city service, have served on many service groups through out the Visalia area. REALTORS®</p> <p>RE/MAX - Visalia</p> <p>4840 W Mineral King Ave, Visalia, CA 93291</p> <p>559-280-9157</p> <p>No</p> <p>Historic Preservation Committee</p> <p>As a REALTOR®, I am one of the youngest broker's in the Tulare County Association of REALTORS®. I am actively serving clients in the Historic District of Visalia with buying and selling. I also consult with REALTORS® about homes they have coming up in the historic district due to my experience in the area. I am also a homeowner of a 101 year old Colonial Revival</p>

Handwritten signature and date: JM 4/7/22

home classified as a Focus property that I am actively living in and will be remodeling over the new few years. My home address is 415 W Goshen Ave in Visalia. I believe owning a historic home myself as well as representing buyers and sellers in the area would allow me to share great insight on the properties on our local register. I am an experienced broker and homeowner who would like to make an impact on the place I live.

Goals for this appointment:

My goals for this appointment would to be a liaison in a few different ways. First and foremost as a homeowner in the historic district. This would allow me to share with the HPAC what it is truly like to live and work in these historic homes and I believe that could give homeowners in this area a sense of true representation with the ordinances that affect them and their properties. My second goal would be to be a liaison with the Tulare County Association of REALTORS® and the HPAC to help other REALTORS® become more knowledgeable about the properties they are selling in the historic district and help grow the awareness overall in the community.

Applicable qualifications and experience:

Goals for this appointment:

Applicable qualifications and experience:

Goals for this appointment:

Agree or Not Agree:

Agree

Resume:

[View Attachment](#)

Male or Female:

Male

Ethnic Category:

White - includes White, Anglo-Saxons, Europeans, and person of Indo-European, North Africa or Middle Eastern origin.

◆ Staff Request Admin

Request ID:	267888	Priority:	Normal
Received/Entered:	3/31/2022 11:12:20 AM	Status:	Received
Target Complete Date:	4/4/2022 11:12:20 AM	Color	
Actual Complete Date:		Flag:	
Request Source:	Internet (N)		
Original Assigned Staff:	Gorelik, Ilya Rouse, Kathy Ruiz, Gladys		

◆ Staff / Citizen Action Log

No Staff/Citizen Actions have been added

Jordan Mulrooney

415 W Goshen Ave, Visalia, CA 93291
(559) 280-9157
Jordan@RocknRealEstate.com

Career Profile

Energetic and organized professional with many years of experience in customer service and relations. Skills in sales and interpersonal marketing. Highly driven and passionate about sales and meeting quotas to reach desired volumes of business. Very dependable and trustworthy individual focusing on business as a student and a professional.

Experience

Broker Associate - REALTOR®

RE/MAX Visalia, Visalia, California, 2016-Present

Independent contractor with Rock 'n' Real Estate, representing clients in transactions of buying and selling residential, commercial, and investment real estate. Familiar with contracts, disclosures, and sales/marketing campaigns related to local real estate. Main duties include developing marketing strategies on an individual basis for each respective homeowner, be a liaison manager with escrow, lender, and other REALTOR® members, negotiate on client's behalf, and ensure timelines are kept and facilitate answers to questions and issues during the closing process.

Committee Member

Tulare County Association of REALTORS® / Visalia Breakfast Lions Club

As a member of many different professional committees ranging from local government relations, young professional's network, long range planning, multiple listing service, vice president and program chair for Visalia Breakfast Lions Club main duties involve weighing in on pertinent issues for different organizations, assisting with community events, and following Robert's Rules of Order.

Education

BA Degree, Business Management

Fresno Pacific University, California, Completed 2018

AS Degree, Business Administration

College of the Sequoias, California, Completed 2017

Professional Designations/Certifications

Accredited Buyer's Representative®, Short-Sale and Foreclosure Resource®, e-Pro®, Pricing Strategy Advisor, Real Estate Negotiation Expert

Professional Memberships –

National Association of REALTORS®, California Association of REALTORS®, and Tulare County Association of REALTORS®

Visalia Breakfast Lions Club 2021 Vice President/ 2022 President

Benevolent and Protective Order of Elks in Visalia

Visalia Chamber of Commerce RE/MAX representative

Visalia Chamber of Commerce Young Professionals Network RE/MAX representative

Visalia Business Exchange

Certified Local Government Subcommittee Report

The Certified Local Government (CLG) subcommittee met to review and discuss the requirements for certification with the State of California Certified Local Government program. Below are the Pros and Cons from the discussion. The subcommittee did not come to a definitive conclusion, feeling that the entire HPAC should vote to either approve or deny applying to become a Certified Local Government.

