

**CITY OF ARCATA  
HISTORIC LANDMARKS COMMITTEE  
SPECIAL MEETING AGENDA**

**Council Chamber  
736 F Street, Arcata**

**July 27, 2022  
Wednesday, 4:00 p.m.**

*Persons with disabilities may request special accommodations by contacting the City Clerk at (707) 822-5953 three working days in advance of the meeting. Assistive listening devices are available. Pursuant to Government Code section 54957.5, all writings or documents relating to any item on this agenda which have been provided to a majority of the Committee, including those received after distribution of the Committee's agenda packet, will be made available for public inspection in the agenda binder located in Community Development at Arcata City Hall, 736 F Street, during normal business hours.*

**Public Advisory: The Council Chamber in City Hall Remains  
Closed to the Public**

**COVID-19 Notice**

Consistent with Assembly Bill 361 and California Government Code section 54953(e)(1)(A), the City Council's continued Proclamation of a Local Emergency, and the Humboldt County Public Health Officer's Order of August 6, 2021, the Historic Landmarks Committee meeting location will not be open to the public. Members of the public may participate in the meeting via teleconferencing utilizing Zoom Video Communications.

**How to Observe and Participate in the Meeting:**

Members of the public may access the Zoom meeting directly to observe the meeting or provide public comment.

1. Join from a PC, Mac, iPad, iPhone or Android device: Please use this URL:  
<https://us06web.zoom.us/j/84357290240>
2. If you do not wish for your name to appear on the screen, then use the drop down menu and click on "rename" to rename yourself to be anonymous.
3. If you want to comment during the public comment portion of any item, click on **raise your hand** on the right-hand side of your screen. When it is time for public comment on the item on which you wish to speak, the Clerk will unmute you. You will have 3 minutes to comment, subject to the Chair's discretion.

Or join by phone:

1. \*67 1-669-900-6833
2. Enter Meeting ID: 843 5729 0240

3. If you are accessing the meeting via telephone and want to comment during the public comment portion of any item, press **star (\*) 9** on your phone. This will raise your hand. When it is time for public comment on the item on which you wish to speak, the Clerk will unmute your phone. You will hear a prompt that will indicate your phone is unmuted. You will have 3 minutes to comment subject to the Chair's discretion.
4. NOTE: Your phone number will appear on the screen unless you first dial star (\*) 67 before dialing the numbers as shown above.

**I. ROLL CALL**

**II. APPROVAL OF MINUTES**

- A. Historic Landmarks Committee - Regular Meeting - Jun 16, 2022, 4:00 p.m.

**III. ORAL COMMUNICATIONS**

*This time is provided for people to address the Committee or submit written communications on matters not on the agenda. At the conclusion of all oral and written communications, the Committee may respond to statements. Any request that requires Committee action will be set by the Committee for a future agenda or referred to staff.*

**IV. OLD BUSINESS**

- A. Report of Results of History Survey in Arcata Gateway Area

**V. NEW BUSINESS**

- A. Consider the Gateway Area Plan and Provide a Recommendation to the Council

**VI. COMMITTEE/STAFF COMMUNICATIONS**

- A. Report of Historical Preservation Element Update

**VII. ADJOURNMENT**

**CITY OF ARCATA  
HISTORIC LANDMARKS COMMITTEE  
MEETING MINUTES**

**Council Chamber**  
**736 F Street, Arcata**

**June 16, 2022**  
**Thursday, 4:00 p.m.**

**I. ROLL CALL**

PRESENT: Rich (Chair), Keefe, Stillman

ABSENT: MacDonald (Vice-Chair), Perry

**II. APPROVAL OF MINUTES**

On a motion by Committee Member Stillman and seconded by Committee Member Keefe, the minutes of May 19, 2022, were approved by majority vote.

Ayes: Rich (Chair), Keefe, Stillman. Noes: None. Abstentions: None. Absent: MacDonald (Vice-Chair), Perry.

A. Historic Landmarks Committee - Regular Meeting - May 19, 2022, 4:00 p.m.

**III. ORAL COMMUNICATIONS**

None.

**IV. OLD BUSINESS**

A. Preliminary Report of Results of History Survey in Arcata Gateway Area

The Committee reviewed and commented on the results of the History Survey.

**V. NEW BUSINESS**

None.

**VI. COMMITTEE/STAFF COMMUNICATIONS**

**A. Mills Act Application-Jacoby Storehouse**

Senior Planner Freitas provided a brief report and indicated the item would return to the committee at a future meeting date.

**VII. ADJOURNMENT**

The meeting was adjourned at 5:33 p.m.

