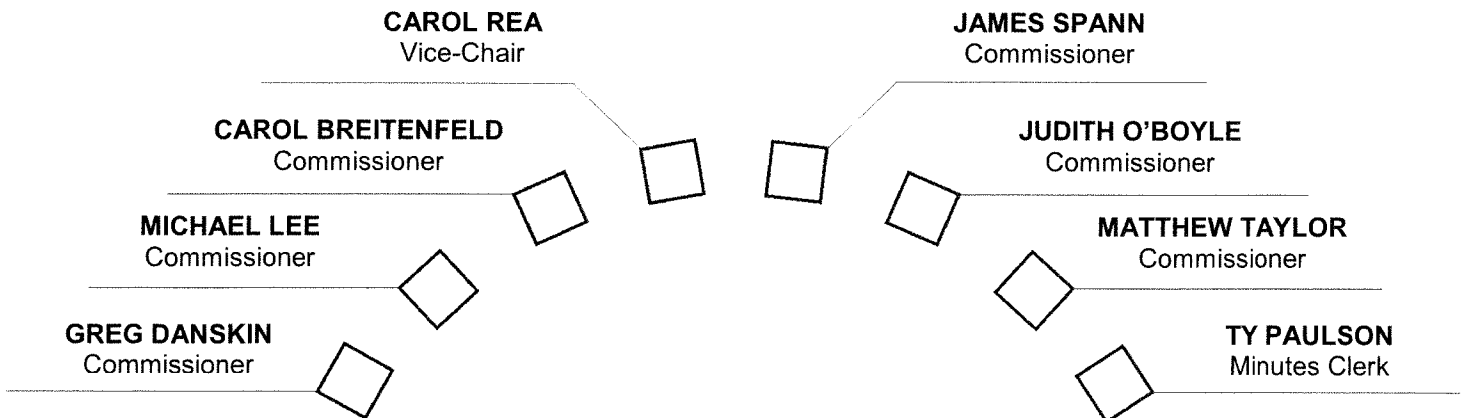


CITY OF ESCONDIDO

Historic Preservation Commission and Staff Seating



HISTORIC PRESERVATION COMMISSION
201 N. Broadway
City Hall Council Chambers

3:00 P.M.
AGENDA

December 2, 2014

- A. CALL TO ORDER**
- B. FLAG SALUTE**
- C. ROLL CALL & WELCOME OF NEW COMMISSIONER MATTHEW TAYLOR**
- D. REVIEW OF MINUTES: October 7, 2014**

The Brown Act provides an opportunity for members of the public to directly address the Commission on any item of interest to the public, before or during the Commission's consideration of the item. If you wish to speak regarding an agenda item, please fill out a speaker's slip and give it to the minutes clerk who will forward it to the Chairman.

Electronic Media: Electronic media which members of the public wish to be used during any public comment period should be submitted to the Planning Division at least 24 hours prior to the meeting at which it is to be shown.

The electronic media will be subject to a virus scan and must be compatible with the City's existing system. The media must be labeled with the name of the speaker, the comment period during which the media is to be played and contact information for the person presenting the media.

The time necessary to present any electronic media is considered part of the maximum time limit provided to speakers. City staff will queue the electronic information when the public member is called upon to speak. Materials shown to the Commission during the meeting are part of the public record and may be retained by the City.

The City of Escondido is not responsible for the content of any material presented, and the presentation and content of electronic media shall be subject to the same responsibilities regarding decorum and presentation as are applicable to live presentations.

If you wish to speak concerning an item not on the agenda, you may do so under "Oral Communications" which is listed at the beginning and end of the agenda. All persons addressing the Historic Preservation Commission are asked to state their names for the public record.

Availability of supplemental materials after agenda posting: Any supplemental writings or documents provided to the Historic Preservation Commission regarding any item on this agenda will be made available for public inspection in the Planning Division located at 201 N. Broadway during normal business hours, or in the Council Chambers while the meeting is in session.

The City of Escondido recognizes its obligation to provide equal access to public services to individuals with disabilities. Please contact the A.D.A. Coordinator, (760) 839-4643, with any requests for reasonable accommodation, at least 24 hours prior to the meeting.