Additionally, the subcommittee discussed researching alternative funding opportunities: the Mills Act (for property tax reductions) and Proteus (repairs and improvements for low income property owners in the Historic District).

Pros	Cons
Increases credibility – further legitimizes our committee and our decision-making processes	<p>Requires quite a lot of work for little benefit.</p> <ul style="list-style-type: none"> • Documents required to submit with application are substantial. This is a partial list: <ul style="list-style-type: none"> ○ City resolution, ○ HPAC members and city staff names, resumes, phone numbers, qualifications ○ Copies of survey including information on the progress and future uses, ○ Narrative summary explaining current HPAC functions, responsibilities and authority ○ Narrative summaries of current program activities and ○ Active city organization chart. • Requires annual reports to maintain certification. • Additional workload but we've already done the heavy lifting with our two projects
Availability of training and workshops (committee member education)	Can be considered a Pro or Con?
Strengthens our goals and objectives in regard to the overall city development and planning	Public pushback (?) – Given the last public meeting, this is probably not a concern
Helps standardize nominations to the National Register – based on the Secretary of Interior standards	The Fox Theater isn't on the National Register. We should determine if there are other properties that should be added as well.
Already meet most of the requirements to become a CLG, and it's in the city's General Plan document	Since much of this work already completed, can't determine what value is there to becoming CLG.
GRANTS – money available for online resources (database), homeowner education, style/repair guidelines for historic properties	<p>No direct dollar benefit to Historic District properties.</p> <ul style="list-style-type: none"> • Dollar amount of grants is fairly small, \$5,000 - \$25,000. Money can't be used to restore, acquire, maintain or reconstruct

Pros	Cons
	<p>properties.</p> <ul style="list-style-type: none">• Money can only be used for many of the activities we have already completed (eg. ordinance revisions, surveys, preparing reports, developing community preservation education, preparing National Register of Historic Places nominations.• Requires cash or in-kind match (60% Federal, 40% city)
Resources (database), homeowner education, style/repair guidelines for historic properties	

2010

California Office of Historic Preservation
Department of Parks & Recreation
Local Government Assistance



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National Park Service
Box 37127
Washington DC 20013-7127

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INTRODUCTION

Preserving important historic properties as reflections of our American heritage became a national policy through passage of the Antiquities Act of 1906, the Historic Sites Act of 1935, and the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470) (NHPA). In part, the NHPA instructed the Federal Government to assist local governments to expand and accelerate their historic preservation programs and activities. Since enactment of the NHPA, the historic preservation expertise and activities of local governments have significantly increased. The act, however, provided no opportunity for local governments to be involved formally in the national historic preservation program. Lack of formal participation by local governments often meant that historic preservation issues were not considered until development planning was well underway. This often resulted in preservation/land development conflicts causing project delays and increasing costs. In addition, opportunities frequently were lost for preservation-oriented development that could satisfy both preservation and development goals.

In recognition of the need to involve local governments in historic preservation, the 1980 amendments to the NHPA provided a specific role for local governments in the national program by establishing the Certified Local Government (CLG) program. A CLG is a local government whose local historic preservation program has been certified pursuant to Section 101 (c) of the NHPA. Any local government is eligible to apply for certification. Once certified, a local government must be included in the process of nominating properties to the National Register of Historic Places and will be eligible to apply to the state for a share of the state's annual Historic Preservation Fund (HPF) allocation.

What is the Certified Local Government Program?

The 1980 amendments to the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), provided for the establishment of a Certified Local Government (CLG) Program. The CLG program is a national program designed to encourage the direct participation of a local government in the identification, registration, and preservation of historic properties located within the jurisdiction of the local government. A local government may become a CLG by developing and implementing a local historic preservation program based on federal and state standards. The CLG program is administered in California by the State Office of Historic Preservation (OHP).

The CLG program is intended to foster the integration of preservation planning into other planning processes and ensure that historic resources are identified and considered in making planning decisions. It is not intended to be another or more burdensome layer of control, but instead to support good planning practices. The CLG program encourages the preservation of cultural resources by promoting a partnership among local governments, the State of California, and the National Park Service (NPS)

which is responsible for the National Historic Preservation Program. Becoming a CLG can provide local staff and commissions the tools, technical training, and more meaningful leadership roles in the preservation of the community's cultural heritage. Local interests and concerns are integrated into the official planning and decision-making processes at the earliest possible opportunity.

In response to the federal government's 1995 initiative for simplifying the National Park Service's oversight of the national historic preservation program, the NPS revised 36 CFR 61 to provide each state with greater discretion in carrying out the responsibilities mandated in the National Historic Preservation Act. Decisions on membership requirements for local preservation commissions are left entirely to the states. The requirement that local preservation commissions consult outside professionals in certain instances is eliminated.

