



HISTORIC PRESERVATION FUND COMMITTEE Minutes

City of Arts & Innovation

**September 9, 2014, 11:00 a.m.
Large Conference Room, 5th Floor
City Hall, 3900 Main Street**

BOARD MEMBERS PRESENT: John Field, Councilmember Gardner, Steve Lech, Dave Leonard, Ken Sutter

STAFF PRESENT: Erin Gettis, Historic Preservation Officer/Principal Planner
Teri Delcamp, Historic Preservation Senior Planner

The meeting was called to order at 11:00 a.m. Ms. Gettis thanked everyone today for attending.

A. COMMENTS FROM THE AUDIENCE:

There was no one in the audience requesting to speak.

B. DISCUSSION CALENDAR:

1. Overview of RMC Section 20.30.030, Historic Preservation Fund:

Teri Delcamp, Historic Preservation Senior Planner, gave a brief overview of the various jurisdictions and organizations staff used to develop the drafts presented for Committee discussion today. Associated Planner Barbara Bouska, who could not be present today, was credited with most of the work presented.

It was noted that the HPF is thought to be fully funded at this point. The Board expressed their concerns regarding getting the information about this program out to the public. Suggestions made by the Board: that the agenda also be posted on the City's internet calendar so a link can be posted on oldriverside.org and other social media. Ms. Gettis said anyone who requests notice will be notified, and she suggested a variety of list serves where the information can be posted as well. Once the regular meeting schedule is established, it will be added to the City website calendar. Staff was asked to prepare a press release for the Board's review so that it may be released at the appropriate time.

Mr. Leonard asked that a provision be added to provide for a brief update to the Committee on projects that have been approved and funded either annually or semi-annually. This update would also be appropriate to present to the City Council annually by the Chair.

Discussion was held regarding the staff reports for funding applications. It was noted that as part of this report, it would be good to at least have a check box report or something that is not labor intensive for staff for: grant criteria provision consistency, Title 20 compliance, Code Enforcement actions, etc., to assist in how these applications can be rated by the Committee.

Ms. Delcamp informed the Committee that staff is working on a maintenance agreement to go along with the award of monies. Staff will provide a draft at the next meeting.

2. Rules for the Conduct of Meetings: Presentation of draft meeting rules for review and consideration, including setting the frequency and time of meetings.

Ms. Delcamp stated that the rules were prepared by the City Attorney's office and were based on the Cultural Heritage Board and Planning Commission's rules. One of the questions that is outstanding is the attendance guidelines which are left open for discussion. This will depend on how many times the Committee will meet. She noted that Title 20 says the Committee shall meet at least quarterly and shall consider any submitted grant applications at least semi-annually.

After discussion the Committee suggested the following changes: Attendance Guidelines: "In the event that any member of the Committee is absent for three (3) consecutive meetings, the City Council shall review the Committee Member's status."

Submittal and processing of the applications was also discussed. The Committee suggested an application window of 30 days and a processing period of 45-60 days prior to the meeting date.

It was also agreed that the regular meeting dates be quarterly, on the second Monday of the month at 2:00 p.m. The next meeting, however, was scheduled for Monday, September 29, 2014.

3. Criteria and Selection Process: Presentation of draft eligibility, activities, conditions, selection criteria, matching funds, and application guidelines for review and consideration.

The Committee reviewed the criteria and selection process and made the following suggestions:

- Modify the wording so that: Active Code Enforcement cases will be considered and could make projects ineligible for funding.
- Only one application per entity may be funded per grant cycle at the discretion of the Committee. Grants may not exceed \$25,000 but may be any lower amount at the discretion of the HPF Committee.
- Matching funds should not be required, only voluntary to make request more competitive.
- Grants should generally be on a reimbursement basis, but not necessarily required to be that way.
- Include financial hardship/need provisions for single family homeowners that give the Committee discretion regarding when to release funds.
- The program should be a reimbursement of funds but under certain circumstances, the Committee should have the flexibility to disperse funds ahead of time. Extra protections should be built into the process for those circumstances.
- Discuss the possibility of including project-specific conditions as part of the maintenance agreement which should be signed (and recorded for physical improvement projects).

- A draft set of conditions is to be included with the application and staff report for the Committee's review.
- A timeframe for the maintenance of the improvements will be on a case by case basis because it will depend on the type of work being done.
- The award of funding will also include an expiration date and loss or return of funds if not used/completed.

4. Application Form: Presentation of draft application form for review and consideration.

Discussion regarding the application form was held. The Committee suggested the following:

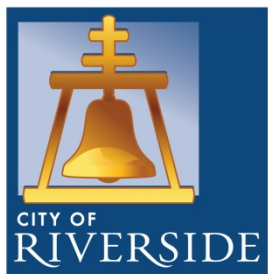
- Define "application grant cycle". It was suggested that reference could be made to "see schedule for deadlines".
- Definition of "entity" was discussed. It was agreed to leave the word entity as written in the draft document in order to provide the Committee with some flexibility when reviewing the cases. Clarify that this clause applies to award of grants, not restricting applications.
- Question was raised with regard to the proof of the applicant's financial ability to complete the project. It was suggested that the applicant provide a bank statement.
- Remove the other "Designation/Survey" questions on the application and include as a check box in the staff report. It was discussed that the applicant may not know this information when filling out the application beyond the City's level of designation.
- The line "use of building and construction material" should be separated into two separate cells.

The Committee asked that the draft Maintenance Agreement be emailed to them when it is ready. They would like to review the agreement prior to the meeting in an effort to save time. Staff responded that materials will be emailed with the agenda in advance of the meeting.

Ms. Delcamp asked the Committee if they had any additional comments or questions to please contact her or Erin Gettis and thanked the Committee for attending.

C. ADJOURNMENT:

The meeting was adjourned at 12:35 p.m.



HISTORIC PRESERVATION FUND COMMITTEE Minutes

City of Arts & Innovation

September 29, 2014, 2:00 p.m.
Large Conference Room, 6th Floor
City Hall, 3900 Main Street

COMMITTEE MEMBERS PRESENT: John Field, Councilmember Gardner, Steve Lech, Dave Leonard, Ken Sutter

STAFF PRESENT: Erin Gettis, Historic Preservation Officer/Principal Planner
Barbara Bouska, Associate Planner

The meeting was called to order at 2:15 p.m. Ms. Gettis thanked everyone today for attending.

A. ELECTION OF OFFICERS:

1. Chair

Councilmember Gardner volunteered to serve as Chairman for the Committee. Second by Dave Leonard: Motion passed unanimously.

2. Vice-Chair

Dave Leonard nominated Steve Lech for Vice-Chair. Second by John Field: Motion passed unanimously.

B. COMMENTS FROM THE AUDIENCE:

There was no one in the audience requesting to speak.

C. DISCUSSION CALENDAR:

3. Meeting Rules:

Mr. Leonard referred to Article III, special meetings, and asked what "all media outlets" meant. The wording as stated could open the door to social media, does the City want to go there?

Chair Gardner stated that there is a list that the clerk's office keeps for noticing special meetings.

Barbara Bouska, Associate Planner, stated that the wording came from the City Attorney's office. They made two changes which are noted with lines on the side .

Chair Gardner suggested striking the word "all"; so that it reads "media outlets."

Mr. Leonard referred to Article VI, officers, and recalled a discussion to also include wording for the Chair as follows: "The chair is also the spokesperson for the committee and special request manager."

MOTION: by Dave Leonard to approve the meeting rules as revised. SECOND by John Field: Motion passed unanimously.

4. Criteria and Selection Process:

Item 4A, Grant Selection Criteria General Provisions:

Mr. Leonard referred to Eligible Projects: 4th and 5th bullet and expressed his concern. The Committee has discussed having a preference for bricks and mortar investments. He also asked that if by adding the words "digital exhibits," could someone use this in terms of a kiosk on display at a site.

Ms. Bouska stated that the wording was taken directly from Title 20, which has been adopted and codified already, with the exception of the "digital exhibits" text added at the previous meeting.

Chair Gardner stated with respect to digital exhibits, it is the Committee's intent that this could be funded but it is not required. Mr. Leonard does bring up an interesting point and stated that "and other appropriate means of sharing interpretive information." Could include digital exhibits and suggested dropping "digital exhibits" from the paragraph.

Mr. Leonard noted that on page 2, fifth bullet again references consultants. He wanted to highlight that fact that, with limited funds he did not want to invest a whole lot into studies and would prefer bricks and mortar projects.

Mr. Lech didn't believe this contradicted anything. If the Committee doesn't approve any studies, that's fine, this only provides direction in that the consultant must meet the Secretary of the Interior's Standards.

MOTION: by Steve Lech to approve to accept the Criteria Selection with the recommended change to page 1. SECOND by John Field: Motion passed unanimously.

Item 4B, Single Family Residential Hardship Selection Criteria General Provisions:

Ms. Gettis announced that at the last meeting the Committee asked staff to review hardship provisions. She spoke with staff's Housing Division regarding this issue. She stated that there are multiple ways hardship can be defined but the Housing Division focuses on income. She has listed financial and personal need as different hardships. The Committee has asked staff to consider financial need but personal need sometimes does, in fact, influence this in a way that can't be captured in the description. She did caution this suggestion in that some people can ask to replace something that is in terrible condition based upon their own neglect.

Mr. Leonard suggested stating on the form that if the grant is needed for something created out of their own neglect, the Committee could consider this in their decision. This puts the applicant on notice.

Mr. Field stated that he did not want to deal with too many things that restrict the applications. He would like to see people apply and see what the response is. If any changes need to be made as a result of the applications, the change can be made but at least this is a start and the Committee should be as flexible as possible.

Following further discussion the Committee requested that this item come back one more time for their review.

Ms. Gettis noted that Title 20 states the Committee shall develop criteria and a selection process for evaluating applications, including guidelines for matching funds, and provisions for emergency grants for City Council review and approval. This item needs to be forwarded to the City Council before the Committee can move forward with reviewing applications. Based on the Committee's comments, they are interested in focusing on the median income as a means to establishing need. She stated that staff will look into this and provide additional information at the next meeting.

5. Application Form:

The Committee reviewed the revised application form and had no further changes.

6. Performance/Maintenance Agreements:

Ms. Bouska informed the Committee that staff based this agreement on Development's Façade Easement Agreement. Since the last meeting, staff realized that there were some items missing related to the performance aspect of why an applicant was receiving the grant. Staff reviewed and made additional changes as indicated in the redline/strikeout text. She indicated that with regard to duration (#6), this item is being struck because the agreement will run with the land based on RMC 20.30.030(D)(2).

Chair Gardner stated that the document would need to be renumbered before being forwarded to the City Attorney's office for final approval.

Ms. Gettis clarified that because of the types of projects allowed by Title 20, staff is proposing two agreements. One of the agreements, Agreement and Declaration of Covenants, Conditions and Restrictions, would be used for bricks and mortar type projects. The second agreement, Historic Preservation Fund Grant Agreement, would be used for soft projects such as nominations, studies, etc.

Based on discussions with the Committee, staff agreed it would be appropriate to retitle the documents to make it clear what type of project the agreement is for.

Chair Gardner asked if the Committee would like to bring this issue back at the next meeting.

Mr. Leonard stated that if it was just changing the document titles, he was comfortable with the agreements. The Committee agreed.

7. Regular and Grant Award Meetings Schedule:

Ms. Gettis explained the proposed tentative schedule.

The Committee suggested adding a time for the submittal deadline.

The Committee suggested adding information to indicate that two of the meetings are administrative and have no submittal periods, and had no further changes.

8. Draft Press Release:

The Committee made some suggested changes to the Press release. Delete the word “designated” in the first sentence.

Indicate somehow that \$25,000 is the normal cap the Committee could approve but in exceptional circumstances the City Council can make an exception. Chair Gardner suggested, “properties in Riverside now have an opportunity to apply for a grant for historic rehabilitation/restoration and then add sentence that says the Committee can award up to \$25,000. The City Council has the authority to award higher dollar amounts.”

Paragraph 2, delete “designated”.

Paragraph 2, first sentence Change “in” to “within”

Paragraph 2, second sentence change “will” to “may” be required...

Title of Press Release: Owners of Historic Riverside Properties. Remove “Landmark”

Paragraph 2, last sentence, change “longevity” to “long term maintenance” and change “work” to “improvements”.

Add the word “any”: ... ensure appropriate use of the grant funds and long term maintenance of “any” grant-funded improvements...

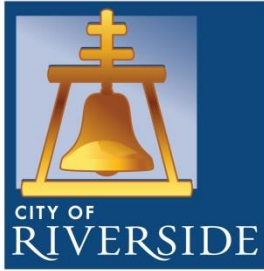
The Committee had no further changes and asked staff to forward the Press Release to the members before publishing the notice.

D. MINUTES:

MOTION by Steve Lech, to approve the minutes of September 9, 2014 as presented. SECOND by Dave Leonard: Motion passed unanimously

E. ADJOURNMENT:

The meeting was adjourned at 3:10 p.m. to the next meeting, October 29, 2014 at 1:30 p.m.



HISTORIC PRESERVATION FUND COMMITTEE Minutes

City of Arts & Innovation

**October 29, 2014, 1:30 p.m.
Large Conference Room, 3rd Floor
City Hall, 3900 Main Street**

COMMITTEE MEMBERS PRESENT: John Field, Councilmember Gardner, Dave Leonard, Ken Sutter

STAFF PRESENT: Erin Gettis, Historic Preservation Officer/Principal Planner
Teri Delcamp, Historic Preservation Senior Planner
Barbara Bouska, Associate Planner

Chairman Gardner called the meeting to order at 1:35 p.m.

COMMENTS FROM THE AUDIENCE:

There was no one in the audience requesting to speak.

DISCUSSION CALENDAR:

1. Hardship Criteria:

Anthony Beaumon, Deputy City Attorney, stated that whenever the financial hardship issue is brought up, it is always very easy to run afoul of both law and policy. This doesn't mean that it cannot be taken into account when evaluating these applications. He added that another reason you would not want to have a direct hardship criteria is because Title 20, Section 30.030.5, states that, "matching funds shall make applications more competitive." You can't have one criteria that says you have to have matching funds and another that says you can receive points for not having funds.

Chairman Gardner commented that neither one of these criteria is exclusive. Someone could receive points if they have matching funds but if they don't have matching funds and it is a good project, they can also receive points. The concept the committee is trying to get to is, if the project is good, the city would invest money.

Mr. Beaumon agreed but pointed out that this was the way the program was written already. The committee can look at the merit of the project, focusing on benefiting the project not any particular person. He reviewed a few of the factors in Title 20 that the Committee can use assist the review of a project, such as: "to safeguard the City's heritage as embodied and reflected in such resources,

encourage public knowledge, enhance property values”, etc. Each of these factors can be used to evaluate how much grant assistance a project merits.

Chairman Gardner inquired if Mr. Beaumon’s recommendation was not to try to come up with separate criteria for hardship. The Committee will address these issues as they come along and measure it against this criteria to make their a decision.

Mr. Beaumon agreed and stated that this would be by far the safest way. He strongly recommended not calling this issue out and instead evaluating each application based on the criteria in Title 20.

Mr. Leonard indicated that the Committee was considering instances where funds could be advanced to applicants instead of reimbursing them for out of pocket expenses. This would allow them to do the restoration.

Mr. Beaumon stated the Committee could do this but it would require an enforcement process. What if the funds are advanced and they do not follow through with the restoration.

Teri Delcamp, Historic Preservation Senior Planner, stated that this was where the grant agreements came in. Staff was trying to figure out if there was a way to have boilerplate templates with specific provisions that would be tailored to receiving the money up front.

The Committee also discussed property liens and the necessary documentation to accomplish this.

Chairman Gardner commented that it would appear the Committee is trying to dream up every possibility that might come down the pike and have an answer for it. This Committee may never receive an application where somebody needs the money up front. It certainly is not the end of the world if they do not have an answer for every possible question. The rules can be amended relatively quickly to match a situation the Committee feels compelled to correct.

Mr. Beaumon agreed.

Erin Gettis, Historic Preservation Officer, commented that there are other programs that provide hardship funds and we can connect individuals with those programs, but it was good to have the discussion and fully vet the issue.

Ms. Delcamp stated that based on this discussion, the hardship question would be removed from the application form and hardship provisions will not be drafted.

Barbara Bouska, Associate Planner, noted that when the rules are forwarded to City Council on December 2, they will not include anything related to hardship.

Ms. Delcamp asked Mr. Beaumon if it was appropriate to add to the criteria to the Rules.

Mr. Beaumon replied that any criteria used to judge the application has to be consistent with Title 20. If the Committee wishes, they can adopt that criteria.

Chairman Gardner suggested leaving it to be consistent with Title 20. In case Title 20 is amended and someone forgets to update the rules for the Historic Preservation Fund, it would be best to just say that the criteria be consistent with the requirements of Title 20.

Ms. Bouska agreed and noted staff will make sure that whatever is in the draft rules with regard to selection and criteria doesn't conflict with Title 20.

2. Draft Press Release:

Mr. Leonard noted that it appears all of the provisions they discussed previously have been addressed.

Steve Lech asked if there will also be something on the City's website for the fund. Barbara Bouska, Associate Planner, informed the Committee that staff will be creating a web page for this project with an outline and information about the program.

Ms. Delcamp added that the press release will not go out until the City Council approves the rules. Staff anticipates that this will be going to Council in December. Staff hopes to have the press release and web page available by mid-December.

Mr. Leonard said he has an article that needs to be done by this Friday regarding this program. He asked if he was able to submit the article based on these timelines. It was pointed out that Title 20 lays the groundwork for this program and will not change regardless of what happens at Council. Mr. Leonard stated he would provide a short summary and refer to the City's website for more information and updates.

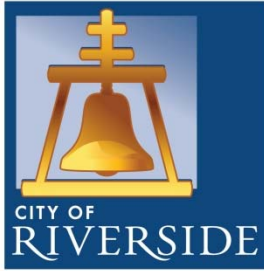
No additional changes were suggested. Chair Gardner commended staff on the press release.

MINUTES:

MOTION by Dave Leonard, to approve the minutes of September 29, 2014, as presented.
SECOND by Ken Sutter: Motion passed unanimously.

ADJOURNMENT:

The meeting was adjourned at 1:55 p.m. to the next meeting, January 12, 2015 at 2:00 p.m.



HISTORIC PRESERVATION FUND COMMITTEE Minutes

City of Arts & Innovation

**January 12, 2015, 2:00 p.m.
Large Conference Room, 5th Floor
City Hall, 3900 Main Street**

COMMITTEE MEMBERS PRESENT: John Field, Councilman Mike Gardner, Ken Sutter, Steve Lech

STAFF PRESENT: Erin Gettis, Historic Preservation Officer/Principal Planner
Teri Delcamp, Historic Preservation Senior Planner
Barbara Bouska, Associate Planner
Anthony Beaumon, Deputy City Attorney

Chairman Gardner called the meeting to order at 2:01 p.m.

COMMENTS FROM THE AUDIENCE:

There were no comments from the audience.

DISCUSSION CALENDAR:

1. Performance/Maintenance Agreement:

Teri Delcamp, Historic Preservation Senior Planner, presented a final draft of the Performance /Maintenance Agreement prepared by the City Attorney's Office. The agreement language was considered as standard language. Committee Members and staff agreed that each application and agreement would have to be considered on a project-by-project basis. A question was brought up regarding how future changes to the improvements approved under the grant would be handled. Specific language would have to be added to state that any changes and/or improvements to the property under the Program are to remain in perpetuity. Committee members and staff also discussed whether a lien should be recorded on the property, but nothing was decided. In addition, staff agreed to add page numbers to the agreement. Finally, disbursement of grant funds will be treated as a reimbursement. The verbiage of the agreement and application would need rewording to reflect that applicants would be reimbursed after project completion.

2. Application Form

Teri Delcamp, Historic Preservation Senior Planner, presented the final draft of the application form. The Board members and staff discussed the verbiage in the application stating that both the verbiage in the application and agreement have to concur. In addition, Section 5 of the application should state that funds will be reimbursed after completion of work, and all application documents would be posted to website.

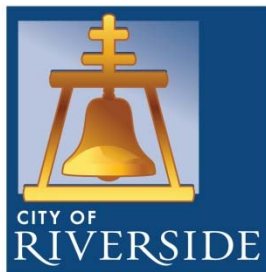
MINUTES:

MOTION by Ken Sutter to approve the minutes of October 29, 2014, with the requested change of adding Dave Leonard's name in place of Steve Lech's name. SECOND by Steve Lech: Motion passed unanimously.

ADJOURNMENT:

The meeting was adjourned at 2:21 p.m. to the next meeting of April 13, 2015 at 2:00 p.m.

Minutes approved as presented at the April 13, 2015 meeting.



HISTORIC PRESERVATION FUND COMMITTEE Minutes

City of Arts & Innovation

April 13, 2015, 2:00 p.m.
Art Pick Council Chamber
City Hall, 3900 Main Street

COMMITTEE MEMBERS PRESENT: John Field, Councilman Mike Gardner, Dave Leonard, Ken Sutter, Steve Lech

STAFF PRESENT: Erin Gettis, Historic Preservation Officer/Principal Planner
Teri Delcamp, Historic Preservation Senior Planner
Barbara Bouska, Associate Planner
Anthony Beaumon, Deputy City Attorney

Chairman Gardner called the meeting to order at 2:08 p.m.

