

**Development Services Department Staff Report**  
**April 2, 2019 Planning Commission Regular Meeting**  
**Prepared By: Andrew Painter, City Planner**



**Item#: 6.2**

**Subject: Discussion of Potential Site Plan Review Exemptions Regarding Alteration Activities of Designated Historic Buildings and Buildings within City Historic Districts.**

**Background:** The City's Site Plan Review (SPR) regulations under City Code Section 10-4-9(C)6, require that the Planning Commission review each application for a building permit involving any proposed destruction or alteration of buildings in an historic district or historical buildings, as identified under Section 10-4-9(H). This process is called Historic District Review.

On January 11, 2011, City Council adopted Ordinance No. 1640 amending Title 10, Chapter 4, Section 10, Subsection (B) (10-4-10(B)) of Placerville City Code, modifying the criteria used for the review of historic buildings and properties within City historic districts to the Secretary of Interior Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings

The Planning Commission has routinely found in support of its Site Plan Review (SPR) process decisions between 2011 and 2018, involving projects subject to Historic District Review, that window and siding replacement with like operational style and visual appearance is consistent with the historical criteria under Section 10-4-10(B) of City Code, the Secretary of Interior Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.

**Table 1.** 2011 to 2018 Site Plan Reviews (Historic District Review)

<u><b>File</b></u>	<u><b>Address</b></u>	<u><b>Scope of Work</b></u>
SPR 11-03	773 Spring Street	windows
SPR 11-04	2916 Coloma Street	windows
SPR 13-01	3136 Sacramento Street	windows and siding
SPR 14-02	2875 Pleasant Street	windows
SPR 15-10	2845 Pleasant Street	windows
SPR 16-01	967 Lincoln Street	windows
SPR 17-01	2946 Coloma Street	windows
SPR 17-02	2880 Norman Street	windows
SPR 18-01	2904 & 2908 Bedford Avenue	windows

After reviewing a Historic District Review application in early 2014, a member of the public suggested that exemptions be created from Historic District Review for window and siding activities involving materials of like operation style and visual appearance that the Commission routinely approves. The Commission requested that staff place on a 2014 agenda a discussion item on this issue.

**Item 6.2**

In July and August 2014, the Planning Commission held a discussion and a workshop regarding potential alteration activities to historic buildings and buildings located within City historic districts that would be exempt from the SPR review requirements of Sections 10-4-9(C)6 and 10-4-9(H). Activities discussed included photovoltaic panel installation; like material for like material re-roofing; like for like style and appearance siding (e.g. horizontal to horizontal, shiplap to shiplap, stucco to stucco) of that proposed to be removed, and windows in existing openings that have like style and operation (e.g. single-hung to single-hung, double-hung to double-hung, casement to casement, and fixed to fixed).

Should any exceptions to the SPR process be established they would not alleviate the applicant / property owner of other requirements under City or the California Building Code, such as obtaining a construction permit for work scope.

Meeting Minutes of August 19, 2014 do not include Commission direction or action. Staff's workshop report and Minute excerpts from the July 15 and August 19, 2014 meeting are provided as Attachments 1.

**Recommendation:** Open discussion. Take any public testimony. Provide direction to staff to place or not to place on a future agenda a resolution of intention to initiate amendments to City Code that would establish exemptions from Site Plan Review for certain types of alteration activities found consistent with the Secretary of Interior Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.



Andrew Painter, City Planner

Attachment:

1. July 15, 2014 Minutes and August 19, 2014 Workshop Report and Minutes

Planning Commission

18. Applicant shall submit a revised landscape and irrigation plans to staff utilizing trees and plant species from the approved Development Guide Plant List with consideration for drought tolerant species as staff deems appropriate.
19. A bond of 125% of the total cost to install the landscaping and irrigation, including labor and materials, in accordance with the landscape plan as described in Condition of Approval No. 18, shall be secured by the applicant in exchange for permission to delay completion of the landscaping plan until such time where weather conditions are favorable to support the viability of the landscape plantings.

