



# CITY OF CHICO MEMORANDUM

TO: Architectural Review and Historic Preservation Board

FROM: Madison Driscoll, Assistant Planner                      DATE: June 1, 2021

SUBJECT: Certified Local Governments Program, 2020-2021 Report

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## **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 2020-2021 report, recommend any suggested changes, and forward to OHP.

## **RECOMMENDATION**

Staff recommends that the Architectural Review and Historic Preservation Board approve the report and direct staff to submit the report to the State Office of Historic Preservation (OHP).

## **ATTACHMENT**

Certified Local Government Program (CLG) 2020-2021 Annual Report

## **DISTRIBUTION**

ARHB Members  
Community Development Director Brendan Vieg  
Principal Planner Bruce Ambo  
Principal Planner Mike Sawley

# Certified Local Government Program -- 2020-2021 Annual Report

(Reporting period is from October 1, 2020, through September 30, 2021)

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

## Name of CLG

City of Chico

**Report Prepared by:** Madison Driscoll, Assistant Planner

**Date of commission/board review:** June 1, 2022

## 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.

[https://codelibrary.amlegal.com/codes/chico/latest/chico\\_ca/0-0-0-15637](https://codelibrary.amlegal.com/codes/chico/latest/chico_ca/0-0-0-15637)

#### B. New Local Landmark Designations (Comprehensive list of properties/districts designated during the reporting.

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1. During the reporting period, October 1, 2020 – September 30, 2021, what properties/districts have been locally designated?

Property Name/Address	Date Designated	If a district, number of contributors	Date Recorded by County Recorder
None	N/A	N/A	N/A

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

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

Property Name/Address	Date Removed	Reason
None	N/A	N/A

## 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 or to the separate historic preservation element. [https://chico.ca.us/sites/main/files/file-attachments/11\\_cultural\\_resources\\_and\\_historic\\_preservation\\_element.pdf?1593458910](https://chico.ca.us/sites/main/files/file-attachments/11_cultural_resources_and_historic_preservation_element.pdf?1593458910)

## D. Review Responsibilities

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

- All projects subject to design review go the commission.
- Some projects are reviewed at the staff level without commission review. What is the threshold between staff-only review and full-commission review? **Staff determines if a project is exempt from the Certificate of Appropriateness process and if it meet the “Exemptions” definition under Chico Municipal Code Section**

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**19.37.120. In all cases where a project is judged to require a Certificate of Appropriateness, it is reviewed by the Architectural Review and Historic Preservation Board (ARHPB).**

## 2. California Environmental Quality Act

- What is the role of historic preservation staff and commission in *providing input* to CEQA documents prepared for or by the local government? **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/mitigated negative declaration is prepared and processed by staff. Staff makes recommendations and CEQA findings are adopted by the Board, Planning Commission, or City Council. All Notice of Exemptions (NOE) or Notice of Determinations (NOD) are filed at the county recorder's office by staff. Input is provided via the public hearing to the Board.**

What is the role of the staff and commission in *reviewing* CEQA documents for projects that are proposed within the jurisdiction of the local government? **The Board reviews all CEQA documents associated with design review projects that are brought to the Board for consideration.**

## 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 that require Section 106 review usually involve staff processing an initial study that leads to either a negative declaration or mitigated negative declaration. Staff will make recommendations to the Board, Planning Commission, or City Council.**
- What is the role of the staff and commission in *reviewing* Section 106 documents for projects that are proposed within the jurisdiction of the local government? **In unusual cases where City of Chico commentary is required, Section 106 reviews are forwarded to the appropriate staff in the Public Works and Community Development Departments for comment and review.**

## 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
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Georgie Bellin	Economics and Real Estate	1/15	1/25	<a href="mailto:skycreekranch1@yahoo.com">skycreekranch1@yahoo.com</a>
Dale Bennett	Asset Management	3/19	1/23	<a href="mailto:djbchico@sbcglobal.net">djbchico@sbcglobal.net</a>
Rod Jennings	Engineering	2/15	1/23	<a href="mailto:roddenjames@yahoo.com">roddenjames@yahoo.com</a>
Lindsay Poulin	Construction and Engineering	11/19	1/23	<a href="mailto:lindaypoulin@yahoo.com">lindaypoulin@yahoo.com</a>
Tom Thomson	Architecture (Semi-Retired)	1/17	1/25	<a href="mailto:tlmat@sbcglobal.net">tlmat@sbcglobal.net</a>
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Attach resumes and Statement of Qualifications forms for all members.