COMMENTS FROM THE AUDIENCE:

1. There were no comments from the audience.

DISCUSSION CALENDAR:

Teri Delcamp, Historic Preservation Senior Planner, briefly reviewed the staff report format.

2. PLANNING CASE P15-0163: Proposed Historic Preservation Fund Grant request by the City of Riverside Metropolitan Museum for \$25,000 for a \$618,384 project to foundation replacement and site drainage repair at Harada House, a National Historic Landmark, at 3356 Lemon Street, located on the southeasterly side of Lemon Street, between 3rd and 4th Streets, in the DSP-CR-Downtown Specific Plan and Cultural Resources Overlay Zones, in Ward 1. 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).

Ms. Delcamp, presented the staff report.

The applicant was not present

Board Member Leonard pointed out that the Museum has been trying to raise funds for this project for some time now. He asked when the repairs were anticipated to begin.

Ms. Delcamp replied that the Museum does have money on hand but did not know the status of the fund raising. Staff anticipates the completion of this project within 1-2 years.

Board Member Leonard suggested extending the completion date one year.

Ms. Delcamp noted, the Board could revise condition 2 and extend the time to June 2017 instead of 2016.

MOTION by John Field, SECOND by Dave Leonard: To Determine that the project is exempt from CEQA under section 15331; and To Approve Planning Case P15-0163, the proposed grant in the amount of \$25,000 subject to the recommended conditions and the execution of appropriate Grant Agreement. With Modification to condition 2, extending the completion date by 1 year to June 30, 2017.

MOTION CARRIED unanimously.

3. PLANNING CASE P15-0167: Proposed Historic Preservation Fund Grant request by Drew Oberjurge for \$25,000 for a \$28,000 project for replacement of original windows along Lime Street at the Riverside Art Museum, which is listed on the National Register, a City Landmark, and Contributor to the 7th Street and Mission Inn Historic Districts at 3425 Mission Inn Avenue, located on the northwesterly corner of Mission Inn Avenue and Lime Streets, in the DSP-CR-Downtown Specific Plan and Cultural Resources Overlay Zones, in Ward 1. 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).

Ms. Delcamp presented the staff report.

Drew Oberjurge, Executive Director, stated that it was their intention to restore the original wood windows to bring back the beauty and integrity of the building design.

MOTION by Steve Lech, SECOND by John Field: To Determine that the project is exempt from CEQA under section 15331; and To Approve Planning Case P15-0167, the proposed grant in the amount of \$25,000 subject to the recommended conditions and the execution of appropriate Grant Agreement.

MOTION CARRIED unanimously.

4. PLANNING CASE P15-0160: Proposed Historic Preservation Fund Grant request by the City of Riverside Public Works Department for \$25,000 for a \$50,000 project to repair the pergola in the public right-of-way adjacent to a commercial business which is listed on the National Register, and Contributor to the 7th Street and Mission Inn Historic Districts in front of 3391 Mission Inn Avenue, located at the northeasterly corner of Mission Inn and Lime Streets, in Ward 1. 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).

Ms. Delcamp presented the staff report.

Board Member Leonard added that the Riverside Downtown Partnership is also participating in this project. He asked how and if, this project would go forward without this funding. He wanted to make sure there weren't other avenues for financing this project.

Ms. Delcamp explained that it was staff's understanding that pergolas, monuments and other Public Works elements in the right-of-way have not been prioritized for funding. These projects would not be done anytime soon without this funding.

Chairman Gardner pointed out that unless Public Works finds other grant sources, this expense would compete for General Fund monies.

MOTION by Dave Leonard, SECOND by John Field: To Determine that the project is exempt from CEQA under section 15331; and To Approve Planning Case P15-0160, the proposed grant in the amount of \$25,000 subject to the recommended conditions and the execution of appropriate Grant Agreement.

MOTION CARRIED unanimously.

5. PLANNING CASE P15-0154: Proposed Historic Preservation Fund Grant request by Mark Parrish for \$25,000 for a project greater than \$26,753 to replace the porch beam, reroof, and repaint a single-family residence which is eligible for Landmark designation at 8410 Cleveland Avenue, located on the southeasterly side of Cleveland Avenue, between Adams and Gratton Streets, in the RA-5 Residential Agricultural Zone, in Ward 5. 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).

Ms. Delcamp presented the staff report. As a condition of approval, (condition 5) requires the applicant to submit a complete application for Landmark designation within one year from the execution of the grant agreement for the review of the Cultural Heritage Board.

Mark Parrish, property owner, addressed the Committee. He indicated that there is other work he is planning such as repainting the home and replanting trees in the citrus grove. The funding requested represents approximately 30% of the total work he expects to complete on this property.

MOTION by John Field, SECOND by Steve Lech: To Determine that the project is exempt from CEQA under section 15331; and To Approve Planning Case P15-0154, the proposed grant in the amount of \$25,000 subject to the recommended conditions and the execution of appropriate Grant Agreement.

MOTION CARRIED unanimously.

6. PLANNING CASE P15-0168: Proposed Historic Preservation Fund Grant request by Jennifer Mermilliod for \$11,520 for a \$20,706 project for repair of water and termite damage at a property developed with a single-family residence, detached guest house and garage which is a Contributor to the Wood Streets Historic District and City Structure of Merit at 5110 Magnolia Avenue, located on the southeasterly corner of Magnolia Avenue and Castle Reagh Place, in the R-1-7000-CR_Single Family Residential and Cultural Resources Overlay Zones, in Ward 1. 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).

Ms. Delcamp presented the staff report.

Jennifer Mermilliod, property owner, addressed the Committee. She indicated they started a small project which has become a very extensive project. She thanked the Committee and stated she appreciated the opportunity to apply for these funds.

MOTION by Dave Leonard, SECOND by Steve Lech: To Determine that the project is exempt from CEQA under section 15331; and To Approve Planning Case P15-0168, the proposed grant in the amount of \$11,520 subject to the recommended conditions and the execution of appropriate Grant Agreement.

MOTION CARRIED unanimously.

7. PLANNING CASE P15-0159: Proposed Historic Preservation Fund Grant request by Matthew Jarrett for \$9,750 for a \$9,750 project to replace the roof of a single-family residence which is eligible for Structure of Merit designation at 3628 Taft Street, located on the southwesterly side of Taft Street, northwesterly of Primrose Drive, in the R-1-7000-Single Family Residential Zone, in Ward 5. 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).

Ms. Delcamp presented the staff report.

Matthew Jarrett, property owner, addressed the Committee. He stated he has done a lot of work within the past 10 years through the Riverside Housing Development Corporation. The roof is something he has not been able to do on his own.

MOTION by John Field, SECOND by Dave Leonard: To Determine that the project is exempt from CEQA under section 15331; and To Approve Planning Case P15-0159, the proposed grant in the amount of \$9,750 subject to the recommended conditions and the execution of appropriate Grant Agreement.

MOTION CARRIED unanimously.

8. PLANNING CASE P15-0166: Proposed Historic Preservation Fund Grant request by Jeyan Danesh for \$10,000 for a \$10,000 project for foundation repair at a single-family residence which is a Contributor to the Heritage Square Historic District and City Structure of Merit at 3354 Orange Street, located on the southeasterly side of Orange Street between 3rd and 4th Streets, in the DSP-CR-Downtown Specific Plan and Cultural Resources Overlay Zones, in Ward 1. 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).

Ms. Delcamp presented the staff report.

Board Member Leonard noted that the staff report, page 1, item 5, reflects that the project does not meet all applicable criteria of Title 20, Sections 20.05.010 and 20.30.030.

Ms. Delcamp explained that staff has included a condition of approval so that these are met before the execution of the contract.

Jayen Danesh, property owner, stated she was excited to be a part of the downtown revitalization. She expressed her concern that in a seismic event of any significance, her home would slide off its foundation. She stated the amount requested is an estimate based on her research and that a formal bid is still pending.

Board Member Leonard stated he was concerned with the lack of bid for this project.

MOTION by Dave Leonard, SECOND by Steve Lech: To Determine that the project is exempt from CEQA under section 15331; and To Approve Planning Case P15-0166, the proposed grant in the amount up to \$10,000 or less subject to the recommended conditions and the execution of appropriate Grant Agreement.

MOTION CARRIED unanimously.

9. PLANNING CASE P15-0144: Proposed Historic Preservation Fund Grant request by Rita Bender for \$25,000 for a \$25,000 project to replace the windows, roof, and the wall heater with a Heating, ventilation and Air Conditioning (HVAC) system at a single family residence which is a Contributor to the Evergreen Quarter Historic District at 4226 14th Street, located on the southwesterly side of 14th Street, between Pine Street and Brockton Avenue, in the R-1-7000-CR-Single Family Residential and Cultural Resources Overlay Zones, in Ward 1. 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).

Ms. Delcamp presented the staff report and stated that staff was not recommending approval of this project. Staff has evaluated the request based on evidence that the home is a Contributor to the Evergreen Quarter Historic District. She noted that stucco has been applied to the exterior walls that affect the integrity and status of the Contributor. In terms of use of the Fund, staff would recommend fixing the exterior siding first as a priority but that has not been requested.

Chairman Gardner called for the applicant. The applicant was not present.

MOTION by Steve Lech, SECOND by Dave Leonard: To DENY Planning Case P15-0144 as recommended by staff.

MOTION CARRIED unanimously.

10. PLANNING CASE P15-0165: Proposed Historic Preservation Fund Grant request by Donna King for \$48,200 for a \$48,200 project for termite and exterior repairs, and for repainting a single-family residence which is a Contributor to the Wood Streets Neighborhood Conservation Area and eligible for Landmark designation at 4027 Bandini Avenue, located on the northeasterly side of Bandini Avenue, between Brockton and Magnolia Avenues, in the R-1-7000-CR-Single Family Residential and Cultural Resources Overlay Zones, in Ward 1. 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).

Ms. Delcamp presented the staff report. She indicated that staff was recommending denial. She explained that this property is under a Mills Act application and there are concerns about lack of maintenance and some of the work being done without permits. She also reminded the Committee that any application above \$25,000 will need City Council approval.

Board Member Leonard requested additional information regarding this project.

Barbara Bouska, Associate Planner, explained that the project is part of the Mills Act program. Painting of the home was to have occurred early in the agreement but has not been completed. An unpermitted sewer line was run through one portion of the foundation. Due to the unpermitted work done, staff is concerned with the integrity of the foundation. She indicated that in addition, electrical has been run without permits.

Donna King, property owner, stated she is working on the permitting process. They have done a lot of work but cannot afford to do more under the Mills Act.

Chairman Gardner commented that it would be helpful if they could clear up any permit questions.

Ms. Delcamp indicated that staff commends the applicant's effort to address the Mills Act requests with this application, but is not comfortable proceeding with the grant with the outstanding permit issues.

Board Member Leonard suggested taking no action rather than denying the application. He suggested obtaining a second bid for the project.

Board Member Lech suggesting continuing the case to the October 13, 2015 meeting.

MOTION by John Field, SECOND by Dave Leonard: To Continue Planning Case P15-0165, to the October 13, 2015 meeting.

MOTION CARRIED unanimously.

MINUTES:

MOTION by Steve Lech, SECOND by Ken Sutter: To Approve the minutes of January 12, 2015, as presented.

Motion Carried:

AYES: Field, Gardner, Lech, Sutter

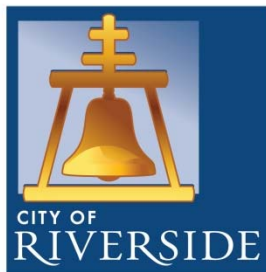
NOES: None

ABSTAIN: Dave Leonard

ADJOURNMENT:

The meeting was adjourned at 3:02 p.m. to the next meeting of July 13, 2015 at 2:00 p.m.

Minutes approved as presented at the July 13, 2015 meeting.



HISTORIC PRESERVATION FUND COMMITTEE Minutes

City of Arts & Innovation

July 13, 2015, 2:00 p.m.
Art Pick Council Chamber
City Hall, 3900 Main Street

COMMITTEE MEMBERS PRESENT: John Field, Councilman Mike Gardner, Dave Leonard, Steve Lech

STAFF PRESENT: Erin Gettis, Historic Preservation Officer/Principal Planner
Teri Delcamp, Historic Preservation Senior Planner
Barbara Bouska, Associate Planner
Kristi Smith, Supervising Deputy City Attorney

Chairman Gardner called the meeting to order at 2:00 p.m.

COMMENTS FROM THE AUDIENCE:

1. There were no comments from the audience.

DISCUSSION CALENDAR:

2. Status Report on 2015 Round One Grant Awards:

Teri Delcamp, Historic Preservation Senior Planner, updated the Committee on the grant awards. Nine grant applications were considered at the April 13 meeting. There were seven grants awarded totaling \$131,270 and of the other two requests, one was continued to October 13 and the other was denied.

Staff has been working with the applicants to prepare the necessary grant agreements. The public agency and city owned properties do not require grant agreements and are moving forward. Staff will have a detailed progress report at the October meeting.

The Historic Preservation Fund Committee received and filed the report, no official action was taken.

3. Staff Report Format, Criteria and Revised Application Form

Ms. Delcamp stated that staff did not receive any input from the Committee at the April meeting for changes to the staff report format. She discussed the ranking procedure for cases to be heard in the future. With regard to the criteria, staff is proceeding with the understanding that

there will be no changes to the criteria. She noted that should the Committee desire changes to the criteria, a recommendation would need to be forwarded to the City Council for approval before the criteria could be effective. Lastly, staff is proposing minor revisions to the grant application form which was included in the agenda packet. The application has been revised to reflect the current Department and Division names (Community & Economic Development Department and Neighborhood Engagement Division). The second change is related to delays in executing grant agreements from the first round of awards as a result of waiting for applicants to submit title reports. Staff is attempting to avoid those delays in the future by clarifying current title report requirements to either be provided by the applicant or at the applicant's expense, if the City needs to procure the title report. The other modification is to move the property conditions from the first page to the second page of the application so it appears with the project description in the attachment to the grant recommendation staff reports.

Committee Member Lech inquired if there was a way to pool the applications as opposed to ranking them?

Ms. Delcamp stated that staff's initial thought for situations where there were more requests than funds was to deal with this on a case by case basis and possibly recommend approval of partial grants. This is difficult to determine as many issues are evaluated and each project is unique. Staff may make recommendations but the Committee can always recommend the funds be divided differently.

Chair Gardner added that he appreciated staff's review and ranking of the applications. The Committee is free to disagree. The Committee isn't in any way bound to approve precisely what staff brings forward as a recommendation.

Committee Member Leonard stated that because the funds are finite, he encouraged staff not always recommend the amount requested by the applicant. He noted that there can be cases with a significant degree of Code Enforcement history. He understands there is a limitation to the amount of information that can be given to the Committee but inquired if there was a way to itemize where there are problems and provide the Committee with more information regarding compliance issues that pertain to historic preservation.

Ms. Delcamp recalled that the Committee wanted to allow for maximum flexibility to consider properties whether or not there were code enforcement actions, or regardless of the level of designation. In going through the first round of applications, the various issues related to the applications was good practical experience. There is a limit to the information that can be provided with regard to code enforcement cases but staff did try to mention what was pertinent to historic preservation. Obviously, the some of the higher level buildings, there may be other grant opportunities. If it is the direction of the Committee to try to prioritize certain types of levels of significance, the criteria would need to be modified. She noted staff did their best to rank these applications according to the current criteria.

Chair Gardner stated he would not like to see the Historic Fund dollars pay for the title reports.

Board Member Lech asked if providing the title report could be made a condition of receiving the grant award.

Ms. Delcamp replied that this was the direction staff received. The applicants were to provide the title report or a check so that staff can procure the report for the applicant. The upcoming

grant application window is 30-days, July 29 through August 28, 2015 and the next meeting will be October 13, 2015. Staff will only have a month to review and evaluate applications.

Chair Gardner suggesting allowing the application without the title report and look for a reasonable timeframe to request and submit the title report. He did note that it would take approximately 30-days to receive a title report. Perhaps, the Committee would like to provide 90-days, after awarding the funds, in which to provide the title report. If the report is not submitted, the application can be cancelled.

Kristi Smith, Supervising Deputy City Attorney, pointed out page 3 of the application which references the title report requirement. She suggested including language indicating "failure to obtain the title report....." and include the 60 or 90 day timeframe after granting of the funds. This is an easy fix, if that is what the Committee would like to do.

Ms. Delcamp stated that the first round of applications were given 90 days in their grant award letter. She felt that 60 days would be too tight for the applicants. There are currently two applicants who have not provided their title report, which is well past 60 days.

Board Member Leonard said that a benefit is that today there is a venue for a formal meeting for those who have not complied to present their extenuating circumstances and approach the Committee directly. The Committee can take actions to accept the extenuating circumstances and provide additional time or take action to return the funds and cancel the grant. He asked what information staff was looking for in the title reports.

Barbara Bouska, Associate Planner, responded that staff needed to verify ownership, whether or not there were liens or judgments against the property and if there were any property easements staff needed to be aware of.

Ms. Delcamp stated that staff can notice any outstanding cases and formally place the item on the Historic Preservation Agenda for review.

Ms. Gettis requested latitude from the Committee to verify with the title companies whether 60 days is a fair turn-around timeframe.

MOTION by Dave Leonard, SECOND by Steve Lech: To formalize the title report requirement for instances where grants have been awarded. The Committee sets a 60-day deadline to provide a title report, as per verification with title companies that this is a reasonable timeframe. If the deadline is not met, the case will be scheduled back to the Committee for action to hear the applicant or take action to deny the award and reallocate the money to the Historic Preservation fund.

MOTION CARRIED unanimously.

Board Member Leonard referred back to the April 13 meeting. The Public Works Department was awarded funds for the pergolas. A question was asked about where the funds would come from if not for the Historic Preservation Fund Grant. The answer was that the project was not budgeted for this fiscal year and there was no timeframe for this to happen. Board Member Leonard asked if there was any way that when those funds were available, they be returned to the fund.

Chair Gardner stated that by and large, Public Works Department dollars, except for specific grants, state or federal monies, were general fund dollars. This could be something the City Council could look at as a possibility to allocate general fund monies to the Historic Preservation fund. He suggested that should the Committee wish, a request could be made to the City Council for their consideration.

MINUTES:

MOTION by Dave Leonard, SECOND by Steve Lech: To Approve the minutes of April 13, 2015, as presented.

Motion Carried:

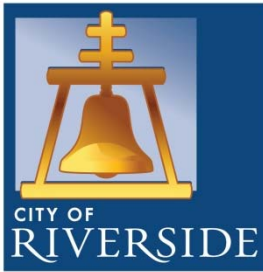
AYES: Field, Gardner, Lech, Sutter

NOES: None

ABSTAIN: Dave Leonard

ADJOURNMENT:

The meeting was adjourned at 3:00 p.m. to the next meeting of October 13, 2015 at 2:00 p.m.



HISTORIC PRESERVATION FUND COMMITTEE Minutes

City of Arts & Innovation

October 13, 2015, 2:00 p.m.
Art Pick Council Chamber
City Hall, 3900 Main Street

COMMITTEE MEMBERS PRESENT: John Field, Councilman Mike Gardner, Dave Leonard, Steve Lech

STAFF PRESENT: Erin Gettis, Historic Preservation Officer/Principal Planner
Anthony Beaumon, Deputy City Attorney
Gaby Adame, Assistant Planner

Chairman Gardner called the meeting to order at 2:00 p.m.

COMMENTS FROM THE AUDIENCE:

1. There were no comments from the audience.

DISCUSSION CALENDAR:

PLANNING CASE P15-0165 (Continued from April 13, 2015): Proposed Historic Preservation Fund Grant request by Donna King for \$48,200 for a \$48,200 project for termite and exterior repairs, and for repainting a single family residence which is a Contributor to the Wood Streets Neighborhood Conservation Area and eligible for Landmark designation at 4027 Bandini Avenue, located on the northeasterly side of Bandini Avenue, between Brockton and Magnolia Avenues, in the R-1-7000-CR-Single-Family Residential and Cultural Resources Overlay Zones, in Ward 1. 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).

Erin Gettis, Historic Preservation Officer, announced that this item was continued from the April 13, 2015 meeting at which time the Committee had recommended denying this request for a variety of reasons. The Committee requested that Ms. King, applicant, obtain some of her permits and remedy some of the issues that were brought up. Since then Ms. King has made some progress on the project. The applicant still needs to submit the required documentation such as submitting qualified bids and getting permits finalled. Ms. Gettis referred to the correspondence attached to the staff report and based on this and other issues mentioned, such as non-compliance with Mills Act Agreements, etc. the proposal does not meet the criteria and staff recommends denial of the grant request.

Board Member Leonard stated he was hoping to see more movement in terms of resolution to the issues with staff. It looks like there was some progress made but not entirely. It is a shame because this is a wonderful home.

MOTION by Board Member Leonard, **SECOND** by Board Member Lech: To DENY the proposed grant application.

MOTION CARRIED unanimously.

PLANNING CASE P15-0743: Proposed Historic Preservation Fund Grant Emergency request by the City of Riverside Metropolitan Museum for \$25,000 for a \$44,600 project to conduct a structural load assessment and repair the existing gutter system at the Heritage House Museum which is City Landmark #5 and listed in the National Register of Historic Places at 8193 Magnolia Avenue, in the Magnolia Avenue Specific Plan R-1-7000-CR—Single Family Residential and Cultural Resources Overlay Zones, in Ward 5. 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).