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David Loya  
Director, Community Development

Minutes Acceptance: Minutes of Jun 16, 2022 4:00 PM (APPROVAL OF MINUTES)



# STAFF REPORT HISTORIC LANDMARKS COMMITTEE MEETING

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July 27, 2022

**TO:** Honorable Chair and Commissioners

**FROM:** David Loya, Director of Community Development

**PREPARER:** Delores Freitas, Senior Planner

**DATE:** July 21, 2022

**TITLE:** **Report of Results of History Survey in Arcata Gateway Area**

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## **RECOMMENDATION:**

In order to complete review of the Gateway Plan, staff recommends the Committee take the follow Actions:

1. Adopt suggested review process and criteria for evaluation (Attachment A)
2. Recommend a list of potentially historic resources by individual straw poll vote (Attachment B)
3. Review additional sites submitted by the public and provide direction to staff (Attachment C)

## **INTRODUCTION:**

The City's "Gateway Area Plan" historic resources consultant, Gerry Takano, has prepared a draft list of resources for review by the Historic Landmarks Committee. At this meeting, the Historic Landmarks Committee (HLC) and the public can review the proposed list of newly identified resources. The action associated with this item will a) adopt a suggested review process and criteria for evaluation and 2) recommend a list of potentially historic resources to the Planning Commission and City Council.

## **DISCUSSION:**

The historic survey subcommittee of this committee has already met and provided preliminary feedback on the list. Through this process the subcommittee was able to provide refined criteria. Properties reviewed by the subcommittee, and the proposed refined criteria are before you tonight for comment and review.

Tonight's meeting will involve a formal vote on a new list of potentially historic resources, and this procedure can be replicated throughout other areas of the City over time. Acceptance of Attachment A will constitute a formal recommendation to the Planning Commission and the City Council to both



adopt a list specific to the Gateway Area, as well as modify existing General Plan language regarding potentially historic (formerly noteworthy) properties.

**ATTACHMENTS:**

Attachment A - Adoption Process (PDF)

Attachment B - Potential List (PDF)

Attachment C - Public Submittals (PDF)

## Review Procedure and Criteria for accepting “Potentially Historic Resources” into the record and for inclusion in the General Plan, as appropriate

Staff requests the committee formally adopt the following method for formally accepting sites into the record as containing potentially historic resources. The ongoing process for review will be as follows:

1. Approve sites with unanimous vote of the full Committee, approving the addition of each site.
2. Support the stance that non-voluntary identification of a building, structure, object, or site, or district as potentially significant must require a higher threshold of significance than voluntary listing as a local landmark property.
3. Adhere to previously identified sites where research has already been undertaken by a historic resources professional through a formal survey process.
4. Adhere to historic styles identified in the Susie Van Kirk’s survey and Arcata’s General Plan, which are limited to: Settlement, Craftsman, Victorian, and Transitional styles.
5. Adhere to the criteria outlined below for evaluation.

In order to be eligible for listing, a structure should have at least one of the following attributes, with a focus on design and architectural character. In addition to the requirement of fitting one or more of the following four criteria, the site must meet the thresholds set for age, rarity, condition, integrity, and significance, as described below.









1. *Representative of a particular architectural style identified in the City’s Historical Preservation Element (Settlement, Victorian, Transitional, Craftsman).*
2. *Representative of a period in the city’s historical development as identified in the City’s Context Statement.*
3. *Associated with social history of the city as identified in the City’s Context Statement.*
4. *Of unusual or special design character.*











In addition to the above criteria, eligibility for enacting historic protections shall also involve examining the property’s age, significance, abundance, condition, and integrity.

**Age and abundance:** Is the property 50 years of age or greater? If so, is it either 1) a truly excellent and representative example of a common type of structure typical of one of Arcata’s protected architectural eras (Settlement, Victorian, Transitional, Craftsman), or 2) a truly excellent example of a unique or unusual architectural style not commonly represented in the City of Arcata?

***Condition and Integrity:*** Is the property old enough to be considered historic (generally at least 50 years old) and does it still look much the way it did in the past? Does it retain sufficient integrity, defined as both its similarity to its original construction and its retained ability to convey its significance, considering aspects of location, design, setting, workmanship, materials, feeling, and association?

***Quality of Significance/Distinguishing Characteristics:*** Is the property associated with an important historic context as identified in the City's Historical Preservation Element or in the City's Historic Context Statement? For example, is the site associated with persons, events, activities, or developments that were important in the past? Does the site have the potential to yield significant information through archeological investigation about Arcata's past, or contain other characteristics that set it apart from similar resources?

