



CITY OF SACRAMENTO DESIGN REVIEW AND PRESERVATION BOARD

1231 I St, Room 200 Sacramento, CA 95814



Special Board Meeting July 13, 2005

Interim City Hall
730 I Street- 2nd Fl, Finance Conference Room

5:00 to 6:15 PM

Agenda

- I. **Review and Approval of Synopsis of June 22, 2005 Special Board Meeting** *Review and approval of synopsis, including basic framework for "Thresholds for Preservation Development Project Reviews" – See Below.*
- II. **Determine "Thresholds" for Design Commission – Discussion** *Initial discussion began on Tier 1 of Febbo outline "Design Commission 2005-Tiers and Thresholds for Project Review," . Meeting time ended during discussion of first tier and prior to any consensus being reached.*
- III. **Discussion To Identify Implementation Steps Needed to Create Two Commissions:**
 - a. Draft Concept Paper and Proposed Language Amending City Code Chapters 15.124 and 17.132
 - b. Identify Public Outreach Needed and Schedule *Meeting ended without reaching this item.*

See below, item I - "Basic Framework"

**BASIC FRAMEWORK
FOR
PRESERVATION
THRESHOLDS**

For development project reviews involving:

- 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. NON- NOTICED STAFF-REVIEW

Restoration of previously altered or missing original 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 and original conditions specific to the property, 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. Note, use of Reconstruction Standard applicable here with documentation of historic original features specific to the property and confirmed by the Preservation Director.

Eligibility Impacts: None

Environmental Determination: Exempt.

Appeals: None

Request for Reconsideration: None

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

1.3. NOTICED STAFF-REVIEW

Types of Projects:

Changes to non-character-defining 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-character-defining, non-original additions, stairs, patio covers, etc.

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: Post on City Website and 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 character-defining features 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; Public 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 and posted on City Website.

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 and posted on City Website.

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 character-defining features 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; Public 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 and posted on City Website; 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. "Peer" reviewers may not include Commissioners, who potentially could hear the project.

5. PLANNING DIRECTOR MEDIATION:

Planning Director mediation may be requested concerning a Preservation Director decision in order to attempt resolution of the issue/s prior to an Appeal to the Commission.

** "Public Notice" includes posting the site and mailing to surrounding property owners, other organizations/individuals expressing interest in the project, and Commissioners with information: about the project, the Planner who is conducting the project review and their contact information, which entity – Staff, Preservation Director, Preservation Commission – will be making the decision on the project, and when/where the public hearing, if any, will be held.*