Ms. Gettis presented the staff report. She stated the department was providing a 44% matching funds.

Board Member Lech asked what the proposed need for this proposal was. Is there some sort of crisis?

Sarah Mundy, Riverside Metropolitan Museum Director, addressed the Board. In their structural assessment, they have noticed where there is rot and separation, she referred to the pictures in the staff report. Riverside doesn't get a lot of rain and to date, they have been doing patchwork fixes along the way. They are concerned that if, even a fraction of the rain expected arrives, it will overwhelm them and put the collection housed in the structure under threat.

MOTION by Board Member Lech, **SECOND** by Board Member Field: To **DETERMINE** the project is exempt from CEQA under Section 15331 (Historical Resource Restoration/Rehabilitation); and Approve the proposed grant in the amount of \$25,000. Subject to the conditions as recommended in the staff report.

MOTION CARRIED unanimously.

PLANNING CASE P15-0741: Proposed Historic Preservation Fund Grant Emergency request by Steven Kostka for \$25,000 for a \$50,000 project to replace the foundation of a single family residence which is a contributor to the Seventh Street East Historic District at 2617 Mission Inn Avenue, in the R-1-7000-CR—Single Family Residential and Cultural Resources Overlay Zones, in Ward 2. 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).

Ms. Gettis presented the staff report. The property is individually significant and this project has been submitted as an emergency.

Steven Kostka, owner, stated that the home was being purchased at the time of the application so that he did not have time to provide formal estimates. It was during the property inspection that the issues with the foundation were pointed out to him. Since then he has spoken with two contractors who have indicated there is no sagging of the floor and that some of the supports will need repair. The contractor is recommending to rework the grade around the house, install drains where needed and water proof the concrete surfaces around the home. There is calcium in the foundation from the water resting over the years. Since the floor is not sagging, he would recommend just doing the repair. He submitted three quotes received one for \$12,900 from Robert Berney Construction, one for \$13,530 plus another \$930.. The bid for replacement of the foundation was \$45,000 without anything to be done to the grading. He is requesting the estimate from Robert Berney for \$12,900 be considered.

Board Member Field inquired if staff has reviewed the three bids and if they were comfortable with them?

Ms. Gettis replied that they have reviewed the bids and at this point they are comfortable with them. As mentioned previously, if someone comes in with lower bids, the savings can be returned to the fund. If someone comes in with higher bids, changes cannot be made, as the scope of the work is written into the agreement.

Chair Gardner asked if staff was comfortable that the repair will be adequate versus replacement?

Ms. Gettis responded that without having more information specific to diagnosing the problem, what has been submitted appears to be adequate. She would like to know more in order to provide her opinion on whether or not it truly is adequate. The scope of work can be modified or the item could be continued but without an additional report, staff cannot say they are comfortable.

Board Member Leonard stated he was pleased that the applicant was coming forward with matching funds and a lower bid. He asked if it was possible to grant the \$12,900 today and because of the lack of information known, could the applicant apply at a later date if there is a significant discovery made.

Ms. Gettis explained that she would have to review the rules but believed funds could not be applied for more than once in a one year period. She stated she would have staff confirm this.

Board Member Leonard noted that since it was questionable whether there would be additional funding within a year, he would be willing to move forward with what was provided today.

MOTION by Board Member Leonard, **SECOND** by Board Member Lech: To **DETERMINE** the project is exempt from CEQA under Section 15331 (Historical Resource Restoration/Rehabilitation); and Approve the proposed grant in the amount of \$12,900. Subject to the conditions as recommended in the staff report.

MOTION CARRIED unanimously.

PLANNING CASE P15-0740: Proposed Historic Preservation Fund Grant request by the City of Riverside Parks, Recreation and Community Services Department for \$25,000 for a \$50,000 project to repair and restore the St. Francis Falls waterfall/grotto at the end of Buena Vista Drive/Scout Lane in Carlson Park which is City Landmark #14, at 4700 Buena Vista Avenue, in the Public Facilities and Cultural Resources Overlay Zones, in Ward 1. 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).

Ms. Gettis presented the staff report. The Riverside Parks, Recreation and Community Services Department will provide 50% of matching funds. The grant will help the State Parks Grant that has been obtained for the project.

Alisa Sramala-Dawson, Parks, Recreation and Community Services Department representative, stated she appreciated having the case heard today. She stated she would be happy to answer any questions.

Board Member Leonard stated he was happy to see this project moving forward.

Ms. Sramala-Dawson stated they have had interest from the local Plasters Union. They will come out to do some of the work as a match as well. They will also provide training for staff to learn how to maintain the rock in good condition and to treat them after graffiti removal.

Board Member Lech inquired about replacing the plaques and if they would be a part of this project.

Ms. Sramala-Dawson replied that they were searching for the molds. If not a part of this funding, it would probably be funded by the department.

Chair Gardner commented that the old Riverside neon sign would be nice to re-install on the side of the mountain, as related to this if not a part of this project.

Ms. Sramala-Dawson stated they have inquired with the electrical contractors unions or apprenticeship programs to see if they may help. They do have the sign and have been working on ways to make this less vulnerable to vandalism. They have the material and will try to stretch the funds to include this as well.

Chair Gardner suggested that possibly the IEW Union may be interested to sponsor the project. As another potential, there are a couple of historic railroad signs along Magnolia Avenue that have been moved to Hunter Park. The signs were having the neon broken on a regular basis but a heavier gauge wire mesh across the front was installed to protect the neon and that has worked quite well. It doesn't detract from the sign.

The Committee unanimously voted to: To **DETERMINE** the project is exempt from CEQA under Section 15331 (Historical Resource Restoration/Rehabilitation); and Approve the proposed grant in the amount of \$25,000. Subject to the conditions as recommended in the staff report.

MOTION CARRIED unanimously.

PLANNING CASE P15-0746: Proposed Historic Preservation Fund Grant request by Jack MacPhetridge for \$25,000 for a \$25,000 project to restore and repaint a single family residence which is eligible for Landmark designation at 5081 Magnolia Avenue, in the Magnolia Avenue Specific Plan R-1-7000-CR—Single Family Residential and Cultural Resources Overlay Zones, in Ward 1. 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).

Ms. Gettis presented the staff report. She noted there were no matching funds proposed but that this project would serve well in the community to provide a catalyst to the neighbors to maintain their historic homes.

Heather MacPhetridge, applicant, stated she would be happy to respond to any questions.

Board Member Leonard asked the applicant if they could put up matching funds to offset the \$25,000 grant request.

Mrs. MacPhetridge replied that not at this time, they were focusing more on interior projects.

Board Member Leonard asked what those interior improvements were?

Mrs. MacPhetridge replied that the interior improvements included: plumbing, electrical, as well as bathroom and kitchen remodels. She stated that they had purchased the home within the last two years and that they were Mills Act participants. They were hoping to address the outside improvements through this funding.

Board Member Field stated he appreciated the fact that they were bringing this home back to life and motioned for approval. The Motion failed due to a lack of second.

Board Member Lech stated he would make a substitute motion. He noted that almost everyone else was providing matching funds. Based on the project description, the work appeared to be just exterior painting, no structural work which is why he offered the substitute motion.

SUBSTITUTE MOTION by Board Member Lech, **SECOND** by Board Member Leonard: To **DETERMINE** the project is exempt from CEQA under Section 15331 (Historical Resource Restoration/Rehabilitation); and Approve the proposed grant in the amount of \$12,500. Subject to the conditions as recommended in the staff report.

MOTION CARRIED unanimously.

PLANNING CASE P15-0745: Proposed Historic Preservation Fund Grant request by Charlotte Davidson and Anthony Adler for \$25,000 for a \$25,000 project to restore/replace a missing balcony and repair the back porch at a single family residence which is eligible for local designation at 2793 Gibson Street in the RA-5, Agricultural/Rural Residential Zone, in Ward 5. 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)

Ms. Gettis presented the staff report. She stated the request amount was \$25,000 to restore/replace a missing balcony and repair the back porch at a single family residence. The property is eligible as a Structure of Merit and with the project restoration, it would be eligible as a Landmark. This is restoring a character defining feature that was lost in a storm 30 years ago and is definitely a great modeling catalyst. One of the things she wanted to mention was that this is the first time today, that the Committee will see project specific condition 5; which states that the applicant is to prepare and complete an application for local designation and submit the application within one year from execution of the grant agreement for the Cultural Heritage Board review.

Charlotte Davidson, owner, stated she would be happy to respond to any questions. They have already completed structural work on the home and this is pretty much the last button up for the outside and it will be restored to its original 1925 glory.

Board Member Leonard asked if they could put up matching funds for this project?

Ms. Davidson stated that they have already expended a lot of funds to this point. Anything that goes over the \$25,000 they will be picking up. They have completed a lot of work to date and this is the last part to restoring the home.

Board Member Leonard asked if the Committee were to approve \$15,000, would they be agreeable to matching \$10,000?

Ms. Davidson agreed.

MOTION by Board Member Leonard, **SECOND** by Board Member Lech: To **DETERMINE** the project is exempt from CEQA under Section 15331 (Historical Resource Restoration/Rehabilitation); and Approve the proposed grant in the amount of \$15,000. Subject to the conditions as recommended in the staff report.

MOTION CARRIED unanimously.

PLANNING CASE P15-0739: Proposed Historic Preservation Fund Grant request by Richard Peterson for \$25,000 for a \$25,000 project to replace the roof of a single family residence which is eligible for Landmark designation at 12008 Raley Drive, located in the R-3-1500 Multi-Family Residential Zone, in Ward 7. 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).

Ms. Gettis presented the staff report. The applicant is requesting \$25,000 to reroof a circa 1934 combination adobe and wood frame single family residence. The property is eligible as a Landmark. We do not have a lot of adobe buildings in Riverside, let alone in La Sierra so that it is a unique resource with rare construction. Its value as a model catalyst would be high. The roofing would obviously prevent water entry which in an adobe house is absolutely critical. This project also has the project specific condition 5 requiring a designation application within one year of execution of the grant agreement.

Richard Peterson, applicant, stated he was present to answer any questions.

Board Member Leonard noted that he did not see any bids attached to the staff report and inquired if bids had been submitted.

Ms. Gettis stated that a bid is required.

Mr. Peterson stated that he did have a bid. He noted that it was nearly impossible to get a roofer to provide an estimate but he did find one roofer who provided an estimate for \$15,990.

Ms. Gettis stated that staff would require submission of the bid to be a part of the application prior to issuance of the funds.

Board Member Leonard asked if the applicant was comfortable with the bid.

Mr. Peterson said that he was and stated he told the contractor it could not go over that.

Chair Gardner stated it was nice to see some work going on in other parts of the City as well.

Board Member Leonard stated that given the circumstances of this applicant, the fact that the home is eligible for Landmark status, and the fact that the owner has come in with a lower bid, he would recommend approval of \$16,000.

MOTION by Board Member Leonard, **SECOND** by Board Member Field: To **DETERMINE** the project is exempt from CEQA under Section 15331 (Historical Resource Restoration/Rehabilitation); and Approve the proposed grant in the amount of \$16,000. Subject to the conditions as recommended in the staff report.

MOTION CARRIED unanimously.

PLANNING CASE P15-0650: Proposed Historic Preservation Fund Grant request by Randall Hansen for \$25,000 for a \$30,800 project to replace the roof of a single family residence which is a Structure of Merit at 5809 Brockton Avenue in the R-1-7000-CR—Single Family Residential and Cultural Resources Overlay Zones, in Ward 1. 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).

Ms. Gettis presented the staff report. The applicant will be matching funds. A bid was submitted by a state licensed contractor and is included in the staff report.

Randall Hansen, property owner, stated he was present to answer any questions.

Board Member Leonard noted that the applicant would be providing some funds to the project. He believes this home had a history of foundation problems.

Mr. Hansen stated that when he moved in the back top portion of the home was sloping as well. He put in \$13,000 to the back end to lift that up and is having a little structural issues caused by the rain. He is redoing the bathroom and noticed some of the flooring will need to be replaced.

MOTION by Board Member Leonard, **SECOND** by Board Member Field: To **DETERMINE** the project is exempt from CEQA under Section 15331 (Historical Resource Restoration/Rehabilitation); and Approve the proposed grant in the amount of \$25,000. Subject to the conditions as recommended in the staff report.

MOTION CARRIED unanimously.

PLANNING CASE P15-0732: Proposed Historic Preservation Fund Grant request by Millie and Van Starks for 25,000 for a \$25,000 project to reinforce the foundation, repair/repaint exterior, and repair/restore front porch and deck at a single family residence which is a Contributor to the Heritage Square Historic District at 3499 Lemon Street, in the Downtown Specific Plan Residential District and Cultural Resources Overlay Zone, in Ward 1. 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).

Ms. Gettis presented the staff report. She made a correction to the report. She noted page 4 of the staff report (application) indicates no matching funds, therefore the staff report reflected this. The applicant has indicated that they are, in fact, providing \$15,000 in matching funds. Based on this the staff report will stand corrected to reflect the matching funds provided. Staff has inquired with the legal counsel present and this correction will not have an effect on the noticing of the project since the grant request to the City is still \$25,000.

Millie Starks, owner, stated that the wrap around porch will be addressed first prior to the painting of the home. She responded to a question from the Board and indicated that the property was a rental.

MOTION by Board Member Leonard, **SECOND** by Board Member Field: **To DETERMINE** the project is exempt from CEQA under Section 15331 (Historical Resource Restoration/Rehabilitation); and Approve the proposed grant in the amount of \$25,000. Subject to the conditions as recommended in the staff report.

MOTION CARRIED unanimously.

PLANNING CASE P15-0737: Proposed Historic Preservation Fund Grant request by Jean Dougherty for \$22,830 for a \$22,830 project to construct a compatible garage required as a condition of approval for the relocation of the Cooper House, which is a former and eligible Structure of Merit at 2909 Lime Street, in the R-1-7000-CR—Single Family Residential and Cultural Resources Overlay Zones, in Ward 1. 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).

Ms. Gettis presented the staff report. The funds requested is to build a 2-car garage that is required as a condition of approval for the relocation of the Cooper House from the California Baptist University campus (CBU) to the subject property. The property was formerly eligible as a Structure of Merit when it was relocated to the current site and is being repaired. Staff required that a two-car garage be added to the property. A garage did not originally exist at the old site so that it was not readily available for relocation. All other restoration costs after the relocation, have been borne by the applicant. In the conditions of approval, #5 all applicable conditions for the previous case P13-0361 shall apply in an effort to gain compliance with that previous case.

The applicant was not present.

Board Member Lech requested clarification that the project was strictly for the construction of a new garage, not for preservation, in the sense that they are not doing anything to an existing older structure?

Ms. Gettis explained that the construction will have to comply with the Design Guidelines and it will have the historic details. It is not restoration of a historic building but it is a condition required in a previous Certificate of Appropriateness.

Board Member Leonard asked if the garage had to go through a Certificate of Appropriateness process. He also inquired if staff normally saw garages built by Tuff Shed?

Ms. Gettis stated that the garage is a condition of approval of a previous Certificate of Appropriateness. The conditions state staff will review the plans and review the materials and will not require an additional Certificate of Appropriateness. Ms. Gettis explained that staff has seen some examples of these structures in the past. Tuff shed and other companies have in fact made quite an improvement in their methods for prefab projects and do allow for custom details. It is not common but it does happen.

Board Member Lech stated that because the project did not deal with an historic structure, he did not believe this was the purpose of the fund and would vote to deny.

MOTION by Board Member Lech, **SECOND** by Board Member Leonard: To **DENY** the proposed grant application.

MOTION CARRIED unanimously.

PLANNING CASE P15-0749: Proposed Historic Preservation Fund Grant request by Helen Anda for \$10,000 for a \$10,000 project to replace existing with custom, period-appropriate garage door and two house doors at a single family residence, which is a contributor to the Palm Heights Historic District at 4546 Beatty Drive, in the R-1-7000-CR Single Family Residential and Cultural Resources Overlay Zones, in Ward 3. 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).

Ms. Gettis stated that the requested amount was \$10,000. The property is a contributor to the Palm Heights Historic District and a high value catalyst for the neighbors.

Helen and Robert Anda, property owners, stated they have done a lot of improvements. They have already invested approximately \$30,000 on their property.

Board Member Leonard commented that it struck him as unusual to view the garage door as a part of a structural factor for preservation. He asked if they would be able to put in any matching funds.

Ms. Anda reiterated they have already spent quite a sum of funds on the improvements but were willing to match \$3,000. Following further discussion she stated they would find a way to match the \$5,000.

MOTION by Board Member Leonard, **SECOND** by Board Member Lech: To **DETERMINE** the project is exempt from CEQA under Section 15331 (Historical Resource Restoration/Rehabilitation); and Approve the proposed grant in the amount of \$5,000. Subject to the conditions as recommended in the staff report.

MOTION CARRIED unanimously.

PLANNING CASE P15-0750: Proposed Historic Preservation Fund Grant request by Michelle Hong for \$25,000 for a \$25,000 project to restore/repair/repaint windows and stucco, replace gutters, replace garage doors, install yard drain and repair/replace concrete and flatwork at a single family residence which is a contributor to the Palm Heights Historic District at 4570 Beatty Drive, in the R-1-7000-CR Single Family Residential and Cultural Resources Overlay Zones, in Ward 3. 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).

Ms. Gettis presented the staff report. Again, as the last project, this can be a catalyst for the neighborhood and the Palm Heights Historic District in General. She noted the correction to the staff report that the amount requested is \$25,000 not \$10,000.

Michelle Hong, owner, stated she has already reroofed the garage and has further interior repairs that are not listed in the staff report.

Board Member Leonard asked if she had matching funds for the project.

Ms. Hong stated she would like to use the matching funds towards stucco. She had the contractor remove this item because the total was too high. She stated she had severe water damage from the defective rain gutters that she needs to have repaired. She would like to use those matching funds towards other items not listed.

Ms. Gettis stated that she spoke with legal counsel because Ms. Hong raised the question about receiving a lower bid in one area, whether or not she could she change the scope of work in another area. The answer staff received is that because the scope of work is published in the agenda and was in the noticing that went out, the scope of work could not be added to without continuing the item or holding another meeting to allow for the renoticing. We cannot change the scope of work and proceed with action today.

Ms. Leonard commented that there were two work sequences as presented in the estimates. There is \$11,200 in driveway related expenses and \$13,800 in the structural aspects: window screens, rain gutters, garage door and paint.

Ms. Hong replied affirmatively.

Board Member Lech stated he would motion to approve \$13,800 as the driveway is not necessarily structural or part of the house.

MOTION by Board Member Lech, **SECOND** by Board Member Leonard: To **DETERMINE** the project is exempt from CEQA under Section 15331 (Historical Resource Restoration/Rehabilitation); and Approve the proposed grant in the amount of \$13,800. Subject to the conditions as recommended in the staff report.

MOTION CARRIED unanimously.

PLANNING CASE P15-0748: Proposed Historic Preservation Fund Grant request by Michelle Pierce for \$25,000 for a \$25,000 project to replace the roof and install gutters, and repair and repaint the exterior stucco at a single family residence which is a contributor to the Rosewood Place Historic District at 4225 Rosewood Place, in the R-1-7000-CR Single Family Residential and Cultural Resources Overlay Zones, in Ward 1. 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).

Ms. Gettis stated that the applicant is requesting \$25,000 to replace the roof, install gutters, repair stucco and paint the home. The residence is a Structure of Merit in addition to being a contributor to the Wood Streets NCA and Rosewood West Historic District. The applicant still needs to submit an itemized bid. The award of grant money would achieve restoration to period appropriate look and long term conservation of the resource. She noted the \$10,000 error in the staff report and noted that the applicant was requesting \$25,000.

Michelle Pierce, property owner, stated she was not familiar with the how the program worked and had not obtained quotes. She has a couple of bids for the roof for \$13,000 and \$10,000. The contractor noted there was wood rot that would cost approximately \$3,000. She has not obtained bids for the painting or stucco.

Board Member Field asked what the changes to the home were, that were mentioned by the applicant.

Ms. Pierce stated a second story was added. It was a flat roof and now it has a pitch roof.

Ms. Gettis noted that there were records for this home. She recalled working with Ms. Pierce some time ago. She did not recall off-hand what the records show as far as original roofing. She stated that the changes made were permitted changes for the most part.

Board Member Leonard asked when the next meeting was.

Ms. Gettis responded that the next meeting would be April, 2016.

Board Member Leonard suggested providing Ms. Pierce additional time to obtain all of the bids. Once the contractor starts, there may be some significant factors that they may find. He suggested continuing this item to April, 2016.

Ms. Pierce agreed to the continuance.

There Committee unanimously voted to **CONTINUE** the project to the meeting of April, 2016.

MOTION CARRIED unanimously.

PLANNING CASE P15-0715: Proposed Historic Preservation Fund Grant request by John Farber for \$15,000 for a \$15,000 project to re-stucco the exterior with an appropriate finish and replace a gate, landscaping and driveway at a single family residence which is a contributor to the Palm Heights Historic District at 4630 Beatty Drive, in the R-1-7000-CR Single Family Residential and Cultural Resources Overlay Zones, in Ward 3. 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).

Ms. Gettis presented the staff report. This applicant has submitted a bid that does not match the requested funds so that a revised bid needs to be submitted by the applicant.

