



**Community & Economic Development Department**

**Planning Division**

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

**HISTORIC PRESERVATION FUND COMMITTEE MEETING DATE: JULY 31, 2017**

**AGENDA ITEM NO.: 4**

**I. CASE NUMBER: P16-0137**

**II. PROJECT SUMMARY:**

- 1) **Proposal:** Request for a three month time extension to complete project associated with the previously approved \$24,000 Historic Preservation Fund Grant, awarded on April 11, 2016.
- 2) **Location:** 4392 Twelfth Street
- 3) **Ward:** 1
- 4) **Applicant:** Melissa Harman
- 5) **Case Planner:** Scott Watson, Assistant Planner  
(951) 826-5507  
[swatson@riversideca.gov](mailto:swatson@riversideca.gov)

**III. RECOMMENDATION:**

**That the Historic Preservation Fund Committee:**

1. **APPROVE** the requested time extension for Planning Case P16-0137, and grant a one-year extension.

**IV. BACKGROUND/HISTORY:**

On April 11, 2016, the Historic Preservation Fund Committee unanimously approved Planning Case P16-0137, a request by Melissa Harman for a grant to remove previously installed unpermitted staircase and restore and paint the front façade for a single family residence at 4392 Twelfth Street, which is a contributor to the Evergreen Quarter Historic District.

Item #9, Project End Date, of the agreement executed by the city states, "The Project shall be completed within one year of the execution of the grant agreement or by December 31, 2017, whichever comes first, or the date any appeals are final. Should any problems arise, a written request for an extension of the project must be submitted

to the Historic Preservation Fund Committee at least 30 days prior to the expiration date." The grant agreement was executed on September 16, 2016.

On July 1, 2017, Staff received a written request from Ms. Harman requesting a three month time extension to complete the project (Exhibit 1), which is more than 30 days prior to the expiration of the contract. The request expresses that the delay in the project stems from the time it took to obtain a building permit.

#### **V. ENVIRONMENTAL ANALYSIS:**

It has been determined this project is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Guidelines Section 15331 (Historical Resource Restoration/Rehabilitation).

#### **VI. EXHIBITS:**

1. Letter from Melissa Harman

July 1, 2017

Melissa Harman  
4392 12th St  
Riverside, CA 92501

Mr. Scott Watson  
Neighborhood Engagement Division - Historic Preservation Team  
Community & Economic Development Department  
3900 Main Street, Fifth Floor  
Riverside, CA 92522

Dear Mr. Watson:

Please accept this request for an extension for completion of the work for the Historical Preservation grant at 4392 12th St.

When we completed plan checks and obtained a building permit in early April our selected contractor was in the middle of another job. We were scheduled to begin work in June when the contractor had an accident that required hospitalization resulting in another delay. His recovery is going well and we expect to begin work in early August but with a 4-6 week estimated schedule for the work, it is likely that we will not be able to complete the full scope of work by the original 9/17 deadline. We believe that a three month extension would give us plenty of time to complete the full scope of work and documentation for the grant.

Thank you for your time. I am happy to answer any other questions that you may have regarding this request or the work at our home.

Sincerely,

A handwritten signature in black ink that reads "M Harman". The "M" is stylized with a loop, and "Harman" is written in a cursive script.

Melissa Harman, homeowner  
(617)852-5119  
melissa.grachan@gmail.com