Who Can Apply for Certified Local Government Status?

Any local government is eligible to apply to the State Historic Preservation Officer (SHPO) for certification. A local government is any general purpose political subdivision of California such as a city, county, or city/county; or any other general purpose political division of the state with the exception of regional commissions, councils of governments, and special districts. It is important to be aware that certification pertains to the entire local government and its agencies, not simply to the preservation commission that serves the local government.

When Are CLG Applications Accepted?

Local governments may apply for CLG status at any time. However, in order to apply for grants through the CLG program, a local government must be certified prior to the grant application deadline which is usually the last week of April. Note that the CLG grant application process is separate from the certification application and requires completion of a grant application form.

What are the Procedures for Certification?

Prior to submitting an application or obtaining the elected officials' authorization, OHP encourages the local government representative to consult with the Local Government Unit of the California State Office of Historic Preservation and submit a draft application for a preliminary review to ensure that the local government's preservation program meets the state requirements and National Park Service CLG program criteria.

Once the draft application has been approved, the chief elected official of the local government applying for CLG status shall request certification from the California State

Historic Preservation Officer (SHPO) in writing. The official request for certification shall include the Certification Application Checklist, CLG Certification Application Form, and CLG Certification Application Attachments found in Appendix A.

Within forty-five (45) days of receipt of an adequately documented application, the SHPO shall review the certification application. If certification is recommended, the SHPO will forward a Certification Agreement to the local government for signature. The Certification Agreement shall identify the required responsibilities of the local government when certified. SHPO concurrence, which shall include a copy of the signed certification agreement and a signed review checklist, shall be forwarded to NPS for final review and approval as a CLG. NPS has final approval to certify local governments as CLGs; their date of approval is the effective date of certification.

Why Become a Certified Local Government?

What does certification mean? What's in it for the local jurisdiction? Why would you want to associate your local preservation program with state and federal programs? Does certification create additional state or federal oversight or control over local programs?

Credibility: The National Historic Preservation Act (NHPA), passed in 1966, built upon established preservation practices. The NHPA created the National Register of Historic Places; its criteria are widely recognized and they have been tested legally (reviewed, refined by adoption into regulations, tested and upheld in courts). Amendments to the NHPA created the CLG program. The Secretary of the Interior's Standards and Guidelines for preservation planning and the identification, evaluation, registration, and treatment of historic properties were published in 1983. Although the California Register of Historical Resources is much newer (1992), its criteria and procedures parallel the National Register.

When your local survey program is consistent with the *Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation* and your designation criteria are consistent with the National Register and California Register criteria, you know you are on safe ground. Similarly, use of the Secretary of the Interior's Standards for Treatment of Historic Properties provides established criteria for evaluating projects and granting Certificates of Appropriateness that have stood the tests of time, reasonableness, and the courts. Consistency with national and state regulations and established preservation practices insulates the local preservation program from charges of being arbitrary and capricious. Becoming a CLG provides the local program the added value of prestige and cachet.

Technical Assistance: OHP provides technical assistance, training, workshops, and consultation services to CLGs. A prerequisite for becoming a CLG is access to a listserv hosted by the OHP. Membership to the listserv is limited to SHPO staff, CLG coordinators, members of CLG boards/commission, and other interested staff in the

CLG. It is a communication and networking tool that offers the Office of Historic Preservation and CLGs the opportunity to submit suggestions or questions to other members of the listserv. SHPO staff also uses the listserv to forward information about training opportunities, publications, grants, and a variety of technical assistance to CLGs.

Streamlining: The use of the National Register/California Register criteria and the Secretary of the Interior Standards integrates local, state, and federal levels of review. It brings clarity to the question of what resources are significant when it comes to CEQA and Section 106 of the National Historic Preservation Act. Adopting the Secretary of the Interior's Standards will allow the use of categorical exemptions under CEQA, and likely result of findings of no adverse effect under Section 106. The use of these criteria and standards make environmental review faster, more efficient, and reduces costs and delays.

Involvement: The CLG program brings local preservation boards and commissions into broader local land use planning and project approval processes. CLGs have the responsibility to involve their boards/commissions in the CEQA and Section 106 review process, as well.

Funding: Each state is required to pass through 10% of its annual Historic Preservation Fund grant from the National Park Service to CLGs to fund their preservation activities. California has chosen to make this money available to CLGs for a wide variety of preservation planning activities through a competitive grant program. This funding is not a large amount – grants range between \$5000 and \$25,000 – but it can support important activities including completion of a preservation element or plan, developing a historic context, conducting a survey, preparation of a National Register district application, or the update of an ordinance. Work funded by a CLG grant is expected to conform to state and federal standards.

