



Community & Economic Development Department

Planning Division

3900 Main Street, Riverside, CA 92522 | Phone: (951) 826-5371 | [RiversideCA.gov](http://RiversideCA.gov)

**TO: CULTURAL HERITAGE BOARD**

**MEETING DATE: January 17, 2018**

**FROM: HISTORIC PRESERVATION  
OFFICER**

**ITEM NO: 3**

**WARD: ALL**

**SUBJECT: DRAFT CERTIFIED LOCAL GOVERNMENT ANNUAL REPORT, 2016-17**

**BACKGROUND:**

In order to maintain certification, Certified Local Governments (CLGs) are required to submit reports annually to the State Office of Historic Preservation (SHPO) that detail their historic preservation programs' accomplishments and actions. The annual reports cover the federal fiscal year, October 1 – September 30. The City's CLG agreement requires the draft Annual Report to be transmitted to the Cultural Heritage Board in advance of its transmittal to the SHPO.

**ANALYSIS:**

The Annual Report contains various sections reporting on each city's preservation programs, including preparation of historic contexts and surveys; historic site and district designations; projects reviewed for Certificates of Appropriateness and Section 106 consultation; Commission or Board members and their areas of focus and attendance records; required training received by staff and Board members; public outreach, education and incentives; progress on previous as well as new goals for the upcoming year; and a summary about each city's overall preservation program. Part of the report also includes a separate component report to the National Park Service.

The Annual Report is in draft form but will be finalized for transmittal to the SHPO by the January 20, 2018, deadline.

**RECOMMENDATIONS:**

That the Cultural Heritage Board receive, file, and support the draft Certified Local Government Annual Report, providing any appropriate input as necessary.

Prepared by: Erin Gettis, City Historic Preservation Officer

Exhibits:

1. Draft CLG 2016-2017 Annual Report

# Certified Local Government Program -- 2016-2017 Annual Report

(Reporting period is from October 1, 2016 through September 30, 2017)

**INSTRUCTIONS:** This is 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](mailto: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**

*City of Riverside*

Report Prepared by: *Scott Watson, Assistant Planner*

Date of commission/board review: *January 17, 2018*

## 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.

*Cultural Heritage Board staff is currently reviewing Title 20 and considering possible amendments to simplify Title 20 to work with the Citywide "Streamline Riverside" initiative, which seeks to simplify procedures and make project reviews more straightforward. Additionally, staff is reviewing the ordinance for the possible inclusion of Tribal Cultural Resource investigation and procedures.*

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2. Provide an electronic link to your ordinance or appropriate section(s) of the municipal/zoning code.

<http://www.riversideca.gov/municode/title20.asp>

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

1. During the reporting period, October 1, 2016 – September 30, 2017, what properties/districts have been locally designated?

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

**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
<i>None</i>	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.riversideca.gov/planning/gp2025program/GP/16\\_Historic\\_Preservation\\_Element.pdf](http://www.riversideca.gov/planning/gp2025program/GP/16_Historic_Preservation_Element.pdf)

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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? **The update to the General Plan is anticipated to begin in 2018**

## 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? *The design review responsibility is completed by either the Cultural Heritage Board (CHB) for major projects, or the Historic Preservation Officer (HPO) or qualified designated staff for more minor projects. The types of projects subject to administrative staff review only are outlined in the City's Historic Preservation Ordinance (Section 20.25.030). Generally, staff-reviewed projects are minor in nature and include in-kind replacement of materials, re-roofing, painting, walls and fences, small additions with limited or no public visibility, restoration of integrity for prior inappropriate alterations, paving, landscaping, and signs. Review or oversight for administrative cases occurs by Secretary of the Interior qualified staff designated by the HPO, and all cases are subject to final review by the HPO or Historic Preservation Senior Planner. The HPO may refer any of the above referenced types of projects to the CHB if deemed necessary and as a pattern of practice, does so when recommending denial or if the project is controversial. All other projects are subject to review by the full CHB. Staff decisions are appealable to the CHB. Appeals of CHB decisions are considered by the Land Use Committee of the City Council and then by the full City Council.*