The motion was **adopted** (5-0) by the following vote:

Ayes: Lowry, List, Russell, Frenn, Drobesht  
Noes: None  
Recused: None

At 7:07 p.m. Chair Lowry announced a five minute recess.

Chair Lowry announced the meeting at 7:12

8. **DISCUSSION ITEM**

**Discussion of Potential Site Plan Review Exemptions Regarding Alteration Activities of Designated Historic Buildings and Buildings Within City Historic Districts.**

*Chair Lowry announced the item. City Planner Painter opened the discussion referencing potential exemption examples contained in staff's report. Public comment was received from Sue Rodman. General consensus of the Membership was to conduct additional discussion on this topic at a subsequent meeting. Staff was requested to provide exemption examples from other cities.*

9. **MATTERS FROM COMMISSIONERS AND STAFF**

Commissioner and Development Services Department staff comments/ reports on items not on the agenda.

9.1 **Cancellation of August 5, 2014 Regular Meeting**

9.2 **Matters from Staff**

*City Planner Painter announced upcoming agenda items and the status of projects previously considered by the Commission.*

10. **ADJOURNMENT**

*Chair Lowry adjourned the meeting to the August 19, 2014, Regular Meeting of the Planning Commission.*



Andrew Painter, Executive Secretary  
Placerville Planning Commission

MINUTES

WORKSHOP  
CITY OF PLACERVILLE PLANNING COMMISSION  
TUESDAY, AUGUST 19, 2014, 6:00 P.M.  
TOWN HALL, 549 MAIN STREET, PLACERVILLE, CALIFORNIA

A. CALL TO ORDER

*Chair Lowry called the meeting to order at 7:00 p.m.*

B. ROLL CALL:

Members Present: Drobesch, Frenn, List, Lowry, Russell

Members Absent: None

Staff Present: Executive Secretary Painter, Director Rivas, Recording Secretary Holmstedt

C. WORKSHOP SESSION ITEMS

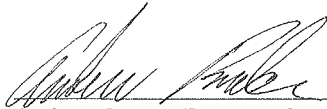
The following items are for discussion between Commission Members, staff and the public, and to provide direction to staff as appropriate.

- I. City of Placerville Development Guide Update – Chapter XIII: Signage, and Chapter XIV: Project Review Process
- II. Discussion of Potential Site Plan Review Exemptions Regarding Alteration Activities of Designated Historic Buildings and Buildings within City Historic Districts.

*Chair Lowry requested City Planner Painter announce items and lead discussion. Public comment was received by Brady McGuire.*

D. ADJOURNMENT

Adjourn to the September 2, 2014, Regular Meeting of the Planning Commission.



Andrew Painter, Executive Secretary  
Placerville Planning Commission

*"Placerville, a Unique Historical Past Forging into a Golden Future "*

**PLANNING COMMISSION  
AUGUST 19, 2014 AGENDA  
DEVELOPMENT SERVICES MEMORANDUM NO.: 2014-05  
WORKSHOP ITEM NO.: II**



**SUBJECT: Discussion of Potential Site Plan Review Exemptions Regarding Alteration Activities of Designated Historic Buildings and Buildings within City Historic Districts.**

**PREPARED BY:** Andrew Painter, City Planner

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**BACKGROUND:** On July 15, 2014, the Commission conducted a discussion session to develop a list of potential alteration activities to historic buildings and buildings located within City historic districts that would be exempt from the review requirements of Site Plan Review (Section 10-4-9) and Historic Buildings in the City (Section 10-4-10) of City Code. Staff began the discussion by providing two activities, photovoltaic panel installation and like material for like material re-roofing, that staff routinely exempts from Site Plan Review for project sites within City historic districts.

Discussion concluded with the Commission requesting staff survey codes and procedures of other cities and towns with historic districts for exempt alteration activities.

**SURVEY OF OTHER CITIES AND TOWNS:** Exhibit A contains lists of exempt activities from the cities or towns of Ione, CA; Falmouth, MA; Snohomish, WA; Santa Rosa, CA; York, ME and Hillsborough, NC. Common exempt activities within this cohort are interior alterations, exterior painting, window mounted air conditioning units, gutters and downspouts. Others share like-kind materials for like-kind material repair and replacement.