Autonomy: When your local government decides to become a CLG, it agrees to carry out the intent of the NHPA and the Secretary of the Interior's Standards. Recognizing that individual local governments and individuals employed by those local governments often do not have all the background, training, and skills to achieve a good balance between development and preservation, SHPO reviews the structure and processes of the local preservation program, and may comment on or make suggestions about strategies a local government can use to accomplish its goals and objectives. Beyond that, neither the NPS nor SHPO have any regulatory authority over local governments.

Neither the NPS nor SHPO dictate the content of historic preservation plans or ordinances; neither the NPS nor SHPO review nor is their approval needed prior to the selection and appointment of individual local preservation commissioners by local government officials. In no way is the autonomy of a local government decreased by becoming a CLG. However, a CLG may be decertified if it establishes policies or adopts practices that violate the intent of the National Historic Preservation Act.

Economic Benefits: Although there are no direct economic benefits to being a CLG other than the opportunity to compete for CLG grants, your CLG's commitment to historic preservation does result in multiple economic benefits to the community. Where preservation is supported by local government policies and incentives, designation can increase property values and pride of place. Revitalization of historic downtowns and adaptive reuse of historic districts and buildings conserves resources, uses existing infrastructure, generates local jobs and purchasing, supports small business development and heritage tourism and enhances quality of life and community character.

Preserve America: Because CLG status indicates a community's commitment to historic preservation at the local level, it makes the local government a prime candidate to become a Preserve America community and streamlines the application process. Preserve America is a national initiative that recognizes and designates communities, including neighborhoods in large cities that protect and celebrate their heritage, use their historic assets for economic development and community revitalization, and encourage people to experience and appreciate local historic resources through education and heritage tourism programs. In addition to White House recognition and local signage, Preserve America communities are eligible for federal grants to support community efforts to demonstrate sustainable uses of their historic and cultural sites and the economic and educational opportunities related to heritage tourism. OHP does not administer the Preserve America program. However, Preserve America Applicants are required to consult with the SHPO as part of the application process.

What are the Requirements for Certification?

FIVE BASIC PROGRAM REQUIREMENTS

The chief elected official of the local government must submit an application to the SHPO requesting certification. Local governments may be certified to participate in the CLG program by complying with the five minimum responsibilities of a CLG. Local governments must:

- Enforce appropriate state and local legislation for the designation and protection of historic properties;
- Establish a qualified historic preservation review commission by local law;
- Maintain a system for the survey and inventory of historic properties;
- Provide for adequate public participation in the local historic preservation program, including the process of reviewing and recommending properties for nomination to the National Register of Historic Places; and
- Satisfactorily perform the responsibilities delegated to it by the state.

Enforce appropriate state and local legislation for the designation and protection of historic properties.

CLGs must enact and enforce a local historic preservation ordinance. State enabling legislation, found at California Government Code Sections 65850, 25373, and 37361, provides for local jurisdictions to enact appropriate historic preservation legislation. Additionally, the local legislation shall be consistent with the intent and purpose of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470).

Along with other local governments, CLGs must enforce the California Environmental Quality Act (CEQA) regulations in relation to historical resources, and participate, as appropriate, in the environmental review of federally-sponsored projects under Section 106 of the National Historic Preservation Act of 1966, as amended.

Designation refers to the identification and registration of both historic and prehistoric properties for purposes of protection using criteria established by the local government. Designation requirements and procedures must be consistent with the Secretary of the Interior's Standards for Identification and Registration. Adoption of criteria that closely follows the National Register of Historic Places and the California Register of Historical Resources is encouraged.

Protection refers to the local review process under local law for proposed demolition of, changes to, or other action that may affect properties that have been designated pursuant to the local ordinance. This would not include properties listed on or determined eligible for the national Register of Historic Places or California Register of Historical Resources unless those properties were also designated under the local designation process.

The CLG will prepare a comprehensive local historic preservation plan or preferably, a historic preservation element in the community's general plan. The plan or element will identify preservation missions, goals, and priorities and will establish preservation strategies, programs, and time schedules. It will also be used to support and justify CLG grant applications.

The CLG is encouraged to adopt and implement the *Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation* relevant to CLG need and activities (www.nps.gov/history/local-law/arch_stnds_0.htm).

Establish a qualified historic preservation review commission by local law.

A qualified historic preservation review commission means a board, council, committee, commission or other similar body established by local legislation whose primary purpose is historic preservation and whose membership includes a minimum of five (5) individuals, all of who have a demonstrated interest in, competence or knowledge in historic preservation.