Historic Resources identified in the Arcata Design and PH Table HP-1 within Gateway Area									
property Address	PHOTO (inserted later)	remarks	Arcata Deogm & HP LIST, TABLE HR-1 desig.Hist. Sites	Susie Van Kirk 1979	Zoning / Conservation Area	Arcata Local, State or Fed Registers	Criteria Code for Possible significance	1. Representative of a particular architectural style. 2. Representative of a period in the city's historical development. 3. Associated with social history of the city. 4. Of unusual or special design character.	
			check if these sites are identified as "notable, significant or potential historic resources in the documents.				#		
467 G Street			No	No		No	1	467 G Street: Displays characteristics of Victorian and/or Transitional Style. Potentially an historic resource. Windows appear to have original wood sash. This is a single story house with a nearly pyramidal hipped roof and front facing center gablet or dutch gable with louvered vent. Just under the front cornice is a generous stoop with hipped roof and gablet, mimicking the main roof's motif. The front stoop has two doric columns and central entry door. On either side of the stoop are slant bay windows. Porch and main floor level marked by a datum line, below which is clapboard skirting. Clapboard siding throughout.	
545 I Street			no	Yes		No	1, 2	545 I Street: Displays characteristics of the Transitional. Potentially an historic resource. Original windows have been replaced with metal sash. This is a single story end gable house fronting the street with a rear "enclosed porch" that connects it to an identical end gable house directly behind. Appears to have been two separate buildings previously. This may have compromised its integrity as an historic resource. The street front portion has a slightly off-centered entry stoop with decorative turned wood posts, hipped roof. On either side of the stoop are simple 4-pane windows.	
1088 N Street			no	No		No	1	1088 N Street: Displays characteristics of the Transitional Style. Potentially an historic resource. This is a single story house with gablet roof. The small gablets face north and south, provide roof vents and have simple decorative stickwork. Facing West and N street is a pedimented gable with simple linear, cut-out stickwork. Below the center gable is the entrance stoop with 4 turned posts, decorative cutout brackets and hipped roof. The stoop is flanked by a single window on the North side and a double window on the South side. Sash has been replaced. At the building's rear (East) is a gabled secondary space and rear door.	
1112 7th Street			no	yes			1, 2	DEVLIN COTTAGES: 1904, Transitional Period, Listed in S. Van Kirk report page 79: "1 story, gablet roof; 3 window slant bay with pediment; Porch with turned posts, brackets, sawn ornamentation above and on balustrade; large center bay window with colored glass border; Row of four."	
1136 7th Street			no	yes			1, 2	DEVLIN COTTAGES: 1904, Transitional Period, Listed in S. Van Kirk report page 79: "1 story, gablet roof; 3 window slant bay with pediment; Porch with turned posts, brackets, sawn ornamentation above and on balustrade; large center bay window with colored glass border; Row of four."	
1162 7th Street			no	Yes			1, 2	DEVLIN COTTAGES: 1904, Transitional Period, Listed in S. Van Kirk report page 79: "1 story, gablet roof; 3 window slant bay with pediment; Porch with turned posts, brackets, sawn ornamentation above and on balustrade; large center bay window with colored glass border; Row of four."	
1288 9th Street			no	No			1	1288 9th Street: Displays characteristics of the Craftsman Style. Potentially an historic resource. Located across from the Creamery, this is a very small, single story front gable cottage with shallowly pitched roof-line. Exposed rafter ends along sides. At right, under the gable is a small entry soop with lean-to roof and two square posts. Similar porch at rear. Clapboard siding with corner trim.	
1380 9th Street		Yellow house at right in picture	no	No			1	1380 9th Street: Displays characteristics of the Craftsman Style. Potentially an historic resource. This is a very small, single story end gable cottage with shallowly pitched roof-line and overhanging eaves. Entrance at side, no stoop. Windows and trim appear original with 5 small colored-glass panes above large single pane. Horizontal clapboard siding with corner boards; surrounded by vertical clapboard skirt at its base.	

			Railroad tracks near Creamery (Photo shows tracks along L St. at Devlin Cottages)	??	No			1, 2	
	1168 10th Street		The Lord House	no	Yes			1, 2	LORD HOUSE: 1904, Victorian Period, Listed in S. Van Kirk report page 45: "2 story, italianate; stacked, 4-window square bays with pediments; decorative brackets on cornice and bays; collonettes on bays; tablet roof. . . .No yard, surrounded by apartments."
	1498 10th Street			?	No			1	1498 10th Street: This is a pair of buildings with a small, single story connector link. They Display characteristics of the Transitional Style in what S. Van Kirk calls "A working man's Queen Anne" (p. 63). The Main house is a 1 1/2 story, front facing gable with returns, and fish-scale decorative shingles. The gable protrudes at the upper level, overhanging a slant bay window and an entry porch with turned posts, and cut-out decoration. Knob-and-cresting decoration on bay overhang. The rear house is a 2 story, pedimented gable structure (maybe originally a garage ); decorative clerestory windows at eaves; ground level exits to O Street.
	1340 10th Street			no	No			1	1340 10th Street: A long, industrial workshop building along 10th street, but front faces L Street. May be Craftsman period or Early Modern.Simple wood, utilitarian building with false front, corner and center parapets covering masking a shallow pitched roof; lean-to shed at west end. Loading entrances on 10 th Street. Front has lean-to roof covering Loading platform. Should be checked for significance. Large-span industrial buildings may have significant interior structural systems that are representative of their time period.
	1285 11th Street		Portuguese Hall	no	Yes		?	1, 2	PORTUGUESE HALL: 1916, Craftsman Period, Listed in S. Van Kirk report page 127: "2 story hall; Espadana roof; bracketed pent roof across front; beam and strut supported balcony; multilane double doors open onto balcony; stucco facade with side covering of asbestos shingle siding."
	1164 11th Street			no	No			1	1164 11th Street: Displays characteristics of the transitional period. This is an L shaped, single story front gable house with return. It has a front porch spanning full front gable end, with hipped roof and turned posts. Entry door with transom. At rear house extends to west with secondary gable and secondary entry porch with turned posts. House split into apartments.
	1116 11th Street		Moranda House	no	Yes			1, 2	MORANDA HOUSE: 1925, Craftsman Period, Listed in S. Van Kirk report page 142: "1 story stucco; Flat roof; circular portico with round column supports; low stucco wall with fieldstone piers at sides of portico; two large plate glass windows; bracketed pent roof over windows and around portico; east side sunroom; no steps; garage at rear." Note: large plate glass windows are now replaced with contemporary aluminum sash; Sunroom modified as it is now a pizza parlor; Interior is likely to have been heavily altered.
	1296 11th Street			no	No			1	1296 11th Street: Displays characteristics of the Craftsman Style. Potentially an historic resource. This is a small single story L-shaped office. It fits tightly at the corner of 11th and M streets with a its entrance facing the corner at a 45 degree angle. The entry is covered by a hipped roof supported on large decorative brackets. The building's base is clad below the sill level with horizontal round "rustic log" boards. Decorative shingles above. Deep overhanging eaves with bracket supports.
	1102 12th Street		Lumber Yard Office	no	Yes			1, 2	NORTHERN REDWOOD LUMBER CO. OFFICE: 1890, Victorian Period. Listed in S. Van Kirk report page 53: "One story, office building; False front with tiny brackets; Spool and spindle decoration and cutout brackets on porch; off-centered entrance; sits right on street." Note: neighboring workshop building may be of interest also.
	900-940 Samoa Blvd.		Cooper Building	no	no		?	1	COOPER BUILDING, 940 Samoa Blvd.: May be Early Modern in Style. Potentially an historic resource. Listed in "Gateway Area Plan" report, page 100. This is a 2 story commercial building with high ceilinged store fronts on the ground level and sets of 4 windows per structural bay at the upper level. The upper window sets emphasize the horizontal and are similar to modernist strip windows. The upper windows appear original and perhaps steal rather than aluminum. The lower store front windows appear to have been updated with aluminum sash. Along the full front of the building is a flat, cantilevered awning supported by tension cable stays. This gives the impression of a "abstract floating plane", which is characteristic of early Modernism.

