

REQUEST FOR HISTORIC AND SCENIC PRESERVATION COMMISSION ACTION

VI.B CITY OF REDLANDS, DEVELOPMENT SERVICES DEPARTMENT, APPLICANT

Consideration of Resolution No. 2021-09, an update to the Certificate of Appropriateness Minor and Major Improvement Checklist. This project is exempt pursuant to Section 15061(b)(3) of the California Environmental Quality Act Guidelines.

HISTORIC AND SCENIC PRESERVATION MEETING: JULY 1, 2021

Planner: Lorelee Farris, Principal Planner 

DISCUSSION:

Certificate of Appropriateness applications are required for all exterior work to designated historic properties or properties located within a local designated historic or urban conservation district. The Redlands Municipal Code (RMC) has established the procedure for processing Certificate of Appropriateness applications in Chapter 2.62 of the RMC. In order to establish a process that promotes the most expeditious review, minor improvements where proposed work does not adversely affect the exterior architectural features of the historic resource, nor adversely affect the character of historical, architectural, or aesthetic interest or value of the resource and its site, may be approved by the Historic Preservation Office. This allows work that is typically non-controversial and minor in scope to be processed administratively and serves projects involving major work to the exterior for review by the Historic and Scenic Preservation Commission.

The Historic and Scenic Preservation Commission, in working with staff, have established a checklist that sets forth the mutual understanding of which types of projects constitute a major improvement and which types of projects constitute a minor improvement. This checklist is routinely utilized by staff in evaluating Certificate of Appropriateness applications in ensuring the proper level of review. On November 1, 2018, staff agendized a presentation and discussion on the checklist to advise the Commission of the current distinctions between major and minor improvements and facilitate discussion.

Staff is presenting an update to the checklist for the Commission's further discussion and consideration. This update both incorporates previous comments provided by the Commission, as well as provide updates to modernize the list to include typical minor projects involving exterior improvements that are more commonly seen today. The strike-through (to be removed) and underline (to be added) notations, below provide an overview of the proposed changed.

Major Improvements

1. New Construction
 - a. Dwellings
 - b. Guest houses
2. Demolition of structure
3. Moving or relocating a structure
4. Subdivision or lot split
5. Additions of floor area of any of the following types:
 - a. When visible from the public right-of-way
 - b. Closing in open porches in front
 - c. Adding over 200 square feet of floor area
6. Alteration of major wall material
7. New window or door sizes or new openings on locations visible from the street
8. Construction of new garage or non-habitable accessory structure when visible from the street

Minor Improvements

1. Construction of new garage or non-habitable accessory structures that is not visible from the street
2. ~~Alteration of the rear or side of structure not visible from the public right-of-way street~~ Minor Improvements of any of the following types:
 - a. Additions of 200 square feet of floor area, when located to the rear of the structure and not visible from the public right-of-way
 - b. New door or window openings, consistent in material and size to existing openings, on side and rear elevations

- c. Unenclosed decks or covered patios, 200 square feet or less, when located on the side and rear elevation, and not visible from the public right-of-way
- ~~3. New door~~
4. Modification of architectural details, such as window trim, cornice trim
5. All alterations in Urban Conservation Districts, except to designated landmarks and historic properties
6. Alterations to non-historic structures (i.e. those less than 50 years of age) in Historic and/or Scenic Districts.
- ~~7. New window or door sizes on locations visible to the public right of way~~
8. Lot Line Adjustment
9. Reroof or replacement of roofing material
10. New signs
11. New fences or walls

Previous comments received from the Historic and Scenic Preservation Commission indicated concern regarding two items listed under the “Minor Improvements” category. These included:

- New window or door sizes or new openings on locations visible from the street
- Alteration of the rear or side of structure not visible from the public right-of-way street

The Commission indicated that they felt these items were vaguely written, and that they could oversee a wide variation of projects included under it, from projects that have minimal or negligible impacts to the visual character to projects that may significantly alter the visible character of a property. To address these concerns, the item regarding new window or door sizes or new openings visible from the street has been moved from the “Minor” category to the “Major” category, as these would be changes visible from the street and located on primary elevations. The item regarding alterations of the rear or side of the structure, not visible from the public right-of-way, was further clarified to

include more specific examples of the nature of these alterations, including small additions that are not visible from the street and 200 square feet or less in size, new door or window opens on side and rear elevations, when consistent in material and size to existing openings, and unenclosed decks and patios, 200 square feet or less, on side and rear elevations and not visible from the public right-of-way.