E. WRITTEN COMMUNICATION:

"Under State law, all items under Written Communications can have no action and will be referred to the staff for administrative action or scheduled on a subsequent agenda."

F. ORAL COMMUNICATION:

"Under State law, all items under Oral Communications can have no action and will be referred to the staff for administrative action or scheduled on a subsequent agenda." This is the opportunity for members of the public to address the Commission on any item of business within the jurisdiction of the Commission.

G. PUBLIC HEARINGS:

1. GRAPE DAY PARK MASTER PLAN & PLAYGROUND DESIGN – Case No. PHG 13-0029

REQUEST: Provide comments regarding Master Plan for future improvements of Grape Day Park including a playground expansion. Grape Day Park with the structures along Heritage Walk is a significant historic resource and designated as a Local Landmark.

ZONING/LOCATION: Downtown Specific Plan's Parkview District/ 321 N. Broadway.

APPLICANT: City of Escondido, Community Services

STAFF: Loretta McKinney

STAFF RECOMMENDATION: Provide comments

H. CURRENT BUSINESS:

Current Business items are those that under state law and local ordinances do not require either public notice or public hearings. Public comments may be limited to a maximum time of three minutes per person.

1. DESIGN REVIEW – Case No. ADM 14-0199

REQUEST: Approval of an entry cover addition and door changes to an 1890 Italianate brick cottage in the OEN. House is on the Local Register and has a Mills Act contract.

ZONING/LOCATION: R-1-6/ 637 S. Juniper

APPLICANT: Carl J. Conte

STAFF: Paul Bingham

STAFF RECOMMENDATION: Conditional approval

2. CITY COUNCIL ACTION REGARDING HISTORIC RESOURCE APPLICATION FEES & INCENTIVES

REQUESTED BY: Vice-Chair Carol Rea

STAFF: Rozanne Cherry to provide verbal report

3. DESIGN REVIEW – Case No. ADM 14-0202

REQUEST: Approval of proposed site and Façade improvements for a wedding cake bakery business relocating into the old Wayside Shops building within the Historic Downtown district.

ZONING/LOCATION: SPA-9 HD (Historic Downtown district)/ 345 W. Grand

APPLICANT: Jill Reilly, owner of Cute Cakes

STAFF: Paul Bingham

STAFF RECOMMENDATION: Conditional approval

4. MILLS ACT WORK GROUP - REPORT/DISCUSSION

REQUESTED BY: Vice-Chair Carol Rea

5. AWARDS WORK GROUP - REPORT/DISCUSSION

REQUESTED BY: Vice-Chair Carol Rea

I. ORAL COMMUNICATION:

"Under State law, all items under Oral Communication can have no action, and will be referred to the staff for administrative action or scheduled on a subsequent agenda." This is the opportunity for members of the public to address the commission on any item of business within the jurisdiction of the Commission.

J. COMMISSIONER COMMENTS

K. ADJOURNMENT TO NEXT REGULARLY SCHEDULED HPC MEETING FEBRUARY 3, 2015

CITY OF ESCONDIDO

MINUTES OF THE REGULAR MEETING OF THE ESCONDIDO HISTORIC PRESERVATION COMMISSION

October 7, 2014

The meeting of the Historic Preservation Commission was called to order at 3:07 p.m. by Vice-chair Rea, in the City Council Chambers, 201 North Broadway, Escondido, California.

Commissioners present: Vice-chair Rea, Commissioner O'Boyle, Commissioner Spann, and Commissioner Danskin.

Commissioners absent: Commissioner Breitenfeld, and Commissioner Lee.

Staff present: Rozanne Cherry, Principal Planner; Paul Bingham, Assistant Planner II; and Eva Heter, Assistant City Clerk.

Vice-chair Rea welcomed new Commissioner Greg Danskin who provided information about himself to the Commission.

MINUTES:

Moved by Commissioner Spann, seconded by Vice-chair Rea, to approve the minutes of the August 5, 2014 meeting. Motion carried. Ayes: Rea, Spann, and O'Boyle. Noes: None. Abstained: Danskin. (3-0-1)

WRITTEN COMMUNICATIONS: None.

