

# CITY OF SACRAMENTO DESIGN REVIEW AND PRESERVATION BOARD

1231 I St, Room 200 Sacramento, CA 95814



## Special Board Meeting **SYNOPSIS** June 22, 2005

City Hall  
730 I Street- 2<sup>nd</sup> Fl, Finance Conference Room

5:00 to 6:30 PM

### Agenda

- I. **Review and Approval of Synopsis of June 08, 2005 Special Board Meeting** *Synopsis of June 08, 2005, meeting reviewed with expressions of general agreement, though no formal action taken.*

II. **Determine “Thresholds” for Commission Review**

*Discussion began with Preservation:*

- *discussion of the “Major Preservation Projects Defined” listing from Steven Ballew and several attendees ; and,*
- *discussion of “Draft for Discussion” memo from Deering.*
- *“Major” projects listing and “Discussion” memo interrelationship noted; discussion also concerning project’s with impacts on the eligibility/listing of the resource; and discussion about enforcement issues.*

*Edits to the documents from the discussion to be brought back to Board for consideration at next special meeting (see attached DRAFT edits).*

*Meeting time conclusion did not allow for further discussion.*

*Next Special Meeting on the creation of two commissions – Design and Preservation – to be held*

*Wednesday, July 13, 2005; 5:00 P.M. to 6:30 P.M.; location to be announced.*

III. **Discussion To Identify Implementation Steps Needed to Create Two Commissions:** *Did not get to this item on agenda.*

- a. Draft Concept Paper and Proposed Language Amending City Code Chapters 15.124 and 17.132
- b. Identify Public Outreach Needed and Schedule

## **THRESHOLDS FOR PRESERVATION DEVELOPMENT PROJECT REVIEWS**

- For designated Landmark properties and properties within designated Historic Districts

### **1. STAFF ACTION:**

#### **1.1. “OVER-THE-COUNTER”**

**Types of Projects:** Minor repairs (like-for-like) to existing original features, re-roofs & gutters, new HVAC placement, new fencing type/placement.

**Types of Reviews:** ‘Checklist’ application forms, photographs of existing, but minimum amount of information and review time required.

**Compliance with Standards/Guidelines:** All approved work would comply with all adopted guidelines/standards applicable to property.

**Environmental Determination:** Exempt.

**Eligibility Impacts:** None.

**Public Notice/Notice of Decision & Findings:** None/None.

**Appeals:** None.

**Enforcement:** Work would need to comply with issued Certificate of Appropriateness and subsequently-issued Permit.

#### **1.2. NOTICED STAFF-REVIEW**

**Types of Projects:**

**1.2.1.** Minor changes to non-significant features of the property – such as: adding skylights/solar panels on roofs of secondary facades, adding deck to secondary façade, rebuilding non-original stairs or decks on secondary facades, moving a window or door location on secondary façade, removal of non-significant chimneys in roofs, removal of non-significant, non-original additions, stairs, patio covers, etc.

**1.2.2.** Restoration of previously altered or missing features where changes or repairs are proposed – such as removal of non-original siding, removal of aluminum slider windows and replacing with windows appropriate to era, restoration of front porch railings that had been missing or altered, returning door or window openings to original location and configurations

**Types of Reviews:** Work being proposed requires more documentation of existing conditions and information on the proposed work, such as scale drawings.

**Compliance with Standards/Guidelines:** All work complies, or can be easily conditioned to comply, with all guidelines/standards applicable to the property.

**Eligibility Impacts:** None

**Environmental Determination:** Exempt.

**Public Notice:** Early Notice (site posted and sent via US Mail to applicant, 500 ft. radius property owners, interested organizations and Commissioners) upon receipt of complete application.

**Notice of Decision & Findings:** sent by US Mail to all above and others who may have expressed interest in the project, signed by Staff Planner/Architect Reviewer and including the decision and all conditions and findings.

**Appeals:** None

**Request for Reconsideration:** Must be submitted to Preservation Director within 10 calendar days from postmark date of mailed Notice of Decision & Findings, which shall include what the decision was and all the conditions and findings.

**Enforcement:** Work would need to comply with issued Certificate of Appropriateness and subsequently-issued Permit.

### **2. PRESERVATION DIRECTOR HEARINGS:**

#### **2.1. REQUESTS FOR RECONSIDERATION OF “NOTICED STAFF-REVIEW ” DECISIONS**

**Public Notice:** notice of hearing to be held no less than 10 calendar days from date of postmark on notice (sent to all noticed above and person requesting reconsideration).