## Additional submitted sites within Gateway Area

property Address	PHOTO	remarks
1073 5th Street		subcommittee reviewed and removed
885 5th Street		subcommittee reviewed and removed
1135 10th Street		subcommittee reviewed and removed
1345 10th Street		not in survey
1110 O Street		not in survey
1215 M Street		subcommittee reviewed and removed
1220 M Street		subcommittee reviewed and removed

1244 M Street			subcommittee reviewed and removed
1200 M Street			subcommittee reviewed and removed
1244 M Street			subcommittee reviewed and removed



# STAFF REPORT HISTORIC LANDMARKS COMMITTEE MEETING

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July 27, 2022

**TO:** Honorable Chair and Commissioners

**FROM:** David Loya, Director of Community Development

**PREPARER:** Delores Freitas, Senior Planner

**DATE:** July 21, 2022

**TITLE:** Consider the Gateway Area Plan and Provide a Recommendation to the Council

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## RECOMMENDATION:

Staff recommends the Committee consider the notes from the Committee's prior review of the Gateway Area Plan, request clarifications of staff, consider public comment, and make recommendations by formal action to the Council.

## INTRODUCTION:

The City of Arcata is currently updating its General Plan, which is a 20-year horizon planning document that guides to look, feel, and function of the City of Arcata as well as setting priorities for City spending. We are currently in the process of updating our current General Plan and will be making modifications to many of the existing elements of the Plan citywide, including land use and transportation, parks and trail planning, and reinforcing the city's development and green space preservation priorities. The Gateway Area Plan is a new Element of the General Plan.

Part of this effort relies on the City's recommending and regulating bodies to hold public hearings to capture comment on updated draft elements and provide guidance and feedback to staff and our consultants on proposed changes to currency policy. Based on the need for this input over the next several months, City staff will continue to engage City committees on not only the Gateway Area Plan draft, but other draft updates to various policy areas Citywide within the General Plan.

The feedback from City committees will be compiled and forwarded to the City Council for their review and comment and incorporation into the final updated General Plan. To learn more about this update effort and where we are at in the process, please visit the Strategic Infill Redevelopment Program website at <https://www.cityofarcata.org/896/Strategic-Infill-Redevelopment-Program>. To learn more about the City's current General Plan and the policy it contains, you can explore the various elements of our current General Plan on the City's website at <https://www.cityofarcata.org/160/General-Plan>.

**GATEWAY AREA PLAN REVIEW:** The Gateway Area Plan has been available for public review since December 2021. The Committee considered the Draft Plan at multiple hearings in early



2022 but has not taken formal action on the document. This item is before the Committee to receive formal recommendation on the Gateway Area Plan by majority vote among its members. Staff would appreciate either a vote to adopt as is or recommendations for modifications as necessary.

The chapters that are related to the Committees expertise have been excerpted and provided with this staff report (Attachment A). The full document is located at (<https://www.cityofarcata.org/DocumentCenter/View/11545/Gateway-District-Area-Plan-DRAFT-120121>). Staff recommends the Committee deliberate any changes, seek input from staff, and consider the public comment before making a recommendation to the City Council.

The City Council is the approving body for amendments to the General Plan and Zoning Ordinances (Attachment B). The Committees and the Planning Commission serve an advisory role in these decisions. The Committee's expertise in the subject matter concerning historic preservation can help inform the decision on this body of new policy. For reference, the notes from prior Committee meetings on this topic are provided here in a matrix template, designed to assist the committee in its review if relevant policy (Attachment C).