1. If you do not have two qualified professionals on your commission, explain why the professional qualifications not been met and how professional expertise is otherwise being provided. **Ms. Bellin, Mr. Jennings, Ms. Poulin, and Mr. Thompson meet the qualifications.**
2. If all positions are not currently filled, why is there a vacancy, and when will the position will be filled? **All vacancies during the reporting period were filled.**

### B. Staff to the Commission/CLG staff

1. Is the staff to your commission the same as your CLG coordinator?  Yes  No If not, who serves as staff? **Staff to the Board is Principal Planner Mike Sawley AICP. The current CLG Coordinator is Assistant Planner Madison Driscoll as of February 2021, during a portion of the 2020-2021 report period the CLG Coordinator was Associate Planner Dexter O'Connell.**
2. If the position(s) is not currently filled, why is there a vacancy? **N/A**

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Attach resumes and Statement of Qualifications forms for staff.

Name/Title	Discipline	Dept. Affiliation	Email Address
Madison Driscoll	Assistant Planner	Community Development	<a href="mailto:madison.driscoll@chicoca.gov">madison.driscoll@chicoca.gov</a>

### 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. If you haven't met at least four times, explain why not.

Commissioner/Staff	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Georgie Bellin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dale Bennett	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rod Jennings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lindsay Poulin	<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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Thomson	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Principal Planner Mike Sawley	<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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Associate Planner Dexter O'Connell	<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"/>
Assistant Planner Madison Driscoll	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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### D. Training Received

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

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Commissioner/Staff Name	Training Title & Description (including method presentation, e.g., webinar, workshop)	Duration of Training	Training Provider	Date
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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 (excluding those funded by OHP)**

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

Context Name	Description	How it is Being Used	Date Submitted to OHP
<b>None at this Time</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

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

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

Survey Area	Context Based-yes/no	Level: Reconnaissance or Intensive	Acreage	# of Properties Surveyed	Date Completed	Date Submitted to OHP
None at this time	N/A	N/A	N/A	N/A	N/A	N/A

How are you using the survey data? **N/A**

## 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? How were the commissioners and staff involved? Please provide an electronic link to all publications or other products not previously provided to OHP.

Item or Event	Description	Date
None at this time	N/A	N/A

## ADDITIONAL INFORMATION FOR NATIONAL PARK SERVICE ANNUAL PRODUCTS REPORTS FOR CLGS

**NOTE: OHP will forward this information to NPS on your behalf. CLG Inventory Program**



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During the reporting period (October 1, 2020-September 30, 2021) 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
N/A	N/A

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

1. During the reporting period (October 1, 2019-September 30, 2020) 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 from October 1, 2018 to September 30, 2019? **N/A**

## C. Local Tax Incentives Program

1. During the reporting period (October 1, 2020-September 30, 2021) 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 from October 1, 2020, to September 30, 2021? **N/A**

Name of Program	Number of Properties Added During 2020-2021	Total Number of Properties Benefiting From Program
None	N/A	N/A

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

1. During the reporting period (October 1, 2020-September 30, 2021) did you have a local government historic preservation grant and/or loan program for rehabilitating/restoring historic properties?  Yes  No

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2. If the answer is yes, then how many properties have been assisted under the program(s) from October 1, 2020 to September 30, 2021? **N/A**

Name of Program	Number of Properties that have Benefited
<b>None</b>	<b>N/A</b>

### E. Design Review/Local Regulatory Program

1. During the reporting period (October 1, 2020-September 30, 2021) did your local government have a historic preservation regulatory law(s) (e.g., an ordinance) authorizing Commission and/or staff review of local government projects or impacts on historic properties?  Yes  No
2. If the answer is yes, how many historic properties did your local government review for compliance with your local government's historic preservation regulatory law(s) from October 1, 2020 to September 30, 2021? **N/A**

### F. Local Property Acquisition Program

1. During the reporting period (October 1, 2020--September 30, 2021) 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) from October 1, 2020 to September 30, 2021 **None**

Name of Program	Number of Properties that have Benefited
<b>None</b>	<b>N/A</b>

### IN ADDITION TO THE MINIMUM CLG REQUIREMENTS, OHP IS INTERESTED IN YOUR FEEDBACK ABOUT THE RECENT CAMP TRAINING

- Did anyone from your local government participate in the free CAMP training opportunities in Fall 2021?
  - **No.**

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- If yes, which training session(s) did you find the most informative and useful?
  - **Not applicable.**
- Whether or not you were able to take advantage of any of the CAMP trainings in 2021, would you like to see OHP to provide free additional CAMPs in the future?
  - **Yes.**

## **XII Attachments (electronic)**

- 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: [info.calshpo@parks.ca.gov](mailto:info.calshpo@parks.ca.gov)