**Notice of Decision & Findings:** Issued at hearing when decision made.

**Appeal:** None

**Enforcement:** Work would need to comply with issued Decision and subsequently-issued Permit.

## 2.2. DIRECTOR HEARINGS

**Types of Projects:** Construction of new structures, additions of new porches, dormers or new conditioned space, alterations such as new openings in primary facades, raising the structure, partial demolitions or other changes with the potential for having impacts on significant features and characteristics of the property or district, or on existing original fabric.

**Types of Reviews:** Documentation of existing context/site/structure/ feature conditions and detailed drawings/plans/cut sheets/materials specs of proposed work required to assess proposal and develop appropriate conditions; documentation sufficient for environmental reviews to be able to develop/consider mitigation measures to less than significant impact.

**Compliance with Standards/Guidelines:** may in some respects, though not in all respects, comply, but could be conditioned to comply, with all the guidelines/standards applicable to the property/district and still meet project objectives.

**Eligibility Impacts:** None, as conditioned.

**Environmental Determination:** Exempt, as conditioned; Negative Declaration, or Mitigated Negative Declaration.

**Public Notice:** Early notice (site posted and sent via US Mail to applicant, 500 ft. radius property owners, interested organizations and Commissioners) upon receipt of complete application; notice of hearing to be held no less than 10 calendar days from date of postmark on notice (sent to all noticed above and any others requesting notice).

**Notice of Decision & Findings:** notice of decision and findings issued at hearing where decision is made

**Appeal:** appeal to the Commission is available within 10 calendar days of decision

**Enforcement:** Work would need to comply with issued Certificate of Appropriateness, based upon the decision and findings, and subsequently-issued Permit.

## 2.3. PROJECT PROPOSALS ELEVATED TO COMMISSION

Director, at their discretion, may elevate to the Commission any project or may request a "Review & Comment" by the Commission prior to the Director's Hearing.

## 3. COMMISSION HEARINGS:

### APPEALS OF DIRECTOR HEARING DECISIONS

**Public Notice:** notice of hearing to be held no less than 10 calendar days from date of postmark on notice (sent to all noticed above and person appealing decision).

**Notice of Decision & Findings:** Issued at hearing when decision made.

**Appeal:** None

**Enforcement:** Work would need to comply with issued Decision and subsequently-issued Permits.

## 3.1. COMMISSION HEARINGS

**Types of Projects:** Demolition, destruction or moving of historic resources; significant alterations, or new construction on the site of, or new additions to historic resources, structures or districts that would have a significant impact upon significant features and characteristics of the resource, structure or district and upon original fabric.

**Type of Review:** Documentation of existing context/site/structure/ feature conditions and detailed drawings/plans/cut sheets/materials specs of proposed work required to assess proposal and impacts upon historic resources; environmental impact report level of review and assessment of impacts, development of alternatives, mitigation measures, etc.

**Compliance with Policies/Standards/Guidelines:** projects that raise policy issue/s, or that, in most respects, or in certain significant ways, do not comply with the guidelines/standards applicable to the property or district, and which involve proposed work that exceeds the approval intent of any adopted guidelines, standards or policies, and that could not be conditioned to comply with the guidelines/standards and still meet the project objectives.

**Eligibility Impacts:** Listing could be jeopardized.

**Environmental Determination: EIR**

**Public Notice:** Environmental review noticing per state law; Early notice (site posted and sent via US Mail to applicant, 500 ft. radius property owners, interested organizations and Commissioners) upon receipt of complete application; notice of hearing to be held no less than 10 calendar days from date of postmark on notice (sent to all noticed above and any others requesting notice).

**Notice of Decision & Findings:** notice of decision and findings issued at hearing where decision made; environmental document certified and certification filed within \_\_\_ days.

**Appeal:** Decision of Commission is Final.

**Enforcement:** If project approved, work must comply with any mitigation measures in certified environmental document, and with decision issued at hearing and subsequent permits.

### 3.2. PROJECTS ELEVATED BY DIRECTOR

**Types of Projects:** project proposals elevated to the Commission by the Director for any reason.

**Public Notice:** Early notice (site posted and sent via US Mail to applicant, 500 ft. radius property owners, interested organizations and Commissioners) upon receipt of complete application; notice of hearing to be held no less than 10 calendar days from date of postmark on notice (sent to all noticed above and any others requesting notice).

**Hearing/Notice of Decision & Findings:** hearing held and notice of decision and findings issued at hearing

**Appeals:** None; Decision of Commission Final.

### 4. PEER REVIEWS:

At any time the Director may conduct peer review on any project proposal.

### 5. PLANNING DIRECTOR MEDIATION:

Planning Director mediation may be requested \_\_\_(when? by whom?)\_\_\_