Members must be appointed by the chief elected official of the jurisdiction, unless otherwise provided by local legislation. The appointing authority shall make interim appointments to fill unexpired terms in the event of vacancies occurring during the term of members of the commission within sixty (60) days.

To the extent available in the community, the CLG will appoint a minimum of two professional members from the disciplines of architecture, history, architectural history, planning, archeology, or other historic preservation related disciplines, such as urban planning, American studies, American civilization, cultural geography, or cultural anthropology. Local governments can be certified without this minimum professional qualified membership if they can demonstrate they have made a reasonable effort to fill those positions.

When a relevant historic preservation discipline is not represented in the commission membership, the commission shall be encouraged to draw upon such expertise in this area when considering National Register nominations requiring the application of such expertise.

The commission must meet a minimum of four times per year and each commissioner must attend annually at least one training session that meets the requirements of the CLG program. CLG commissioners and staff should develop training requirements that meets the needs of local historic preservation programs.

The commission is the local governmental entity responsible for preparing and submitting an annual report to the SHPO each year. The format and content the most recent annual report is available on the SHPO's website (www.ohp.parks.ca.gov/?page_id=21239).

Maintain a system for the survey and inventory of historic properties

Because historical contexts and surveys are the foundation of preservation planning, CLGs must develop or have in place a system for identifying, evaluating, inventorying, and registering historical and cultural resources within their jurisdiction,

Upon certification, CLGs will forward to the SHPO copies of all pre-existing survey and inventory information.

Surveys carried out by or at the direction of a CLG are expected to meet the Secretary of the Interior's Standards and Guidelines for Identification and Evaluation, and use State-approved inventory forms (DPR 523 series) and/or electronic data standards to ensure that the data can be integrated into the statewide California Historical Resources Information System (CHRIS). (This policy does not apply to survey data produced before the effective date of CLG certification.)

Evaluative criteria must be consistent with the National Register of Historic Places and the California Register of Historical Resources, and conform to the Secretary of the Interior's Standards for Identification and Evaluation. (This policy does not apply to survey data produced before the effective date of CLG certification.).

Communities which have conducted surveys in the past must periodically update their survey data as new resources become eligible for consideration, or when older surveys warrant re-examination over time. CLGs are required to submit survey updates and new surveys to OHP for inclusion in the statewide database.

The CLG commission shall establish internal procedures to facilitate the use of survey results in the planning process by the CLG officials and departments. The commission shall submit survey results to the local government for adoption, then forward to OHP. Copies of the survey results must be made available to the public, with the exception of certain sensitive historic and prehistoric sites and should be on deposit at the local planning department, building and safety office, public works department, and redevelopment agency. Local libraries, colleges, and historical societies should also receive copies. SHPO will make copies available for the appropriate CHRIS regional center.

Provide for adequate public participation in the local historic preservation program

Public participation is an integral feature of any preservation program and the CLG shall provide opportunities for public participation in all CLG programs and activities.

The CLG will encourage public participation at commission meetings. All local preservation commission meetings must be open to the public and meet the requirements of the Ralph M. Brown Act for open meetings (California Government Code Section 54950 et seq.). Meeting agendas and minutes of commission meetings must be publicly available.

Public participation shall be encouraged in the CLG's survey program at all levels of responsibility to identify and inventory significant cultural resources. Survey results shall be a public record and on file at a public institution, with the exception of archeological and other sensitive sites.

The local government must provide for public participation in the CLG's process for evaluating properties for nomination to the National Register of Historic Places.

The CLG shall encourage the public to participate in the review of projects and undertakings subject to the California Environmental Quality Act and Section 106 of the National Historic Preservation Act.

Satisfactorily perform the responsibilities delegated to it by the state

The CLG must have the legal authority to fulfill the minimum requirements specified in this application manual.

At the discretion of the SHPO and with mutual written agreement with the local government, or by federal mandate from the National Park Service, additional responsibility may be delegated to the CLG.

ADDITIONAL REQUIREMENTS.

National Register Nominations

The CLG has the obligation to participate in the nomination of properties to the National Register of Historic Places pursuant to Section 101 (c)(2)(A) of the National Historic Preservation Act: "Before a property within the jurisdiction of the certified local government may be considered by the State to be nominated to the Secretary [of the Interior] for inclusion on the National Register, the State Historic Preservation Officer shall notify the owner, the applicable chief local elected official, and the local historic preservation commission. The commission, after reasonable opportunity for public comment, **shall** [emphasis added] prepare a report as to whether or not such property, in its opinion, meets the criteria of the National Register."