ORAL COMMUNICATIONS:

Commissioner O'Boyle noted that the adobe home tour was well received. She also noted that she would be pursuing establishing an adobe district.

PUBLIC HEARINGS: None.

CURRENT BUSINESS:

1. **Mills Act – Case No. HP 14-0003:**

Request: Mills Act Contract for Local Register property in the OEN
Location: 309 East 5th Avenue

Paul Bingham, Assistant Planner II, referenced the staff report and noted staff recommended the Commission forward a recommendation of approval for the Mills Act contract and consideration of the proposed CEQA exemption.

Commissioner Danskin applauded the applicant's research on the subject property. The commission concurred.

ACTION:

Moved by Commissioner O'Boyle, seconded by Commissioner Spann, to approve staff's recommendation. Motion carried unanimously.

2. Design Review – Case No. ADM 14-0143:

Request: Approval of an open lattice patio cover and arbor built in the rear yard without permits behind a Local Register house in the OEN.

Location: 243 East 5th Avenue.

Paul Bingham, Assistant Planner II, provided the background history on the subject property and noted that the applicant had a code enforcement case regarding the open lattice patio cover and arbor, which was what the Commission was tasked to review. He then provided illustrations of the structures, noting that both structures would need to go through the City's Building Department to be approved. He stated that since 1998 the subject property has had a Mills Act contract which specifies replacement of the existing non-historic aluminum windows with period-appropriate wood-framed windows. These changes have still not been complete. He recommended that the applicant be required to submit product information on the wood windows to be used along with a replacement schedule prior to Building permit issuance.

Commissioner O'Boyle felt that the windows should be replaced with period appropriate craftsman style windows. She asked if the backyard pavers were visible from the street. Mr. Bingham replied in the negative. Commissioner O'Boyle stated that she was not concerned about the pavers or structures.

Commissioner Spann stated that he was not concerned about the pavers, but felt the Corinthian pillars were inappropriate as well as feeling that the property owner should have obtained a building permit. He also concurred with staff's recommendation regarding replacing the windows with period appropriate windows per the Improvement List in the Mills Act contract.

Commissioner Danskin and Mr. Bingham discussed the protocol for Mills Act properties.

Commissioner Danskin stated that he did not have a problem with the pavers or subject structures in relation to the Mills Act.

Vice-chair Rea questioned why the smaller arbor was under scrutiny. Mr. Bingham noted that this was due to being located in the OEN and being a Mills Act/Local Register property.

Vice-chair Rea expressed her concern with the added window shutters, fence, and large gates in front of the residence being out of character with the style of the residence. Commissioner Spann and Vice-chair Rea expressed their concern with being able to

adequately see the front of the structure from the street, noting that these additions had been made without first obtaining a Certificate of Appropriateness.

Commissioner Danskin and Mr. Bingham discussed the protocol for removing a property from the Mills Act.

Discussion ensued regarding contacting the property owner to schedule a Mills Act visit.

ACTION (1):

Moved by Vice-chair Rea, seconded by Commissioner Spann, to approve the existing design of the two backyard structures, and that the structural aspect of the design be addressed separately, and presented at the upcoming meeting. Motion carried unanimously.

ACTION (2):

Moved by Vice-chair Rea, seconded by Commissioner Spann, to schedule an inspection with the property owners for Mills Act review. Motion carried unanimously.

3. DESIGN REVIEW – Case No. HP 14-0004:

Request: Approval of proposed additions to a Local Register Property in the OEN.

Location: 538 East 9th Avenue

Paul Bingham, Assistant Planner II, provided background history for the property and noted that the Commission recently reviewed and approved its request for a Mills Act contract. Staff recommended approval of the proposed additions off the back of the house and rear alley, which included a master bedroom and bath, a detached garage, converting the existing garage to a workshop/storage area, and converting the existing “Granny Flat” unit into a sewing room. He showed photos of the unit’s kitchen already having been removed and stated that the applicants were willing to record a Deed Restriction that it no longer be a second unit.