Sherry Faber, owner, stated they had two applications and was not aware they could submit only one. She stated that the garage is what they need help with.

Board Member Leonard noted there is a proposal for \$6,800 for plastering but there is a grant request for \$15,000 and asked what the difference was.

Mrs. Faber the difference was them doing the landscaping and submitting receipts for reimbursement. The landscaping has already been finished.

Chair Gardner requested clarification as to what the Board can approve.

Board Member Leonard asked if the garage was a demolition or rebuild?

Mrs. Faber stated that they spoke to two separate contractors and they both suggested maybe keeping one of the walls.

Board Member Leonard stated that this would not meet the purpose of historic preservation in his opinion.

Ms. Gettis stated that based on how the project was noticed, the Board needs to view the applications as submitted, either approve or deny them, but they cannot take from one application, or combine them. It is one or the other.

Chair Gardner asked the applicant which application they would like the Board to consider.

Mrs. Faber indicated that based on Board Member Leonard's question, they would proceed with the stucco at this point.

Mr. Faber inquired what it would take to justify restoration of the garage

Board Member Leonard suggested items such as reroofing or replacement of timbers inside the garage. Basically the garage would have to remain but the basic components would have to be rehabilitated.

Board Member Lech addressed their application to stucco which also includes landscaping and driveway work. Again, these are not historic preservation, so he would probably move to fund just the stucco aspect of the project (\$6,800).

MOTION by Board Member Leonard, **SECOND** by Board Member Lech: To **DETERMINE** the project is exempt from CEQA under Section 15331 (Historical Resource Restoration/Rehabilitation); and Approve the proposed grant in the amount of \$6,800, subject to the conditions as recommended in the staff report.

MOTION CARRIED unanimously.

PLANNING CASE P15-0720: Proposed Historic Preservation Fund Grant request by Ricardo Lopez-Maldonado for \$7,500 for a \$7,500 project to repaint the exterior with historically compatible colors at a single family residence which is a contributor to the Seventh Street Historic District at 3701 Locust Street, in the R-1-7000-CR Single Family Residential and Cultural Resources Overlay Zones, in Ward 1. 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).

Ms. Gettis noted that the amount requested was \$7,500 to repaint the exterior of the home. She noted that staff added conditions that the work will be done by a licensed contractor. She announced that Mr. Maldonado inform staff earlier today that he would be unable to attend the meeting.

Board Member Leonard stated that in as much as this is painting and they would be happy to help, he suggested an alternate amount.

MOTION by Board Member Leonard, **SECOND** by Board Member Lech: To **DETERMINE** the project is exempt from CEQA under Section 15331 (Historical Resource Restoration/Rehabilitation); and Approve the proposed grant in the amount of \$3,700, subject to the conditions as recommended in the staff report.

MOTION CARRIED unanimously.

PLANNING CASE P15-0733: Proposed Historic Preservation Fund Grant request by John Moody for \$25,000 for a \$65,000 project to replace existing windows of a fourplex apartment building which is a contributor to the Evergreen Quarter Historic District at 4297 Ninth Street, in the R-1-7000-CR Single Family Residential and Cultural Resources Overlay Zones, in Ward 1. 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).

Ms. Gettis presented the staff report. She noted an error in the staff recommendation, page 2 of the staff report. The staff report indicates \$10,000 grant request but should be \$25,000. The home is a contributor to the Evergreen Historic District and its value as a catalyst is high. The Evergreen Historic District is one of those districts that could benefit by having projects done with permits and good integrity for restoration. Although the request is reasonable, the reason the applicant was placed lower in the agenda as far as priority, is their request for replacement as opposed to rehabilitation of the windows.

Board Member Leonard asked the applicant what his thoughts were regarding window replacement versus restoration?

Mr. Moody stated he had not looked into restoration because there is serious dry rot in virtually all of the windows. There are approximately 38 windows that need to be replaced. He had an estimate for "like for like" which was \$65,000. He is requesting to be allowed to use, for example, Millgard windows, they are visually the same but half the cost.

MOTION by Board Member Field, **SECOND** by Board Member Leonard; To **DETERMINE** the project is exempt from CEQA under Section 15331 (Historical Resource Restoration/Rehabilitation); and Approve the proposed grant in the amount of \$25,000, subject to the conditions as recommended in the staff report.

MOTION CARRIED: Unanimously

PLANNING CASE P15-0744: Proposed Historic Preservation Fund Grant request by Hector Pulido for \$25,000 for a \$25,000 project to repair the front deck & post, add a Craftsman style river rock porch railing, install HVAC, insulation and electrical panel upgrade at a single family residence which is a contributor to the Heritage Square Historic District at 3442 Third Street, in the Downtown Specific Plan Residential District and Cultural Resources Overlay Zone, in Ward 1. 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).

Ms. Gettis stated that the property is a contributor to the Heritage Square Historic District. Based on what was provided, it appears there are unapproved alterations that have compromised the integrity of the home. As well, the proposed non-original river rock porch railings would not be consistent with the historic standards and guidelines. Based on this the value as a catalyst is low. The original diamond light windows on the front façade were replaced with vinyl and the original windows, door headers and trim were removed without approval. The priority as a catalyst project would be to restore the original character defining features rather than the scope submitted today.

Gina Pulido, property owner, explained they were trying enhance the porch. She has done research and there are other porches with siding. If the committee is willing to work with them, they can restore the porch to its original characteristics. She stated the porch does need work as it is tilting.

She clarified that the property was a foreclosed property and the work was done prior to their owning the home.

Board Member Leonard commented that the value of restoring the porch to its original condition is beneficial for consideration of the funding.

Ms. Gettis agreed as long as river rock as not added where it did not exist. Ms. Gettis suggested that the applicant look into the City's Mills Act program for assistance with the restoration of the home.

Board Member Leonard asked how the applicant can come to an understanding the proper materials and the scope of work that would be acceptable to staff?

Ms. Gettis replied that it could be down through a series of discussions or even a written description if the Board wished to award an amount just for the front deck and posts. There weren't any conditions prepared for this case but staff could have these available for the next meeting. Staff can work with the applicant to get to a point where the application might focus on those catalyst items. If the scope of work is being changed, the case cannot be continued and a new application would need to be considered.

Ms. Pulido agreed to continue this case.

MOTION by Board Member Lech, **SECOND** by Board Member Field: To **CONTINUE** P15-0744 to the meeting in April, 2016.

MOTION CARRIED unanimously.

PLANNING CASE P15-0716: Proposed Historic Preservation Fund Grant request by John Farber for \$25,000 for a \$30,000 project to demolish and replace the existing original garage with a two car garage at a single family residence which is a contributor to the Palm Heights Historic District at 4630 Beatty Drive, in the R-1-7000-CR Single Family Residential and Cultural Resources Overlay Zones, in Ward 3. 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).

Ms. Gettis stated that staff was recommending denial for the garage, proposed removal and reconstruction.

MOTION by Board Member Field, **SECOND** by Board Member Lech: To **DENY** P15-0716 as recommended by staff.

Chair Gardner suggested that the applicant work with the historic preservation staff to see if there is a way that would work to rehabilitate the garage.

MOTION CARRIED unanimously.

PLANNING CASE P15-0736: Proposed Historic Preservation Fund Grant Emergency request by Timothy Pietro for \$15,000 for a project that exceeds \$15,000 to repair and resurface a deck and restore columns to original at Edgewild, a single family residence which is City Landmark #25 at 2330 Mary Street, in the R-1-13000-CR—Single Family Residential and Cultural Resources Overlay Zones, in Ward 3. 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).

Ms. Gettis presented the staff report. She stated that the amount requested was \$15,000 but that the work had already been completed. The property is a designated landmark. The agreement states that grant projects cannot commence prior to grant award and based on this, staff recommended denial of the project.

Jenny Pietro, owner, clarified that the project has not been completed and outlined the work that still needed to be completed.

Chair Gardner inquired if there was still \$15,000 worth of work to be done?

Mrs. Pietro replied that there the total cost of the project would be \$35,145. She stated that she can provide bids for the work remaining.

Board Member Leonard inquired of staff and legal counsel under what conditions the Board could move forward with this case?

Ms. Gettis indicated there were no recommended conditions for this case as staff was recommending denial. She stated she could use conditions from a similar case and read them into the record. In conferring with legal counsel, the Board may proceed with the proposal as the amount requested is not changing.

She added that the question which has arisen is in regard to the matching funds to be provided. These funds cannot have been expended already, the funds need to be in addition to the funds that will be spent in the future.

Mrs. Pietro stated that they have spent 12,000 already.

Ms. Gettis stated that based on the \$35,0000 work, the applicant will then be providing \$8,000 in matching funds, since \$12,000 has already been spent and cannot be considered. The matching funds and grant amount, \$15,000 requested, is not quite a 50% match.

Board Member Leonard noted that there is a desire to assist in this effort as it is a City Landmark.

Ms. Gettis stated that the set of conditions from case P15-0720 would be similar to those required for this project. She stated these conditions would apply with the change in the reimbursement amount to be \$15,000 for the restoration repair and resurfacing of deck and column repairs as described and the necessary changes to reflect case P15-0736 and the address 2320 Mary Street.

MOTION by Board Member Leonard, **SECOND** by Board Member Field; To **DETERMINE** the project is exempt from CEQA under Section 15331 (Historical Resource Restoration/Rehabilitation); and Approve the proposed grant in the amount of \$15,000, subject to the conditions as recommended in the staff report. A note was made that the applicant would be contributing \$8,000 in matched funds.

MOTION CARRIED unanimously.

PLANNING CASE P15-0747: Proposed Historic Preservation Fund Grant request by Eric Gallagher for \$8,000 for a \$8,000 project to replace the existing windows at a single family residence which is not individually designated, and not within a designated, eligible or identified potential historic district or neighborhood conservation area at 6057 Lawson Way, in the R-1-7000 Single Family Residential Zone, in Ward 3. 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).

Ms. Gettis stated that the amount requested was \$8,000 to replace the existing windows. Based on review of the criteria, the property is not individually designated, nor within a designated eligible or identified historic district or neighborhood conservation area, therefore it does not have any catalyst that it might provide. A bid estimate was not provided. There are not any long term objectives or positive impacts derived because the property isn't currently designated or eligible as such and staff is recommending denial of the proposed request for \$8,000.

MOTION by Board Member Field, **SECOND** by Board Member Lech: To **DENY** P15-0747 as recommended by staff.

MOTION CARRIED unanimously.

MISCELLANEOUS ITEMS:

Ms. Gettis stated that this round of applications, there were a large amount of requests for large amount of funds. Because the criteria is fairly broad, it doesn't leave staff much latitude to provide denials. If the Committee desires to have the fund around for longer term they may want to consider revisiting the criteria. When the guidelines were established, staff did not know what to expect. Today provided 26 really good application examples. She noted that with regard to round 1, one of the things that has been corrected with the Committee's recommendation is the requirement for the applicant to submit their documentation within a certain amount time or they forfeit the grant.

Board Member Leonard noted that something to communicate to the applicant is that the Committee is not looking favorably at applications without matching funds. He suggested encouraging the applicants to provide cost estimates and not best guesses.

ITEMS FOR FUTURE AGENDAS:

Ms. Gettis announced that Ken Sutter has resigned from the Cultural Heritage Board. A replacement for Mr. Sutter will be agendized at the next Cultural Heritage Board meeting.

MINUTES:

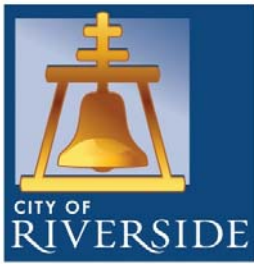
MOTION by Board Member Lech, **SECOND** by Board Member Leonard: **To APPROVE** the minutes of July 13, 2015, as presented.

MOTION CARRIED: unanimously

ADJOURNMENT:

The meeting was adjourned at 4:07 p.m. to the next meeting to be determined at a future date.

Minutes approved as presented at the April 11, 2016 meeting.

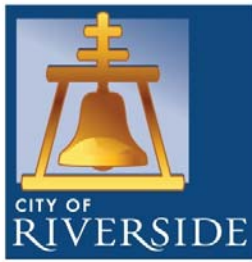


HISTORIC PRESERVATION FUND COMMITTEE Minutes January 11, 2016

City of Arts & Innovation

January 11, 2016, 2:00 p.m.
Art Pick Council Chamber
City Hall, 3900 Main Street

The January 11, 2016 Historic Preservation Fund Committee was cancelled due to lack of business.



HISTORIC PRESERVATION FUND COMMITTEE

Minutes

April 11, 2016

City of Arts & Innovation

April 11, 2016, 2:00 p.m.
Art Pick Council Chamber
City Hall, 3900 Main Street

COMMITTEE MEMBERS PRESENT: Councilman Mike Gardner, Dave Leonard, Steve Lech,
James Cuevas, Michelle Gilleece

STAFF PRESENT: Erin Gettis, Historic Preservation Officer/Principal Planner
Anthony Beaumon, Deputy City Attorney
Scott Watson,
Gaby Adame, Assistant Planner

Chairman Gardner called the meeting to order at 2:00 p.m.

COMMENTS FROM THE AUDIENCE:

There were no comments from the audience.

Member James Cuevas arrived at this time.

DISCUSSION CALENDAR:

PLANNING CASE P15-0748 (Continued from October 13, 2015): Proposed Historic Preservation Fund Grant request by Michelle Pierce for \$8,911 for a \$17,822 project to reroof a single family residence in the R-1-7000 Single Family and Cultural Resources Overlay Zone, in Ward 1. 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).

Gaby Adame, Assistant Planner, presented the staff report. The case was continued from the October 13, 2015 meeting. The case was continued because there was insufficient information on the original application. Ms. Pierce is doing a 50% match as previously recommended by the committee members.

Board Member Leonard stated that as there were matching funds, he would move approval.

There were no public comments from the audience.

MOTION by Board Member Leonard, **SECOND** by Board Member Gilleece: To **DETERMINE** the project is exempt from CEQA under Section 15331 (Historical Resource Restoration/Rehabilitation); and **Approve** the proposed grant in the amount of \$8,911, subject to the conditions as recommended in the staff report.

MOTION CARRIED unanimously.

PLANNING CASE P16-0123: Proposed Historic Preservation Fund Grant request by Jean Dougherty for \$1,500 for a \$3,086.28 project to install new wood siding at a single family residence which is City Structure of Merit #836 at 2909 Lime Street, located on the northwesterly side of Lime Street, between First Street and Poplar Street, in the R-1-7000-Single Family Residential Zone, in Ward 1. 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).

Scott Watson, Assistant Planner, presented the staff report.

There were no public comments from the audience.

MOTION by Board Member Cuevas, **SECOND** by Board Member Lech: To **DETERMINE** the project is exempt from CEQA under Section 15331 (Historical Resource Restoration/Rehabilitation); and **Approve** the proposed grant in the amount of \$1,500, subject to the conditions as recommended in the staff report.

MOTION CARRIED unanimously.

PLANNING CASE P16-0139: Proposed Historic Preservation Fund Grant request by Michelle Hong for \$25,000 for a \$36,601 project for stucco repair, window repair, rain gutters, garage door, and painting for windows and door for a single family residence in the R-1-700 Single Family and Cultural Resources Overlay Zones, in Ward 3. 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).

Gaby Adame, Assistant Planner, announced that Ms. Hong has withdrawn her application. There was confusion on the original application submitted in October. There were inconsistencies as to what was approved at the Committee and what was drawn up in the contract. Ms. Hong decided to withdraw her application and keep the original approval.

The Committee moved on to the next item, no formal action was taken.

PLANNING CASE P16-0128: Proposed Historic Preservation Fund Grant request by Christopher and Kristen Grigsby for \$8,230.25 for a \$16,460.25 project to repair existing and replace in-kind existing leaded glass windows at a single family residence which is City Landmark #122 at 5175 Myrtle Avenue, located on the southwesterly corner of Myrtle Avenue and Victoria Avenue, in the R-1-3000-CR-Single Family Residential and Cultural Resources Overlay Zones, in Ward 3. 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).

Scott Watson, Assistant Planner, presented the staff report.

There were no public comments from the audience.

MOTION by Board Member Lech, **SECOND** by Board Member Leonard: To **DETERMINE** the project is exempt from CEQA under Section 15331 (Historical Resource Restoration/Rehabilitation); and **Approve** the proposed grant in the amount of \$8,230.25, subject to the conditions as recommended in the staff report.

MOTION CARRIED

NOES: Cuevas

AYES: Gardner, Gilleece Lech, Leonard

PLANNING CASE P16-0093: Proposed Historic Preservation Fund Grant request by Jeremy Mercer for \$7,312.50 for a \$14,625 project to repaint the exterior at a single family residence which is a Contributor to the Wood Streets Neighborhood Conservation Area at 4008 Rosewood Place, located on the southwesterly side of Rosewood Place, between Brockton Avenue and Magnolia Avenue, in the R-1-7000-CR-Single Family Residential and Cultural Resources Overlay Zones, in Ward 1. 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).

Scott Watson, Assistant Planner, presented the staff report.

There were no public comments from the audience.

Board Member Leonard inquired if the the whole structure of the residence and garage would be painted.

Mr. Mercer stated that the whole house will be repainted except for the garage which was recently painted.

MOTION by Board Member Leonard, **SECOND** by Board Member Lech: To **DETERMINE** the project is exempt from CEQA under Section 15331 (Historical Resource Restoration/Rehabilitation); and **Approve** the proposed grant in the amount of \$7,312.50, subject to the conditions as recommended in the staff report.

MOTION CARRIED, unanimously.

PLANNING CASE P16-0137: Proposed Historic Preservation Fund Grant request by Melissa Harman for \$24,000 for a \$24,000 project to remove previously installed unpermitted staircase and restore and paint front façade for a single family residence in the R-1-7000 Single Family and Cultural Resources Overlay Zone, in Ward 1. 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).

Gaby Adame, Assistant Planner, presented the staff report. She announced that the applicant has submitted hardship documentation for this case. This documentation was submitted separately for the committee's review.

Chair Gardner inquired if the staircase was installed prior to the current ownership of the property.

Ms. Adame replied affirmatively. The applicant is correcting a previous addition.

There were no public comments from the audience.

Board Member Leonard asked if the applicant understand that the program was set up as a reimbursement and asked if she had the means of coming up with the money upfront.

Ms. Harman stated she understood.

Board Member Leonard stated that he would be requesting that whenever there is a hardship grant fund request, that there be multiple bids requested.

Ms. Harman stated that they did obtain another contractor bid, they noticed this requirement on the application.

MOTION by Board Member Leonard, **SECOND** by Board Member Cuevas: To **DETERMINE** the project is exempt from CEQA under Section 15331 (Historical Resource Restoration/Rehabilitation); and **Approve** the proposed grant in the amount of \$24,000, subject to the conditions as recommended in the staff report. The Committee added a condition that the applicant obtain two additional bids for the scope of work.

MOTION CARRIED, unanimously.

PLANNING CASE P16-0136: Proposed Historic Preservation Fund Grant request by Lisa Morris for \$8,000 for a \$13,000 project to repair and restore existing wood windows at a single family residence which is a Contributor to the Heritage Square Historic District and City Structure of Merit #426 at 3269 Mulberry Street, located on the northeasterly side of Mulberry Street, between Third Street and Second Street, in the R-1-7000-CR-Single Family Residential and Cultural Resources Overlay Zones, in Ward 1. 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).

Scott Watson, Assistant Planner, presented the staff report. The applicant is willing to provide matching funds but the application did not specify that they would be providing matching funds on the application. Staff is recommending an amount of \$6,500 with matching funds from the applicant.

Board Member Leonard noted there appeared to be a discrepancy. The estimate provided says \$2600 needed to fill the gap but what is the difference between \$2,500 and \$6,500?

Mr. Watson stated that the total project itself is \$13,000 so that the \$6500 is half that cost. He pointed out that at the top of the bid, it is noted that \$2,600 extra in funds are need to complete the project. The \$2,600 added to the total cost of \$10,400 is \$13,000.

There were no public comments from the audience.

MOTION by Board Member Lech, **SECOND** by Board Member Cuevas: To **DETERMINE** the project is exempt from CEQA under Section 15331 (Historical Resource Restoration/Rehabilitation); and **Approve** the proposed grant in the amount of \$6,500, subject to the conditions as recommended in the staff report.

MOTION CARRIED, unanimously.

PLANNING CASE P16-0134: Proposed Historic Preservation Fund Grant request by Jason Fredrick for \$1,585 for a \$3,170 project to repair broken stucco and repaint wood molding and window trim at a single family residence which is a Contributor to the Palm Heights Subdivision Historic District at 4310 Sunnyside Drive, located on the south side of Sunnyside Avenue, between Palm Avenue and Brockton Avenue, in the R-1-7000-CR-Single Family Residential and Cultural Resources Overlay Zones, in Ward 3. 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).

Scott Watson, Assistant Planner, presented the staff report.

There were no public comments from the audience.

MOTION by Board Member Leonard, **SECOND** by Board Member Cuevas: To **DETERMINE** the project is exempt from CEQA under Section 15331 (Historical Resource Restoration/Rehabilitation); and **Approve** the proposed grant in the amount of \$1,585.00, subject to the conditions as recommended in the staff report.

MOTION CARRIED, unanimously.

