

# Certified Local Government Program -- 2023-2024 Annual Report

(Reporting period is from October 1, 2023, through September 30, 2024)

**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 [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 Riverside

**Report Prepared by:** Scott Watson, Historic Preservation Officer

**Date of commission/board review:** February 19, 2025

## MINIMUM REQUIREMENTS FOR CERTIFICATION

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

#### **A. Preservation Laws**

1. Are you considering amending or revising your certified ordinance this year?

**REMINDER:** Pursuant to the *CLG Agreement*, the Office of Historic Preservation (OHP) must have the opportunity to review and comment on ordinance changes prior to adoption. Please communicate directly with the OHP Local Government Unit staff to coordinate the review. Changes that do not meet the CLG requirements could affect certification status.

*During the previous reporting period, a comprehensive update to Title 20 was presented to the Cultural Heritage Board on June 21, 2023. The Board recommended approval of the amendment and provided 4 policy areas for consideration by City Council – notification for State mandated ministerial projects, elimination of owner consent for historic designation,*

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*expansion of demolition review, and expansion of preliminary project review. The amendment was presented and approved City Council on January 23, 2024 with the exception of four policy areas recommended by CHB (post approval noticing for ministerial actions, removal of owner consent for designations, expansion of demolition review, and expansion of preliminary review). The four-policy area will be reviewed by City Council as a workshop on April 23, 2023. City Council the directed staff to prepare redline text to increase noticing requirements the demolition of historic structures, provide a threshold for requirement of a Cultural Resources report (when appearing to meet designation criteria, as determined by the Historic Preservation Officer), and the inclusion of a definition for demolition by neglect. The amendments were prepared as directed and approved by City Council on August 20, 2024.*

2. Provide an electronic link to your ordinance or appropriate section(s) of the municipal/zoning code.  
[https://library.municode.com/ca/riverside/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_TIT20CURE](https://library.municode.com/ca/riverside/codes/code_of_ordinances?nodeId=PTIICOOR_TIT20CURE)

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

1. During the reporting period, October 1, 2023 – September 30, 2024, what properties/districts have been locally designated?

Property Name/Address	Date Designated	If a district, number of contributors	Date Recorded by County Recorder
Okubo Residence 2365 Eleventh St (City Landmark)	7/16/2024	N/A	7/24/2024
Corr Residence 5310 Candlewick Ct (Structure of Merit)	7/16/2024	N/A	7/24/2024

**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
N/A	N/A	N/A

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## 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://riversideca.gov/cedd/sites/riversideca.gov.cedd/files/pdf/planning/general-plan/16\\_Historic\\_Preservation\\_Element.pdf](https://riversideca.gov/cedd/sites/riversideca.gov.cedd/files/pdf/planning/general-plan/16_Historic_Preservation_Element.pdf)

## 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?

*Certificates of Appropriateness are the responsibility of staff for minor projects and the Cultural Heritage Board (CHB) for major projects. Administrative authority on Certificates of Appropriateness are provided in Section 20.25.030 of Title 20 (Cultural Resources). Staff may refer minor COA to CHB if deemed necessary. Minor project COAs 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. Staff decisions are appealable to the CHB. Appeals of CHB decisions are considered by the the City Council.*

### 2. California Environmental Quality Act (CEQA)

- Explain the historic preservation staff and commission role in *providing input* to CEQA documents prepared for or by the local government.

*When CEQA documents are prepared for a General Plan, Specific Plan, or other Planning documents, initiated by the City, Historic Preservation (HP) Staff reviews and provides comments on the Cultural Resources Report, the Cultural*

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*Resources and Tribal Cultural Resources section of the Initial Study, and proposed mitigation. Staff provides a recommendation to Planning Commission for adoption by City Council.*

- Explain the staff and commission role in *reviewing* CEQA documents for projects that are proposed within the jurisdiction of the local government.

