

# VII

## REVIEW PROCESS

### LEVELS OF REVIEW & APPROVAL MATRIX

In order to ensure the protection of historic sites and districts, all exterior alterations, additions, new constructions, relocations, and demolitions are reviewed by the Historic Preservation Division or the Historic Preservation Board to ensure that the architectural integrity and district characteristics are kept intact. Design review provides an element of predictability. The **entire exterior** of contributing and non-contributing structures are reviewed, not just the main facades. While non-contributing buildings may lack historic or architectural significance, they still contribute to the over-all visual character of a district. The staff may provide construction alternatives that would help improve the design and protect historic features. General maintenance, which entails using like materials, does not require additional review by the Historic Preservation Division. The only time interior alterations are reviewed is when the property is being considered for an Ad Valorem Tax Exemption.

The Historic Preservation Ordinance guides the review of changes to properties in an “Approval Matrix,” which may be amended from time to time. The “Approval Matrix” provides for three different levels of review - Level 1, Level 2, and Historic Preservation Board.

*Level 1 Review* consists of a review by the Historic Preservation Division staff of the proposed work at the time of the building permit submittal.

*Level 2 Review* requires submittal of a completed Certificate of Appropriateness (COA) Application. The staff will review the request within fifteen working days. If the staff does not grant administrative approval, the application will be referred to the Historic Preservation Board for review.

*Historic Preservation Board Review* requires submittal of a completed COA Application. The Board meets once a month and application deadlines are approximately six weeks prior to each meeting.

## DESIGN REVIEW PROCEDURE

- STEP 1 Determine if the property is designated as a historic site or is located within the boundaries of a historic district.
- STEP 2 Review the *Standards for Rehabilitation & the Design Guidelines*.
- STEP 3 Determine the level of review required.
- STEP 4 Prepare submittal requirements.
- STEP 5 Apply for review.
- STEP 6 Application reviewed by the Historic Preservation Board or the Historic Preservation Division.
- STEP 7 Apply for the Building Permit.  
*The Historic Preservation Division must stamp and sign all of the information to be provided to the Construction Services Department prior to submittal for the building permit.*

The following is an example of the “Approval Matrix.” This is only an example; please contact the Historic Preservation Division for a current copy.

CERTIFICATE OF APPROPRIATENESS APPROVAL MATRIX						
ACTION	CONTRIBUTING			NON-CONTRIBUTING		
	No Review	Staff	Board	No Review	Staff	Board
<b>ADDITIONS</b>						
1. Visible from the street and 10% or less of the existing building's square footage*		2			2	
2. Not visible from the street and 20% or less of the existing building's square footage*		2			2	
3. All other additions			X			X
<b>CANVAS AWNINGS</b>		1			1	
<b>CARPORTS</b>			X			X
<b>DECKS, PATIOS, PERGOLAS</b>						
1. With a structure		2			2	
2. Without a structure		1			1	
<b>DEMOLITIONS</b>			X			X
<b>DOCKS (with or without a structure)</b>		1			1	
<b>DOORS/GARAGE DOORS</b>						
1. Same materials, style & size		1			1	
2. Change in materials or style		2			2	
3. Change in openings on the main façade			X			X
4. Change in openings on a secondary façade		2			2	
<b>DRIVEWAYS &amp; SIDEWALKS</b>		1			1	
<b>EXTERIOR WALL FINISH</b>			X			X
<b>FENCES &amp; WALLS</b>		1			1	
<b>INTERIORS (Ad Valorem Tax Exemption Applications ONLY)</b>			X	n/a	n/a	n/a
<b>LANDSCAPING</b>		1			1	
<b>MECHANICAL SYSTEMS causing an effect</b>		2			2	
<b>NEW CONSTRUCTION</b>			X			X
<b>PAINTING</b>	X			X		
<b>POOLS</b>		1			1	
<b>PORCHES</b>						
1. Open an enclosed porch		2			2	
2. Enclose a porch on the main façade			X			X
3. Enclose a porch on a secondary façade		2			2	
<b>RELOCATION</b>			X			X
<b>REPAIR (same material)</b>		1			1	
<b>ROOF</b>						
1. Same material & shape		1			1	
2. Change in material		2			2	
2. Change in shape			X			X
<b>SHEDS (Less than 200 sq. ft.)</b>						
1. Demolition		2			2	
2. New		2			2	
<b>SHUTTERS</b>						
1. Removable Shutters		1			1	
2. Permanent Shutters (visible)*			X			X
3. Permanent Shutters (not visible)*		2			2	
<b>WINDOWS</b>						
1. Same materials, style & size		1			1	
2. Change in materials or style		2			2	
3. Change in openings on the main façade			X			X
4. Change in openings on a secondary façade		2			2	