### 2. California Environmental Quality Act

- What is the role of the staff and commission in *providing input* to CEQA documents prepared for or by the local government? *The Planning Division has formed a Development Review Committee which reviews development applications early in the process. The Cultural Heritage Board (CHB) staff is included in this committee, which gives us the opportunity to review all projects for historic preservation and*

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*archaeological concerns and provide comments. Projects subject to CEQA review are handled in one of two ways: (1) If potential impacts to cultural resources are one of a number of potential impacts for projects that have other planning entitlements, then the Initial Study (IS) and proposed mitigation as well as any cultural resources technical study are reviewed/prepared/accepted by CHB staff, then transmitted to the CHB for review and comment as part of the public hearing process. The CHB's decision/recommendation and comments on the IS are then forwarded to the Planning Commission/City Council. (2) In cases where the only potential impact of a project is to a cultural resource, the CHB is the approving body for the CEQA document and the project, unless an EIR has been prepared. In those cases, the final decision body on an EIR is the City Council after review by CHB and the Planning Commission. Under the City's Cultural Resources Ordinance, the CHB has the authority to deny a project which may impact cultural resources. All decisions can be appealed ultimately to the City Council as noted above.*

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? *See above. In addition, there is a review of cultural resource (CR) studies that are prepared in support of planning projects that occurs early in the project review process. This review will determine whether a CR report is required and whether the CR report is sufficient for purposes of the certified ordinance and for CEQA in regards to cultural resources, etc. Approved CR studies are then typically used as the basis for any CEQA exemptions, as appendices to MNDs or EIRs, and/or to inform conditions of approval.*

### 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? *Cultural Heritage Board staff has complete input into all planning projects that may potentially affect historic or prehistoric properties in accordance with Section 106 review processes and the City's Cultural Resources Ordinance. Section 106 reviews for HUD-funded projects are completed in-house in accordance with the City's Programmatic Agreement, which has been in effect since July 2002. For all other Section 106 projects which are funded through the City, documents are prepared in house or by qualified consultants to forward to SHPO for concurrence.*
- ❖ 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? *See above. In addition, CHB staff reviews Section 106 documents*

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*that have been prepared by or under the auspices of other agencies. In the event that Section 106 documents indicate potential adverse impacts to National Register or National Register-eligible properties within the City or its sphere of influence, staff may refer the information to the CHB with recommendations for appropriate action, such as providing comments to the appropriate agency.*

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

### **A. Commission Membership**

<b>Name</b>	<b>Professional Discipline</b>	<b>Date Appointed</b>	<b>Date Term Ends</b>	<b>Email Address</b>
GenevievePreston-Chavez (At-large)	Art History, Curation, Archivist	Apr. 5, 2011	Mar. 1, 2019	<a href="mailto:Gbennybean@aol.com">Gbennybean@aol.com</a>
Michelle Gilleece (At-large)	Law	Apr. 19, 2011	Nov. 15, 2017	<a href="mailto:mhgilleece@gmail.com">mhgilleece@gmail.com</a>
Steve Lech (Ward 1)	Local Historian, Author, Retired Riverside County Planner	Feb. 12, 2015	Mar. 1, 2018	<a href="mailto:rivcokid@gmail.com">rivcokid@gmail.com</a>
Monty Van Wart (Ward 2)	Public Administration, Education	Mar. 6, 2012	Mar. 16, 2017	<a href="mailto:mvanwart@csusb.edu">mvanwart@csusb.edu</a>
Charles A. Tobin (Ward 2)	Development Director	Jul. 7, 2017	Mar. 1, 2020	<a href="mailto:mvanwart@csusb.edu">mvanwart@csusb.edu</a>
John Field (Ward 3)	Riverside County Board of Supervisors	Feb. 17, 2009	Mar. 1, 2017	<a href="mailto:jfield@rbos.org">jfield@rbos.org</a>
James J. Cuevas (Ward 4)	General Contractor, Architect	Mar. 13, 2015	Mar. 1, 2018	<a href="mailto:jamescuevas@jjcpmg.com">jamescuevas@jjcpmg.com</a>
Nancy E. Parrish (Ward 5)	Occupational Therapist & Old Riverside Foundation Board member	Feb. 9, 2016	Mar. 1, 2021	<a href="mailto:factsgirl@aol.com">factsgirl@aol.com</a>
Natasha S. Ferguson (Ward 6)	Marketing Director	Dec. 13, 2016	Mar. 1, 2021	<a href="mailto:ntouchpr@yahoo.com">ntouchpr@yahoo.com</a>
Mary E. Carter (Ward 7)	Lab Aide/Substitute Teacher	Aug. 11, 2016	Mar. 1, 2021	<a href="mailto:wait4heaven@aol.com">wait4heaven@aol.com</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. **We have 3 members that meet the qualifications**
2. If all positions are not currently filled, why is there a vacancy, and when will the position will be filled? **The seat for Ward 3 was vacated during the reporting period due to the ending of the commissioner's term. On March 16, 2017 the seat for Ward 2 was vacated due the resignation and a commissioner was appointed on July 25, 2017.**