PLANNING CASE P16-0133: Proposed Historic Preservation Fund Grant request by American Legion Post #79 for \$25,000 for a \$34,599 project to replace existing roof sheathing and other roof repairs as necessary at a social hall which is eligible for Landmark designation at 2979 Dexter Drive, located on the northeasterly corner of Dexter Drive and Legion Way, in the Public Facilities Zone, in Ward 1. 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).

Scott Watson, Assistant Planner, presented the staff report. The American Legion Post has been determined eligible for individual local designation. Staff will make the designation a condition of the application. Based on the application, the applicant is providing partial matching funds but staff is recommending a 50/50 match.

David Burtino, with the American Legion, stated he was requesting the \$25,000 grant. Fairmount Park has been redone extensively. He stated that Fairmount Park looked shabby 3 ½ years ago but the Old Farts Racing Team jumped in and raised money to do what has been done. There has been extensive work such as: Handicapped bathroom, wheelchair ramps, AC units, new windows and doors, and paint. The current dilemma is with the roof and frankly a lot of their contributors are through giving to them. This cost of the roof is more like \$40,000, but they have a price of \$29,000. They are requesting the amount of \$25,000 and added that this is for our veterans.

Chair Gardner asked if he had an estimated sum of what has been invested in the rehabilitation of the building over the last 2-3 years.

Mr. Burtino replied that they have completed \$350,000 worth of work with \$85,000. They are not asking a lot and they haven't leaned on the City for anything until today.

Mr. Schick addressed the committee. He stated that this was just not the American Legion's building, this is Riverside's building. This building needs to be preserved. The veterans deserve no less.

Chair Gardner stated he recognized the money that has been raised. There are a lot of volunteer hours that has also gone in, a lot of electrical work that was contributed. This really is a building widely used by the community for a variety of events. His feeling is that they would be well served to finish the building, this Chapter of the Legion has become much more active in the last several years. They are taking pride in their building and he would like to provide assistance as much as possible.

Board Member Cuevas stated he would like to amend staff's recommendation to \$25,000. This is well worth it.

Board Member Gilleece asked what other projects are left on the list of work to be done.

Mr. Burtino noted that there was one thing. They have been working on the parking lot with the Parks Department. The Parks Department will not sell the property but they have decided to let them utilize the lot as long as it is developed to City standards. He has approached business such as Keith Christiansen, civil engineer, who will be donating an \$8,000 grading plan and a \$5,000 plan for holding the water on the property. Champion Electric, Glen Rodden, donated the engineering layout for the lighting. This project will be the end of the work.

Chair Gardner explained that the parking lot that exists adjacent to and behind the American Legion is partially owned by the American Legion. They own a row of parking immediately beside their building and behind their building. The City Park's Department owns the remainder of that block, portion of which is paved. The portion that is paved is not well paved. The project consists of the American Legion putting together the funding and contributions to pave the entire lot. They get to use when they have events and public can use it when they are not.

MOTION by Board Member Cuevas, **SECOND** by Board Member Leonard: To **DETERMINE** the project is exempt from CEQA under Section 15331 (Historical Resource Restoration/Rehabilitation); and **Approve** the proposed grant in the amount of \$25,000.00, subject to the conditions as recommended in the staff report. The Committee added a condition that the applicant obtain two additional bids for the scope of work.

MOTION CARRIED, unanimously.

PLANNING CASE P16-0145: Proposed Historic Preservation Fund Grant request by Craig Johnston for \$19,400 for a \$167,950 project to paint and restore a commercial building in the Raincross District of the Downtown Specific Plan, in Ward 1. 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).

Gaby Adame, Assistant Planner, presented the staff report.

Chair Gardner asked if the awning area, where the paint is peeling, whether it was a result of water leakage. If there is a leak will this project repair that.

Mr. Johnston explained that the awning is galvanized and wasn't primed well to begin with. He stated that there was no roofing material on top of it.

Board Member Leonard noted that the estimates provided to them come to \$18,900 but the grant amount request was \$19,400?

Mr. Johnston stated they were unable to obtain additional estimates. He stated that the additional amount requested is reasonable for the paint job. They were also trying to redo the stucco at the top where it is bulging out due to the rain.

Ms. Adame clarified that the difference for the repair of the plaster in the exterior.

MOTION by Board Member Gilleece, **SECOND** by Board Member Lech: To **DETERMINE** the project is exempt from CEQA under Section 15331 (Historical Resource Restoration/Rehabilitation); and **Approve** the proposed grant in the amount of \$19,400.00, subject to the conditions as recommended in the staff report.

MOTION CARRIED, unanimously.

PLANNING CASE P16-0116: Proposed Historic Preservation Fund Grant request by Jerald Rossow for \$14,778 for a \$14,778 project to paint home and detached garage for a single family residence in the R-1-7000 Single Family and Cultural Resources Overlay Zone, in Ward 1. 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).

Gaby Adame, Assistant Planner, presented the staff report. Staff would like to condition the proposal to work with the applicant and address appropriate colors for the exterior of the home instead of just white. The applicant has submitted a claim for hardship which was submitted to the Committee.

Board Member Lech asked if staff has spoken with the applicant regarding the condition to work with him on the colors and has he agreed?

Mr. Rossow stated that he was agreement

Chair Gardner noted that an e-comment on this case was received. The comment does not appear accurate, as it mentions a 2-story, 3-car garage and that it is a new construction. Based on the photos, the comment does not appear to be accurate as the home is neither two stories or 3-car garage.

Ms. Gettis stated that staff has worked with Mr. Rossow over the years on a number of cases. Staff is familiar with the property and it is not two stories.

Mr. Rossow explained that he has gone with Serta Pro for the project as the home contains lead based paint. He did obtain other bids but the companies would not abate the lead paint. He also added that he has a color scheme that was suggested to him. He will not proceed with just white paint. He explained his hardship situation to the Committee.

Chair Gardner stated he was familiar with this property and noted he has done a lot of work to it, making significant improvements.

MOTION by Board Member Leonard, **SECOND** by Board Member Lech: To **DETERMINE** the project is exempt from CEQA under Section 15331 (Historical Resource Restoration/Rehabilitation); and **Approve** the proposed grant in the amount of \$14,778.00, subject to the conditions as recommended in the staff report.

MOTION CARRIED, unanimously.

PLANNING CASE P16-0135: Proposed Historic Preservation Fund Grant request by Keith Welzel for \$4,130.35 for a \$4,130.35 project to repair leaded glass windows on the front façade at a single family residence which is a Contributor to the Seventh Street Historic District at 4347 Mission Inn Avenue, located on the northeasterly side of Mission Inn Avenue, between Pine Street and Cedar Street, in the R-1-7000-CR-Single Family Residential and Cultural Resources Overlay Zones, in Ward 1. 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).

Scott Watson, Assistant Planner, presented the staff report. The applicant is not providing matching funds, staff is recommending approval of a partial amount, \$2,065.

Ms. Welzel stated that this grant is amazing and wishes she had known about this before. They have put over \$100,000 into the home already. They would be appreciative with any amount. She noted that a lot of the work has not been cosmetic and there is a lot of work that still needs to be done.

Board Member Leonard asked if her work could be phased and dealt with at different times so that she can focus on the leaded windows for now.

Ms. Welzel agreed that she could work with the leaded windows. They found the same person for both jobs which is why they were combining the work.

Board Member Leonard inquired if the repairs to the leaded glass windows was confined to the front window or if there was additional leaded glass areas in the house.

Ms. Welzel replied that it was just portions to the right of the door and three separate portions to the left of the door.

Board Member Cuevas proposed funding the leaded glass work only and removing the interior cabinet work. He suggested confining the work to the exterior leaded glass, whatever can be seen from the street without matching funds.

Board Member Lech pointed out that there was a previous case where they were replacing leaded glass and the Committee offered matching funds.

Board Member Leonard stated that whether the applicant is awarded the amount for all the work or just the leaded glass, the amount awarded would basically be the same either way.

Board Member Cuevas added that in light of all the work they have done to date, the leaded glass is something will be viewed from the exterior. He did not want to set a precedent but the dollar amount compared to what was requested is minimal and the exterior work would provide a boost to the neighborhood.

Board Member Leonard asked if the applicant can reapply for the balance of the project.

Ms. Gettis stated that they could but as will be discussed later on the agenda, the funds will be significantly depleted after today.

Chair Gardner stated that the applicant did not apply for a hardship. He recognizes that she has a hardship but did not apply for it. If she qualifies for the hardship, he would recommend that she apply and noted that the hardship details are not public.

MOTION by Board Member Cuevas, **SECOND** by Board Member Leonard: To **DETERMINE** the project is exempt from CEQA under Section 15331 (Historical Resource Restoration/Rehabilitation); and **Approve** the proposed grant in the amount of \$2,786.00, for the lead glass exterior work only, with no matching funds.

MOTION CARRIED

NOES: Lech

AYES: Cuevas, Gardner, Gilleece, Leonard

PLANNING CASE P16-0110: Proposed Historic Preservation Fund Grant request by Ed Lara for \$35,000 for a \$35,000 project for the repair of 7 (seven) monument street signs; 2 (two) in the Magnolia/Oakwood intersection, 4 (four) at the Magnolia/Linwood intersection, and 1 (one) fronting 3944 Bandini Avenue in the Wood Streets Historic District, in Ward 1. 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).

Gaby Adame, Assistant Planner, presented the staff report. She stated that seven letters were received in support of the project, these letters were distributed to the Committee. The applicant has indicated that they will be reducing the amount requested and deferred to the applicant for further clarification.

Ed Lara, Public Works Department, stated that since the time they submitted the application, they have spoken with contractors and would request a \$25,000 grant with a \$10,000 match from the Public Works Department.

Chair Gardner asked if the Public Works Department willing to take on the overall responsibility for the long term maintenance of the street signs.

Mr. Lara replied that this is not normal Public Works project but the fact that they are in the public right-of-way, constructed in approximately 1911, it would be their responsibility to maintain them. What is unique about these is that there are a lot of custom pieces to the tiles which drives the cost up.

Chair Gardner said there is a neighborhood group that is anxious to take on routine maintenance but heavier duty kind of things, being a city owned feature, the city should be responsible for the maintenance.

Mr. Lara stated he would agree with that.

Charles Slaughter, Co-Chairman Neighbors of the Wood Streets (NOWS), addressed the Committee. A problem for these pillars are the tree fronds that hit the tiles and contribute to the deterioration. The neighborhood use the pillars throughout the year especially during the holidays. He stated that staff developed a maintenance manual for the pillars a few years ago. The NOWS is willing to assist with the responsibility of maintaining the pillars. Over the years, he has saved some tiles that have fallen off and offered them. He has a top cap one which probably the most difficult to replicate.

Michelle Cary, resident of the Wood Streets, asked if the tree fronds are a problem, why not ensure that the trees are trimmed regularly?

Chair Gardner noted that this was a citywide issue. It is his hope that the City will be able to maintain it's tree trimming budget. The City is going into 2-year budget, nobody knows what will ultimately be approved. It is a fair point, once the pillars are restored, maybe we will need to pay attention to the trees that are close and make sure they are trimmed more regularly.

Ron Schick, Wood Streeter, commented that these pillars don't seem like much but for some residents who would lean up against them on their bike trips as children, they're important. The trouble is that once they are gone, there is no way to get them back.

Board Member Leonard inquired what the timeframe for construction was if the grant is approve today.

Mr. Lara explained that the funding accounts will need to go to council. He estimated that upon approval, approximately 5 months to begin construction.

Board Member Leonard asked staff if this also included the spectrum paint analysis to restore the colors.

Ms. Adame replied that the analysis did provide information on the original colors. The project scope does include painting.

Board Member Leonard stated that these pillars are a high profile item throughout the City. He recalled that the Old Riverside Foundation (ORF) also approved a modest grant towards the restoration of the pillars. The grant was never issued but there is a possibility of launching a campaign to resurrect the grant from ORF and off-set the cost of the grant funds awarded today.

Chair Gardner stated that all amounts approved are up to amounts. If the actual cost is less than, or if other funds cover a portion, than anything left over could return to the fund.

Board Member Leonard agreed and suggested continuing with grant today.

Ms. Soto, Co-chair NOWS Group, asked if NOWS could be involved with the process so that they know what is happening.

Chair Gardner agreed and stated he would anticipate that happening.

Mr. Slaughter stated he has the original allocation from ORF and recalled they were to donate \$500. NOWS is also willing to fund raise, as part of the budget to maintain the pillars. If the City provides the paint, they are happy to paint over any graffiti. NOWS is committed to maintain the pillars once they are restored to their original state.

MOTION by Board Member Lech, **SECOND** by Board Member Cuevas: To **DETERMINE** the project is exempt from CEQA under Section 15331 (Historical Resource Restoration/Rehabilitation); and **Approve** the proposed grant in the amount of \$25,000.00 with a \$10,000.00 matching funds, subject to the conditions as recommended in the staff report.

MOTION CARRIED, unanimously.

PLANNING CASE P16-0142: Proposed Historic Preservation Fund Grant request by David Trejo for \$25,000 for a \$52,700 project for foundation repair, porch/bathroom/kitchen restoration, electrical work, plumbing, and painting of kitchen/bathroom/hallway, for a single family residence in the R-1-7000 Single Family and Cultural Resources Overlay Zone, in Ward 1. 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).

Gaby Adame, Assistant Planner, presented the staff report.

Board Member Leonard asked if any of the work has been completed. He is trying to draw distinction between public benefit, which is obviously foundation repair and porch versus bath restoration and lights.

Heather Fletcher, Project Coordinator, replied that some work has been completed. The Foundation and porch repair work has not started.

Board Member Cuevas stated he was concerned with the funds being spent. He would like to see a second or third bid obtained for the foundation work. He would also like to limit the scope of approval to those areas.

Board Member Lech agreed. He would also propose a lesser amount based strictly on the foundation, electrical and plumbing repairs.

Ms. Adame noted that the electrical, plumbing, and foundation repairs add up to \$22,500. If you add the porch repair, it would be \$25,200.

Board Member Cuevas asked if the Committee could request additional bids for that scope of work. He suggested requesting matching funds up to \$12,000±, depending on what the lower bid came in as.

Ms. Adame requested clarification regarding the bids. Is the Committee requesting an additional two bids, with staff determining which bid is appropriate?

Board Member Cuevas replied yes.

Board Member Lech reiterated that the applicant obtain bids for just the electrical, plumbing, foundation and porch repairs. Staff would determine the lower of those bids.

Chair Gardner stated he understood that Board Member Cuevas' suggestion was to go with the lower bid for those items and then fund 50% of that total and expect homeowner for fund the other 50%.

MOTION by Board Member Cuevas, **SECOND** by Board Member Leonard: To **DETERMINE** the project is exempt from CEQA under Section 15331 (Historical Resource Restoration/Rehabilitation); and **Approve** the proposed grant in the amount up to \$12,600.00 with matching funds, subject to the conditions as recommended in the staff report.

MOTION CARRIED, unanimously.

PLANNING CASE P16-0122: Proposed Historic Preservation Fund Grant request by Mark Pentecost for \$4000 for a \$8000 project to install new wiring, circuit breakers, and receptacles for the second floor bedrooms and bathrooms and new attic lights as needed at a single family residence which is a Contributor to both the Seventh Street Historic District and Mile Square National Register Historic District, and City Structure of Merit #10 at 4191 Mission Inn Avenue, located on the northeasterly corner of Mission Inn Avenue and Locust Street, in the Downtown Specific Plan – Residential District and Cultural Resources Overlay Zones, in Ward 1. 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).

Scott Watson, Assistant Planner, presented the staff report.

MOTION by Board Member Cuevas, **SECOND** by Board Member Leonard: To **DETERMINE** the project is exempt from CEQA under Section 15331 (Historical Resource Restoration/Rehabilitation); and **Approve** the proposed grant in the amount of \$4,000.00, subject to the conditions as recommended in the staff report.

MOTION CARRIED, unanimously.

PLANNING CASE P16-0140: Proposed Historic Preservation Fund Grant request by Hao Duan for \$25,000 for a \$50,135 project for general rehab of a multi family residence in the R-1-7000-CR—Single Family Residential and Cultural Resources Overlay Zones, in Ward 1. 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).

Gaby Adame, Assistant Planner, presented the staff report.

Board Member Cuevas asked if there was a Code Enforcement case on the property.

Ms. Adame replied that there was a current case for the exterior portion of the property.

Applicant's representative stated that the code enforcement citation has been taken care of. The back staircase was not properly built to begin with and they have gone through the City to obtain the necessary permits. The staircase has been completed. There are four units on the property. The bedrooms are being remodeled.

Chair Gardner stated he would assume the structure was not built for apartments but a single family home?

Ms. Adame stated she researched this and the permit says, multi-family.

Board Member Cuevas stated that being an income property he would propose limiting the funding to the exterior work.

Board Member Leonard stating it was interesting. Does the Committee we care about the income aspect. The key thing for him is that it was not cut up into pieces. It was already design multi-family which mitigates some of the concerns he had.

Board Member Lech commented that the cost estimates show only the interior stairway, the rest of the work is either general rehabk, deck, windows, etc.

Chair Gardner stated that since the property was designed as multi-family, he is more inclined to support more work.

Board Member Leonard stated he would motion for a partial grant \$18,700. This would include all the features that have some semblance of exterior appearance and removes the interior stairway work.

MOTION by Board Member Leonard, **SECOND** by Board Member Cuevas: To **DETERMINE** the project is exempt from CEQA under Section 15331 (Historical Resource Restoration/Rehabilitation); and **Approve** the proposed grant in the amount of \$18,700.00 for those items with visibility from the exterior, subject to the conditions as recommended in the staff report.

MOTION CARRIED, unanimously.

PLANNING CASE P16-0146: Proposed Historic Preservation Fund Grant request by Victoria Avenue Forever for \$4,633 for a \$9,266 project to create a memorial and educational exhibit celebrating the life of Charles Montagu Dammers at Washington Park which is along Victoria Avenue, City Historic Landmark #8 and listed on the National Register to at the north corner of Mary Street and Victoria Avenue, in the R-1-3000-CR-Single Family Residential and Cultural Resources Overlay Zones, in Ward 3. It has been determined this project is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Guidelines Section 15061(b)(3) (No Significant Effect on the Environment

Scott Watson, Assistant Planner, presented the staff report.

There was no one in the audience requesting to speak.

Board Member Leonard stated that this project fell short of the requirements for preservation grants, B1 indicates the funds are to be used for the conservation/rehabilitation of historical resources. Although he appreciates the projects purpose, there are a roomful of homeowners who are trying to restore their homes. He felt this application fell short and would not support it.

MOTION by Board Member Leonard, **SECOND** by Board Member Lech: To **DENY** the grant amount requested, Planning Case P16-0146.

MOTION CARRIED

NOES: Gilleece

AYES: Cuevas, Gardner, Lech, Leonard,

PLANNING CASE P16-0125: Proposed Historic Preservation Fund Grant request by Gladys Brown for \$17,380 for a \$34,760 project for updating electrical wiring, redoing plaster, interior painting, refinishing wooden floor, and replacing rotten siding for a City Structure of Merit in the R-1-700 Single Family and Cultural Resources Overlay Zones in Ward 1. 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).

Ms. Gettis mentioned that a letter of support from Enrique Martinez was received on this item. Staff did not have time to make copies of the letter and distributed it for the Committee's review.

Gaby Adame, Assistant Planner, presented the staff report.

There was no one in the audience requesting to speak to this item.

Board Member Lech asked whether the applicant had looked into fixing the lath and plaster rather than replacing with drywall as proposed.

Gladys Brown explained that she obtained bids for this but the cost was prohibitive. She was told that as a result of the home's age and earthquakes, in every room the plaster, ceiling and walls need to be taken down and restored.

Board Member Lech asked if there was any water damage. He has not heard of a home having to completely replace the plaster.

Ms. Adame added that the project also includes electrical work which will require a lot of the plaster to be removed.

Board Member Cuevas stated that the applicant may need to scope this out differently with other contractors to minimize the work. She could save quite a bit of dollars that way.

Ms. Brown stated that she did have two contractors that give her estimates. Part of the problem is that the plaster is also cracking across the ceiling and down the walls. It appears as though there was an attempt to repair it but it is bulging away from the lath.

Board Member Cuevas pointed out that there may be something else going on structurally. Typically these homes are built well, why the lath is coming off the framing? He stated he was concerned that whatever funds put towards plastering may be for not if the underlying work for that isn't first investigated. He suggested additional research and asked staff if they could allow time for the application to conduct this research.

Ms. Gettis suggested continuing the case to the next agenda, October 11, 2016.

Ms. Brown agreed to do the research and come back.

Ms. Gettis offered assistance in working with the applicant.

MOTION by Board Member Leonard, **SECOND** by Board Member Gilleece: To **CONTINUE** Planning Case P16-0125 to the meeting of October 11, 2016.

MOTION CARRIED, unanimously.

Board Member Cuevas left at this time.

PLANNING CASE P16-0138: Proposed Historic Preservation Fund Grant request by David Santos for \$37,100 for a \$37,100 project for reroof, white picket fence, replacement of front façade shingles, painting house, and foundation repair for a City Structure of Merit in the R-1-700 Single Family and Cultural Resources Overlay Zones in Ward 1. 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).

Gaby Adame, Assistant Planner, presented the staff report. A site visit was done on March 22, and found that some of the requests were not consistent. It is staff's opinion that some of the cost estimates were too high and requested a revised scope of work and cost estimate but did not receive them.

