

# Certified Local Government Program -- 2018-2019 Annual Report

(Reporting period is from October 1, 2018 through September 30, 2019)

**INSTRUCTIONS:** This is a Word form with expanding text fields and check boxes. It will probably open as Read-Only. Save it to your computer before you begin entering data. This form can be saved and reopened.

Because this is a WORD form, it will behave generally like a regular Word document except that the font, size, and color are set by the text field.

- Start typing where indicated to provide the requested information.
- Click on the check box to mark either yes or no.
- To enter more than one item in a particular text box, just insert an extra line (Enter) between the items.

Save completed form and email as an attachment to [Lucinda.Woodward@parks.ca.gov](mailto:Lucinda.Woodward@parks.ca.gov). You can also convert it to a PDF and send as an email attachment. Use the Acrobat tab in WORD and select Create and Attach to Email. You can then attach the required documents to that email. If the attachments are too large (greater than 10mb total), you will need to send them in a second or third email.

## Name of CLG

City of Riverside

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

**Date of commission/board review:** March 18, 2020

## MINIMUM REQUIREMENTS FOR CERTIFICATION

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

#### A. Preservation Laws

1. What amendments or revisions, if any, are you considering to the certified ordinance? Please forward drafts or proposals.

**REMINDER:** Pursuant to the CLG Agreement, OHP must have the opportunity to review and comment on ordinance changes prior to adoption. Changes that do not meet the CLG requirements could affect certification status.

Within the next calendar year, City Planning staff anticipate amending Title 20 (Cultural Resources) of the Riverside Municipal Code to simplify the Certificate of Appropriateness appeal process, and add a parking standard exemption for historically designated non-residential structures.

Staff is continuing to review Title 20 for an overall clean up and streamlining process.

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

[https://library.municode.com/ca/riverside/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_TIT20CURE](https://library.municode.com/ca/riverside/codes/code_of_ordinances?nodeId=PTIICOOR_TIT20CURE)

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

1. During the reporting period, October 1, 2018 – September 30, 2019, what properties/districts have been locally designated?

Property Name/Address	Date Designated	If a district, number of contributors	Date Recorded by County Recorder
Bigelow's Bungalow	10/23/2018	N/A	10/25/2018
Walton-Merriman House	10/23/2018		10/25/2018
E.T. Watt Packing House	12/04/2018		12/07/2018
The Harbor	08/28/2018		09/27/2018
The Farmhouse Motel	06/04/2019		06/07/2019
The Lewis Guffin House	08/20/2019		08/23/2019

**REMINDER:** Pursuant to California Government Code § 27288.2, "the county recorder shall record a certified resolution establishing an historical resources designation issued by the State Historical Resources Commission or a local agency, or unit thereof."

2. What properties/districts have been de-designated this past year? For districts, include the total number of resource contributors?

Property Name/Address	Date Removed	Reason
None	N/A	N/A

## C. Historic Preservation Element/Plan

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1. Do you address historic preservation in your general plan? ☐ No  
☒ Yes, in a separate historic preservation element. ☐ Yes, it is included in another element.

Provide an electronic link to the historic preservation section(s) of the General Plan or to the separate historic preservation element. [https://www.riversideca.gov/planning/gp2025program/GP/16\\_Historic\\_Preservation\\_Element.pdf](https://www.riversideca.gov/planning/gp2025program/GP/16_Historic_Preservation_Element.pdf)

## D. Review Responsibilities

### 1. Who takes responsibility for design review or Certificates of Appropriateness?

☐ All projects subject to design review go the commission.

☒ Some projects are reviewed at the staff level without commission review. What is the threshold between staff-only review and full-commission review?

Certificate of Appropriateness is the responsibility of staff for minor projects and the Cultural Heritage Board (CHB) for major projects. Administrative authority on Certificate of Appropriateness are provided in Section 20.25.030 of Title 20 (Cultural Resources). Minor project COAs include: in-kind replacement of materials, re-roofing, painting, walls and fences, small additions with limited or no public visibility, restoration of integrity for prior inappropriate alterations, paving, landscaping, and signs. Staff decisions are appealable to the CHB. Staff may refer minor COA to the CHB if deemed necessary. Projects not reviewed by Staff are considered by the CHB. Appeals of CHB decisions are considered by the City's Land Use Committee and then the City Council.

### 2. California Environmental Quality Act

- What is the role of the staff and commission in *providing input* to CEQA documents prepared for or by the local government?

When CEQA documents are prepared for a General Plan, Specific Plan, or other Planning documents, initiated by the City, CHB Staff reviews and provides comments on the Cultural Resources Report, the Cultural Resources and Tribal Cultural Resources section of the Initial Study, and proposed mitigation. Staff provides a recommendation to Planning Commission for adoption by City Council.

What is the role of the staff and commission in *reviewing* CEQA documents for projects that are proposed within the jurisdiction of the local government?