#### **ATTACHMENTS:**

Attachment A - Relevant Chapters (PDF)

Attachment B - Review Process Outline (PDF)

Attachment C - HLC Notes (PDF)

# 10. HISTORICAL RESOURCES

## Overview

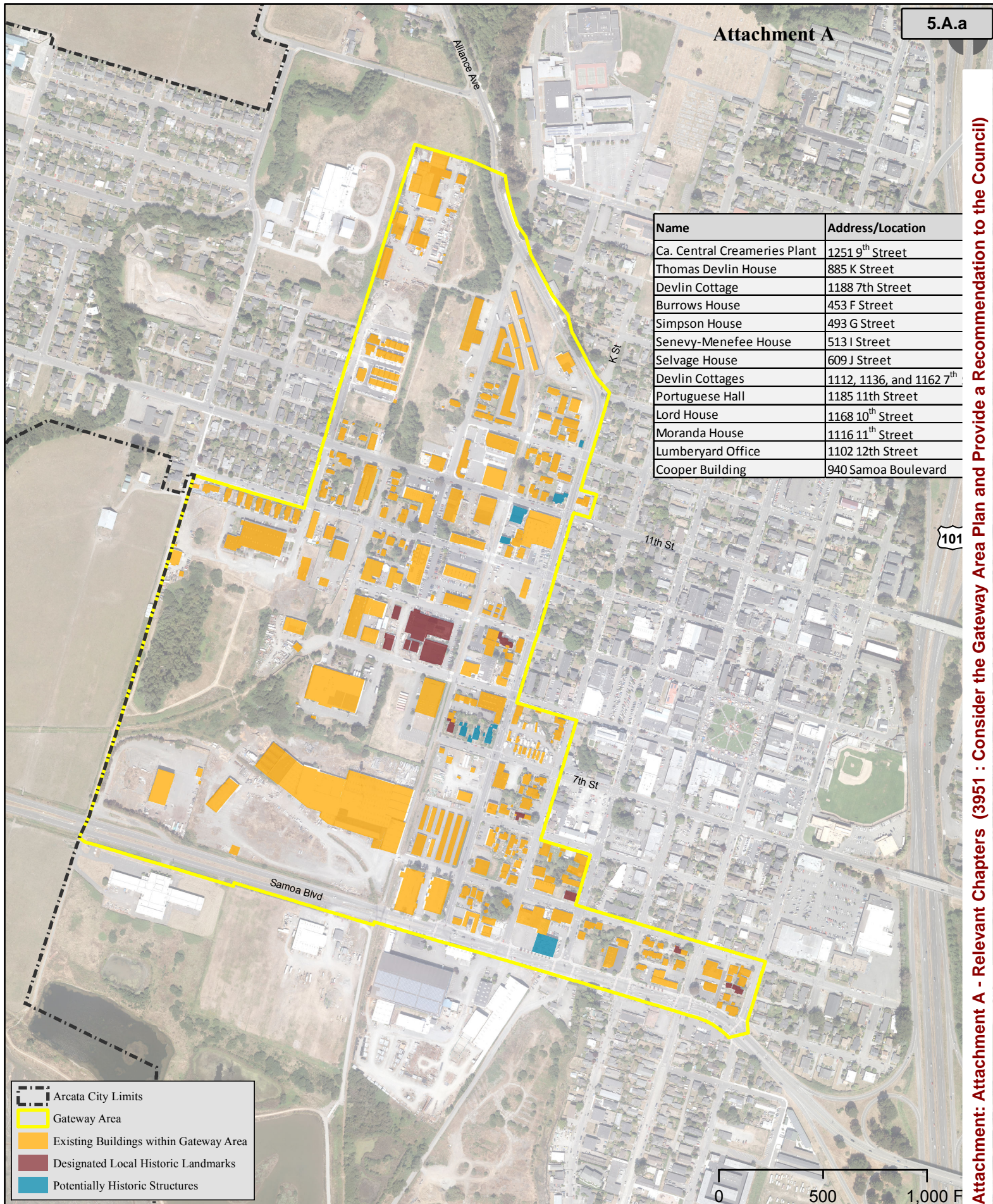
Table 9 and Figure 11 identify designated local historic landmarks and potentially historic structures in the Plan Area. These historic resources are subject to historic preservation policies in the General Plan Historic Preservation Element, preservation/permit requirements in Municipal Code Chapter 9.53, and design review requirements in Municipal Code Section 9.72.040. Figure 4 also shows the Central Neighborhood Conservation Area (NCA) that extends into the Gateway Plan Area. NCAs are areas identified in the General Plan and Land Use Code where additional requirements apply to ensure that new development is compatible with the existing neighborhood character.

