



Architectural Review and
Historic Preservation Board
Supplemental Memo

Meeting Date 4/1/15

TO: Architectural Review and Historic Preservation Board

File : Historic Pres. Program. Admn.

FROM: Bob Summerville, AICP Senior Planner, (879-6807, bob.summerville@chicoca.gov)
Community Development Department

RE: Certified Local Government Program (CLG) 2013-2014 Annual Report

SUMMARY

As part of the maintenance of CLG Programs, the State Office of Historic Preservation (OHP) requires all local historic preservation boards or commissions review annual reports prior to being submitted to OHP. Staff recommends that the Board review the 2013-2014 report, recommend any suggested changes, and forward to OHP.

(Please note that new Board members beginning their term in 2015 are not subject to the 2013-2014 reporting period. The new members are, however, encouraged to review the report to become familiar with the process and next year's report.)

ATTACHMENT

Certified Local Government Program (CLG) 2013-2014 Annual Report (Draft)

DISTRIBUTION

ARHB members and staff

Certified Local Government Program -- 2013-2014 Annual Report

(Reporting period is from October 1, 2013 through September 30, 2014)

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

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

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

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

Name of CLG

Type here.

Report Prepared by: *Bob Summerville, AICP, Senior Planner* **Date of commission/board review:** *4/1/15*

Minimum Requirements for Certification

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

A. Preservation Laws

1. What amendments or revisions, if any, are you considering to the certified ordinance? Please forward drafts or proposals.
REMINDER: *Pursuant to the CLG Agreement, OHP must have the opportunity to review and comment on ordinance changes prior to adoption. Changes that do not meet the CLG requirements could affect certification status.*
None.
2. Provide an electronic link to your ordinance or appropriate section(s) of the municipal/zoning code. [Chico Municipal Code Chapter 19.37](http://www.ci.chico.ca.us/document_library/municode/Title19.pdf) http://www.ci.chico.ca.us/document_library/municode/Title19.pdf

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

1. During the reporting period, October 1, 2013 – September 30, 2014, what properties/districts have been locally designated?

Property Name/Address	Date Designated	If a district, number of contributors	Date Recorded by County Recorder
None.	Type here.	Type here.	Type here.

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

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

Property Name/Address	Date Removed
None.	Type here.

C. Historic Preservation Element/Plan

1. Do you address historic preservation in your general plan? No
 Yes, in a separate historic preservation element. Yes, it is included in another element.
 Provide an electronic link to the historic preservation section(s) of the General Plan.
http://www.ci.chico.ca.us/document_library/general_plan/documents/11.CulturalResourcesandHistoricPreservationElement.pdf

2. Have you made any updates to your historic preservation plan or historic preservation element in your community's general plan? Yes No If you have, provide an electronic link. Type here.

3. When will your next General Plan update occur? **Comprehensive update by 2030; incremental reviews by the City Council are conducted every five years.**

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D. Review Responsibilities

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

X All decisions for a Certificate of Appropriateness or Certificate of Demolition are determined by the City's Architectural Review and Historic Preservation Board (Board). Design review is conducted by the Board, and by staff for minor projects that qualify for an exemption from the City's HPO (see below).

X Some projects are reviewed at the staff level without Board review. What is the threshold between staff-only review and full-commission review? As defined in the City's HPO, "Minor Alterations", "Exemptions", or projects that comply with the Secretary of Interior Standards can be approved administratively by staff.

2. California Environmental Quality Act

All discretionary decisions made by the Board are subject to CEQA. In most cases, projects fall under a categorical exemption. In rare instances, an initial study prepared by staff, leading to a mitigated negative declaration are processed and adopted. Staff makes recommendations and CEQA findings are adopted by the Board All NOEs or NODs are filed at the county recorder's office by staff.

3. Section 106 of the National Historic Preservation Act

- *What is the role of the staff and commission in providing input to Section 106 documents prepared for or by; the local government? Projects requiring Section 106 review typically involve staff processing an initial study leading to a mitigated negative declaration. Staff makes recommendations to the Board, Planning Commission, or City Council. If the final decision rests with the Planning Commission or Council, a recommendation by the Board is required. The Board has not yet reviewed a project involving a Section 106 review.*

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

A. Commission Membership

Name	Professional Discipline	Date Appointed	Date Term Ends	Email Address
Marci Goulart	Interior Designer	1/13	1/17	mgoulart@aol.com
Thomas Thomson	Architect (semi-retired)	1/13	1/17	tlmat@sbcglobal.net
Dale Bennett	Property Management (including historic property)	1/13	1/17	djbchico@sbcglobal.net
Kris Zappettini	Housing Specialist, former college professor	12/10	1/15	kzappettini@yahoo.com
Dan Irving	Business consultant (historic property)	1/13	1/15	danielnirving@yahoo.com
(Below are new Their resumes and	appointees, that were not applications for	Present during the Appointment to	2013-2014 The City Board	Annual reporting period - Are attached for reference)
Sheryl Campbell-Bennett	Architectural firm administrative assistant	1/15	1/19	smbchico@sbcglobal.net
Keith Doglio	Civil Engineer	1/15	1/19	kdoglio@rarcivil.com
Rod Jennings	Instrument & Control Systems Field Engineer	1/15	1/19	roddenjames@yahoo.com

Attach resumes and Statement of Qualifications forms for all members.