Commissioner O’Boyle asked if the proposed addition met the Secretary of Interior Standards. Mr. Bingham felt it would be more period-appropriate than the addition it was replacing and noted that the new addition would be taken out of the Mills Act calculations.

Commissioner Spann suggested not giving up the granny flat, noting that it was worth more as a granny flat. Vice-chair Rea concurred.

Keith Moore, Applicant, noted that he would prefer to retain the granny flat, if it would not impact the subject request. Mr. Bingham noted that it would not impact the subject request. Mr. Moore also stated that his preference would be to retain the alley workshop along with adding the garage so his vehicles could be off the street and parked inside.

He noted that the proposed alley garage would match the existing structure, the blank wall of the garage on the property line would be enhanced and that the garage door would be a period-appropriate design.

Commissioner Danskin was in favor of the proposed design, feeling it blended well. He also felt the granny flat should not be deed restricted. He asked that the garage be in line with the rest of the structure. Mr. Moore concurred and noted that the garage doors were only visible from the yard.

ACTION:

Moved by Commissioner O'Boyle, seconded by Vice-chair Rea, to approve staff's recommendation. Motion carried unanimously.

4. Design Review Case No. ADM 14-0165:

Request: Approval of adding proposed double garage with storage at the rear of a Local Register property.

Location: 221 West 15th Avenue

Paul Bingham, Assistant Planner II, noted that there were two units on the property, that the original house was on the Local Register and that the previous garage had been converted to a unit. He indicated that the request was to construct a double garage with some additional storage and a driveway. Staff recommended approval with a suggestion to the property owner that the garage contain two garage doors.

Commissioner O'Boyle moved to approve staff's recommendation with two garage doors.

Commissioner Danskin noted that DensGlass Gold siding could be used in order to meet the fire rating. He then asked what the width of the garage was. Mr. Bingham noted that the garage was approximately 26-feet wide. Commissioner Danskin concurred with recommending two garage doors for the garage.

ACTION:

Moved by Commissioner O'Boyle, seconded by Commissioner Spann, to approve the project with the recommendation to include two garage doors. Motion carried unanimously.

5. Update on Case No. PHG 14-0020:

Proposal to demolish some adobe structures on the Wier Brothers site and incorporate others into a 64-unit affordable apartment complex to be developed by Vietnam Veterans of San Diego at 1556 South Escondido Boulevard.

Rozanne Cherry, Principal Planner, provided the update and noted that no revised plans had been turned in from the applicant.

Vice-chair Rea asked if a Section 106 review had been prepared. Mrs. Cherry stated that the City was not required to do a Section 106 review, noting this was up to the applicant.

Vice-chair Rea felt Sacramento should be alerted regarding whether the Section 106 review was being done.

Commissioner O'Boyle stated that any project that had used Federal funds had to go through the Section 106 review, noting her view that someone needed to ensure this was occurring. Mrs. Cherry noted that the City was following through regarding the CEQA process.

Vice-chair Rea stated that the Commission had the responsibility to inquire whether the Section 106 process was being followed.

Commissioner Spann felt anything should be done to stop any demolition of the significant structures on the site.

Vice-chair Rea felt all of the structures needed to be studied before any action was taken.

6. Update on Grape Day Park Concept Master Plan

Rozanne Cherry, Principal Planner, provided the update and requested input.

Vice-chair Rea noted that she was disappointed that the subject plan did not incorporate the Escondido Creek plan. Mrs. Cherry noted that her understanding was that language would be included about creek enhancements in the future.

7. Mills Act Work Group – Report/Discussion

Vice-chair Rea noted that the group would be working on the notification letters, tightening up the response time frame, updating the inspection sheet, and create a FAQ sheet.

8. Historic District Related Fees and Incentives Work Group – Report/Discussion

Vice-chair Rea noted that OEN was pursuing neighbors writing letters to City Council regarding Historic District fees and incentives.

Mrs. Cherry noted that City Council would be hearing this item November 19th. She also stated that City Council funded \$100,000 toward the façade and property improvement program, with two projects being in the pipeline.

Vice-chair Rea noted that historic related fees continued to be a disincentive to homeowners.

