Review by Historic Preservation Commission for projects located in the Downtown National Register District or are otherwise Designated Landmarks.

DRAFT 6/29/07

The Downtown National Register District is the jewel of Woodland. The City is very fortunate to have many beautiful surviving structures that are representative of a very important period in development of Woodland and the region and State as a whole. Therefore, while Woodlands heritage is a source of local community pride, it is of State and National importance as well and should be regarded in that manner when contemplating changes or alterations.

Care should be taken with all repair and exterior work on buildings such that existing and future historic significance is not damaged or destroyed. Incremental changes that may seem small in themselves can contribute to the overall diminishing of the district and its character. The majority of the buildings are still in tact and ready to shine as a reflection of past efforts and future dreams.

What constitutes a project?

Any exterior change or modification or alteration to a structure that is a designated landmark or in a designated district, is located in a National Register District, or is a proposed demolition of a historical or potentially historical resource.

How Can I tell if my building is in a National Register District or is a designated landmark or historical resource?

The City keeps a copy of the California Historical Resource Status Code which lists the identified historical status for properties that have been surveyed in the City of Woodland. However, there are many properties that have yet to be surveyed that may be potential historic resources for the City.

What types of projects require HPC Review?

- Modification, additions, alterations including façade changes to buildings in the National Register district or to designated landmarks.
- Demolitions
- Review of the historical status of a potential historical resource which is proposed for demolition.

What types of changes or improvements are subject to review by HPC?

Section 12A-4-1 (a): No person shall demolish, remove, move, or make alterations which affect the exterior appearance of, or cause excavations which affect the exterior appearance of, a designated historical landmark, or undertake the same with respect to any structure located in a designated historical district, without first obtaining approval from the Historical Preservation Commission.

- Demolition
- Alterations
- Additions to existing buildings
- Modifications to building exterior including; materials, design, windows
- Paint if extremely garish or out of context

What is not subject to review by HPC?

- Interior changes, unless the applicant voluntarily requests that interior features be included.
- Painting
- Maintenance or Repair Work, that does not change the design, material or exterior appearance thereof;
- Work authorized by the Building Official upon written approval by the Community Development Department for protection or public safety.

Signs

Currently there are sign criteria included in the <u>Downtown Specific Plan</u>, Section 6.7. Generally signs that comply with these criteria shall be exempt from review. However, signs that are integral parts of a building, such as a mural, or which substantially affect the exterior of a structure, shall require review before the Historic Preservation Commission

What Review Criteria will the HPC be considering when they look at my application?

The Historical Preservation Commission will utilize the City's <u>Downtown Specific Plan</u> standards and guidelines. In addition, the Commission will defer to <u>The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and <u>Reconstructing Historic Buildings</u>. Other resources will be the policies and implementation of the City's <u>General Plan</u>. Also, for property owners seeking certification for Federal Tax benefits, <u>The Standards for Rehabilitation</u> in 36 CFR 67 should be used.</u>

In review of each application, the Commission shall consider the following criteria to the extent applicable:

- The historic value and significance, or the architectural value and significance, or both, of
 the designated historical landmark, the structure within a designated historical district, or
 the designated historical resource, and its relation to the historic value of the surrounding
 area;
- 2. The relationship of the exterior architectural features of the structure to the rest of the structure itself and to the surrounding area;
- 3. The general compatibility of the exterior design, arrangement, texture and material which is proposed by the applicant;
- 4. Plans for structures which have little or no historical value or plans for new construction for their compatibility with surrounding structures;
- 5. Conformance with guidelines and standards adopted by the Commission;
- 6. Conformance with the Woodland area General Plan.

What is the Review Process?

- Pre- application review
- Application for Alteration of a Historic Resource or Determination of Historic Status.
- Concurrent with Design Review or other entitlement applications

The Historic Preservation Commission meets once a month on the second Wednesday. Items must be complete with adequate information to address the applicable review criteria.

- Submittal Date for Historic Preservation Commission Wednesday, three weeks prior to the Meeting
- Staff Report Completion -
- Agenda Set Wednesday, two weeks before the meeting Date.
- Packet Mail out Thursday, before the Wednesday meeting.