1. If your do not have two qualified professionals on your commission, why have the professional qualifications not been met and how is professional expertise being provided? **3 of 5 Board members meet CLG professional qualifications**
2. If all positions are not currently filled, why is there a vacancy, and when will the position will be filled? **All positions are filled.**

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B. Staff to the Commission/CLG staff

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

Attach resumes and Statement of Qualifications forms for staff.

Name/Title	Discipline	Dept. Affiliation	Email Address
Bob Summerville, AICP, Senior Planner	Land Use Planner	City of Chico Community Development Department	Bob.summerville@chicoca.gov

C. Attendance Record

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

Commissioner/Staff	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Marci Goulart	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dan Irving	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Kris Zappettinni	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tom Thomson	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dale Bennett	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Rod Jennings (n/a 2013-14)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keith Doglio (n/a 2013-14)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheryl Campbell-Bennet (n/a 2013-14)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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D. Training Received

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

Commissioner/Staff Name	Training Title & Description	Duration of Training	Training Provider	Date
Bob Summerville Kris Zappettinni Tom Thomson	CPF Webinar Primer on Preservation Law	12:00 to 1:30	CPF	6/11/13
Bob Summerville Marci Goulart Dale Bennett Dan Irving	Economic Development, Part 1: Vibrant Main Streets & Downtown Development	12:00 to 1:30	CPF	3/2014
Bob Summerville	Revitalization, Preservation, and Southeast Beltline	Four hours	APA National Conf. Atlanta, April 2014	4/30/14
Bob Summerville	Roswell, GA: Transitioning a mature city.	Five hours	APA National Conf. Atlanta, April 2014	4/29/14
Bob Summerville	Planning Commissions & Historic Preservation	2 hours	APA National Conf. Atlanta, April 2014	4/27/14
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Type here.	Type here.	Type here.	Type here.	Type here.

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III. Maintain a System for the Survey and Inventory of Properties that Furthers the Purposes of the National Historic Preservation Act

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

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

Context Name	Description	How it is Being Used	Date Submitted to OHP
City of Chico Historic	Survey of over 260 properties, with context statement	Implementation of local HPO.	11/29/11 (originally submitted w/CLG Application)

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

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

California CLG procedures require CLGs to submit survey results including historic contexts, to OHP. If you have not done so, submit a copy (electronic format preferred) with this report.

Survey Area	Context Based-yes/no	Level: Reconnaissance or Intensive	Acreage	# of Properties Surveyed	Date Completed	Date Submitted to OHP
No new survey during reporting period.	n/a	n/a	n/a	n/a	n/a	n/a

How are you using the survey data? *The survey originally submitted with Chico's CLG Application is used in the implementation of the HPO. An update to the City's 1983-85 survey is pending, following submittal of CLG grant application*

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during 2014. In the meantime, the original survey is being utilized, and incrementally new properties are added (approximately one property each year for past two years).

C. Corrections or changes to Historic Property Inventory

Property Name/Address	Additions/Deletions to Inventory	Status Code Change From - To	Reason	Date of Change
None during reporting period	None during reporting period	Type here.	Type here.	Type here.

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

A. Public Education

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

Item or Event	Description	Date
CSUC History Professor Mike Magliari, presentation to Public History Class at City Hall.	Overview of Chico's Program and assistance of navigating building and planning files on historic properties	3/4/14

V. National Park Service Baseline Questionnaire for new CLGs (certified after September 30, 2013).

- NOTE: OHP will forward this information to the NPS on your behalf. Guidance for completing the Baseline Questionnaire is located at www.nps.gov/history/hpg/local/2013CLG_GPRA/FY2012_Baseline_Instructions2014.doc.

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A. CLG Inventory Program

1. What is the net cumulative number of historic properties in your inventory as of September 30, 2014? This is the total number of historic properties and contributors to districts (or your best estimate of the number) in your inventory from **all** programs, local, state, and Federal. *262 properties. 144 of these are located in the South of Campus (Chico) National Register district.*

Program Area	Number of Properties
Type here.	Type here.

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

1. As of September 30, 2014, did your local government have a local register program to create local landmarks/local historic districts (or a similar list of designations created by local law)? Yes No
2. If the answer is yes, what is the net cumulative number (or your best estimate of the number) of historic properties (i.e., contributing properties) locally registered/designated as of September 30, 2013? **See A.1 above**

C. Local Tax Incentives Program

1. As of September 30, 2014, did your local government have a local historic preservation tax incentives program (e.g. Mills Act)? Yes No
2. If the answer is yes, what is the cumulative number (or your best estimate of the number) of historic properties whose owners have taken advantage of those incentives as of September 30, 2013? **Nine (9).**

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

1. As of September 30, 2014, did your local government have a locally-funded, historic preservation grants/loan program for rehabilitating/restoring historic properties? **No.**

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2. If the answer is yes, what is the cumulative number (or your best estimate of the number) of historic properties assisted by these grants or loans as of September 30, 2014? Type here.