Annual Reviews

In order to maintain certification, CLGs are required to submit reports annually that detail their historic preservation programs' accomplishments and actions. The annual reports cover the federal fiscal year, October 1 – September 30. Each CLG is sent a reminder letter and the annual report format. The CLG must have submitted an annual report for the previous reporting period in order to be eligible to submit a CLG grant application. Although the majority of the report format remains fairly constant, some changes may occur from year to year. The format for the most recent annual report is posted on SHPO's website (www.ohp.parks.ca.gov/?page_id=21239).

Decertification

In order to remain a CLG the local government must continue to meet the minimal requirements of the program and to meet the performance standards specified in the CLG certification agreement.

The SHPO may recommend decertification to the National Park Service if all of the following conditions have been met:

- The SHPO determines that a CLG's performance does not meet the performance standards specified in the Certification Agreement; and

- The SHPO specifies to the CLG in writing ways to improve performance with a period of time by which deficiencies must be corrected or improvements must be achieved; and
- After the period of time stipulated by the SHPO, the SHPO determines that there has not been sufficient improvement.

Failure to perform acceptably under a Historic Preservation Fund grant is not in itself sufficient grounds for decertification. The SHPO must notify the CLG in writing prior to or at the time of its recommendation to NPS for decertification. The notification must state the specific reasons for the proposed decertification, describe the SHPO's technical assistance efforts, and affirm that the SHPO will notify the CLG of the NPS concurrence with the decertification.

The SHPO may also recommend decertification if a CLG requests in writing to be decertified. The SHPO must forward a copy of the CLG's letter as an enclosure to the SHPO's request to decertify the CLG.

If the CLG had been delegated Section 106 responsibilities in its jurisdiction by the State, and a Programmatic Agreement had been executed by the Advisory Council on Historic Preservation (ACHP), then the SHPO must notify the ACHP that the CLG has been decertified.

The effective date of decertification is when the National Park Service concurs in writing with the SHPO's recommendation to decertify the CLG. If the local government wishes to become recertified it must reapply for certification.

What about the CLG Grants Program?

OHP is required by federal law to pass through at least 10% of its annual Federal Historic Preservation Fund (HPF) allocation to Certified Local Governments for historic preservation planning projects and programs which promote the identification, evaluation, nomination, and preservation of their communities' significant cultural resources and are consistent with the Statewide Historic Preservation Plan. Bricks and mortar projects are not eligible.

The annual grant cycle begins with the notification to all CLGs of the funding availability in January of each year. Grant applications are due at the end of April and the recipients are announced by June. Grant funded projects are to begin October 1 and must be completed by the following September. CLG grants are awarded on a competitive basis in amounts from \$2,500 - \$25,000. Cash or in-kind match is required: 60% Federal/40% applicant.

The CLG grants program manual and grant application is available on OHP's website at www.ohp.parks.ca.gov/?page_id=24493. The grants manual is updated annually to reflect statewide preservation priorities, Consult the manual for detailed information

about what activities are eligible for funding, the criteria used in awarding the grants, and the obligations of grant recipients.

Grant-eligible activities include projects such as the following:

- Developing or revising general plan historic preservation elements
- Ordinance revisions
- Developing historic contexts and conducting historic resource surveys
- Preparing National Register of Historic Places district nominations or multiple property submissions
- Developing archaeological preservation plans
- Developing design guidelines for historic properties
- Developing community-based preservation education and outreach programs including historic homeowner education. OHP will consider joint proposals with other local governments to fund a circuit rider staff person to provide technical assistance to a group of local government preservation programs.
- Preparing historic structure reports/historic structure preservation plan
- Historic Resource information management such as developing a web-based application to make historic resource information publically available online

CLGs may not use HPF grants for construction or restoration of buildings and structures, acquisition of historic properties, maintenance or operation of historic properties, interpretive displays, or purchase of computers or other equipment. CLG grant funds can not be used as match for any other federal grant or for lobbying purposes.

Where Can I Get More Information?

If you have any questions about this program, the certification application process, or the preparation and development of local preservation documents and programs, e.g., preparation of a historic preservation ordinance, development of a survey program, etc., please contact the Local Government Unit, Office of Historic Preservation, 1725 23rd Street, Sacramento, CA 95816, phone (916) 445-7000, fax (916) 445-7053.

Information on the [Certified Local Government Program](http://www.ohp.parks.ca.gov) is available online at www.ohp.parks.ca.gov.

Also see Section 101(c)(1) and 9(c)2 of the National Historic Preservation Act of 1966, as amended (http://www.nps.gov/history/history/online_books/fhpl/nhpa.pdf) and 36 CFR Part 61.6 of the Procedures for State, Tribal, and Local Government Historic Preservation Programs (http://edocket.access.gpo.gov/cfr_2005/julqtr/pdf/36cfr61.6.pdf). .