Approved by the HPB on 1/25/05

## **SECRETARY OF THE INTERIOR'S *STANDARDS FOR REHABILITATION***

The Historic Preservation Board and the Historic Preservation Division evaluate proposals based on the Secretary of the Interior's *Standards for Rehabilitation*. These ten simple statements have served as the philosophic basis for historic preservation practices since 1977. They have been updated on occasion and the current version was published in 1990.

In general, the Standards support three broad preservation goals:

- To encourage the retention of as much of the original materials, detail and design as possible (Standards 1, 2, 5, 6, 7, 9).
- To insure that any elements introduced are appropriate for the property and will not adversely effect the features which give the building its character (Standards 6 and 10).
- To avoid making a building look older than it is by using details belonging to an earlier style (Standard 3, 6, 9).

### ***Standards for Rehabilitation***

- 1. “A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.”**

The intent of this standard is to minimize the impact of changes to a historic structure, specifically when converting to a new use. While Standard 1 allows for a change in use, such as a historical residential building converted to a commercial purpose, the new use should be compatible to the original (i.e. converting a residence to a small restaurant, bed and breakfast, or small office). A new use that requires extensive changes to historical materials, features, finishes, and major interior reconfigurations is not recommended.



A GOOD EXAMPLE OF ADAPTIVE USE:  
A RESIDENCE CONVERTED TO A RESTAURANT

2. **“The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.”**

Original character defining features and elements of a historic property, such as porches, columns, moldings, and even windows and roofing, all contribute to the historic identity of the property. The retention of these elements allows the continued expression of the history of the structure.



EXAMPLE OF A HOUSE WITH ITS ORIGINAL  
CHARACTER DEFINING FEATURES PRESERVED

3. **“Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.”**

Each historic building is an important record of its past. Adding conjectural features, such as stucco banding around windows, using architectural elements from other buildings, such as adding Mission style elements to a Monterey style house, or attempting to make a building appear older than it actually is, should be avoided. Actions such as these misrepresent the historical record of the property and falsify its overall historical development.



THE APPLICATION OF A SPANISH STYLE FACADE TO A WOOD FRAME RESIDENCE HAS CREATED A FALSE SENSE OF HISTORIC DEVELOPMENT

- 4. “Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.”**

Some exterior and interior alterations and additions to historic properties are occasionally needed to assure continued use. This may include changing windows, enclosing or opening porches, or enlarging rooms. These changes have significance in their own right, as they provide evidence of the building’s historical evolution. Once these changes are made and have reached historical significance, they should be retained and preserved along with the original structure.

5. **“Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.”**

Features and elements that contribute to a historic property’s uniqueness and character should be preserved. Since each property is not the same, it is important that distinctive details and examples of craftsmanship be identified and preserved.

6. **“Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.”**

The intent of this Standard is to retain distinctive historic features and repair them, if necessary, in a way that saves as much of the historic fabric as possible. If a feature is missing, documentary, physical, or pictorial evidence can assist in designing a replacement.

7. **“Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.”**
8. **“Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.”**
9. **“New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.”**

This standard seems to cause the most confusion. It requires that additions and new construction protect the historic significance of a structure by making a visual distinction between the old and the new. A perceivable distinction between the original and the new can be achieved through a range of appropriate design solutions which might be as subtle as a change in molding profiles or the slant of a roof. Visual honesty is achieved by this requirement, allowing changes and additions to a property to be understood as part of its evolving history.

10. **“New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.”**

The *Standards* do not carry the weight of strict rules, but are rather broad statements of preservation principals that emphasize the preservation of historic materials and elements that contribute to a property’s significance. The *Standards* are open to interpretation and are meant to serve as an avenue for thoughtful dialogue in careful consideration on a case-by-case basis. The intention of the *Standards* has been further explained by the Secretary of the Interior’s *Guidelines for Rehabilitating Historic Structures*. Additional assistance can be obtained from the series of illustrated essays, “Preservation Briefs,” published by the National Park Service to address common preservation problems.