Chair Gardner stated he would support the motion and urged Mr. Santos to revise his application to limit the items to more necessary kinds of upgrades.

MOTION by Board Member Lech, **SECOND** by Board Member Gilleece: To **DENY** the grant amount requested, Planning Case P16-0138.

MOTION CARRIED, unanimously.

PLANNING CASE P16-0148: Proposed Historic Preservation Fund Grant request by the City of Riverside Public Works Department for \$25,000 for a \$30,000 project to remove the existing light fixtures from the pergolas and install new sidewalk level fixtures in the public right-of-way adjacent to a commercial business which is listed on the National Register, and Contributor to the 7th Street and Mission Inn Historic Districts in front of 3391 Mission Inn Avenue, located at the northeasterly corner of Mission Inn and Lime Streets, in Ward 1, and adjacent to John W. North Park, City Landmark #27, located at the southeasterly corner of Mission Inn and Vine Streets, in Ward 2. 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).

Scott Watson, Assistant Planner, presented the staff report.

Board Member Leonard commended staff for not rubber stamping another department's proposal. This looks like a modernization program not a restoration.

Chair Gardner stated that originally the pergolas were not lit. There were some temporary lighting on some of them that was installed when they were more overgrown to provide some lighting for safety.

Ms. Adame said that those lights have since been removed. The reason for this proposal, is so that those lights are not installed again. It does not fit completely into preservation standards but it was meant to protect the pergolas.

Ms. Gettis added that the impetus of the proposal today was because staff did not want to see the old lighting straps go back on and possibly damaging the pergolas further. Having seen recently the lighting installed outside the RCC museum on Market which was the same way, in the ground, and therefore not damaging the historic structure. Agree that when the lights were installed on the pergolas they were completely overgrown with wisteria and it was very dark. The street lights could not reach and in some ways that has been solved. Staff wanted to see the original investment by Riverside Downtown Partnership reused in some way putting light back.

MOTION by Board Member Leonard, **SECOND** by Board Member Lech: To **DENY** the grant amount requested, Planning Case P16-0148.

MOTION CARRIED, unanimously.

PLANNING CASE P16-0130: Proposed Historic Preservation Fund Grant request by Steven Kostka for \$12,100 for a \$24,115 project to replace existing roof sheathing, trim of two trees, installation of new water conserving sprinklers, and installation of rain gutters at a single family residence which is a Contributor to the Seventh Street East Historic District and City Structure of Merit #388 at 2617 Mission Inn Avenue, located on the northeasterly side of Mission Inn Avenue, between Park Avenue and Comer Avenue, in the R-1-7000-CR-Single Family Residential and Cultural Resources Overlay Zones, in Ward 2. 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).

Scott Watson, Assistant Planner, presented the staff report.

Steven Kostka stated he just learned last Thursday that he did not do a good job demonstrating the condition of the roof. He stated the roof is 20 years old and the composition is falling away in places. The roof is bare in spots. The contractor patched the roof and told him it would only last 6-12 months. He is trying to gather funds but also had to replace the furnace and other projects.

Chair Gardner advised the applicant that given the condition of roof, there may be some advantage to request a continuance. He noted that things like exterior sprinkler system and tree trimming, is not what this fund is for.

Mr. Watson added that this is the second application for this applicant. They were awarded a grant in the previous round.

Ms. Adame stated that the general provisions do allow for additional applications as long as the total amount awarded does not exceed \$25,000.

Mr. Kostka agreed to a continuance.

Chair Gardner wanted Mr. Kostka to be aware that because he has already received a grant, it may put him on a lower priority than those that have not received one. There are a couple of things he felt are in his favor if there really is a roof problem, that is important to the integrity of the home. The other is his location. Mr. Kostka's location is one of the few projects before the Committee not in Ward 1. He would like to be fair to the rest of the City. This is a Ward 2 project and there is value in supporting other wards.

MOTION by Board Member Gilleece, **SECOND** by Board Member Lech: To **CONTINUE** Planning Case P16-0130 to the meeting of October 11, 2016.

MOTION CARRIED

NOES: Leonard

AYES: Cuevas, Gardner, Gilleece, Lech

PLANNING CASE P16-0090: Proposed Historic Preservation Fund Grant request by Charlotte Roa for \$23,000 for a \$50,676 to construct a rear sunroom, replace existing windows with vinyl windows, and install a new walk-in bathtub at a single-family residence which is a Non-contributor to the Wood Streets Neighborhood Conservation Area at 4093 Bandini Avenue, located on the northeasterly corner of Bandini Avenue and Brockton Avenue, in the R-1-7000-CR-Single Family Residential and Cultural Resources Overlay Zones, in Ward 1. It has been determined this project is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Guidelines Section 15301 (Existing Facilities).

Scott Watson, Assistant Planner, presented the staff report. He noted that a letter in opposition was received and distributed to the Committee.

There was no one in the audience requesting to speak.

MOTION by Board Member Lech, **SECOND** by Board Member Leonard: To **DENY** the grant amount requested, Planning Case P16-0090.

MOTION CARRIED, unanimously.

PLANNING CASE P16-0017: Proposed Historic Preservation Fund Grant request by Arthur Monroy for \$18,000 for an \$18,000 project to re-roof a single family residence in the R-1-700 Single Family and Cultural Resources Overlay Zones, in Ward 1. 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).

Chair Gardner announced that there was a misspelling of the applicant's name on the agenda. He noted that the report and notice did reflect the correct name.

Gaby Adame, Assistant Planner, presented the staff report.

There was no one in the audience requesting to speak.

Chair Gardner stated that while the home is a non-contributor, it is a nice home and well kept but not the right project for this fund.

MOTION by Board Member Leonard, **SECOND** by Board Member Lech: To **DENY** the grant amount requested, Planning Case P16-0017.

MOTION CARRIED, unanimously.

PLANNING CASE P16-0143: Proposed Historic Preservation Fund Grant request by the City of Riverside - Parks, Recreation, and Community Services Department for \$25,000 for a \$50,000 project for roof repair of the Youth Opportunity Center and Gymnasium at the Bobby Bonds Center in the PF-Public Facilities and Cultural Resources Overlay Zones, in Ward 2. 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).

Gaby Adame, Assistant Planner, presented the staff report.

There was no one in the audience requesting to speak.

MOTION by Board Member Gilleece, **SECOND** by Board Member Lech: To **DENY** the grant amount requested, Planning Case P16-0143.

MOTION CARRIED, unanimously.

PLANNING CASE P16-0141: Proposed Historic Preservation Fund Grant request by Christopher Rocco for \$25,000 for a \$25,000 project for front porch renovation and update electrical for a single family residence in the R-1-700 Single Family Zone, Redwood Drive Potential Historic District, in Ward 1. 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).

Gaby Adame, Assistant Planner, presented the staff report. The general provisions specifically stated we can only fund projects that have not started. At a site visit, staff found the project is almost complete and therefore staff is recommending denial.

Mr. Rocco stated he did not see that the project could not be underway on the application. The restoration and permit process started in August. He went through the Cultural Heritage Board and received approval and permits were pulled in December. He only found out about this program in January.

Board Member Gilleece asked if there were any funds not yet expended. She could interpret that to mean if he hasn't yet expended funds, the Committee could still consider the application at least for the unspent portion.

Ms. Gettis recalled the case on Mary Street which had also begun work.

Ms. Adame stated that what staff did in that instance was recommend that the applicant resubmit revised bids based on the work that had not been completed. She was able to qualify for the work that had not been spent.

Ms. Gettis reminded everyone that the grant agreement must be executed before money is expended. She asked Mr. Beaumon if the grant award can be changed based on the work not completed.

Mr. Beaumon explained that it can be changed. The Committee has to be careful to state into the record the work is restricted to the agreed upon work items outlined in the staff report and that the work has not been completed. The Committee can approve an "up to" or not to exceed amount

Board Member Lech agreed and noted that if staff determines a lesser amount, that will be ok

Ms. Gettis suggested a motion to indicate that the contractor verify and outline any remaining work. Staff would have the paper outlining what that work will be and reimbursement would depend upon the receipts, within the contract period, matching up to the outlined work. If Mr. Rocco is willing to have his contractor determine the scope of work, staff could verify it on site and proceed from there to execute contracts.

Mr. Rocco agreed to obtain the list from the contractor.

Ms. Gettis reiterated that the painting and any uncompleted work on the bid attached to the staff report today, could qualify.

MOTION by Board Member Leonard, **SECOND** by Board Member Gilleece: To **DETERMINE** the project is exempt from CEQA under Section 15331 (Historical Resource Restoration/Rehabilitation); and Approve the proposed grant in the amount up to \$12,500.00,
HPFC – April 11, 2016 30 of 33 Approved - Minutes

subject to the conditions as recommended in the staff report and include the verification from the contractor of the remaining work to be completed and the cost.

Ms. Adame added that once a report has been received from the contractor, staff will conduct a site visit. She noted that any work will have to wait until the contracts have been executed.

MOTION CARRIED, unanimously.

PLANNING CASE P15-0744 Continued from October 13, 2015: Staff is requesting further continuance: Proposed Historic Preservation Fund Grant request by Hector Pulido for \$25,000 for a \$25,000 project to repair the front deck & post, add a Craftsman style river rock porch railing, install HVAC, insulation and electrical panel upgrade at a single family residence which is a contributor to the Heritage Square Historic District at 3442 Third Street, in the Downtown Specific Plan Residential District and Cultural Resources Overlay Zone, in Ward 1. 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).

Gaby Adame, announced that this case was continued from the October 13, 2015 meeting. Staff is requesting further continuance to October 11, 2016

MOTION by Board Member Gilleece, **SECOND** by Board Member Lech: To **CONTINUE** Planning Case P16-0130 to the meeting of October 11, 2016.

MOTION CARRIED

NOES: Leonard

AYES: Cuevas, Gardner, Gilleece, Lech

MISCELLANEOUS ITEMS:

Ms. Gettis stated that this round of applications, there were a large amount of requests for large amount of funds. Because the criteria is fairly broad, it doesn't leave staff much latitude to provide denials. If the Committee desires to have the fund around for longer term they may want to consider revisiting the criteria. When the guidelines were established, staff did not know what to expect. Today provided 26 really good application examples. She noted that with regard to round 1, one of the things that has been corrected with the Committee's recommendation is the requirement for the applicant to submit their documentation within a certain amount time or they forfeit the grant.

Board Member Leonard noted that something to communicate to the applicant is that the Committee is not looking favorably at applications without matching funds. He suggested encouraging the applicants to provide cost estimates and not best guesses.

ITEMS FOR FUTURE AGENDAS:

Ms. Gettis announced that Ken Sutter has resigned from the Cultural Heritage Board. A replacement for Mr. Sutter will be agendized at the next Cultural Heritage Board meeting.

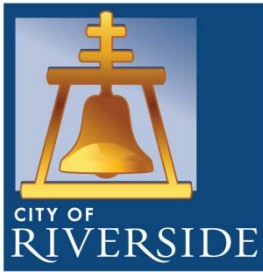
MINUTES:

MOTION by Board Member Lech, **SECOND** by Board Member Leonard: **To APPROVE** the minutes of July 13, 2015, as presented.

MOTION CARRIED: unanimously

ADJOURNMENT:

The meeting was adjourned at 4:07 p.m. to the next meeting to be determined at a future date.

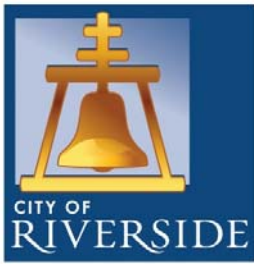


HISTORIC PRESERVATION FUND COMMITTEE Minutes July 11, 2016

City of Arts & Innovation

July 11, 2016, 1:00 p.m.
Art Pick Council Chamber
City Hall, 3900 Main Street

The July 11, 2016 Historic Preservation Fund Committee was cancelled due to lack of business.



HISTORIC PRESERVATION FUND COMMITTEE Minutes July 21, 2016

City of Arts & Innovation

July 21, 2016, 3:30 p.m.
Art Pick Council Chamber
City Hall, 3900 Main Street

COMMITTEE MEMBERS PRESENT: Councilman Mike Gardner, Dave Leonard, John Field, Michelle Gilleece

STAFF PRESENT: Erin Gettis, Historic Preservation Officer/Principal Planner
Anthony Beaumon, Deputy City Attorney
Scott Watson, Assistant Planner

Chairman Gardner called the meeting to order at 3:30 p.m.

COMMENTS FROM THE AUDIENCE:

There were no comments from the audience.

DISCUSSION CALENDAR:

PLANNING CASE P15-0748: Request by Michelle Pierce to modify previously approved project completion schedule for an \$8,911 grant awarded on April 11, 2016 to reroof a single family residence in the R-1-7000 Single Family and Cultural Resources Overlay Zone, in Ward 1. 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). Contact Planner: Scott Watson (951) 826-5507, swatson@riversideca.gov

Scott Watson, Assistant Planner, presented the staff report. He stated that the work done by Ms. Pierce did have permits and that the permits were final.

Michelle Pierce, applicant, thanked the Committee for the opportunity to present her case. She distributed pictures of her project, before, during and after construction. She stated that after receiving approval of her project in April, she proceeded with the work on her roof due to the rains. She stated that she did not receive the letter from staff in time, indicating that work could not commence until after the execution of the contracts. She received HERO funding for the project and because of the rains, she proceeded with the work.

Following discussion Mr. Watson clarified that Ms. Pierce was informed that the HP funds were a reimbursement and that she would have to fund the project prior to receiving the grant. Ms. Pierce was able to obtain HERO funding for the project and will be using the HP fund grant to pay off 50% of the hero funding.

There was no one in the audience requesting to speak to this item.

MOTION by Board Member Field, **SECOND** by Board Member Leonard: To **APPROVE** the requested modification to the project completion schedule for Planning Case P15-0748.

MOTION CARRIED unanimously.

Member Michelle Gilleece arrived at this time.

PLANNING CASE P15-0166, Request by Jeyan Danesh for a one-year time extension to complete project associated with the previously approved \$10,000 grant awarded on April 13, 2015 for foundation repair at a single-family residence which is a Contributor to the Heritage Square Historic District and City Structure of Merit at 3354 Orange Street, in the DSP-CR-Downtown Specific Plan and Cultural Resources Overlay Zones, in Ward 1. 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). **Contact Planner:** Scott Watson (951) 826-5507, swatson@riversideca.gov. Scott Watson, Assistant Planner, presented the staff report.

Scott Watson, Assistant Planner, presented the staff report. Mr. Watson stated that the contract executed with the applicant allows for a time extension to be filed should any issues arise during the course of the project. Mr. Danesh experienced delays due to the contractor's delay in passing inspections. Based on this, staff recommends approval of the request.

Board Member Leonard stated that this was clearly a situation out of the applicant's control.

There was no one in the audience requesting to speak to this item.

MOTION by Board Member Leonard, **SECOND** by Board Member Field: To **Approve** the requested one-year time extension for Planning Case P15-0166.

MOTION CARRIED unanimously.

PLANNING CASE P15-0154, Request by Mark and Nancy Parrish for a one-year time extension to complete project associated with the previously approved \$25,000 grant awarded on April 13, 2015 to replace the porch beam, reroof, and repaint a single-family residence which is eligible for Landmark designation at 8410 Cleveland Avenue in the RA-5-Residential Agricultural Zone, in Ward 5. 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). **Contact Planner:** Scott Watson (951) 826-5507, swatson@riversideca.gov.

Scott Watson, Assistant Planner, presented the staff report. As previously stated, the contract allows for a time extension. Mr. Parrish has indicated that the project was partially complete but due to a contractor back log, he is requesting a time extension.

Mark Parish stated that the reroof has been completed, and is just awaiting a beam that needs to be replaced once the engineering is complete but the contractor has been buried over the last six months. Inspections have started, just awaiting the engineering calculations to be completed approximately by the first of August.

MOTION by Board Member Leonard, **SECOND** by Board Member Field: To **Approve** the requested one-year time extension for Planning Case P15-0154.

MOTION CARRIED unanimously.

MISCELLANEOUS ITEMS:

Ms. Gettis informed the Committee that she and Emilio Ramirez, Deputy Community & Economic Development Director, have discussed other sources of funding for the program. She stated that nothing is concrete but that she would update the Committee at a future date.

There are grants from the first cycle of funding that may default due to non-performance. Ms. Gettis stated that she would provide the Committee with an updated balance of HP funds at the next meeting.

MINUTES:

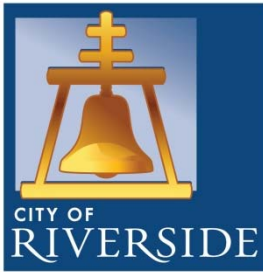
MOTION by Board Member Leonard, **SECOND** by Board Member Field: **To APPROVE** the minutes of April 11, 2016, as presented.

MOTION CARRIED: unanimously

ADJOURNMENT:

The meeting was adjourned at 4:00 p.m. to the next meeting of October 11, 2016.

Minutes approved as presented at the October 17, 2016 meeting.



HISTORIC PRESERVATION FUND COMMITTEE

Minutes

September 9, 2016

City of Arts & Innovation

September 9, 2016, 2:00 p.m.
Art Pick Council Chamber
City Hall, 3900 Main Street

COMMITTEE MEMBERS PRESENT: Councilman Mike Gardner, James Cuevas, Steve Lech

STAFF PRESENT: Erin Gettis, Historic Preservation Officer/Principal Planner
Rena Gonzales, Deputy City Attorney
Scott Watson, Assistant Planner

Chairman Gardner called the meeting to order at 2:00 p.m.

COMMENTS FROM THE AUDIENCE:

There were no comments from the audience.

DISCUSSION CALENDAR:

PLANNING CASE P16-0573, Request by Erin Gettis on behalf of the Community and Economic Development Department to appropriate funds from the HP Fund to cover the Landmark Legacy book startup cost and to accept revenue generated by book sales. It has been determined this project is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Guidelines Section 15061(b)(3) (No Significant Effect on the Environment). Contact Planner: Erin Gettis (951) 826-5463, egettis@riversideca.gov.

Erin Gettis, Historic Preservation Officer, presented the staff report. Ms. Gettis distributed a copy of the Landmark Legacy book for the Committee to view. She thanked all staff who worked on the book and made it possible: Mark Cloud and Ryan White, Public Utilities; Travis Randel and Krystal Marquez, Community & Economic Development; Teri Delcamp, Matt Hasse; Nancy Edwards, Kaitlyn Bilhartz, Marketing Project Coordinator; Heather Raymond and Margie Haupt, Arts & Cultural Affairs Manager. The publisher will be Crown Printing.

The funding for this book, unlike most requests, will be paid back with book sales and will bring a profit as well. As outlined in the report, staff is requesting financial support for the book upfront in the amount of \$28,141.05, repay the General Fund \$3,478.55 for a total of \$31,619.16 and that the Committee accept the revenue generated by book sales into the Historic Preservation Fund.

There was no one from the audience to speak to this item.

Committee member Lech inquired how many books will be published and where the books will be sold.

Ms. Gettis explained that staff will be ordering 1,000 books. Staff has talked to most of the stores on the mall and the books will also be available at City Hall. They are working with the Chambers of Commerce as well.

Mr. Cuevas suggested not only reaching out to the Chambers of Commerce but the architects and realtors.

MOTION by Board Member Lech, **SECOND** by Board Member Cuevas: To **APPROVE** the request to appropriate funds from the Historic Preservation Fund to pay the Landmark Legacy book production cost to Crown Printing for \$28,141.45, repay to the General fund \$3,478.55, for a total of \$31,619.16 and to accept revenue generated by book sales into the Historic Preservation Fund.

MOTION CARRIED unanimously.

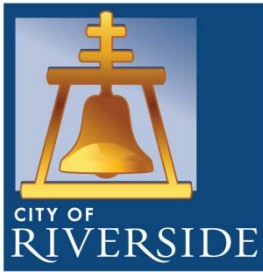
MINUTES:

The minutes of July 21, 2016 were continued to next meeting.

ADJOURNMENT:

The meeting was adjourned at 4:00 p.m. to the next meeting of October 17, 2016.

Minutes approved as presented at the October 17, 2016 meeting.



HISTORIC PRESERVATION FUND COMMITTEE

Minutes

October 17, 2016

City of Arts & Innovation

October 17, 2016, 2:00 p.m.
Art Pick Council Chamber
City Hall, 3900 Main Street

COMMITTEE MEMBERS PRESENT: Councilman Mike Gardner, John Field, Michelle Gilleece, Steve Lech, Dave Leonard

STAFF PRESENT: Erin Gettis, Historic Preservation Officer/Principal Planner
Anthony Beaumon, Deputy City Attorney
Scott Watson, Assistant Planner

Chairman Gardner called the meeting to order at 2:00 p.m.

COMMENTS FROM THE AUDIENCE:

Richard Savage, 4458 Rosewood Place, inquired if his request was on the agenda?

Chair Gardner explained that the format of today's meeting was different. Staff has presented a funding plan, instead of individual cases. Mr. Savage is on the agenda and noted that everyone would have an opportunity to speak to their request.

DISCUSSION CALENDAR:

Historic Preservation Funding Committee Grant Cycle IV Funding Plan with a total disbursement of \$102,869 for nineteen (19) grant applications, which have been ranked based on criteria established by the committee.