APPENDICES

Appendix A: Application Materials*

- **Certification Application Checklist***
- **CLG Certification Application Form***
- **CLG Certification Application Attachments***
- **Statement of Commissioner Qualifications Form***

Appendix B: Sample Resolution

Appendix C: Sample Certification Agreement

Appendix D: Suggested Preservation Plan Model

* Available online in PDF Fillable Form format at
www.ohp.parks.ca.gov/?page_id=24493

Appendix A: Application Materials

Certification Application Checklist

A complete certification application must include the following:

- _____ Transmittal letter signed by the Chief Elected Local Official forwarding all required documents.
- _____ Resolution adopted by the elected officials authorizing application for Certified Local Government status and specifying the name and title of the person authorized to sign program documents and agreements.
- _____ Completed certification application form and application attachments (see pages 17-19).
- _____ Resumes and commissioner qualifications forms for each of the members of the local historic preservation commission/board.
- _____ Names, telephone numbers, resumes, and professional qualifications forms for staff members responsible for administration of the historic preservation program for the local government.
- _____ Organization charts for local government and for department that administers historic preservation program.
- _____ If in process or completed, copies of cultural resources survey(s) performed in the community, with information on the progress and future intended uses of the survey.
- _____ Copy of the local historic preservation legislation.
- _____ Copy of the local historic preservation plan or historic preservation element of the General Plan.

NOTE: Please read the Application Procedures carefully before completing the application. Applicants must submit one (1) original, signed application with complete attachments to:

Local Government Unit
Office of Historic Preservation
1725 23rd Street
Sacramento, CA 94816-7100
Phone (916) 445-7000 Fax (916) 445-7053

Application for Certified Local Government Certification

Applicant (attach general organization chart)

Local Government	
Address	

Chief Elected Local Official

Name	
Title	

Legislative Representatives (list names and district numbers)

California Assembly	
California Senate	
U.S. Congress	

Local Government Contact Person (enclose résumé, professional qualifications, and departmental organization chart)

Name			
Title			
Department			
Address			
Telephone Number		Fax Number	
Email Address			

Resolution of Local Government (attach)

Date Approved	
Authorized Signature	

Local Commission/Board (Attach a current résumé and commissioner qualification form for each commission member.)

Name of Commission/Board	
Names and Professions of Members	

Local Historic Preservation Ordinance or appropriate section(s) of municipal code (attach)

Name of Document	
Date of Enactment	

Local Historic Preservation Plan or Historic Preservation Element of General Plan (attach)

Name of Document	
Date of Enactment	
Plans to prepare a Plan or Element if one has not been adopted	

Local Government Assurance

I assure the State of California, Office of Historic Preservation, that this government shall comply with and fulfill all the requirements of the Certified Local Government program.

Signature of Chief Elected Local Official

Printed Name of Chief Elected Local Official

Title

Date

CLG Certification Application Attachments

- Provide a narrative summary describing historic contexts developed and past and current historic resource survey activities, including type of survey (reconnaissance or intensive) and percentage of coverage of local jurisdiction. Additionally, provide information regarding future survey plans and how they will conform to the state and federal standards for surveys.
- Provide a narrative summary of current historic preservation program activities performed by the local government. For example, local designation programs, educational/outreach programs, design review, etc.
- Provide a narrative summary explaining any new or additional historic preservation program activities that will be carried out as a result of becoming a CLG.
- Provide a narrative summary which explains the current functions, responsibilities, and authority of the local review commission/board.
- Provide a narrative summary describing economic incentive or other benefits offered by the local government to owners of historic properties.
- Provide a narrative summary describing how review of projects affecting historical resources in the local government jurisdiction is carried out under the California Environmental Quality Act and Section 106 of the National Historic Preservation Act.

Statement of Commissioner Qualifications

Local Government _____

Name of Commissioner _____

Date of Appointment _____ Date Term Expires _____

Certified Local Government procedures require local commissions to meet specific professional requirements. The commission shall include a minimum membership of five individuals with all members having demonstrated interest, competence, or knowledge in historic preservation. At least two Commission members are encouraged to be appointed from among professionals in the disciplines of history, architecture, architectural history, planning, pre-historic and historic archeology, folklore, cultural anthropology, curation, conservation, and landscape architecture or related disciplines, such as urban planning, American studies, American civilization, or cultural geography, to the extent that such professionals are available in the community. Commission membership may also include lay members who have demonstrated special interests, competence, experience, or knowledge in historic preservation

Are you a professional in one of the disciplines associated with historic preservation listed above?