A Development Review Committee (DRC) reviews development applications including any pre-applications. CHB Staff is part of the DRC and provides input for any historic preservation and archaeological related items. Projects subject

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to CEQA review are handled as follows:

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

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

- What is the role of the staff and commission in *providing input* to Section 106 documents prepared for or by; the local government?  
Section 106 reviews for City Projects, such as HUD-funded projects, are completed in-house in accordance with the City's Programmatic Agreement, which has been in effect since July 2002. For all other Section 106 projects, which are funded through the City, documents are prepared in-house or by qualified consultants to forward to SHPO for concurrence.
- What is the role of the staff and commission in *reviewing* Section 106 documents for projects that are proposed within the jurisdiction of the local government?  
City staff responds to all requests for comment under Section 106 and provides information on properties listed or found eligible for listing in the National Register.

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

### A. Commission Membership

Name	Professional Discipline	Date Appointed	Date Term Ends	Email Address
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Attach resumes and Statement of Qualifications forms for all members.

1. If you do not have two qualified professionals on your commission, explain why the professional qualifications not been met and how professional expertise is otherwise being provided.  
*The City of Riverside meets this requirement. Board Member Cuevas is a licensed Architect. Although retired, Board Member Lech was a Planner for the County of Riverside and is a published local historian.*
2. If all positions are not currently filled, why is there a vacancy, and when will the position will be filled? *N/A*

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

1. Is the staff to your commission the same as your CLG coordinator? ☒ Yes    ☐ No    If not, who serves as staff? Click or tap here to enter text.
2. If the position(s) is not currently filled, why is there a vacancy? *N/A*

Attach resumes and Statement of Qualifications forms for staff.

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

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## C. Attendance Record

Please complete attendance chart for each commissioner and staff member. Commissions are required to meet four times a year, at a minimum. If you haven't met at least four times, explain why not.

Commissioner/Staff	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
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## D. Training Received

Indicate what training each commissioner and staff member has received. Remember it is a CLG requirement is that all commissioners and staff to the commission attend at least one training program relevant to your commission each year. It is up to the CLG to determine the relevancy of the training.

Commissioner/Staff Name	Training Title & Description (including method presentation, e.g., webinar, workshop)	Duration of Training	Training Provider	Date
See attached table	Type here.	Type here.	Type here.	Type here.

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### **III. Maintain a System for the Survey and Inventory of Properties that Furthers the Purposes of the National Historic Preservation Act**

#### **A. Historical Contexts: initiated, researched, or developed in the reporting year (excluding those funded by OHP)**

**NOTE:** California CLG procedures require CLGs to submit survey results, including historic contexts, to OHP. (If you have not done so, submit an electronic copy or link if available online with this report.)

<b>Context Name</b>	<b>Description</b>	<b>How it is Being Used</b>	<b>Date Submitted to OHP</b>
<b>African American Civil Rights</b>	<b>The project includes the completion of a Historic Context Statement that uses the National Civil Rights Movement framework as the groundwork for the development of a local Context Statement focused on the African American community in Riverside.</b>	<b>The historic context statement and Multiple Property Documentation will be used as a framework for identifying properties that are significant under the African American Civil Rights context.</b>	<b>Currently in process</b>

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## B. New Surveys or Survey Updates (excluding those funded by OHP)

**NOTE:** The evaluation of a single property is not a survey. Also, material changes to a property that is included in a survey, is not a change to the survey and should not be reported here.

Survey Area	Context Based-yes/no	Level: Reconnaissance or Intensive	Acreage	# of Properties Surveyed	Date Completed	Date Submitted to OHP
None	Type here.	Type here.	Type here.	Type here.	Type here.	Type here.

How are you using the survey data? Type here.

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

### A. Public Education

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

Item or Event	Description	Date
Mills Act Workshop	Neighborhood Engagement Workshop about the City Mills Act program. The workshop provided information on how to apply for and maintain compliance with a Mills Act contract. Approximately 50 people in attendance.	January 4, 2019
Doors Open Riverside	The City of Riverside in partnership with the Old Riverside Foundation, the Riverside Arts Council, the Mission Inn Foundation and Museum, and the Riverside Downtown Partnership hosted the City's 3rd Annual Doors Open event. Approximately 23 historic-period buildings opened their doors for free tours. The event was expanded to areas outside the	May 11, 2019



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Item or Event	Description	Date
	downtown core. The attendance continued to be over 1,000 attendees.	

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

**NOTE:** OHP will forward this information to NPS on your behalf. Please read “Guidance for completing the Annual Products Report for CLGs” located at [http://www.nps.gov/clg/2015CLG\\_GPRA/FY2013\\_BaselineQuestionnaireGuidance-May2015.docx](http://www.nps.gov/clg/2015CLG_GPRA/FY2013_BaselineQuestionnaireGuidance-May2015.docx).