The remaining changes include general clarifying language and the addition of new improvements. These include:

- Amending references to new “garages” to also reference new “non-habitable accessory structures” so that they will also cover a variety of structures not presently addressed, including carports, workshops, sheds, etc. This would not include habitable accessory structures like guest houses, which are currently listed as a “Major Improvement” or “Accessory Dwelling Units”, as these are subject to the provisions of state law requiring a ministerial (non-discretionary) process, and as such, do not require a Certificate of Appropriateness.
- Adding reroof applications to “Minor Improvements” to clarify how these are being processed. Reroof applications currently consist of a significant portion of the total of all Minor Certificate of Appropriateness applications received.
- Add new signs, which would be applicable to any historic properties allowed signage by the Redlands Municipal Code.
- New fences or walls

All Minor Certificate of Appropriateness applications approved administratively by the Historic Preservation Commission require staff to notify the Commission and allow for a 10-day appeal period, should the Commission wish to pull the item up for review at a public hearing. This process allows minor projects to be expedited administratively, while still allowing for Commission overview, as necessary.

ENVIRONMENTAL REVIEW

Updating the checklist establishes an agreed understanding between the interpretation of major and minor improvements between the Historic and Scenic Preservation Commission and staff and does not constitute any changes to City ordinances. Updating the checklist would be exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(B)(3). Section 15061(B)(3) exempts projects where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

STAFF RECOMMENDATION

Staff recommends that the Historic and Scenic Preservation Commission approve

Resolution No. 2021-09, approving the updated Major/Minor Checklist for Certificate of Appropriateness applications.

MOTION

If the Historic and Scenic Preservation Commission deems it appropriate, staff recommends the following motion:

“I move that the Historic and Scenic Preservation Commission approve adopt Resolution No. 2021-09, approving the updated Major/Minor Checklist for Certificate of Appropriateness applications.”

ATTACHMENTS:

- A. Existing Major/Minor Checklist
- B. Proposed Amendments to Major/Minor Checklist
- C. Resolution No. 2021-09

ATTACHMENT A
Existing Major/Minor Checklist

August 6, 1987

CERTIFICATES OF APPROPRIATENESS

Ordinance 1954 Section IX(a) (4) states:

"Certificates of Appropriateness for minor improvements where proposed work does not adversely affect the exterior architectural features of the historic resource nor adversely affect the character or historical architectural, or aesthetic interest or value of the resource and its site, may be approved by the Preservation Officer. Alterations in urban conservation districts may be approved by the Preservation Officer except that major alterations to designated landmarks and historic properties within an urban conservation district shall be reviewed by the Commission.

The Preservation Officer shall inform the Commission in writing of decision regarding minor alterations. All such decisions go into effect within ten (10) days following presentation to the Commission unless appealed or called up for review by the Commission or City Council."

The following determinations have been made by the Commission:

Major Changes

1. New Construction
 - a. dwellings
 - b. guest houses
2. Demolition of structure
3. Moving of structure
4. Subdivision or lot split
5. Additions of floor area of following types
 - a. When visible from public right-of-way
 - b. Closing in open porches in front
 - c. Adding over 200 square feet in rear
6. Alteration of major wall material
7. Construction of new garage visible from the street

Minor Improvements

1. Construction of new garage
2. Alteration of rear or side of structure not visible from public right-of-way
3. New door
4. Modification of architectural details, such as window trim, cornice trim
5. All alterations in Urban Conservation Districts, except to designated landmarks and historic properties
6. Alterations to non-historic structures (i.e. generally those less than 50 years of age) in Historic and/or Scenic Districts
7. New window or door sizes on locations visible to public right of way
8. Lot Line Adjustment

DC:ep

ATTACHMENT B

Proposed Amendments to Major/Minor Checklist

July 1, 2021

CERTIFICATES OF APPROPRIATENESS

Section 2.62.200(D) of the Redlands Municipal Code states:

“Certificates of appropriateness for minor improvements where proposed work does not adversely affect the exterior architectural features of the historic resource nor adversely affect the character or historical, architectural, or aesthetic interest or value of the resource and its site, may be approved by the preservation officer. Alterations in urban conservation districts may be approved by the preservation officer except that major alterations to designated landmarks and historic properties within an urban conservation district shall be reviewed by the commission.

The preservation officer shall inform the commission in writing of decisions regarding minor alterations. All such decisions go into effect within ten (10) days following presentation to the commission unless appealed or called up for review by the commission or city council.”

The following determinations have been made by the Historic and Scenic Preservation Commission:

Major Improvements

1. New Construction
 - a. Dwellings
 - b. Guest houses
2. Demolition of structure
3. Moving or relocating a structure
4. Subdivision or lot split
5. Additions of floor area of any of the following types:
 - a. When visible from the public right-of-way
 - b. Closing in open porches in front
 - c. Adding over 200 square feet of floor area
6. Alteration of major wall material
7. New window or door sizes or new openings on locations visible from the street