E. Local Design Review/Regulatory Program

1. As of September 30, 2014, did your local government have a historic preservation regulatory law(s) (e.g., an ordinance requiring Commission/staff review of 1) local government undertakings and/or 2) changes to or impacts on properties with a historic district? Yes No
2. If the answer is yes, what is the cumulative number (or your best estimate of the number) of historic properties that your local government has reviewed under that process as of September 30, 2013? **See above.**

F. Local Property Acquisition Program

1. As of September 30, 2013, did your local government by purchase, donation, condemnation, or other means help to acquire or acquire itself some degree of title (e.g., fee simple interest or an easement) in historic properties?
 Yes No
2. If the answer is yes, what is the cumulative number (or your best estimate of the number) of historic properties with a property interest acquisition assisted or carried out by your local government as of September 30, 2013?

VI. Additional Information for National Park Service Annual Products Report for CLGs (certified before October 1, 2013).

NOTE: OHP will forward this information to NPS on your behalf. **Please read** "Guidance for completing the Annual Products Report for CLGs" located http://www.nps.gov/history/hpgg/local/2013CLG_GPRAFY2013_Annual_Instructions2014.doc.

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A. CLG Inventory Program

During the reporting period (October 1, 2013-September 30, 2014) how many historic properties did your local government **add** to the CLG inventory? This is the total number of historic properties and contributors to districts (or your best estimate of the number) added to your inventory **from all programs**, local, state, and Federal, during the reporting year. These might include National Register, California Register, California Historic Landmarks, locally funded surveys, CLG surveys, and local designations.

Program area	Number of Properties added
None.	Type here.

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

1. During the reporting period (October 1, 2013-September 30, 2014) did you have a local register program to create local landmarks and/or local districts (or a similar list of designations) created by local law? Yes No
2. If the answer is yes, then how many properties have been added to your register or designated since October 1, 2013? None.

C. Local Tax Incentives Program

1. During the reporting period (October 1, 2013-September 30, 2014) did you have a Local Tax Incentives Program, such as the Mills Act? Yes No
2. If the answer is yes, how many properties have been added to this program since October 1, 2013?

Name of Program	Number of Properties Added During 2013-2014	Total Number of Properties Benefiting From Program
Mills Act	One.	10

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

1. During the reporting period (October 1, 2013-September 30, 2014) did you have a local government historic preservation grant and/or loan program for rehabilitating/restoring historic properties? Yes No
2. If the answer is yes, then how many properties have been assisted under the program(s) after October 1, 2013?

Name of Program	Number of Properties that have Benefited
none	n/a

E. Design Review/Local Regulatory Program

1. During the reporting period (October 1, 2013-September 30, 2014) did your local government have a historic preservation regulatory law(s) (e.g., an ordinance requiring Commission and/or staff review of 1) local government undertakings and/or 2) changes to, or impacts on historic properties? Yes No
2. If the answer is yes then, since October 1, 2013, how many historic properties did your local government review for compliance with your local government’s historic preservation regulatory law(s)? dozens of administrative review projects; no COAs reviewed by Architectural Review & Historic Preservation Board during 2013-2014 reporting period.

F. Local Property Acquisition Program

1. During the reporting period (October 1, 2013-September 30, 2014) did you have a local program to acquire (or help to acquire) historic properties in whole or in part through purchase, donation, or other means? Yes No
2. If the answer is yes, then how many properties have been assisted under the program(s) since October 1, 2013? Type here.

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

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

- A. What are the most critical preservation planning issues? **Incremental changes (windows, doors, roofing, siding, etc.) Also, need an update to context statement.**
- B. What is the single accomplishment of your local government this year that has done the most to further preservation in your community? **Completed administrative review of property that included elements added by Julia Morgan. Most elements were retained and incorporated into the renovation. Repair of the "Bidwell Bowl" – 1930s era WPA project, and prevention of inappropriate renovations that were not consistent with Secretary Standards.**
- C. What recognition are you providing for successful preservation projects or programs? **Participate with award program of Chico Heritage Association.**
- D. How did you meet or not meet the goals identified in your annual report for last year? **Lack of funding prevented staff time to apply for CLG grant funding to update contextual statement.**
- E. What are your local historic preservation goals for 2014-2015? **Apply for CLG grant funding to update City's Historic Resources Inventory and context statement.**
- F. So that we may better serve you in the future, are there specific areas and/or issues with which you could use technical assistance from OHP? **Any presentations by OHP or CPF in Chico region would be appreciated. The north valley is often overlooked.**
- G. In what subject areas would you like to see training provided by the OHP? How you like would to see the training delivered (workshops, online, technical assistance bulletins, etc.)?

Training Needed or Desired	Desired Delivery Format
Defining "Integrity" and "contributing resources"	Webinar or workshop at City of Chico.
Secretary of Interior's Standards for Treatment of Historic Properties	Workshop at City of Chico.

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

XII Attachments

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

Email to Lucinda.Woodward@parks.ca.gov