*A staff level Development Review Committee (DRC) reviews development applications including any pre-applications. HP Staff is part of the DRC and provides input for any historic preservation and archaeological related items. Projects subject to CEQA review are handled as follows:*

- 1) HP Staff reviews all Cultural Resources reports, Initial Studies (IS); and proposed mitigation measures.*
- 2) HP Staff assists the project planner with all Tribal Consultation under AB-52 and SB 18.*
- 3) Planning Staff provides a recommendation to the Planning Commission for projects that do not require CHB consideration.*
- 4) HP Staff provides a recommendation to CHB on projects where the CHB is the approving body, and CHB takes final action to adopt the ND or MND.*
- 3) CHB reviews the CEQA documents and provides a recommendation to the Planning Commission or City Council for projects where the CHB is not the approving body.*
- 4) City Council certifies all Environmental Impact Reports (EIRs).*

### 3. Section 106 of the National Historic Preservation Act

- Explain the staff and commission role in *providing input* to Section 106 documents prepared for, or by, the local government.

*Section 106 reviews for City Projects, such as 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.*

- Explain the staff and commission role in *reviewing* Section 106 documents for projects that are proposed within the jurisdiction of the local government?

*City staff responds to all requests for comment under Section 106 and provides information on properties listed or found eligible for listing in the National Register.*

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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
Carol McDoniel (At-large)	Education	March 23, 2021	March 1, 2027	<a href="mailto:camcdoniel@sbcglobal.net">camcdoniel@sbcglobal.net</a>
John Brown (At-large)	Attorney	March 1, 2019	March 1, 2027	<a href="mailto:John.brown@bbklaw.com">John.brown@bbklaw.com</a>
Jordan Sisson (Ward 1)	Attorney	May 17, 2022	March 1, 2026	<a href="mailto:jordan@jrsissonlaw.com">jordan@jrsissonlaw.com</a>
Charles A. Tobin (Ward 2)	Development Director	July 25, 2017	March 1, 2024	<a href="mailto:ctobin@burrtec.com">ctobin@burrtec.com</a>
Jennifer Gamble (Ward 3)	Realtor	October 23, 2018	March 1, 2025	<a href="mailto:emailme@jennifergamble.com">emailme@jennifergamble.com</a>
Andrew-Bryce Hudson (Ward 4)	Non-profit	October 11, 2022	March 1, 2026	<a href="mailto:abhphotog@gmail.com">abhphotog@gmail.com</a>
Kevin Castellanos (Ward 5)	Attorney	June 6, 2023	March 1, 2025	<a href="mailto:k.a.castellanos87@gmail.com">k.a.castellanos87@gmail.com</a>
Natasha S. Ferguson (Ward 6)	Marketing and Communication Director	December 13, 2016	March 1, 2025	<a href="mailto:ntouchpr@yahoo.com">ntouchpr@yahoo.com</a>
Mary Carter (Ward 7)	Education	August 11, 2016	March 1, 2025	<a href="mailto:wait4heaven@aol.com">wait4heaven@aol.com</a>

Attach resumes and Statement of Professional Qualifications forms for all members.

1. If you do not have two qualified professionals on your commission, explain why the professional qualifications have not been met and how professional expertise is otherwise being provided.

*The City of Riverside currently only has one board member that meets the professional qualifications. Board Member McDoniel has a master's degree in history, with a focus in Public History. While Board Member McDoniel is the only board member that meets the qualifications, Board Members Sisson is a CEQA Attorney with a focus in Cultural Resources and*

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*Board Member Gamble is a realtor specializing in historic properties. Additionally, technical expertise is provided by Scott Watson, Historic Preservation Officer, who meets and exceeds the professional qualifications.*

2. If all positions are not currently filled, why is there a vacancy, and when will the position be filled?

*Currently the Ward 2 seat is vacant. The City Clerk's Office posts the vacancy on the City's website and advertises periodic in the utility bill mailer. When an application is submitted for the position, it is forward the council member of the ward makes the appointment. No applications have been received for the vacancy.*

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

1. Is the staff to your commission the same as your CLG coordinator? ☒ Yes ☐ No
2. If not, please provide the Commission staff member's contact information.

N/A

3. If the position(s) is not currently filled, why is there a vacancy?

N/A

Attach resumes and Statement of Professional Qualifications forms for staff.