## 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? **N/A**

Name/Title	Discipline	Dept. Affiliation	Email Address
Erin Gettis – Historic Preservation Officer/Staff to CHB	Historic Architecture/ Architectural History/ Architecture/ Historic Preservation	Neighborhood Engagement Division in Community and Economic Development Department  01/2006 to present	<a href="mailto:egettis@riversideca.gov">egettis@riversideca.gov</a>
Scott Watson – Assistant Planner	Historic Architecture/ Architectural History/ Architecture/ Historic Preservation	Neighborhood Engagement Division in Community and Economic Development Department  02/2016 to present	<a href="mailto:swatson@riversideca.gov">swatson@riversideca.gov</a>
Gayat (Gaby) Adame – Assistant Planner	History/Cultural Anthropology/Planning/ Environment	Current Planning; Neighborhood Engagement Division in Community and Economic Development Department	<a href="mailto:gadame@riversideca.gov">gadame@riversideca.gov</a>

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		01/2015- 08/08/2017	
Jennifer Mermilliod – Principal Architectural Historian	History/Historic Preservation/Architectural History	Contract Historic Preservation Senior Planner for the Neighborhood Engagement Division in Community and Economic Development Department	<a href="mailto:jennifer@jmrc.biz">jennifer@jmrc.biz</a>
		01/2016 to present	
Casey Tibbet – Contract Senior Architectural Historian/Planner	History/Historic Preservation/ Architectural History	Contract Historic Preservation Senior Planner for the Neighborhood Engagement Division in Community and Economic Development Department	<a href="mailto:Casey.Tibbet@lsa.net">Casey.Tibbet@lsa.net</a>
		01/2016 to 01/31/2017	

Attach resumes and Statement of Qualifications forms for staff.

### 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
Genevieve Preston-Chavez	<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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	*
Michelle Gilleece	<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"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	*
Steve Lech	<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"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	*
Monty Van Wart	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	*	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	0	0	0	0
Charles A. Tobin	0	0	0	0	0	0	0	0	0	0	<input checked="" type="checkbox"/>	*



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John Field	<input type="checkbox"/>	<input checked="" type="checkbox"/>	*	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	0	0	0	0	0
James J. Cuevas	<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"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	*
Nancy E. Parrish	<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"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	*
Natasha S. Ferguson	<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"/>	<input checked="" type="checkbox"/>	*
Mary E. Carter	<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"/>	*
Erin Gettis	<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"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	*
Scott Watson	<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"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	*
Jennifer Mermilliod	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	*
Casey Tibbet	<input checked="" 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"/>	*

\* Meeting canceled due to no cases on the agenda for that month

0 Not on the board during this month

### 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 (including method presentation, e.g., webinar, workshop)	Duration of Training	Training Provider	Date
GenevievePreston-Chavez	Tour of local landmark, Benedict Castle	2 hours	Teen Challenge Staff (owner)	March 29, 2017
	Chinese Americans in Riverside, Context and Survey Presentation	1 hour	City Staff & Historic Resources Group	April 19, 2017