Erin Gettis, Historic Preservation Officer, explained the funding plan proposed by staff. She stated that there are three current revenues for this program: sales from the "Landmark Legacy book", interest and monies returned from grants that have failed to perform.

Chair Gardner pointed out that there is potential for someone who is not funded today to still qualify, if any of the previously awarded grants fail to perform and go forward with their project.

Scott Watson, Assistant Planner, presented the staff report and update of the projects funded to date. This grant cycle has generated 19 eligible applications with a total award recommendation of \$102,869.00. The total amount awarded to date is \$302,903.50 with a balance remaining for future award of \$2,596.89. He stated each project was ranked using the ranking system recommended by this Committee. He reviewed each of the applications and the grant award recommended for each:

	Case #	Applicant	Address	Amount Requested	Matching Funds	Amount Recommended
1	P16-0125	Gladys Brown	4159 Mission Inn Av.	\$11,062.50	\$11,062.50	\$11,062.00
2	P16-0571	Kathy Allavie	2490 Prince Albert Dr.	\$25,000	\$35,000.00	\$25,000.00
3	P16-0583	Michele Cary	3692 Larchwood Pl	\$22,807.00	\$0 – hardship	\$22,807.00
4	P16-0577	Shwu-Ying Jong	3728 Rosewood Pl.	\$10,000.00	\$10,000.00	\$10,000.00
5	P16-0588	Stephen Gaskin	4925 Brockton Av	\$9,000.00	\$9,000.00	\$9,000.00
6	P16-0575	Karen Stegmann	4957 Magnolia Av	\$25,800.00	\$1,804 – hardship	\$25,000
7	P16-0596	Yung Yuan Koa	3944 Fourth St	\$25,000.00	\$50,000.00	\$0
8	P16-0480	Keith Townsend	5643 Magnolia Av	\$16,852.00	\$16,852.00	\$0
9	P16-0591	Barbara Pope	4595 University Ave	\$25,000.00	\$77,499.00	\$0
10	P16-0548	Kaitlin Chell	4404 Ninth St.	\$4,870.00	\$4,870.00	\$0
11	P16-0574	Richard Savage	4458 Rosewood Pl.	\$5,000.00	\$5,000.00	\$0
12	P16-0597	Cherie Robinson	2691 Orange St.	\$11,257.50	\$11,257.50	\$0
13	P16-0595	Mark Francisco	4040 Fourth St.	\$25,000.00	\$25,000.00	\$0
14	P16-0594	Kathe Mate	3057 Locust St	\$25,000.00	\$0 – hardship	\$0
15	P16-0569	Rogelio Garcia	3746 Farnham Pl.	\$25,000.00	\$6,200.00	\$0

	Case #	Applicant	Address	Amount Requested	Matching Funds	Amount Recommended
16	P16-0590	Evergreen Memorial - Kathie Allavie, President	4414 Fourteenth St.	\$15,000.00	\$15,838.80	\$0
17	P16-0587	Andria Kruse	3680 Ramona Dr.	\$25,000.00	\$0	\$0
18	P16-0592	Jack MacPhetridge	5081 Magnolia Av.	\$12,500.00	\$16,000.00	\$0
19	P16-0593	Michelle Hong	4570 Beatty Dr.	\$11,200.00	\$12,460.00	\$0

Mr. Watson announced that staff did receive two letters of support, one for Kathy Allavie, P16-0571, and one for Stephen Gaskin, P16-0588.

Board Member Leonard inquired why additional projects could not be added and whomever completes their project first is awarded the grant funds?

Ms. Gettis responded that staff looked at other funding programs such as the CDBG program, as a procedural model. In regard to the suggestion, it would be unfair to expect someone to complete their construction and not know if they would be funded, especially as there are two hardship cases in this round of applications. The Committee can make modifications to the funding program. Staff has made these recommendations following the criteria provided by the Committee. The award maximum is \$25,000 and anything over that would require City Council approval.

Board Member Field inquired how the reimbursement process would work for the hardship projects.

Ms. Gettis explained that it would depend on the applicant's situation. The cases that aren't hardship applications, it is always on a reimbursement process. Under the hardship case, staff will work with the applicant in measurable milestones to which they can submit invoices intermittently on a case by case basis.

Chair Gardner referred to number 6, P16-0575, Karen Stegmann. This is a hardship grant request and staff is recommending to fund a little less than the full amount. Is the applicant able to provide the additional amount to complete the project successfully?

Mr. Watson indicated that based on the application received, the applicant has said she is able fund \$1,804 of the project. Staff can take the approach as recommended by Ms. Gettis taking the project in milestones. Whether or not she can afford the \$1,804, he deferred to the applicant.

Chair Gardner noted this was a relatively small amount but that it was also important for the Committee to understand the project and ensure the funding will be successful. He called Ms. Stegmann to the podium and asked if she was confident to successfully complete the project.

Ms. Karen Stegmann stated that the total for this project was \$27,604. She stated she is currently having difficulty with her finances and it was extremely tight. She did not have any extra money and to cover \$1,000 would be stretching it. She stated she really needed this project but was going through a financial hardship at the moment.

Chair Gardner asked if staff were prepared to take this case to City Council, should the Committee recommend allocating the remaining dollars towards this project.

Ms. Gettis stated that there is sufficient funds to fully fund the project and staff would be prepared to submit the project for City Council approval.

Chair Gardner inquired if staff had a rough idea of the amount to be generated from the book sales?

Ms. Gettis responded that it is expected that the books will generate \$40,000 in sales. To date the amount sold has been \$4,400.

Chair Gardner asked if there was anyone in the audience that would like to speak. He asked that they come up based on the order of the applications.

1. P16-0125 - Gladys Brown thanked the Committee for sending her away without any funds during the last cycle. She followed the Committee's recommendation to examine why the cracks were occurring and realized she had a foundation issue. She feels, as a homeowner, she is in better position to feel safe and secure in her home. Also, she looked at the recommendations and tailored it down to the foundation, code violations and hoped that the Committee can see she was very conscientious in following the Committee's advice and suggestions.
2. P16-0571 - Kathy Allavie distributed pictures of the roof line of her home. The roof is the most unique thing about this home. The roof line is incredibly unique to the home and to Riverside. It has been an incredible effort to find qualified people to roof and qualified materials to reroof her home with.

Board Member Lech inquired what the Fire Department's recommendation is regarding the use of cedar shakes.

Ms. Allavie replied that she will have to obtain a variance from the Fire Department and she will have to treat the cedar shakes. She cannot obtain new insurance unless she removes the cedar shakes but her current insurance company will still cover her home.

3. P16-0583 – Michele Cary stated she was grateful that her project was recommended for funding. She thanked staff and the Committee.
4. P16-0577 – no one was present to speak.
5. P16-0588 – Ms. Gaskins stated she was grateful and appreciative for the consideration of her home.
6. P16-0575 – Karen Stegmann thanked everyone for their consideration and assistance.
7. P16-0596 – Heather MacFletcher, asked if there should be additional funding, would the applications be considered in this same order?

Ms. Gettis explained that the cases were in order of staff's evaluation. She suggested, with the City Attorney representative's review, that additional of language be added so that the unfunded applications received this cycle are be eligible to reapply in the future

should there be additional funding. It would be staff's recommendation to run a new application cycle and accept new applications in the future should additional funds be available, rather than continuing today's applications for future consideration.

8. P16-0480 – no one was present to speak.
9. P16-0591 – Regan Pope, wondering if there were any emergency funds or a different funding source?

Ms. Gettis suggested the Riverside Housing Development Corporation (RHDC) and provided Ms. Pope with her card.

10. P16-0548 – Kaitlyn Chell, stated that the description of her project is not accurate. She submitted solely for exterior painting. She noted that she was in a high traffic area at the corner of Ninth and Pine. She has requested the least amount of funding this cycle. She has put in \$30,000 into structural issues for her home.

Mr. Watson stated that the project description in the staff report is an error, however, the evaluation and ranking was done by the information provided in the application. The project was also noticed based on the actual application.

Chair Gardner stated he would recommend Ms. Chell reapply at a future date.

11. P16-0574 – no one was present to speak.
12. P16-0597 – no one was present to speak.
13. P16-0595 - no one was present to speak.
14. P16-0594 - no one was present to speak.
15. P16-0569 – Larnie Omingo, representing her brother-in-law, spoke in support of Mr. Garcia's request for grant funds.

Chair Gardner recommended they work with staff to see if they can reapply in the next round of funding.

16. P16-0590 – Evergreen Memorial – Kathy Allavie, President, stated it was hard to obtain funding for the cemetery. The cemetery is a valuable historic resource and needs support.

Board Member Field asked Ms. Allavie to contact the County Supervisor's office to discuss possible funding.

17. P16-0587 – no one was present to speak.
18. P16-0592 – no one was present to speak.
19. P16-0593 – no one was present to speak.

The public comment period was closed.

MOTION by Board Member Lech, **SECOND** by Board Member Field: To 1) Approve the recommendations of the Grant Cycle IV Funding Plan; 2) Authorize the City Attorney's Office to prepare the standard HPFC Contracts, and authorize the City Manager, or his designee, to execute such Agreements; 3) Authorize the Cultural Heritage Board staff to assist in executing the

program. The Board also recommended that Planning Case: P16-0575, 4957 Magnolia Avenue, requested by Karen Stegmann be forwarded to the City Council for approval of \$27,604.00

MOTION CARRIED unanimously.

Chair Gardner encouraged everyone who did not receive funding this round to check back in the future. He hopes to brooch the subject, if he Committee agrees, to the City Council in an effort to obtain their support to generate additional funds.

ITEMS FOR FUTURE AGENDAS:

Chair Gardner asked staff to consider a mitigation fund for historic properties to be demolished. Would there be value in a process where someone can buy mitigation to demolish something that clearly has historic value that may be outweighed by other circumstances? This isn't something this Committee could approve but it could potentially be a source of revenue for this fund. The proposal would need to go through the Cultural Heritage Board, Planning Commission and City Council but it is a discussion worth having.

Ms. Gettis added that staff has been creating a list of ideas to reinvigorate the fund and will add this suggestion to the list. Staff will be requesting meetings in the future to discuss pathways forward on this.

MINUTES:

The minutes of July 21 and September 9, 2016 were approved as presented.

MOTION by Chair Gardner, **SECOND** by Board Member Gilleece: To **APPROVE** the minutes of July 21, 2016.

MOTION CARRIED: Unanimously

MOTION by Board Member Lech, **SECOND** by Board Member Field: To **APPROVE** the minutes of September 9, 2016.

MOTION CARRIED:

AYES: Gardner, Field, Lech

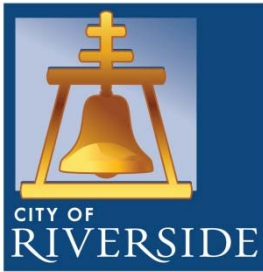
NOES: None

ABSTAIN: Gilleece, Leonard

ADJOURNMENT:

The meeting was adjourned at 3:00 p.m. to the next meeting to be determined.

Minutes approved as presented at the January 13, 2017 meeting.



HISTORIC PRESERVATION FUND COMMITTEE

Minutes

January 13, 2017

City of Arts & Innovation

January 13, 2017, 2:00 p.m.
Art Pick Council Chamber
City Hall, 3900 Main Street

COMMITTEE MEMBERS PRESENT: Councilman Mike Gardner, Steve Lech, Dave Leonard

STAFF PRESENT: Erin Gettis, Historic Preservation Officer/Principal Planner
Anthony Beaumon, Deputy City Attorney
Scott Watson, Assistant Planner

Chairman Gardner called the meeting to order at 2:00 p.m.

COMMENTS FROM THE AUDIENCE:

There were no comments from the audience.

DISCUSSION CALENDAR:

PLANNING CASE P15-0740: Request by City of Riverside Parks, Recreation and Community Services Department for a two-year time extension to complete project associated with the previously approved \$25,000 grant awarded on October 13, 2015 to repair and restore the St. Francis Falls waterfall/grotto at the end of Buena Vista Drive/Scout Lane in Carlson Park which is City Landmark #14, at 4700 Buena Vista Avenue, in the Public Facilities and Cultural Resources Overlay Zones, in Ward 1. 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).

Scott Watson, Assistant Planner, presented the staff report. A written request was received Alisa Sramala, Trail Coordinator for the Parks, Recreation and Community Services Department which explains that additional time is needed to coordinate with various work forces and accommodating various schedules.

The public comment period was closed.

MOTION by Board Member Leonard, **SECOND** by Board Member Cuevas: To Approve a one-year time extension for Planning Case P15-0740. The new expiration date will be December 31, 2017.

MOTION CARRIED unanimously.

PLANNING CASE P15-0746: Request by Jack MacPhetridge for a one-year time extension to complete project associated with the previously approved \$12,500 grant awarded on October 13, 2015 to restore and repaint a single family residence and garage which is eligible for Landmark designation at 5081 Magnolia Avenue, in the Magnolia Avenue Specific Plan R-1-7000-CR—Single Family Residential and Cultural Resources Overlay Zones, in Ward 1. 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).

Scott Watson, Assistant Planner, presented the staff report. Mr. MacPhetridge is requesting the time extension due to delays in contractor's schedule to complete the project.

The public comment period was closed.

MOTION by Board Member Cuevas, **SECOND** by Board Member Leonard: To Approve a one-year time extension for Planning Case P15-0746. The new expiration date will be December 31, 2017.

MOTION CARRIED unanimously.

PLANNING CASE P15-0750: Request by Michelle Hong for a one-year time extension to complete project associated with the previously approved \$13,800 grant awarded on October 13, 2015 to restore/repair/repaint windows, replace gutters, and replace garage door at a single family residence which is a contributor to the Palm Heights Historic District at 4570 Beatty Drive, in the R-1-7000-CR Single Family Residential and Cultural Resources Overlay Zones, in Ward 3. 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).

Scott Watson, Assistant Planner, presented the staff report.

The public comment period was closed.

MOTION by Board Member Leonard, **SECOND** by Board Member Cuevas: To Approve a one-year time extension for Planning Case P15-0750. The new expiration date will be December 31, 2017.

MOTION CARRIED unanimously.

ITEMS FOR FUTURE AGENDAS:

Erin Gettis, Historic Preservation Officer, stated there were no items to report.

MINUTES:

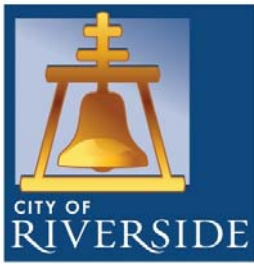
The minutes of October 17, 2016 were approved as presented.

MOTION by Board Member Leonard, **SECOND** by Board Member Cuevas: To **APPROVE** the minutes of October 17, 2016.

MOTION CARRIED: Unanimously

ADJOURNMENT:

The meeting was adjourned at 2:11 p.m. to the next meeting to be determined.

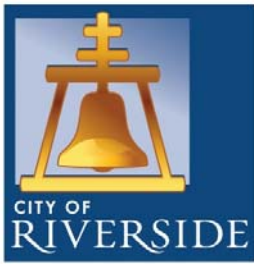


HISTORIC PRESERVATION FUND COMMITTEE Minutes April 10, 2017

City of Arts & Innovation

April 10, 2017, 3:30 p.m.
Art Pick Council Chamber
City Hall, 3900 Main Street

The April 10, 2017 Historic Preservation Fund Committee was cancelled due to lack of business.

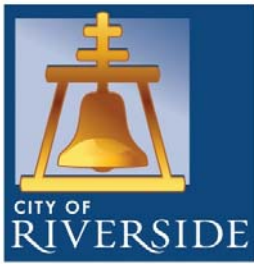


HISTORIC PRESERVATION FUND COMMITTEE Minutes July 10, 2017

City of Arts & Innovation

July 10, 2017, 2:00 p.m.
Art Pick Council Chamber
City Hall, 3900 Main Street

The July 10, 2017 Historic Preservation Fund Committee was cancelled due to lack of business.



HISTORIC PRESERVATION FUND COMMITTEE

Minutes

July 31, 2017

City of Arts & Innovation

July 31, 2017, 2:00 p.m.
Art Pick Council Chamber
City Hall, 3900 Main Street

COMMITTEE MEMBERS PRESENT: Councilman Mike Gardner, James Cuevas, Steve Lech, Dave Leonard

STAFF PRESENT: Erin Gettis, Historic Preservation Officer/Principal Planner
Anthony Beaumon, Deputy City Attorney
Scott Watson, Assistant Planner

Chairman Gardner called the meeting to order at 2:00 p.m.

COMMENTS FROM THE AUDIENCE:

There were no comments from the audience.

DISCUSSION CALENDAR:

PLANNING CASE P15-0166: Request by Jeyan Danesh for a second one-year time extension to complete project associated with the previously approved \$10,000, Historic Preservation Fund Grant awarded on April 13, 2015, Grant is for foundation repair at a single-family residence, a Contributor to the Heritage Square Historic District and a City Structure of Merit, located at 3354 Orange Street, within the DSP-CR-Downtown Specific Plan and Cultural Resources Overlay Zone, in Ward 1. 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).

Scott Watson, Assistant Planner, presented the staff report. He explained that the applicant is requesting a second one-year time extension to complete the previously approved project.

Mr. Jeyan Danesh, 3354 Orange Street, stated that the issues with the previous contractor have been resolved. They feel confident in proceeding with the project with completion of the project well before the year end.

The public comment period was closed.

MOTION by Board Member Lech, **SECOND** by Board Member Leonard: To Approve a one-year time extension for Planning Case P15-0166. The new expiration date will be July 31, 2018.

MOTION CARRIED unanimously.

PLANNING CASE P16-0116: Request by Jerald Rossow for a one-year time extension to complete project associated with the previously approved \$14,778 Historic Preservation Fund Grant, awarded on April 11, 2016. Grant is to paint detached garage and single-family residence, a Contributor to the Wood Streets Neighborhood Conservation Area, located at 4959 Brockton Avenue, within the R-1-7000 Single Family and Cultural Resources Overlay Zone, Ward 1. 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).

Scott Watson, Assistant Planner, presented the staff report. He stated Mr. Rossow is requesting a one-year time extension.

Jerald Rossow, 4959 Brockton Avenue, stated he had a new contractor, Gary Vedder, to do the painting of his home. Mr. Vedder has indicated he would not be able to commence work until September or October, 2017 due to a heavy workload. He stated he was very confident that Mr. Vedder would be able to complete the project.

The public comment period was closed.

MOTION by Board Member Leonard, **SECOND** by Board Member Lech: To Approve a one-year time extension for Planning Case P16-0116. The new expiration date will be July 31, 2018.

MOTION CARRIED unanimously.

PLANNING CASE P16-0137: Request by Melissa Harman 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. Grant is to remove the previously installed unpermitted staircase, restore the front porch, and paint front façade for a single-family residence, a Contributor to the Evergreen Quarter Historic District, located at 4392 Twelfth Street, within the R-1-7000 Single Family and Cultural Resources Overlay Zones, in Ward 1. 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).

Scott Watson, Assistant Planner, presented the staff report. He stated that Ms. Harman was requesting a three month time extension to complete the project.

Melissa Harman, 4392 Twelfth Street, explained that the contractor suffered an accident and the work on her home will be delayed. The contractor expects to start work in August. She requested a three month extension to complete the work.

The public comment period was closed.

MOTION by Board Member Cuevas, **SECOND** by Board Member Lech: To Approve a three month time extension for Planning Case P16-0137. The new expiration date will be March 31, 2018.

MOTION CARRIED unanimously.

FUND RECONCILIATION: Consideration of the Recommendation to accept \$69,792.86 in returned grant funds back into the Historic Preservation Fund for reimbursement pursuant to request of the Finance Division recommendation.

Erin Gettis, Historic Preservation Officer, updated the Committee on the Historic Preservation Trust Fund balance. In four grant cycles, a total of forty-four grants have been awarded for a total of \$684,260.91. She referred to the table in the report indicating the amounts to be returned to the fund. She stated that of the forty-four grants, seven were cancelled prior to execution of the grant agreements. This returned \$68,450 to the fund. Six of the grants were cancelled prior to the Grant Cycle IV meeting of October 17, 2016. Staff accounted for these cancelled grants (totaling \$55,950) when determining the funds available to be awarded at the October 17 meeting. However, this amount was not added to the public record, and needs to be recorded at this time at the recommendation of the Finance Department. Since the Grant Cycle IV meeting, an additional grant (\$12,500) was cancelled and another project came under budget by \$1,257.61. This allows an additional \$13,757.61 to be returned to the fund, bringing the balance of the fund to \$16,138.03.

MOTION by Board Member Lech, **SECOND** by Board Member Cuevas: 1. Accept the returned grant funding back into the Historic Preservation Fund in the amount of \$69,792.86; and 2. Direct staff to seek funding sources to reseed the Historic Preservation Fund and make presentation to the committee within 6 months time.

MOTION CARRIED unanimously.

ITEMS FOR FUTURE AGENDAS:

Erin Gettis, Historic Preservation Officer, commented that Kathy Allavie was awarded a grant to re-roof her home. Ms. Allavie's home has a decorative roof and she has been unable to locate a contractor to redo her roof. The homeowner will be investigating other roofing materials that may not be like for like material. Staff may need to call a special meeting in order to avoid the rainy season.