**DISCUSSION**

## Exhibit A

### Survey of Various Cities and Towns: Construction Activities Exempt from Historic District Review

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#### Ione, CA

Exemptions: The following activities in the historic overlay (H) zoning district are exempt from architectural design review. However, such structures may require additional permits, such as a ministerial building permit to ensure compliance with adopted building code standards and applicable zoning code provisions.

- Repair and maintenance to the site or structure that does not add to, enlarge, or expand the area occupied by the land use, or the floor area of the structure. Exterior repairs that employ the same materials and design as the original construction are also exempt from architecture review;
- Interior alterations that do not increase the gross floor area within the structure, and
- Construction, alteration, and maintenance of buildings used exclusively and solely for residential uses (e.g., single family residential) are hereby exempted. Buildings that provide for the mixing of residential and non-residential uses in a single structure (e.g., mixed use) do not qualify for this exemption.

### **Falmouth, MA**

The following changes are exempt from review by the Commission and no application is required.

- **Air Conditioners (Temporary):** Room air conditioners temporarily placed into a window opening are exempt from review. It is recommended, however, that air conditioners be located in windows less visible from a public street or way;
- **Building Interiors:** Alterations and renovations to interiors are exempt from review;
- **Flags:** Governmental flags are exempt from review. Permanent flag poles are subject to review. Flags with signage are not permitted;
- **Gutters and Downspouts for Non-Historic Buildings:** Gutters and downspouts for non-historic buildings are exempt from review, but should be painted to match the underlying trim color;
- **New Light Fixtures on Non-Historic Buildings:** New light fixtures on Non-Historic Buildings are exempt from review but should be simple and unobtrusive in terms of materials, size, and design;
- **Street Numbers:** Street numbers are exempt from review. The Commission recommends that street numbers be installed in a manner that does not damage historical materials or obscure character-defining features, and
- **Window Boxes:** Window boxes are exempt from review. The Commission recommends that window boxes be installed in a manner that does not damage historical materials or obscure character-defining features.

### **Snohomish, WA**

- Construction activities which do not require a building permit (example: the re-painting of buildings); and
- Modifications to existing structures which will not be visible from outside the structure.

### **Santa Rosa, CA**

There are some projects that are exempt. These exempt projects involve normal maintenance or minor improvement procedures that often do not require a Building Permit. These exempt projects include:

- Repair of existing siding or trim materials prior to painting (replacement of siding is not an exempt project);
- Repainting a house (colors similar to the original era are recommended but not required);
- Installation of gutters and downspouts, and
- Installation of window air conditioning units (only if on side or rear elevations).

### **Projects that May be Reviewed and Approved by Staff**

The Cultural Heritage Board staff has the authority to review and approve minor projects. Minor projects are those that do not involve major alterations or additions to Landmarks or structures within Preservation Districts. Examples of minor projects include the following:

- Minor renovation or restoration of a building that involves the repair or replacement of broken or damaged materials.
- Reroofing a house with materials similar to the original era.
- Alterations or additions to the side or rear of a building that cannot be easily seen from the street.
- Installation of roof ventilators or skylights (only if on side or rear elevations).
- Accessory structures such as garages, carports, storage sheds, or other small buildings.



**York, ME**

Exempt activities from Historic District Commission review:

- Paint colors.
- Like-kind (exact duplicate) repair and replacements of existing historic fabric.

**Hillsborough, NC**

Exempt activities from Hillsborough Historic District Design Review:

- Painting of the exterior;
- Replacement of roof or roofing material, if the shape, dimensions and color are the same as those previously existing, including slight variations in materials and colors as determined by the Zoning Officer;
- Historical markers placed by the Historical Society or the State of North Carolina;
- Window mounted HVAC units;
- Installation of satellite dishes, 20" or less in diameter;
- Repair/replacement of awnings, canopies and shutters;
- Installation of addition / removal of gutters and downspouts;
- Installation of house numbers;
- Alterations of flat roof coverings, and
- Removal of storm windows.