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	Secretary of the Interior Standards Training (presentation/workshop)	4 hours	David Marshall	April 19, 2017
	CPF Annual Conference	4 days	CPF Guest Speakers	May 2017
Michelle Gilleece	Chinese Americans in Riverside, Context and Survey Presentation	1 hour	City Staff & Historic Resources Group	April 19, 2017
	Secretary of the Interior Standards Training (presentation/workshop)	4 hours	David Marshall	April 19, 2017
Monty Van Wart	None			
John Field	None			
Nancy E. Parrish	Techniques for Materials Preservation, Restoration and Conservation.	1 hour	Spectra Company	March 22, 2017
	Tour of local landmark, Benedict Castle	4 hours	Teen Challenge Staff (owner)	March 29, 2017
	Chinese Americans in Riverside, Context and Survey Presentation	30 minutes	City Staff & Historic Resources Group	April 19, 2017
	Secretary of the Interior Standards Training (presentation/workshop)	1 hour	David Marshall	April 19, 2017
	CPF Annual Conference	4 days	CPF Guest Speakers	May 2017
		2 hours	Jennifer Mermilliod	June 21, 2017

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	Camp Anza Tour and Presentation			
Natasha S. Ferguson	Techniques for Materials Preservation, Restoration and Conservation.	1 hour	Spectra Company	March 22, 2017
	Tour of local landmark, Benedict Castle	4 hours	Teen Challenge Staff (owner)	March 29, 2017
	Chinese Americans in Riverside, Context and Survey Presentation	30 minutes	City Staff & Historic Resources Group	April 19, 2017
	Secretary of the Interior Standards Training (presentation/workshop)	1 hour	David Marshall	April 19, 2017
	CPF Annual Conference	4 days	CPF Guest Speakers	May 2017
	Camp Anza Tour and Presentation	2 hours	Jennifer Mermilliod	June 21, 2017
James J. Cuevas	Techniques for Materials Preservation, Restoration and Conservation.	1 hour	Spectra Company	March 22, 2017
	Tour of local landmark, Benedict Castle	4 hours	Teen Challenge Staff (owner)	March 29, 2017
	Chinese Americans in Riverside, Context and Survey Presentation	30 minutes	City Staff & Historic Resources Group	April 19, 2017
		1 hour	David Marshall	April 19, 2017

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	Secretary of the Interior Standards Training (presentation/workshop)  CPF Annual Conference  Camp Anza Tour and Presentation	4 days  2 hours	CPF Guest Speakers  Jennifer Mermilliod	May 2017  June 21, 2017
Steve Lech	Riverside County History Symposium  Tour of local landmark, Benedict Castle  Chinese Americans in Riverside, Context and Survey Presentation  Secretary of the Interior Standards Training (presentation/workshop)  Camp Anza Tour and Presentation	1 day  2 hours  1 hour  4 hours  2 hours	Riverside County Historical Society  Teen Challenge Staff (owner)  City Staff & Historic Resources Group  David Marshall  Jennifer Mermilliod	March 4, 2017  March 29, 2017  April 19, 2017  April 19, 2017  June 21, 2017
Mary E. Carter	Security Awareness Training (online)  Techniques for Materials Preservation, Restoration and Conservation.  Tour of local landmark, Benedict Castle	1 hour  1 hour  2 hours	City of Riverside – IT Dept.  Spectra Company  Teen Challenge Staff (owner)	February 2017  March 22, 2017  March 29, 2017

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	Chinese Americans in Riverside, Context and Survey Presentation	1 hour	City Staff & Historic Resources Group	April 19, 2017
	Secretary of the Interior Standards Training (presentation/workshop)	4 hours	David Marshall	April 19, 2017
	Camp Anza Tour and Presentation	2 hours	Jennifer Mermilliod	June 21, 2017
Erin Gettis	Public Engagement Training (workshop)	2 hour	San Bernardino County LAFCO	March 22, 2017
	Techniques for Materials Preservation, Restoration and Conservation. (presentation)	1 hour	Spectra Company	March 22, 2017
	Chinese Americans in Riverside, Context and Survey Presentation	1 hour	City Staff & Historic Resources Group	April 19, 2017
	Secretary of the Interior Standards Training (presentation/workshop)	4 hours	David Marshall	April 19, 2017
	Preservation Grants webinar	1 hour	National Parks Service	April 20, 2017
	CPF Annual Conference	4 days	CPF Guest Speakers	May 2017
	Camp Anza Tour and Presentation	2 hours	Jennifer Mermilliod	June 21, 2017
Scott Watson	Public Engagement Training (workshop)	2 hour	San Bernardino County LAFCO	March 22, 2017