Name/Title	Discipline	Dept. Affiliation	Email Address
Scott Watson City Historic Preservation Officer	Historic Architecture, Architectural History, Architecture, and Historic Preservation	Planning Division in Community and Economic Development Department	<a href="mailto:swatson@riversideca.gov">swatson@riversideca.gov</a>

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## C. Attendance Record

Please complete the commission meeting attendance chart for each commissioner and staff member. Commissions are required to meet a minimum of four times a year. 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
Carol McDoniel	<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"/>
John Brown	<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"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Jordan Sission	<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"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Charles Tobin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	^	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	*	*	*	^	*	*	*
Jennifer Gamble	<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"/>
Andrew-Bryce Hudson	<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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Kevin Castellanos	<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 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"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mary Carter	<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"/>

\* Not a CHB member during this month

^ Meeting cancelled due no urgent business

## D. Training Received

Please indicate the specific training each commissioner received last year.

**Reminder:** It is a CLG requirement 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
Carol McDoniel	Brown Act Training, workshop	30 minutes	City of Riverside, City Attorney's Office	August 16, 2023
	California Citrus State Historic Park, presentation	30 minutes	Friends of Cal Citrus-CA State Parks Inland Empire District	February 21, 2024
	Housing and Historic Preservation: A Joint Webinar	2 hours	Advisory Council on Historic Preservation and National Alliance of Preservation Commissions	May 23, 2024
	Insuring Historic Properties in an Increasingly Challenging Marketplace – What You Need to Know	1 hour	Preservation Leadership Forum, National Trust for Historic Preservation	July 16, 2024
	Architect Plan Books and The Small House Movement: Preserving Small Houses of the 1920s.	1 hour	California Preservation Foundation	July 25, 2024
	Endangered Place to Community Asset: 11 Most Endangered Historic Places	1 hour	National Trust for Historic Preservation	August 28, 2024
John Brown	Brown Act Training, workshop	30 minutes	City of Riverside, City Attorney's Office	August 16, 2023
	California Citrus State Historic Park, presentation	30 minutes		February 21, 2024



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			Friends of Cal Citrus- CA State Parks Inland Empire District	
Jordan Sisson	Brown Act Training, workshop	30 minutes	City of Riverside, City Attorney's Office	August 16, 2023
	California Citrus State Historic Park, presentation	30 minutes	Friends of Cal Citrus- CA State Parks Inland Empire District	February 21, 2024
Charles A. Tobin	Brown Act Training, workshop	30 minutes	City of Riverside, City Attorney's Office	August 16, 2023
	California Citrus State Historic Park, presentation	30 minutes	Friends of Cal Citrus- CA State Parks Inland Empire District	February 21, 2024
Jennifer Gamble	Brown Act Training, workshop	30 minutes	City of Riverside, City Attorney's Office	August 16, 2023
	California Citrus State Historic Park, presentation	30 minutes	Friends of Cal Citrus- CA State Parks Inland Empire District	February 21, 2024
	Endangered Place to Community Asset: 11 Most Endangered Historic Places	1 hour	National Trust for Historic Preservation	August 28, 2024
	Historic Districts Explained: Understanding Designations, Diversity, and Current Challenges Part I - Traditional Designations and Modern Challenges; Part II -	2 – 2 hours	California Preservation Foundation	September 12, 2024  September 19, 2024

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	Navigating Design Guidelines and Objective Standards			
Andrew-Bryce Hudson	Brown Act Training, workshop	30 minutes	City of Riverside, City Attorney's Office	August 16, 2023
Kevin Castellanos	Brown Act Training, workshop	30 minutes	City of Riverside, City Attorney's Office	August 16, 2023
	California Citrus State Historic Park, presentation	30 minutes	Friends of Cal Citrus-CA State Parks Inland Empire District	February 21, 2024
Natasha S. Ferguson	Brown Act Training, workshop	30 minutes	City of Riverside, City Attorney's Office	August 16, 2023
	California Citrus State Historic Park, presentation	30 minutes	Friends of Cal Citrus-CA State Parks Inland Empire District	February 21, 2024
Mary Carter	Brown Act Training, workshop	30 minutes	City of Riverside, City Attorney's Office	August 16, 2023
Scott Watson	Brown Act Training, workshop	30 minutes	City of Riverside, City Attorney's Office	August 16, 2023
	California Citrus State Historic Park, presentation	30 minutes	Friends of Cal Citrus-CA State Parks Inland Empire District	February 21, 2024
	Endangered Place to Community Asset: 11 Most Endangered Historic Places	1 hour	National Trust for Historic Preservation	August 28, 2024
	Historic Districts Explained: Understanding Designations,	2 – 2 hours	California Preservation Foundation	September 12, 2024

