



Historic Review of Residential Structures

The City has many homes that were built prior to 1940. If homeowners want to demolish or add to their pre-1940's home, a study is required to determine if the home has potential historic significance, as historic resources are protected under the California Environmental Quality Act (CEQA). This brochure summarizes the review process for residential structures constructed prior to 1940 that have not been formally documented for historic analysis.

The Process

Step 1: Determine Age for Projects Requiring an Architectural Permit.

For projects requiring an Architectural Permit, determine the house age. If the house was built prior to **1940**, move to Step 2. Otherwise, the demolition or remodel can proceed with the standard Architectural Permit process and fee (Standard Home Track).

Step 2: Application Submittal.

The applicant must submit the plans for the remodel or new house (Architectural Permit) to the City along with a **deposit of \$5,000** and the Architectural Permit fee of **\$2,481**. Neighbor notification is required as part of the submittal.

Step 3: Prepare Historic Report.

Using funds from the deposit, staff will hire a consultant to prepare a historic report addressing national, state, and local criteria for potential historic eligibility. The results will be shared with the applicant. The function of the report is to inform CEQA analysis for any new discretionary project (a project requiring an Architectural Permit.)

Step 4: Historic Resources Advisory Committee (HRAC) Hearing.

Regardless of the report results, an HRAC meeting shall be scheduled.

Step 5: HRAC Report Review.

HRAC will review the report for adequacy and has the following three tracks, based on the report's findings and conclusions. If they make alternative findings, those findings will be provided in the meeting minutes. The HRAC's adequacy determination is not appealable. Following the HRAC hearing a completeness determination will be made on the Architectural Permit portion of the project.



Lathrop House 1863

Track 1

NOT HISTORIC

HRAC concurs with the report that the existing house has no historic significance.



STANDARD HOME TRACK

Step 6a: Submit Design for an Architectural Permit.

If not historic, all additions go through the standard process for a home addition.

Step 7a: Decision on New Design. The Zoning Administrator shall make a decision on the Architectural Permit (no public hearing is required).

Step 8a: Appeal Period. There is a 15 day appeal period after the ZA decision where the decision can be appealed to Planning Commission. Planning Commission decision is final unless called up to City Council.

Track 2

HRAC determines additional analysis is necessary.

Report revised and new hearing.

Track 3

POTENTIALLY HISTORIC

HRAC concurs with the report that the existing house is a potential historic resource



HISTORIC TRACK

Step 6b: Proceed with Home Design.

If determined to be historic, any addition or remodel must meet the Secretary of Interior Standards. The applicant shall choose whether or not to make changes to their project. The design shall be submitted for review and approval by both HRAC and Planning Commission.

Step 7b: Recommendation and Decision on New Design. Public hearing notice shall be published regarding both HRAC and Planning Commission review of house design and concurrence with Secretary of Interior Standards. Staff shall prepare a short report. If the applicant chooses not to design in accordance with the historic standards, staff would recommend denial.

Step 8b: Appeal Period. There is a 15 day appeal period after the Planning Commission review where the decision can be appealed to City Council.