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	Techniques for Materials Preservation, Restoration and Conservation. (presentation)	1 hour	Spectra Company	March 22, 2017
	Tour of local landmark, Benedict Castle	2 hours	Teen Challenge Staff (owner)	March 29, 2017
	Chinese Americans in Riverside, Context and Survey Presentation	1 hour	City Staff & Historic Resources Group	April 19, 2017
	Secretary of the Interior Standards Training (presentation/workshop)	4 hours	David Marshall	April 19, 2017
	Preservation Grants webinar	1 hour	National Parks Service	April 20, 2017
	Preserving and Supporting Businesses in Historic Neighborhoods	1 hour	National Trust Leadership Forum	April 27, 2017
	CPF Annual Conference	4 days	CPF Guest Speakers	May 2017
	Camp Anza Tour and Presentation	2 hours	Jennifer Mermilliod	June 21, 2017
	Tiny House Webinar	1 hour	Green Technology Training	August 25, 2017
Gaby Adame	Chinese Americans in Riverside, Context and Survey Presentation	1 hour	City Staff & Historic Resources Group	April 19, 2017
		4 hours	David Marshall	April 19, 2017

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	Secretary of the Interior Standards Training (presentation/workshop)  CPF Annual Conference	4 days	CPF Guest Speakers	May 2017
Jennifer Mermilliod	Techniques for Materials Preservation, Restoration and Conservation. (presentation)	1 hour	Spectra Company	March 22, 2017
	Chinese Americans in Riverside, Context and Survey Presentation	1 hour	City Staff & Historic Resources Group	April 19, 2017
	Secretary of the Interior Standards Training (presentation/workshop)	4 hours	David Marshall	April 19, 2017
	Camp Anza Tour and Presentation	2 hours	Jennifer Mermilliod	June 21, 2017

### **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 a copy (PDF or link if available online) with this report.

Context Name	Description	How it is Being Used	Date Submitted to OHP
African American Civil Right	The propose project constitutes the next step in building upon previous studies in	The City of Riverside, in partnership with Riverside African	Currently in process

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Context Name	Description	How it is Being Used	Date Submitted to OHP
	the Eastside neighborhood, in 2001 and 2012. Although these surveys did not include association within the National Civil Rights Movement framework or property eligibility evaluation for local, state, and national designation, the Marketplace study in 2012 developed narrative on the African American experience in the local Civil Rights Movement, identified several associated properties, and provided recommendations for further study.	<p>American Historical Society (RAAHS), seeks to develop and provide programming for the Inland Empire Civil Rights Institute in four key areas:</p> <ol style="list-style-type: none"> <li>1. Establishment of Local Context: This will tie existing themes of the National Civil Rights Movement framework to Riverside specifically.</li> <li>2. Production of Multi-Media Projects: This will include development of program that will be presented through oral histories, story mapping, and a podcast.</li> <li>3. Collection Management Plan and Collection Interpretation: This will include a comprehensive plan to address the Institute's stewardship responsibilities. Much of the collection has already been obtained by RAAHS and serves as local match.</li> <li>4. Curriculum Development: This will include development of a curriculum of local African American coursework for middle and high school programs and</li> </ol>	



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Context Name	Description	How it is Being Used	Date Submitted to OHP
		work with school districts to tie to California Common Core.	

### 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	Type here.	Type here.	Type here.	Type here.	Type here.	Type here.

How are you using the survey data? Type here.

### 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	Type here.	Type here.	Type here.	Type here.

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## 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 copy of (or an electronic link) to all publications or other products not previously provided to OHP.

Item or Event	Description	Date
Doors Open	The City of Riverside in partnership with the Old Riverside Foundation, the Riverside Arts Council, the Mission Inn Foundation and Museum, and the Riverside Downtown Partnership hosted the City's 2nd Annual Doors Open event. Approximately 15 historic-period buildings opened their doors for free tours. The event was expanded to areas outside the downtown core. The attendance surpassed that of the previous year, at approximately 1000 attendees	5/11/17
Children and Architecture	The historic preservation staff taught one five week after-school classes at a local elementary school. The class focused on architecture, housing, and historic preservation. The goal of the program is to foster interest in and appreciation for architecture at a young age.	April-May 2017

## V. National Park Service Baseline Questionnaire for new CLGs (certified after September 30, 2016).

- NOTE: OHP will forward this information to the NPS on your behalf. Guidance for completing the Baseline Questionnaire is located at [http://www.nps.gov/clg/2015CLG\\_GPRA/FY2013\\_BaselineQuestionnaireGuidance-May2015.docx](http://www.nps.gov/clg/2015CLG_GPRA/FY2013_BaselineQuestionnaireGuidance-May2015.docx).