**Table 9: Historic Resources<sup>1</sup>**

NAME	ADDRESS/LOCATION	PERIOD OF SIGNIFICANCE
<b>Designated Local Historic Landmarks</b>		
Ca. Central Creameries Plant	1251 9 <sup>th</sup> Street	Craftsman
Thomas Devlin House	885 K Street	Victorian
Devlin Cottage	1188 7 <sup>th</sup> Street	Transitional
Burrows House	453 F Street	Settlement
Simpson House	493 G Street	Settlement
Senevy-Menefee House	513 I Street	Settlement
Selvage House	609 J Street	Settlement
<b>Potentially Historic Structures<sup>2</sup></b>		
Devlin Cottages	1112, 1136, and 1162 7 <sup>th</sup> Street	Transitional
Portuguese Hall	1185 11 <sup>th</sup> Street	Craftsman
Lord House	1168 10 <sup>th</sup> Street	Victorian
Moranda House	1116 11 <sup>th</sup> Street	Craftsman
Lumberyard Office	1102 12 <sup>th</sup> Street	Victorian
<b>Notes:</b> 1. Historic Resources in the Gateway Plan Area subject to the requirements of Municipal Code Chapter 9.53 are limited to the properties listed in this table. 2. "Potentially Historic Structures" in the Gateway Plan Area subject to General Plan policies H-2d and H-2e and Municipal Code Chapter 9.53 and are limited to the Potentially Historic Structures identified in this table.		







Attachment: Attachment A - Relevant Chapters (3951 : Consider the Gateway Area Plan and Provide a Recommendation to the Council)

Figure 11: Historic Resources in the Plan Area





## Historic Resource Policies

**Objective:** Preserve historic resources in the Gateway Plan Area while allowing for new development consistent with the Plan vision.

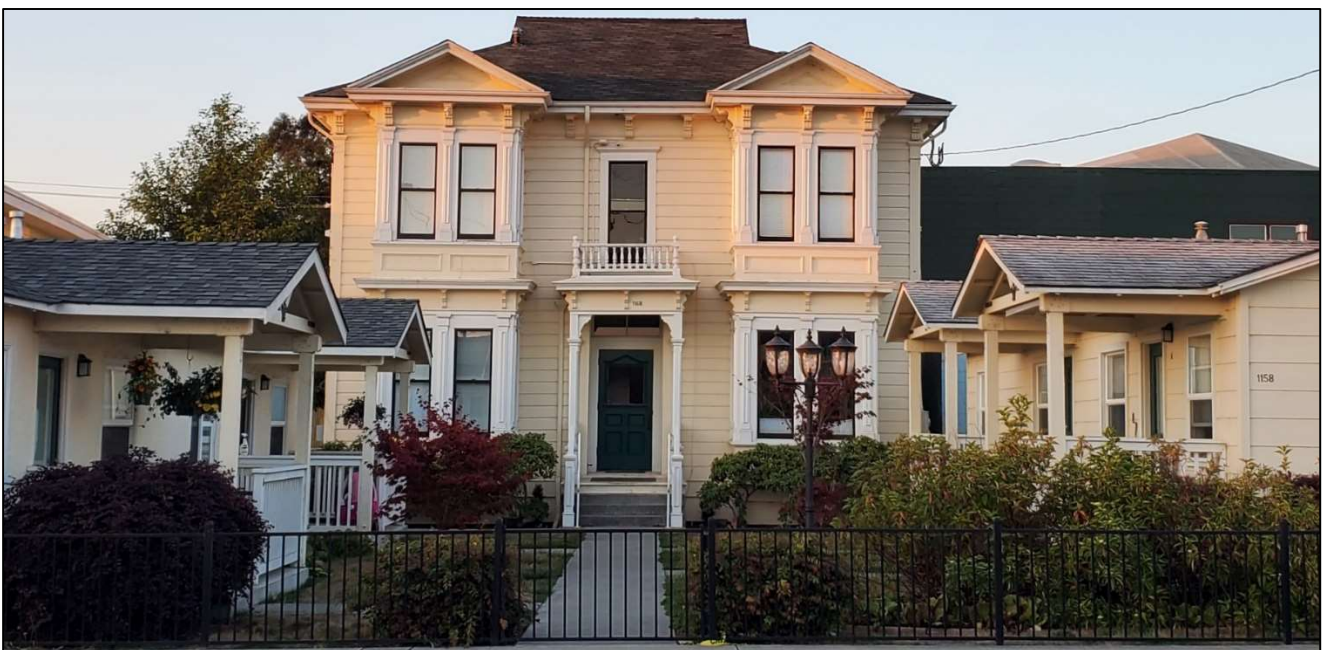
**GA-10a. Local Historic Landmarks.** Encourage the preservation, rehabilitation, and adaptive reuse of designated local historic landmarks as identified in Table 9. Allow for additions and new buildings on properties containing designated historic landmarks when the addition or new building protects the historic integrity of the property and its environment, in adherence with the Secretary of the Interior's Standards for Rehabilitation of Historic Structures).

**GA-10b. Potentially Historic Structures.** Encourage the preservation, rehabilitation, and adaptive reuse of potentially historic structures as identified in Table 9. Allow for additions and new buildings on properties containing designated landmarks when the addition or new building protects the historic integrity of the property and its environment in adherence with the Secretary of the Interior's Standards for Rehabilitation of Historic Structures.).

**GA-10c. Creamery Building.** Allow by-right approval of a development project on the Creamery Building property that meets the following requirement as determined by the Community Development Director: the project is eligible for by-right approval as specified in the Gateway Zoning Code.