Staff Evaluation

The Staff report shall provide information on the following:

- Project location and context
- Review of historical significance
- Existing Conditions and Proposed Changes
- Consistency review with applicable documents such as the Downtown Specific Plan, General Plan policies, Secretary of Interior Standards.
- Summary evaluation based on applicable review criteria contained in Ordinance 12A-4.
- Other relevant information about the property or site.
- Staff recommendation.

Submittal Requirements

See the specific detailed requirements listed in the Application for Alteration of a Historic Resource or Determination of Historic Status. Some examples of types of requirements

- Contextual Map
- Site Plan
- Plan of use
- Elevations showing proposed changes to design, materials, construction
- Photos of exiting building.

CEQA Review

Section 21084.1 of the Public Resources Code regarding Historical Resources states: A project that may cause a substantial adverse change in the significance of an historical resource is a project that may have a significant effect on the environment. A historical resource is defined as:

- A resource listed in or determined to be eligible for listing in the California Register of Historical Resources
- Historical resources included in a local register of historical resources (per 5020.1 k, or 5024.1 g), unless a preponderance of evidence demonstrates that the resource is not historically or culturally significant.
- The fact that a resource is not listed or determined eligible for state, or not included in a local register of historic resources, or not deemed significant pursuant to criteria set forth in Section 5024.1 g, shall not preclude an agency from determining whether the resource may be an historical resource for purposes of CEQA.

Section 15064.5 of the Guidelines for the California Environmental Quality Act, provides guidelines regarding the determination and evaluation of historical resources.

Section 15126.4 (b) addresses Mitigation Measures Related to Impacts on Historical Resources.

Section 15300.2 Exceptions, (f), Historical Resources. A Categorical Exemption shall not be used for a project which may cause a substantial adverse change in the significance of the historical resource.

Article 19, Categorical Exemptions, 15331, Historical Resource Restoration/Rehabilitation. Class 31 consists of projects limited to maintenance, repair, stabilization, rehabilitation, restoration, preservation, conservation or reconstruction of historical resources in a manner consistent with the Secretary of Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings (1995) Weeks and Grimmer.

Projects which are sponsored through Federal or State programs shall be subject to Section 106 of the National Historic Preservation Act of 1966 as outlined in 36 CFR Part 800 – Protection of Historic Properties.

What is SHPO?

SHPO is the State Historic Preservation Office. The Office of Historic Preservation (OHP), is responsible for administering federal and state mandated historic preservation programs in California. The mission of the OHP and State Historical Resources Commission is to preserve and enhance California's irreplaceable historic heritage as a matter of public interest so that its vital legacy of cultural, educational, recreational, aesthetic, economic, social and environmental benefits will be maintained and enriched for present and future generations.

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When does SHPO Get involved and level of review?

SHPO becomes involved in the review of projects in which state or federal funds are being utilized, such Federal Tax Credits. Otherwise, the State relies on the local jurisdiction to preserve and protect significant resources.

Common Questions and Concerns

Replacing Windows

Windows are a significant defining feature of a building. The exterior frame, sash hardware, etc.. should not be removed and should be preserved or repaired in kind to the extent possible. However, in some cases, for energy efficiency or sound requirements, the glazing of the windows may be replaced. However, care should be taken such that new glazing is not reflective, tinted, or colored. The key is that the new glass should read the same as the existing glass. If there are questions on the appearance then a sample, or mock up, of the proposed window should be prepared..

What if my Building is a Non-Contributor in the District?

The historic property is the district as a whole. Staff and HPC will review changes to non-contributing buildings. Changes that are made to non-contributing buildings can have significant impact to the character of the district. Exterior changes to non-contributors shall be sensitive to surrounding buildings. Where a historic building was significantly altered in the past which

diminished historic character, any alterations proposed shall be done to bring historic character back to the extent possible.

How do I use the Secretary of Interior's Standards for the Treatment of Historic Properties?

The manual is on line at the OHP website at, ohp.parks.ca.gov or nps.gov/history/hps/tps/standguide/index.htm. In addition, the City has copies of this document. The document discusses four different treatment approaches: preservation, rehabilitation, renovation and reconstruction. In the downtown historic district, the majority of the work will fall under the category of rehabilitation.