### A. CLG Inventory Program

1. What is the net cumulative number of historic properties in your inventory at the time of your certification? **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.** Type here.

Program Area	Number of Properties
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Type here.

Type here.

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

1. As of September 30, 2016, 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, 2016.? Type here.

## C. Local Tax Incentives Program

1. As of September 30, 2016, 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, 2016? Type here.

## D. Local "Bricks and Mortar" Grants/Loans Program

1. As of September 30, 2016 did your local government have a locally-funded, historic preservation grants/loan program for rehabilitating/restoring historic properties? Type here.
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, 2016? Type here.

## E. Local Design Review/Regulatory Program

1. As of September 30, 2016, 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, 2016? Type here.

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## F. Local Property Acquisition Program

1. As of September 30, 2016, 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, 2015?  
Type here.

## VI. Additional Information for National Park Service Annual Products Report for CLGs (certified before October 1, 2016)

**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/clg/2015CLG\\_GPRA/FY2014\\_AnnualReportGuidance-May2015.docx](http://www.nps.gov/clg/2015CLG_GPRA/FY2014_AnnualReportGuidance-May2015.docx).

### A. CLG Inventory Program

During the reporting period (October 1, 2016-September 30, 2017) 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, 2016-September 30, 2017) 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

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2. If the answer is yes, then how many properties have been added to your register or designated from October 1, 2016 to September 30, 2017? none

### C. Local Tax Incentives Program

1. During the reporting period (October 1, 2016-September 30, 2017) 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, 2016 to September 30, 2017?

Name of Program	Number of Properties Added During 2016-2017	Total Number of Properties Benefiting From Program
Mills Act	5	61

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

1. During the reporting period (October 1, 2016-September 30, 2017) 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) from October 1, 2016 to September 30, 2017? 6

Name of Program	Number of Properties that have Benefited
Historic Preservation Fund Grant	6

### E. Design Review/Local Regulatory Program

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1. During the reporting period (October 1, 2016-September 30, 2017) 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, 2016 to September 30, 2017? **During the reporting period a total of 13 historic properties were reviewed by the Cultural Heritage Board for Certificates of Appropriateness. Approximately 75 historic properties were reviewed by CHB staff for Administrative Certificates of Appropriateness and over-the-counter approvals.**

### F. Local Property Acquisition Program

1. During the reporting period (October 1, 2016-September 30, 2017) 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, 2016 to September 30, 2017? Type here.

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

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

- What are your most critical preservation planning issues? **Development continues to remain strong and many projects involve historic-period structures and/or historically significant areas within the City. Our goal**

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continues to be preserving historic integrity whenever possible by encouraging repair, restoration, or reuse in a manner consistent with the Secretary of the Interior's Standards (SOIS). To facilitate this, the City is working to educate the public about the SOIS and local design guidelines for historic districts through increased outreach and training. Furthermore, with new technology and techniques for preservation being implemented in the field, there is a need to revise our citywide historic preservation design guidelines which were last updated in 2003. Additionally, over the reporting period the program has been under-staffed with only one full-time and two part-time staff member. Vacancies have been fulfilled by contract consultants. As development continues to be strong in the City it is critical that permanent, full-time staff be hired.