### **A. CLG Inventory Program**

During the reporting period (October 1, 2018-September 30, 2019) how many historic properties did your local government **add** to the CLG inventory? This is the total number of historic properties and contributors to districts (or your best estimate of the number) added to your inventory **from all programs**, local, state, and Federal, during the reporting year. These might include National Register, California Register, California Historic Landmarks, locally funded surveys, CLG surveys, and local designations.

Program area	Number of Properties added
Local	6

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

- During the reporting period (October 1, 2018-September 30, 2019) did you have a local register program to create local landmarks and/or local districts (or a similar list of designations) created by local law? ☒ Yes ☐ No
- If the answer is yes, then how many properties have been added to your register or designated from October 1, 2018 to September 30, 2019? Four properties were designated as City Landmarks and two was designated as a City Structure of Merit.

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## C. Local Tax Incentives Program

1. During the reporting period (October 1, 2018-September 30, 2019) did you have a Local Tax Incentives Program, such as the Mills Act? ☒ Yes ☐ No
2. If the answer is yes, how many properties have been added to this program from October 1, 2018 to September 30, 2019? A total of seven properties, including six residential and one commercial, were award Mills Act contracts.

Name of Program	Number of Properties Added During 2018-2019	Total Number of Properties Benefiting From Program
Mills Act	7	75

## D. Local "bricks and mortar" grants/loan program

1. During the reporting period (October 1, 2018-September 30, 2019) did you have a local government historic preservation grant and/or loan program for rehabilitating/restoring historic properties? ☒ Yes ☐ No
2. If the answer is yes, then how many properties have been assisted under the program(s) from October 1, 2018 to September 30, 2019? None

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

## E. Design Review/Local Regulatory Program

1. During the reporting period (October 1, 2018-September 30, 2019) did your local government have a historic preservation regulatory law(s) (e.g., an ordinance) authorizing Commission and/or staff review of local government projects or impacts on historic properties? ☒ Yes ☐ No
2. If the answer is yes, how many historic properties did your local government review for compliance with your local government's historic preservation regulatory law(s) from October 1, 2018 to September 30, 2019?  
11 historic properties were reviewed by the Cultural Heritage Board for Certificates of Appropriateness. 48 historic

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properties were reviewed by CHB Staff for Administrative Certificates of Appropriateness and over-the-counter approvals.

## F. Local Property Acquisition Program

1. During the reporting period (October 1, 2018-September 30, 2019) did you have a local program to acquire (or help to acquire) historic properties in whole or in part through purchase, donation, or other means? ☐ Yes ☒ No
2. If the answer is yes, then how many properties have been assisted under the program(s) from October 1, 2018 to September 30, 2019? Type here.

Name of Program	Number of Properties that have Benefited
N/A	Type here.

## IN ADDITION TO THE MINIMUM CLG REQUIREMENTS, OHP IS INTERESTED IN A SUMMARY OF LOCAL PRESERVATION PROGRAMS

- A. What are your most critical preservation planning issues? **The program currently has one full-time preservation planner with some administrative support which has allowed the City to assess the priorities of the program. The City is identifying ways to streamline processes to ensure that the high level of customer service and a strong historic preservation program continues.**
- B. What is the single accomplishment of your local government this year that has done the most to further preservation in your community? **Within this reporting cycle, the City's Latino Context Statement, completed in 2018, was awarded a Preservation Design Award from the California Preservation Foundation. The Latino Context was selected for its "impressive community engagement and breadth," which is a testament to the hard work of community members and City staff.**
- C. What recognition are you providing for successful preservation projects or programs? **Every 2 years, the Cultural Heritage Board reports to the City Council about accomplishments the have occurred within the last 18-month period. During this report successful historic preservation projects are highlighted and recognized.**

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- D. What are your local historic preservation goals for 2019-2020? **1) Complete the African American Civil Rights Context Statement; 2) Continue to work with the City GIS team to integrate the Historic Resources Database into the Citywide GIS update; 3) Prepare revisions to Title 20 (Cultural Resources) and submit to OHP for review; and 4) Apply for a CLG grant to complete an update to the Citywide Historic District Design Guidelines.**
- E. So that we may better serve you in the future, are there specific areas and/or issues with which you could use technical assistance from OHP? **OHP continues to be responsive to technical question as they arise.**
- F. In what subject areas would you like to see training provided by the OHP? How you like would to see the training delivered (workshops, online, technical assistance bulletins, etc.)?

Training Needed or Desired	Desired Delivery Format
CEQA, as applied to eligible structures and when the resource is considered eligible under CEQA.	Workshops, webinars

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

H. Is there anything else you would like to share with OHP? N/A

## XII Attachments (electronic)

- ☒ Resumes and Statement of Qualifications forms for **all** commission members/alternatives and staff
- ☒ Minutes from commission meetings
- ☐ Drafts of proposed changes to the ordinance
- ☐ Drafts of proposed changes to the General Plan
- ☐ Public outreach publications

Email to [Lucinda.Woodward@parks.ca.gov](mailto:Lucinda.Woodward@parks.ca.gov)