MINUTES:

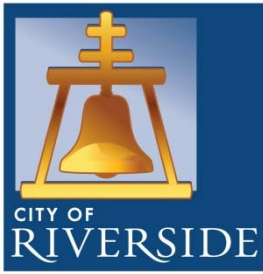
The minutes of January 13, 2017 were approved as presented.

MOTION by Board Member Leonard, **SECOND** by Board Member Lech: To **APPROVE** the minutes of January 13, 2017.

MOTION CARRIED: Unanimously

ADJOURNMENT:

The meeting was adjourned at 2:11 p.m. to the next meeting to be determined.



HISTORIC PRESERVATION FUND COMMITTEE Minutes October 16, 2017

City of Arts & Innovation

**October 16, 2017, 2:00 p.m.
Art Pick Council Chamber
City Hall, 3900 Main Street**

COMMITTEE MEMBERS PRESENT: Councilman Mike Gardner, Steve Lech, James Cuevas,
Michelle Gilleece

STAFF PRESENT: Jennifer Mermilliod, Contract Historic Preservation Senior
Planner
Scott Watson, Assistant Planner

Chairman Gardner called the meeting to order at 2:10 p.m.

COMMENTS FROM THE AUDIENCE:

There were no comments from the audience.

DISCUSSION CALENDAR:

PLANNING CASE P16-0571: Request by John and Kathy Allavie to amend the project description of the Grant Agreement associated with the previously approved \$25,000 grant awarded on October 17, 2016. Grant is for a like-for-like reroofing at a single-family residence at 2490 Prince Albert Drive (City Landmark #89 and City Structure of Merit #76), within the R-1-7000 Single Family and Cultural Resources Overlay Zone, Ward 2. 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)

Scott Watson, Assistant Planner, presented the staff report. He stated that on August 21, 2017 staff received a letter from Ms. Allavie expressing that she has been unable to find a contractor to fulfill the work in a like for like manner. The contract states that the work must be completed per Title 20 and the Secretary of the Interior's standards. Ms. Allavie is requesting to amend her contract to include compatible materials. This is appropriate with Title 20 and the Secretary of the Interior, provided the material matches the design, color, texture and visual quality of the existing. Clause #14 of the agreement states that the agreement may only be amended by mutual writing as approved by the HPFC or the City Council as appropriate.

Ms. Allavie stated that after 2 ½ years, she has given up on possibility of replacing the roof with a wood shake roof. There aren't any workers out there that do this kind of work anymore. She is having trouble finding a composite replacement due the wrapped nature of the rounded corners. She stated she was still looking for competent contractors.

The public comment period was closed.

MOTION by Board Member Lech, **SECOND** by Board Member Cuevas: To Approve the applicant's request to amend the Grant Agreement for Planning Case P16-0571.

MOTION CARRIED unanimously.

PLANNING CASE P17-0751: The applicant is requesting continuance to a date to be determined. Proposed Historic Preservation Fund Grant request by the City of Riverside Public Works Department for up to \$12,500 for an up to \$25,000 documentation project to assist removal and future reconstruction of a fallen 1927 Pergola in the public right-of-way. The Pergola is a Contributor to the locally-designated and NRHP-eligible 7th Street Historic District (Landmark #40), and adjacent to John W. North Park, City Landmark #27, located at the southeasterly corner of Mission Inn and Vine Streets, in Ward 2. It has been determined this project is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Guidelines Section 15269 (Emergency Actions).

Scott Watson, Assistant Planner, announced that the applicant is requesting a continuance to a date as yet to be determined.

MOTION by Board Member Gilleece, **SECOND** by Board Member Lech: To **Continue** Planning Case P17-0751 off-calendar.

MOTION CARRIED unanimously.

ITEMS FOR FUTURE AGENDAS:

There were no items for future agendas to discuss.

MINUTES:

The minutes of July 31, 2017 were approved as presented.

MOTION by Board Member Lech, **SECOND** by Board Member Cuevas: To **APPROVE** the minutes of July 31, 2017

MOTION CARRIED:

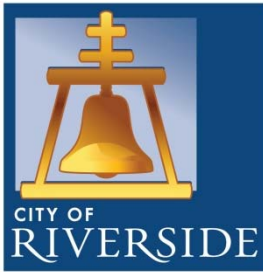
AYES: Cuevas, Gardner, Lech

NOES: None

ABSTENTION: Gilleece

ADJOURNMENT:

The meeting was adjourned at 2:23 p.m. to the next meeting to be determined.



HISTORIC PRESERVATION FUND COMMITTEE Minutes January 8, 2018

City of Arts & Innovation

January 8, 2018, 2:00 p.m.
3rd Floor, Large Conf. Room
City Hall, 3900 Main Street

*Minutes Approved As Presented
at the April 16, 2018 Meeting.*

COMMITTEE MEMBERS PRESENT: Councilman Mike Gardner, James Cuevas, Steve Lech,
Charles Tobin

STAFF PRESENT: Erin Gettis, Historic Preservation Officer
Scott Watson, Assistant Planner

The meeting was suspended until 3:30 pm, due to lack of a quorum.

Chairman Gardner called the meeting to order at 3:30 p.m.

COMMENTS FROM THE AUDIENCE:

There were no comments from the audience.

DISCUSSION CALENDAR:

PLANNING CASE P15-0740: Request by City Parks, Recreation And Community Services Department to amend the project end date of the Memorandum of Understanding to match the approved Conditions of Approval for the previously approved \$25,000 Historic Preservation Fund Grant, awarded on April 13, 2015. Grant is for the repair and restoration of the St. Francis Falls waterfall/grotto at the end of Buena Vista Drive/Scout Lane in Carlson Park, in the Public Facilities and Cultural Resources Overlay Zones, in Ward 1. 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).

Scott Watson, Assistant Planner, presented the staff report. He noted that the Historic Preservation Fund Committee (HPFC) approved the project October 13, 2015. Item #9 (Project End Date) of MOU Agreement executed by the City states, "The Project shall be completed within one year or by December 31, 2016 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." However, the approved Conditions state, "All work shall be completed within one year of this award of grant funding, or in accordance with the State Department of Parks and Recreation grant deadline, whichever is later."

The HPFC approved a one year extension on January 13, 2017, making a new expiration date of December 31, 2017. On November 27, 2017, staff received written request from the applicant requesting to amend the executed MOU to match the Conditions of Approval. This will extend the project end date until the State Department of Parks and Recreation grant deadline, which is June 30, 2020. The applicant has also indicated that additional time is needed to coordinate with various work forces and accommodating various schedules.

MOTION by Board Member Lech, **SECOND** by Board Member Tobin: To Approve the applicant's request to amend the Memorandum of Understanding (MOU) for Planning Case P15-0740, to change the Project End Date to match the Conditions of Approval, which states, "All work shall be completed within one year of this award of grant funding, or in accordance with the State Department of Parks and Recreation grant deadline, whichever date is later."

MOTION CARRIED unanimously.

PLANNING CASE P16-0571: Request by Kathy Allavie for a one-year time extension to complete project associated with the previously approved \$25,000 Historic Preservation Fund Grant, awarded on October 17, 2016. Grant is to reroof at a single family residence (James M. Wood House, City Landmark #89) and garage, located at 2490 Prince Albert Drive in the RC-CR, Residential Conservation and Cultural Resources Overlay Zones, in Ward 2. 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).

Scott Watson, Assistant Planner, presented the staff report. The applicant has submitted a request for a one year time extension. The request expresses that the project completion has been delayed due to the inability to find a contractor able to complete the work.

Kathy Allavie, applicant, stated she has hired a contractor to do the work, cost estimated \$123,000 for the reroof.

MOTION by Board Member Lech, **SECOND** by Board Member Tobin: To approve the requested one-year time extension for Planning Case P16-0571 to February 21, 2018.

MOTION CARRIED unanimously.

PLANNING CASE P16-0577: Request by Shwu-Ying Jong for one-year time extension to complete project associated with the previously approved \$10,000 Historic Preservation Fund Grant, awarded on October 17, 2016. Grant is to reroof at a single-family residence located at 3728 Rosewood Place, a Contributor to the Wood Streets Neighborhood Conservation Area, within the R-1-7000-CR, Single Family Residential and Cultural Resources Overlay Zones, in Ward 1. 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).

Scott Watson, Assistant Planner, presented the staff report. The applicant has requested a one year time extension. The applicant has indicated that the project completion was delayed due to the contractor being unavailable until 2018.

MOTION by Board Member Lech, **SECOND** by Board Member Tobin: To approve the requested one-year time extension for Planning Case P16-0577 to February 21, 2018.

MOTION CARRIED unanimously.

PLANNING CASE P16-0583: Request by Michele Carry for one-year time extension to complete project associated with the previously approved \$22,807 Historic Preservation Fund Grant, awarded on October 17, 2016. Grant is to reroof and repaint the trim on the house and garage at a single-family residence located at 3692 Larchwood Place, a Contributor to the Wood Streets Historic District, Wood Streets Neighborhood Conservation Area, and City Structure of Merit, within the R-1-7000-CR, Single Family Residential and Cultural Resources Overlay Zones, in Ward 1. 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).

Scott Watson, Assistant Planner, presented the staff report. The applicant has requested a one year time extension. The painting contractor has been unresponsive, thus requiring Ms. Carry to hire a new contractor.

Michele Carry was present for any questions.

MOTION by Board Member Lech, **SECOND** by Board Member Tobin: To approve the requested one-year time extension for Planning Case P16-0583 to February 21, 2018.

MOTION CARRIED unanimously.

FUND RECONCILIATION: Consideration of the Recommendation to accept \$19,912.50 in returned grant funds back into the Historic Preservation Fund for reimbursement pursuant to request of the Finance Division recommendation.

Scott Watson, Assistant Planner, presented the staff report. He stated that the Historic Preservation Trust Fund (Fund) was initiated in 2013 with \$600,100 and subsequently gained interest and book sales for a total of \$633,138.22. The Historic Preservation Fund Committee (HPFC) began awarding grant funds in April of 2015. In four grant cycles a total of forty-four grants have been awarded for a total of \$684,260.91. On July 31, 2017, the HPFC accepted \$69,792.86 in returned funds back into the fund, some of which had already been distributed during the Grant Cycle IV meeting on October 17, 2016. The returned grants brought the balance of the fund to \$16,138.03.

Since the July 31, 2017, two grants were cancelled or expired, totaling \$19,912.50. The returned grant funding, along with additional book sales and interest, brings the balance of the fund to \$37,582.67.

MOTION by Board Member Lech, **SECOND** by Board Member Tobin: To accept the returned grant funding back into the Historic Preservation Fund in the amount of \$19,912.50.

MOTION CARRIED unanimously.

ITEMS FOR FUTURE AGENDAS:

Board Member Cuevas arrived at this time.

Board Member Tobin asked that items be added for discussion at the April 9th meeting. He would like to discuss the financial incentives in Title 20: Façade Donation Program, Mills Act, Historic Tax Credit, and Historic Preservation Fund. He noted that the HPFC only has purview over the Historic Preservation Fund.

It was a consensus of the Committee that a discussion of these programs as well as a discussion of ideas for future funding of the Historic Preservation Fund would be a worthwhile.

Mr. Watson stated that based on the current discussion, two items for a future agenda would be: 1. Global discussion of preservation incentives; and 2. Methods of receiving funds.

Anthony Beaumon, Deputy City Attorney, suggested workshops on these topics: to investigate future funding streams and possible future trajectories of historic preservation.

Board Member Tobin expressed his concern regarding the noticing of this workshop. He would like to receive input from other organizations and citizens. He asked if an outreach could be done for this meeting.

Ms. Gettis also indicated that she would like to agendize staff's presentation to the Old Riverside Foundation regarding the Historic Preservation Fund. She stated that she and Mr. Watson pulled this presentation together and would like the Committee's input about presenting this to the City Council as well. Overall the accomplishments of the Fund have been extraordinary. She commented that it would also frame the topics to be discussed at the next meeting.

MINUTES:

The minutes of October 16, 2017 were approved as presented.

MOTION by Board Member Lech, **SECOND** by Board Member Cuevas: To **APPROVE** the minutes of July 31, 2017

MOTION CARRIED:

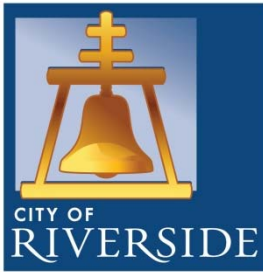
AYES: Cuevas, Gardner, Lech

NOES: None

ABSTENTION: Tobin

ADJOURNMENT:

The meeting was adjourned at 4:15 p.m. to the next meeting to be determined.



HISTORIC PRESERVATION FUND COMMITTEE

Minutes

April 16, 2018

City of Arts & Innovation

April 16, 2018, 2:00 p.m.
3rd Floor, Large Conf. Room
City Hall, 3900 Main Street

COMMITTEE MEMBERS PRESENT: Councilman Mike Gardner, James Cuevas, Steve Lech,
Charles Tobin

STAFF PRESENT: Anthony Beaumon, Deputy City Attorney
Scott Watson, Assistant Planner

Chairman Gardner called the meeting to order at 2:02 p.m.

COMMENTS FROM THE AUDIENCE:

There were no comments from the audience.

Member James Cuevas arrived at this time.

DISCUSSION CALENDAR:

Update on Status of Historic Preservation Fund

Scott Watson, Assistant Planner, presented a power point on the status of the Historic Preservation Fund. There have been 44 grants awarded to date, most of which were for the Historic Preservation Fund Construction projects. To date, over \$615,000 has been awarded. 31 single family residences have been rehabilitated, 3 museum facilities have been rehabilitated, 2 public street features, 1 multi-family apartment building, 1 commercial building, 1 public park facility, and 325 Landmark Legacy Books have been sold. Sales have totaled approximately \$13,400. Combining book sale funds with the return grant funds brings the balance of the Historic Preservation Fund to \$37,582.67. The fund has been used to leverage over 1.56 million of reinvestment back into the community.

MOTION by Committee Member Gardner, **SECOND** by Committee Member Cuevas : To receive and file the report.

MOTION CARRIED unanimously.

WORKSHOPS:

Workshop for the Purpose of Reseeding the Historic Preservation Trust Fund

Scott Watson, Assistant Planner, presented the matrix that staff created of Potentials for Reseeding the Historic Preservation (HP) Fund.

Board Member Cuevas asked if any other Cities have been successful in applying for grants from national private entities or foundations.

Mr. Watson responded that he did not know of any that had done so in the same manner where they had applied for grants to reseed a fund to then get more grants. Most Historic Preservation grants are focused on Planning projects.

Board member Cuevas commented that it might behoove them to take a look at local opportunities to see if there are any impact funds that are specifically targeted for monies back into the community. That may be an avenue of additional funding.

Mr. Watson replied that there finding such grants would require a lot of time and effort by staff to research, but that staff was willing to do so.

Board Member Tobin added that looking into tax deductions for donations to the HP Fund would be helpful.

Mr. Watson responded that because the HP Fund Committee was created by ordinance, staff would have to investigate how to do that.

Board Member Tobin said he would add the issue of foundations as a separate item on the matrix. Board Member Tobin also stated that the Marx Act is another item which needs to be given consideration, which allows for public jurisdiction to do up to 3 million dollars in tax exempt financing. Member Tobin also stated that perhaps the City could match donated funds and tell donor's up front that funds would be matched.

Board Member Tobin asked if the City has ever given certificates of participation.

Chair Gardner formally recognized written comments from members of the Old Riverside Foundation and asked that the suggestions and concerns be considered.

Chair Gardner noted that everyone has a foundation and that it is very difficult to raise money. In response to Member Tobin's suggestion, Chair Gardner stated that the City may be hesitant to issue certificates of participation against a revenue source that depends on charitable giving down the road because the City would ultimately be liable.

Chair Gardner said that he would better like to understand how Ontario and other areas of the county program's work. CEQA may be a barrier.

Mr. Watson briefly explained Ontario's 3-tier system and suggested that staff could try to have Ontario come do a presentation for them.

Chair Gardner commented that it would be valuable to continue the discussion with more public involvement. He would like to have more members of the historical preservation community present during the next quarterly meeting.

Board Member Lech asked if there was already some sort of tier's for our resources.

Mr. Watson explained that there was to a certain degree.

Board Member Lech commented that the tier method could be messy.

Chair Gardner gave two examples of the demolition of historical landmarks that did not have to go through mitigation.

Chair Gardner stated that he would like to go to a more detailed workshop and try to find a time and location where they can get more public involvement.

Mr. Watson mentioned that staff had discussed the fact that the more foundations are created, the more people you have fighting for the same funds.

Board Member Tobin reiterated the need for a way to give contributor's tax deductions and gave his personal experience with wanting to make a donation and it not being tax deductible.

Mr. Watson said he has been discussing the tax issue with the City Attorney as well as the finance team but does not have an answer as of yet.

Chair Gardner noted that the downside to a foundation is that they do require management to keep them going and make sure books are kept correctly. This would require time and effort. There is another possibility of running funds through the community foundation or umbrella 501C-3's who will accept a contribution for a nominal fee.

Member Tobin stated that interaction with other City programs should also be considered in regards to the matrix.

Mr. Watson asked for any final questions or concerns.

Chair Gardner complimented Scott and staff for creation of the matrix.

Chair Gardner resolved to start reaching out to the public and see what time of day and location would work for future workshop.

Mr. Watson asked Board Member Lech to reach out to members of his organization to see if they would like to attend. Mr. Watson asked if there are any other organizations that they would like to include.

Board Member Tobin suggested reaching out to Riverside African American Society, Victoria Avenue Forever, Woods Streets Association, Spanish Town Heritage Association.

Mr. Watson said he would work with the organizations to determine a date and time to schedule a meeting in replacement of the next quarterly meeting in July.

Board Member Tobin suggested historical location for next meeting.

Chair Garner noted that they may have covered item 4, Historic Preservation Incentives during this workshop.

Workshop for the Purpose of Discussing Historic Preservation Incentives

Board Member Tobin asked to see Landmarks List and explained color coding. Member Tobin asked who the program administrator for HP Fund is? The two arms, Planning and Economic Development, work in conjunction and must be brought together. In regards to City staffing restructuring, specifically the hiring of a new City Planner and a new Historic Preservation Officer, the City should consider the HP Fund issues.

Mr. Watson took note of this question.

Workshop for the Purpose of Discussing the Potentials to Review Grant Applications Outside of Established Application Period

Mr. Watson noted that no new application periods have been opened because, as stated previously, there is approximately \$30,000 in the fund. This would make the remaining funds very high demand. There are potential projects that these funds can be applied to.

Board Member Lech asked Mr. Watson what types of projects he was referring to?

Mr. Watson replied that there were various public projects or nonprofit projects being considered.

Board Member Cuevas asked if there was any requirement that the funds be spend by a certain date.

Mr. Watson and the other members agreed that the HP Fund was ongoing, there is no time frame.

Board Member Tobin posed the hypothetical case of an unsolicited application being received.

Deputy City Attorney, Anthony Beaumon noted that all applications received are technically unsolicited.

Chair Gardner posed the hypothetical situation of a really good project applying out of hardship needs.

Mr. Watson stated that currently applications may only be submitted during semi-annual grant cycles, except the application for bonafied emergency situations, as determined by the HPO, may be submitted at any time. Emergency projects will be added to the next regular meeting.

Deputy City Attorney, Anthony Beaumon explained that City charter defines emergency as a crisis of public health or to avoid imminent harm to the public. Planning may look to title 19 for further definition of emergency. Council would have to decide if the term emergency was to be redefined.

Board Member Cuevas asked if we can open another application window through HP Fund Committee discussion?

Board Member Tobin asked if we can open another window just for certain types of Planning projects? Politically it might not be a good idea to open up the window again.

Mr. Watson mentioned that in the past the committee has shown favor to rehabilitation projects and specifically denied some Planning projects.

Board Member Tobin stated that there is a hierarchy and that perhaps it should go back to council to re-do the hierarchy to focus more on Planning projects.

Mr. Watson pointed out that only projects on the first tier of the hierarchy have ever received grant funds.

Deputy City Attorney, Anthony Beaumon mentioned that it becomes a political issue when you have a specific type of project in mind. The council has every right to dispose of these funds as they see fit as long as it fits in the terms of the settlement agreement.

Chair Member Gardner noted that a better route might be go about it administratively.

Board Member Tobin re-stated that the ordinance for the HP Fund may be too restrictive.

Mr. Watson mentioned discussions he had with former Historic Preservation Officer, Erin Gettis where they both agreed that it may have been better to have a cap for how much could be spent during each grant cycle so that the fund could have lasted longer. Other thoughts of that nature were doing 1 or 2 cycles per year. That would be another discussion of whether or not the program should be modified.

Chair member Gardner noted that these issues cannot be resolved today. The council intentionally made the program rigid to avoid it getting misused. He would rather focus on how to build the fund back up rather than how to spend the remaining \$30,000.

ITEMS FOR FUTURE AGENDAS:

It was a consensus of the Committee that another workshop should take place in lieu of the next quarterly HP Fund Committee Meeting.

MINUTES:

The minutes of January 8, 2018 were approved as presented.

MOTION by Committee Member Lech, **SECOND** by Chair Member Gardner: To **APPROVE** the minutes of January 8, 2018 as presented.

MOTION CARRIED:

AYES: Gardner, Lech, Tobin

NOES: None

ABSTENTION: Cuevas

ADJOURNMENT:

The meeting was adjourned at 3:16 p.m. to the next meeting to be determined.