**GA-10a. Design Review Required.** Except as allowed by Policy GA-10c (Creamery Building), continue to require Planning Commission Design Review consistent with Municipal Code Chapter 9.53 (Historic Resource Preservation) for the exterior modification, demolition, or relocation of a historic resource identified in Table 9. Such projects are not eligible for streamlined by-right approval. As noted in Table 9, "Noteworthy Structures" and "Buildings Constructed within the Period of Significance," alterations to which require Design Review, are limited to the historic resources identified in Table 9.

**GA-10b. Neighborhood Conservation Area.** If a project is eligible for streamlined by-right approval and is located in the portion of the Central Neighborhood Conservation Area that extends into the Gateway Plan Area as shown in Figure 11, require Design Review only for projects on properties that contain a historic resource as identified in Table 9. This policy, and its implementing legislation, shall supersede policies elsewhere in the General Plan and Zoning Code.



**Strategic Infill Redevelopment Program Review Process****Working Outline**

June 15, 2022

- A. Decision Process Overview
  - 1. Draft Elements released over 2022.
  - 2. Engagement from Committees, community events, and Planning Commission meetings run concurrently.
  - 3. Engagement provided to Council in Engagement Report and recommendation framework to Council.
  - 4. Council makes decisions regarding which recommendations to adopt.
  - 5. Staff incorporates Council directed amendments.
  - 6. PC and Committees review final General Plan as updated and provide formal recommendation.
  - 7. Council adopts.
- B. PC and Committee Review Process
  - 1. Elements and Chapters considered in turn at public meetings (PC and Committee meetings run concurrently).
  - 2. Commissioners provide comments in advance in writing or orally at meeting.
  - 3. Commissioners consider public input at meetings.
  - 4. Deliberations result in straw poll recommendations for amendments.
  - 5. Recommendations will be presented to Council for decision at step A.4.
- C. PC/Committee Meeting Workflow
  - 1. PC/Committee to receive brief staff report.
  - 2. PC/Committee to ask clarifying questions.
  - 3. PC/Committee to receive public comment (may not open for public comment at every meeting).
  - 4. PC/Committee to ask staff to address any questions and/or deliberate.
  - 5. PC/Committee to take straw poll action on recommendations as necessary.
  - 6. PC/Committee input added to recommendations framework for Council decision.
- D. City Council Review
  - 1. Council will consider the framework of recommendations.
  - 2. Council may choose to set a series of special meetings to review the recommendations.
  - 3. Council will direct changes to be incorporated.
  - 4. Staff and/or consultants will revise the Elements according to Council direction.
- E. Second Review and Recommendation
  - 1. The Planning Commission and/or the Committees may consider the final version of the Elements and make a formal recommendation for adoption or modification to the Council
  - 2. Council to adopt the General Plan updates

## Strategic Infill Redevelopment Program Review Process

### Detail

June 15, 2022

#### Purpose

This report describes the process for review and comment on the General Plan updates. The process is designed to provide efficient early review of the General Plan updates, as well as a method for reviewing, assessing and ultimately recommending changes to be incorporated into the drafts. The process includes necessary iterative review, but avoids multiple iterations or circular feedback loops. This process will provide a transparent, efficient, and effective recommendation to the City Council on the General Plan update.

#### Relationship Among Recommending and Decision-Making Bodies

The process incorporates both the formal decision-making structure long-established for legislative actions, as well as the informal and ad-hoc processes developed to ensure in depth engagement. The formal processes are codified in state and local law. The informal and public processes are also defined in state law, but generally, these laws regulate the minimum engagement required for decision making. The City established a multi-faceted, lengthy engagement process that far exceeds the minimums established in law. These formal and informal processes are used together to inform the City Council.

Amending the General Plan, and the ordinances to implement it, is a legislative action since it involves making laws. The General Plan amendment is also a policy statement by the Council as to how it will approach the state mandated Elements, as well as the optional Elements the City chooses to adopt. The legislative process defines the relationship among the City's recommending and decision-making bodies. The City has several standing Committees that act as advisory to the Council. The Planning Commission also acts as in an advisory role to the Council on legislative actions. The Council is the decision-maker for legislative and policy actions.

Each of the Committee Members and Commissioners brings knowledge and experience unique to their respective bodies' scope of review. The Creeks and Wetland Committee Members, for example, each have experience in wetlands, natural habitats, the environmental impacts on natural systems, and so forth. The Commission's expertise is broad and covers a range of topic areas. Commissioners are appointed by the Council to maintain diversity of skills, knowledge, and abilities. The Commission can provide invaluable insights into the policy decisions based on their broad knowledge. The Committees, Commission, and Council also rely on their professional staff for recommendations on policy and legislative decisions.

The public at large have a role in making recommendations through the engagement and formal public comment venues. The public input compiled to date is included in the Engagement Report. The Report will be updated as new input and recommendations until the Council makes a decision.

Staff is responsible for providing the Council the compiled myriad recommendations and a formal staff recommendation. The recommendation will include an analysis of each proposed change, the degree to which it meets the goals and objectives, and the policy trade-offs.

The Council is ultimately the decision-making body. The Council will weigh the recommendations included in the framework, provide direction to staff for which revisions to include, and adopt the final version of the General Plan.