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	Diversity, and Current Challenges Part I - Traditional Designations and Modern Challenges; Part II - Navigating Design Guidelines and Objective Standards			September 19, 2024
	APA California Conference: Cultivating Our Future	4 days	APA California	September 28 – October 1, 2024

### 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 the OHP)

**Reminder:** California CLG procedures require CLGs to submit survey results, including historic contexts, to the 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 the OHP
N/A	N/A	N/A	N/A

#### B. New Surveys or Survey Updates (excluding those funded by the 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 the OHP
N/A	N/A	N/A	N/A	N/A	N/A	N/A

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Survey Area	Context Based-yes/no	Level: Reconnaissance or Intensive	Acreage	# of Properties Surveyed	Date Completed	Date Submitted to the OHP

Explain how you are using the survey data: [Type here.](#)

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

### **A. Public Education**

Has your CLG undertaken any public outreach, training, or publications programs this year? How were the commissioners and staff involved? Please provide an electronic link to all publications or other products not previously provided to the OHP.

Item or Event	Description	Date
ADU Design Standards Community Meetings	Community meeting hosted by the Planning Division to provide information and gain feedback on the development of the ADU Design Standards for historic properties. Approximately 50 people were in attendance at the first meeting and approximately 20 at the second meeting.	April 10, 2024 November 13, 2024
Mills Act Workshop	Planning Staff presented a workshop on the benefits of the Mills Act and the application process. 20 people were in attendance.	March 16, 2024
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 5th Annual Doors Open event. Approximately 23 historic-period buildings opened their doors for free tours. The attendance was approximately 300 people.	October 5, 2024

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

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During the reporting period (October 1, 2023 – September 30, 2024) 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. This includes the National Register, California Register, California Historical Landmarks, locally funded surveys, CLG surveys, and local designations.

Program area	Number of Properties added
Local	2

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

- During the reporting period (October 1, 2023 – September 30, 2024) 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
- If yes, how many properties have been added to your register or designated during the reporting period?

*One property was designated as City Landmarks and one property was designated as a City Structure of Merit*

## C. Local Property Tax Incentive Program

- During the reporting period (October 1, 2023 – September 30, 2024) did you have a Mills Act program? ☒ Yes ☐ No
- If yes, how many properties entered into a contract during the reporting period?

Name of Program	Number of Properties Added During 2023-2024	Total Number of Properties Benefiting From Program
Mills Act	17	143

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

- During the reporting period (October 1, 2023 – September 30, 2024) 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 yes, how many properties have been assisted under the program(s) during the reporting period?

Name of Program	Number of Properties that have Benefited
Historic Preservation Fund Grant	None during this reporting period  Program on hold pending additional funding

### E. Design Review/Local Regulatory Program

1. During the reporting period (October 1, 2023 – September 30, 2024) 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 yes, how many historic properties did your local government review for compliance with your local government's historic preservation regulatory law(s) during the reporting period?

*6 historic properties were reviewed by the Cultural Heritage Board for Certificates of Appropriateness. 55 historic properties were reviewed by HP Staff for Administrative Certificates of Appropriateness and over-the-counter approvals. Quarterly reports have been attached summarizing all Certificate of Appropriateness approvals*

### F. Local Property Acquisition Program

1. During the reporting period (October 1, 2023 – September 30, 2024) 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) during the reporting period?

Name of Program	Number of Properties that have Benefited
N/A	N/A

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## **IN ADDITION TO THE MINIMUM CLG REQUIREMENT THE OHP IS INTERESTED IN YOUR TRAINING NEEDS**

In years past, the OHP sponsored a series of free CAMP trainings from the National Alliance of Preservation Commissions (NAPC). Would you be interested in attending future CAMP trainings funded by the OHP?

Yes

The OHP has also hosted training workshops and webinars of our own, and we plan to do so again in the coming year and beyond. What are some topics you would like to see covered in these trainings?

*Historic Preservation and New State Housing Laws; Certified Local Government benefits and obligations; and Secretary of the Interior Standards Training.*

## **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)