Yes

No

Summarize your qualifying education, professional experience, and any appropriate licenses or certificates. Attach a resume.

Appendix B: Sample Resolution

A resolution passed by the city council or board of supervisors must accompany the application. Below is a sample resolution which can be adapted to meet local needs.

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL/BOARD OF SUPERVISORS

CITY/COUNTY OF _____

APPROVING THE APPLICATION AND CERTIFICATION AGREEMENT FOR THE
CERTIFIED LOCAL GOVERNMENT HISTORIC PRESERVATION PROGRAM

WHEREAS, the United States Congress under the National Historic Preservation Act of 1966, amended (16 U.S.C. 470), has authorized the establishment of a Certified Local Government program; and

WHEREAS, the State of California, represented by the State Historic Preservation Officer, is responsible for the administration of the program within the state and the establishment of necessary rules and procedures governing the application by local agencies under the program; and

WHEREAS, said adopted procedures established by the State of California require the applicant to certify by resolution of the local government's elected officials the approval of an application prior to submission of said application. to the state;

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL/BOARD OF SUPERVISORS hereby:

1. Approves the filing of an application for certification under the Certified Local Government Program; and
2. Appoints the _____ (position/title) or authorized deputy as agent of the city to coordinate, process, and execute all contracts, agreements, amendments, and ancillary documents within the scope of the attached application for certification.

Mayor/ Board of Supervisors Chair

Attest: Other signatures as appropriate

Appendix C: Suggested Preservation Plan/Historic Preservation Element of the General Plan Components

The following is a list of ten essential components that should be considered or addressed in every formal preservation plan or historic preservation element of the General Plan:

1. Statement of historic and/or archaeological preservation goals in the community, and the purpose of the preservation plan.
2. Definition of the historic and/or archaeological character of the community. Are there one or more historic contexts which are important in the development of your community?
3. Summary of past and current efforts to preserve the community's character.
4. A survey of historic and archaeological resources in the community, or a definition of the type of survey that should be conducted in communities that have not yet completed a survey.
5. Explanation of the legal basis for protection of historic and archaeological resources in the community.
6. Statement of the relationship between historic and archaeological resources preservation and other local land-use and growth management authorities, such as the zoning ordinance.
7. Statement of the public sector's responsibilities towards city- or county-owned historic and archaeological resources, and for ensuring that public actions do not adversely affect those resources.
8. Statement of incentives that are, or should be, available to assist in the preservation of the community's historic and archaeological resources.
9. Statement of the relationship between historic preservation and the community's educational system and program.
10. A precise statement of goals and policies, including a specific agenda for future action to accomplish those goals.

The above elements are based upon a publication, *Preparing a Historic Preservation Plan* by Bradford J. White and Richard J. Roddewig. A copy may be obtained from APA Planners Bookstore at www.planning.org/apastore/Search/Default.aspx?p=2378 .

Appendix D: Sample Certification Agreement

The local government and State of California must execute a Certification Agreement that identifies the specific responsibilities of the local government. This document will be prepared by the OHP and presented to the local government for concurrent signatures

Sample Certification Agreement

Pursuant to the provisions of the National Historic Preservation Act, as amended, to applicable federal regulations (36 CFR Part 61), and to the State of California's Certified Local Government Program Application and Procedures (Application and Procedures), the City [or County] of _____ agrees to:

1. Enforce appropriate legislation for the designation and protection of historic properties; maintain an adequate and qualified historic preservation review commission composed of professional and lay members; maintain a system for the survey and inventory of historic properties; and provide for adequate public participation in the historic preservation program including the process of recommending properties to the National Register of Historic Places, pursuant to the Application and Procedures.
2. Enforce its historic preservation ordinance and CEQA procedures as it relates to the consideration of historical resources. The Participant shall consult with the SHPO for any amendments or revisions to said ordinance prior to making such changes.
3. Submit to the SHPO an annual report, pursuant to 36 CFR 61.5(e)(5), consistent with the report guidelines published by the SHPO.
4. Adhere to requirements outlined in the State of California Certified Local Government Application and Procedures.

The State Historic Preservation Officer (SHPO) shall:

1. Inform the Participant of the annual availability of National Historic Preservation Fund grants, for which the Participant is eligible as a Certified Local Government, to compete.
2. Provide information, technical assistance, and opportunities for training to the CLG.
3. Review and provide comments on proposed ordinance changes.

Upon its designation as a CLG, [enter local government name] shall be eligible for all rights and privileges of a Certified Local Government specified in the National Historic Preservation Act and procedures of the State of California, including eligibility to apply for available CLG grant funds in competition with other CLGs.

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