### **Framework**

To efficiently review the recommendations, staff will provide decision makers and reviewers a framework for review. Proposed changes may be grammatical or substantive. Grammatical or clarifying changes that do not alter the draft policy will be incorporated into the underline/strikethrough text of the draft elements. These updates will occur periodically during the review process. These changes will not be highlighted to reduce visual clutter and to draw attention to substantive changes.

The substantive changes may alter existing policy, proposed policy, or suggest new policy. Recommendations may conflict with one another, or they may amplify one another. Proposed substantive changes that do not have conflicting recommendations will be incorporated into the element and will be identified with underline/strikethrough text, highlighted, and annotated by source. Changes that have conflicting recommendations or do not comport with the goals and objectives of the Element will be summarized in a spreadsheet with a staff recommendation and policy balancing analysis.

### **Concurrent Review**

The Public, Committees, and Planning Commission will review the Elements concurrently as they are published. While this does not afford the Planning Commission's first review the benefit of seeing a recommendation based on the expertise of the Committees, they will have the recommendation of the City's professional staff, the consultant team, and background engagement conducted over the past five years. The concurrent review significantly reduces the time necessary to bring recommendations to the City Council for its decision and is the most efficient way to consider and decide among the different recommendations. Committee and Commission recommendations will be incorporated into the framework.

### **Time Certain Review**

The engagement and review outlined by staff has a time certain period for review. This period is designed to maintain conformity with the Housing Element and the Grant timelines. Maintaining this timeline will require Committees and the Planning Commission to commit to providing recommendations within the timeframe. This may be accomplished through special meetings, subcommittees, joint study sessions, or a variety of other means to expedite review.

### **Decision**

After considering the framework, the Council will provide staff direction to amend the Elements. The Elements will have additional public and environmental review prior to adoption. The City Council will adopt ordinances and/or resolutions to codify the final amended General Plan after adopting an Environmental Impact Report. Committees and the Commission will provide a final recommendation on the amended General Plan prior to adoption.

**Historic Landmarks Committee Comment: Gateway Area Plan**

*(note: this template is a guide to assist in Committee review of relevant GAP policy. However, the full Plan and all draft policies continue to be available for committee discussion/recommendation to the Council).*

City staff presented to the Historic Landmarks Committee at the Committee's regularly scheduled December 16, 2021, April 21, 2022, May 19, 2022, and June 16, 2022 meetings. Feedback provided to staff has been summarized below. Where relevant, committee comment has been noted next to existing policy, should the committee choose to craft additional language to recommend to the City Council.

General Comments

- Support of refining eligibility criteria to capture best examples of identified architectural types significant to the area (limited to 4 eras (Settlement, Victorian, Transitional, Craftsman))
- Interest in sites in addition to those shown in the draft Gateway Area Plan as presented in the December 2021 hearing-but need to balance not over-regulating vs. protecting properties from a variety of eras
- Support analyzing impact of demolition/alteration of storage sheds on Creamery property, maybe exploring conditions associated with demo?
- Support of reviewing structures for listing primarily based on windshield survey-style aesthetic considerations, not on intensive research
- How to create "a basketful of carrots" to make historic designation a positive, not a negative?
- Support for limiting structures to landmark and noteworthy, removing contributing

Policy Chapter 10: Historic Resources	Relevant Committee Comment	Committee recommended modification?
<b>GA-10a. Local Historic Landmarks.</b> Encourage the preservation, rehabilitation, and adaptive reuse of designated local historic landmarks as identified in Table 9. Allow for additions and new buildings on properties containing designated historic landmarks when the addition or new building protects the historic integrity of the property and its environment, in adherence with the Secretary of the Interior's Standards for Rehabilitation of Historic Structures).		
<b>GA-10b. Potentially Historic Structures.</b> Encourage the preservation, rehabilitation, and adaptive reuse		



of potentially historic structures as identified in Table 9. Allow for additions and new buildings on properties containing designated landmarks when the addition or new building protects the historic integrity of the property and its environment in adherence with the Secretary of the Interior's Standards for Rehabilitation of Historic Structures).		
<b>GA-10c. Creamery Building.</b> Allow by-right approval of a development project on the Creamery Building property that meets the following requirement as determined by the Community Development Director: the project is eligible for by-right approval as specified in the Gateway Zoning Code.	Support of modifying Creamery District landmark ordinance; if necessary, maybe exploring conditions associated with demo?	
<b>GA-10d. Design Review Required.</b> Except as allowed by Policy GA-10c (Creamery Building), continue to require Planning Commission Design Review consistent with Municipal Code Chapter 9.53 (Historic Resource Preservation) for the exterior modification, demolition, or relocation of a historic resource identified in Table 9. Such projects are not eligible for streamlined by-right approval. As noted in Table 9, "Noteworthy Structures" and "Buildings Constructed within the Period of Significance," alterations to which require Design Review, are limited to the historic resources identified in Table 9.		
<b>GA-10e. Neighborhood Conservation Area.</b> If a project is eligible for streamlined by-right approval and is located in the portion of the Central Neighborhood Conservation Area that extends into the Gateway Plan Area as shown in Figure 11, require		

Design Review only for projects on properties that contain a historic resource as identified in Table 9. This policy, and its implementing legislation, shall supersede policies elsewhere in the General Plan and Zoning Code.		
<b>Space for new policy proposal:</b>	Relevant Committee Comment	Committee recommended modification?