- *What is the single accomplishment of your local government this year that has done the most to further preservation in your community?* During this reporting period, the City of Riverside was awarded a National Park Service Grant to develop a Citywide Historic Context Statement related to African American Civil Rights. The grant application was completed in partnership with the future Civil Rights Institute of Riverside County. The completion of this grant application strengthened and built new relationships between Cultural Heritage Board staff, local organizations, and community members who have had their history ignored.
- *What recognition are you providing for successful preservation projects or programs?* The Historic Preservation Fund Grant program continues to require that a yard sign be displayed in a location visible to the public. The intentions of this are to increase awareness about the program, encourage people to apply to the program, and foster community pride. Staff has participated in local events, such as Neighborfest, where information about the program and its responsibilities was provided to community members. If requested by the applicant, staff will take Landmark plaques to the City Council for a formal recognition. The Landmark Legacy book, which was published by the city, helps to elevate the awareness of City Landmarks. Proceeds from the book go to the Historic Preservation Fund and help to further historic preservation efforts in the City. The Doors Open event has been shown to bring attention to the City's historic buildings through attendance and promotion on social media.
- *How did you meet or not meet the goals identified in your annual report for last year?*

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- **A key goal for the City is to hire additional, qualified staff to assist the Neighborhood Engagement Division with preservation and outreach efforts.** Although additional staff was unable to be hired, the current full and contract staff continued to build relationships across departments and different organizations to help further the goals of the program. Additionally, staff selected four Cultural Resources Consultants to be on the Master panel of Cultural Resources Panel for the next 5 years. This panel will allow consultants to be selected for various projects and as-needed staffing. The HPO job is expected to post in early 2018.
- **A secondary goal, that is somewhat dependent on the first goal, is to conduct more public outreach, provide more educational/training opportunities for the community, and raise the profile of preservation efforts through social media and other outlets.** Staff participated in local events which allowed the program to be publicized and develop new relationships. Additionally, staff made a connection with a local real estate investment club that is interesting in partnering with the program to future the program's presence in the community, including publication of podcasts.
- **Continue searching for new and consistent funding sources for the Historic Preservation Fund.** CHB made a request to the newly formed Budget Engagement Commission, whose charge was to develop a plan for additional sales tax revenue, to allocate money toward the Historic Preservation Fund. Unfortunately the request was denied as there were many requests from various departments.
- **Continue working towards an upgrade for the City's Historic Resources Database.** CHB staff had several meetings with IT personal, department heads, and various other staff members, to discuss the possibilities of upgrading to a GIS based database. A citywide GIS update is in the beginning stages and CHB staff will continue to promote the need for the database upgrade along with the GIS update.
- **Begin the process of updating the City's Design Guidelines for Historic Properties.** CHB directed staff to review the current guidelines and propose modifications.
- **Take the Chinese-American Context Statement and Survey to the City Council for adoption and add the properties to the Historic Resources Database.** The Chinese American Context Statement was presented to the Cultural Heritage Board on April 19, 2017. Staff is working to notify property owners of the findings and implications of the survey prior to presenting to City Council for Approval.
- What are your local historic preservation goals for 2017-2018? Type here.
  - **Hire a new Historic Preservation Officer.**
  - **Complete the Latino Context Statement CLG Grant and submit it to OHP.**
  - **Continue progress towards the completion of the African American Civil Rights Context Statement.**



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- **Begin the process of updating Title 20 (Cultural Resources) to further the Streamline Riverside Initiative.**
- **Begin the process of applying for the CLG Grant to update the Citywide Historic Preservation Design Guidelines.**
- **Continue to work towards an update of the Historic Resources Database into a GIS based system and advocate for significance.**
- 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? **Some of our previous requests still apply, such as training on AB 52 for broader tribal consultation requirements that will affect more than the preservation planning community, training by qualified individuals who have successfully completed rehabilitation credit projects and/or any case studies of agencies who have utilized the Marks Rehabilitation Act, and case studies involving rehabilitations/adaptive re-use projects involving mid-century modern resources.**
- 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
As our downtown continues to grow, training that discusses Secretary of the Interior's Standards compatibility for historic district infill is needed for our board and planning staff.	Tours, case studies shown on PPTs, training workshops that was within Southern California driving distance or easy train access, webinars

- Would you be willing to host a training working workshop in cooperation with OHP? ☒ Yes ☐ No

G. Is there anything else you would like to share with OHP?

## XII Attachments

- ☒ Resumes and Statement of Qualifications forms for **all** commission members/alternatives and staff
- ☒ Minutes from commission meetings

## **Certified Local Government Program -- 2016-2017 Annual Report**

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- ☐ Drafts of proposed changes to the ordinance
- ☐ Drafts of proposed changes to the General Plan
- ☐ Public outreach publications

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