

HISTORIC PRESERVATION COMMISSION RESOLUTION NUMBER 13-001

RESOLUTION OF THE HISTORIC PRESERVATION COMMISSION OF THE CITY OF SANTA CRUZ EXPANDING THE SCOPE OF PROJECTS ELIGIBLE TO USE THE ADMINISTRATIVE HISTORIC ALTERATION PERMIT PROCESS

WHEREAS, On January 11, 2000, the Santa Cruz City Council approved zoning ordinance amendments for the creation of Administrative Historic Alteration Permits; and

WHEREAS, the City Council adopted the following definition of Minor Historic Alteration Projects:

Section 24.22.438, HISTORIC ALTERATION PROJECT, MINOR.

A small project involving an historic building located on the City Historic Building Survey or within an historic district but not including a Landmark building. Such projects include, but are not limited to, re-roofing, gutter and downspout replacement, and window and door modification projects as approved or amended by resolution of the Historic Preservation Commission.

WHEREAS, the definition refers to a Historic Preservation Commission resolution in regard to the details regarding such projects; and

WHEREAS, the Historic Preservation Commission adopted Resolution No. 12-002 on the 19th day of December, 2012 regarding the details of the projects eligible for use of the Administrative Historic Alteration Permit process; and

WHEREAS, the Commission wishes to clarify the use of such administrative permits on the rear three-quarters of historic buildings and/or properties/lots; and

NOW, THEREFORE, BE IT RESOLVED that the Historic Preservation Commission of the City of Santa Cruz hereby rescinds Resolution Number 12-002 and approves this resolution and Exhibit A as Policy Direction to Planning Department Staff for such projects.

PASSED AND ADOPTED this 19th day of March in the Year 2013, by the following votes:

AYES: Commissioners- Barker, Hooks, Miller, Schwartz

NOES: Commissioners -

ABSENT: Commissioners - Meyer

DISQUALIFIED: Commissioners – Blackwood, Steen

APPROVED: Frank Miller

Frank Miller, Chair

ATTEST: Don Lauritson

Don Lauritson, Commission Secretary

EXHIBIT A

RESOLUTION NO. 13-001

**HISTORIC PRESERVATION COMMISSION
POLICY DIRECTION FOR MINOR HISTORIC ALTERATION PROJECTS
WHICH MAY BE APPROVED UNDER ADMINISTRATIVE HISTORIC
ALTERATION PERMIT REGULATIONS**

Planning Department staff may approve Building Permits and Administrative Historic Alteration Permits for the following type of minor projects under the following conditions.

The project involves a building, which is listed on the Historic Building Survey or located within an historic district, but is not a designated City Landmark. The project does not involve alterations to unusual door, window or other character-defining details of a building.

ROOFS AND GUTTERS ALLOWED WITH BUILDING PERMITS

Reroofing of and the addition new gutters on historical buildings may be permitted with a building permit reviewed by Planning Staff. Such roofing and gutter projects must protect and replace in kind where necessary eave trim elements and shall utilize ogee gutters and round downspouts if new gutters are added.

Reroofing projects for bay area shingle style or craftsman bungalow style buildings which feature sidewall shingles may be allowed with a building permit only if new roofing materials are wood shingles which match existing shingles or sidewall shingles. Otherwise, a Historic Alteration Permit issued by the Historic Preservation Commission is required.

REPAIRS OF STONE WALLS, STAIRS AND HITCHING POSTS

Repairs of stone walls, stairs and hitching posts on historic properties can be allowed with the Administrative Historic Alteration Permit process.

MINOR ADDITIONS/ALTERATIONS TO THE REAR THREE QUARTERS OF BUILDINGS AND/OR PROPERTY/LOT ALLOWED WITH ADMINISTRATIVE HISTORIC ALTERATION PERMIT ISSUED BY STAFF

The following additions and alterations can be allowed with the Administrative Historic Alteration Permit process if they are located on the rear three quarters of the building and/or property/lot, except for corner lots where the addition can be viewed from the street.

Addition and Deletion of Windows and Doors

Existing inappropriate (non-historic) windows and doors may be replaced with windows and doors constructed with historically-appropriate materials and design on all elevations. New windows and doors may be added or deleted. New windows and doors shall match another historically-appropriate door or window already existing on the house. All new windows shall

be true- or modern-divided light, primed, ready-to-paint or factory-painted wood windows. Vinyl, aluminum, steel or clad windows shall not be allowed with this process. Other window materials options require review and approval by the Commission.

New doors shall be constructed of wood, with an appropriate stile and rail design. No slab doors or doors of metal, fiberglass or pressboard are allowed under the Administrative Historic Alteration process.

Other Additions, Demolitions, Reconstructions

Additions, of 500 square feet or less, attached to or located on the rear three quarters of the building and new detached structures located on the rear three-quarters of a property/lot.

Additions and/or alterations to the rear three quarters of the building (except on primary facades – facades facing the front or exterior side yards), including the addition of roof vents (including plumbing vents), and skylights.

The demolition and/or reconstruction of detached accessory buildings (which are one-story in height and are not described as barns, windmills or other “specialized buildings”) located in the rear three-quarters of the property that are no larger than 500 square feet may be allowed after a site visit by Staff.

Demolition of detached accessory buildings shall be reviewed as follows, in accord with the Commission’s 2012 Accessory Building Subcommittee Report:

1. Planning staff should consult the accessory building spreadsheets in their review of any proposed demolition.
2. Planning staff should err on the side of caution when reviewing proposals for demolition of accessory building, especially 19th century buildings that would have an impact on the integrity of the site and that are consistent with the period of significance of the main residence.
3. Planning staff should carefully research accessory building which are likely more important, such as those described as barns, windmills and other “specialized buildings,” prior to any determination on whether such demolition should be allowed.
4. Planning staff should consider adopting a more detailed list of facts and reference sources consulted to determine the historic and non-historic value of an accessory building.

APPLICATION MATERIALS REQUIRED FOR SUCH PROJECTS

Legible 4x6 color photographs of all relevant elevations of the house, and close-up photographs of gutter, window, door, and roof details, as appropriate.

Material brochures, which clearly indicate the proposed materials and their color.

Information and details regarding any required roof venting involved with the project, including a diagram and material brochure showing type, amount and location of the venting.

Detailed drawings of windows, and dimensions of existing and proposed replacement doors and windows. Such drawings shall include details at the head, jamb and sill, shall show exterior, trim and note sizes and finishes. Detailed floor plans and elevations of any proposed addition shall be submitted.

OTHER PERMIT REQUIREMENTS

Staff shall utilize and apply the Secretary of Interior's Standards and Guidelines for Historic Rehabilitation in the review of such projects.

Staff shall review all project sites in person prior to issuance of such permits and shall develop a checklist for use in such review.

Staff shall have the discretion to require a hearing before the Historic Preservation Commission if a project may benefit from Commission review.

The applicant shall be required to sign the following statement at the bottom of their permit conditions:

"I understand that the subject permit involves a building which is protected under the City's historic preservation regulations. I intend to perform or supervise the performance of the minor work allowed by this permit in a manner which does not remove, alter or demolish any of the historic materials on the building beyond what is approved."