8. Construction of new garage or non-habitable accessory structure when visible from the street

Minor Improvements

1. Construction of new garage or non-habitable accessory structures that is not visible from the street
2. ~~Alteration of the rear or side of structure not visible from the public right-of-way street~~ Minor Improvements of any of the following types:
 - a. Additions of 200 square feet of floor area, when located to the rear of the structure and not visible from the public right-of-way
 - b. New door or window openings, consistent in material and size to existing openings, on side and rear elevations
 - c. Unenclosed decks or covered patios, 200 square feet or less, when located on the side and rear elevation, and not visible from the public right-of-way
3. ~~New door~~
4. Modification of architectural details, such as window trim, cornice trim
5. All alterations in Urban Conservation Districts, except to designated landmarks and historic properties
6. Alterations to non-historic structures (i.e. those less than 50 years of age) in Historic and/or Scenic Districts.
7. ~~New window or door sizes on locations visible to the public right of way~~
8. Lot Line Adjustment
9. Reroof or replacement of roofing material
10. New signs
11. New fences or walls

ATTACHMENT C
Resolution No. 2021-09

RESOLUTION NO. 2021-09

A RESOLUTION OF THE HISTORIC AND SCENIC PRESERVATION COMMISSION OF THE CITY OF REDLANDS UPDATING THE MAJOR AND MINOR CHECKLIST FOR CERTIFICATE OF APPROPRIATENESS APPLICATIONS

WHEREAS, A Certificate of Appropriateness issued by the commission or the preservation officer is required for any exterior alteration to any designated historic resource or property within a locally designated historic or urban conservation district in accordance with the provisions of Section 2.62.200 of the Redlands Municipal Code.; and

WHEREAS, Certificate of Appropriateness for major improvements to the exterior of designated historic resources requires approval of the Historic and Scenic Preservation Commission; and,

WHEREAS, Certificate of Appropriateness for minor improvements where proposed work does not adversely affect the exterior architectural features of the historic resource nor adversely affect the character or historical, architectural, or aesthetic interest or value of the resource and its site, may be approved by the preservation officer; and,

WHEREAS, the preservation officer shall inform the commission in writing of decisions regarding minor alterations. All such decisions go into effect within ten (10) days following presentation to the commission unless appealed or called up for review by the commission or city council; and,

WHEREAS, the Historic and Scenic Preservation Commission reviewed the existing Major and Minor Checklist for Certificate of Appropriateness applications and determined that the direction from the Commission to staff necessitates an update through the adoption of an update checklist to adopt a mutual understanding between the difference between what constitutes a major and minor improvement in regards to the processing of Major and Minor Certificate of Appropriateness applications; and,

NOW, THEREFORE, BE IT RESOLVED by the Historic and Scenic Preservation Commission of the City of Redlands as follows:

Section 1. The proposed project is Exempt from the California Environmental Quality Act per Section 15061(B)(3). Section 15061(B)(3) exempts projects where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

Section 2. The proposed Major and Minor Certificate of Appropriateness Checklist has been approved by the Historic and Scenic Preservation Commission as included in Exhibit A attached to this Resolution.

Section 3. This Resolution shall become effective immediately.

ADOPTED, SIGNED AND APPROVED this 1st day of July, 2021.

Kurt Heidelberg, Historic and Scenic
Preservation Commission Chair

ATTEST:

Linda McCasland, Secretary

I, Linda McCasland, Historic and Scenic Preservation Commission Secretary of the City of Redlands, hereby certify that the foregoing resolution was duly adopted by the Historic and Scenic Preservation Commission at a regular meeting thereof held on the 1st day of July 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Linda McCasland, Historic and
Scenic Preservation Commission
Secretary

EXHIBIT A

MAJOR AND MINOR CERTIFICATE OF APPROPRIATENESS CHECKLIST

July 1, 2021

CERTIFICATES OF APPROPRIATENESS

Section 2.62.200(D) of the Redlands Municipal Code states:

“Certificates of appropriateness for minor improvements where proposed work does not adversely affect the exterior architectural features of the historic resource nor adversely affect the character or historical, architectural, or aesthetic interest or value of the resource and its site, may be approved by the preservation officer. Alterations in urban conservation districts may be approved by the preservation officer except that major alterations to designated landmarks and historic properties within an urban conservation district shall be reviewed by the commission.

The preservation officer shall inform the commission in writing of decisions regarding minor alterations. All such decisions go into effect within ten (10) days following presentation to the commission unless appealed or called up for review by the commission or city council.”

The following determinations have been made by the Historic and Scenic Preservation Commission:

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 - b. Closing in open porches in front
 - c. Adding over 200 square feet of floor area
6. Alteration of major wall material
7. New window or door sizes or new openings on locations visible from the street
8. Construction of new garage or non-habitable accessory structure when visible from the street

Minor Improvements

1. Construction of new garage or non-habitable accessory structures that is not visible from the street
2. Minor Improvements of any of the following types:
 - a. Additions of 200 square feet of floor area, when located to the rear of the structure and not visible from the public right-of-way
 - b. New door or window openings, consistent in material and size to existing openings, on side and rear elevations
 - c. Unenclosed decks or covered patios, 200 square feet or less, when located on the side and rear elevation, and not visible from the public right-of-way
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5. Alterations to non-historic structures (i.e. those less than 50 years of age) in Historic and/or Scenic Districts.
6. Lot Line Adjustment
7. Reroof or replacement of roofing material
8. New signs
9. New fences or walls