Discussion ensued regarding a clarification of the design review fee and reimbursement program.

Commissioner Danskin spoke in favor of eliminating the "once every five years" restriction on granting the maximum amount of incentives to a property or property owner.

Commissioner Spann noted that Mills Act property owners received tax incentives.

Commissioner O'Boyle felt both the homeowner and the City benefited from Mills Act properties. She also spoke in favor of changing the "once every five years" restriction on granting the maximum amount of incentives to a property or property owner.

9. Promotion of Historic Preservation/Article Writing Group – Report/Discussion

Vice-chair Rea suggested publicizing the winners of the historic awards in the spring.

ORAL COMMUNICATIONS:

Keith Moore, Escondido, spoke in opposition to having to pay for a certificate of appropriateness each time he needed to perform any work on his home.

COMMISSIONER COMMENTS:

Commissioner O'Boyle noted that some grant guidelines were to be provided in the fall, which she volunteered to work on. Mr. Bingham noted that staff would forward any grant information on to Commissioner O'Boyle.

Commissioner O'Boyle asked Mr. Bingham if the work group could meet with staff to discuss possible Weir Adobe districts. Mr. Bingham replied in the affirmative, noting that Article 40 had information regarding how to establish a district.

Mrs. Cherry noted that the final Grape Day Concept Plan would come before the Commission.

ADJOURNMENT:

The meeting was adjourned at 5:14 pm. The next regular meeting was scheduled for December 2, 2014, at 3:00 p.m.

Rozanne Cherry, Principal Planner

Ty Paulson, Minutes Clerk

Meeting Schedule for 2015

The HPC meets the first Tuesday of every other month at 3:00 p.m. in the Council Chambers. Please let staff know if you are unable to attend any of the scheduled meetings. A minimum of four members is required for a quorum. Special meetings may be called as needed.

February 3, 2015

April 7, 2015

June 2, 2015

August 4, 2015

October 6, 2015

December 1, 2015

Staff Contacts:

Rozanne Cherry, Principal Planner, 760-839-4536, rcherry@escondido.org

Paul Bingham, Assistant Planner II, 760-839-4306, pbingham@escondido.org

Planning Division main telephone number: 760-839-4671.



HISTORIC PRESERVATION COMMISSION

Agenda Item No.: G.1
Date: December 2, 2014

TO: Historic Preservation Commission

FROM: Rozanne Cherry, Principal Planner

REQUEST: Provide Comments Regarding the Grape Day Park Draft Master Plan
Planning Reference No. PHG 13-0029, 321 N. Broadway

APPLICANT: Loretta McKinney, Director of Library and Community Services

PROJECT DESCRIPTION: A draft Master Plan for future improvements of Grape Day Park including an expanded playground, Heritage Walk "street", demonstration garden, new restroom, restoration of the historic fountain, decorative fencing along Escondido Creek, picnic shelters, a stage, splash pads, new pedestrian paths connecting to the Maple Street Pedestrian Corridor, and relocated aquatic center while maintaining an area for the relocation of the Women's Club structure and open lawn areas. Traffic calming elements along Broadway and Woodward Avenue and a Class I Bike Lane connecting to the Escondido Creek Bike Trail are also proposed.

BACKGROUND: Grape Day Park, with the five individual historic structures along Heritage Walk, is listed on the Local Register of Historic Resources as a Landmark. It is located in the Park View District of the Downtown Specific Plan Area. The City Council authorized the preparation of a Master Plan in 2013. Consultants were retained to facilitate public outreach and prepare the plan. Three (3) public workshops were held to gather information on park elements desired by the community. Community members also commented on things they didn't like about the park. A committee of city staff and representatives of the CCAE and History Center have worked closely with the consultant to develop this draft Master Plan for Grape Day Park. Community Services staff has even taken playground options to students K-5th grade to get their reaction to different playground elements related to the agricultural/historic theme previously recommended by the HPC. Details of the specific playground components will be developed based on all the comments and direction from the City Council. Currently, there is only funding to construct the expansion of the playground.

SCHEDULE: The following commissions will be commenting on the Grape Day Park Draft Master Plan:

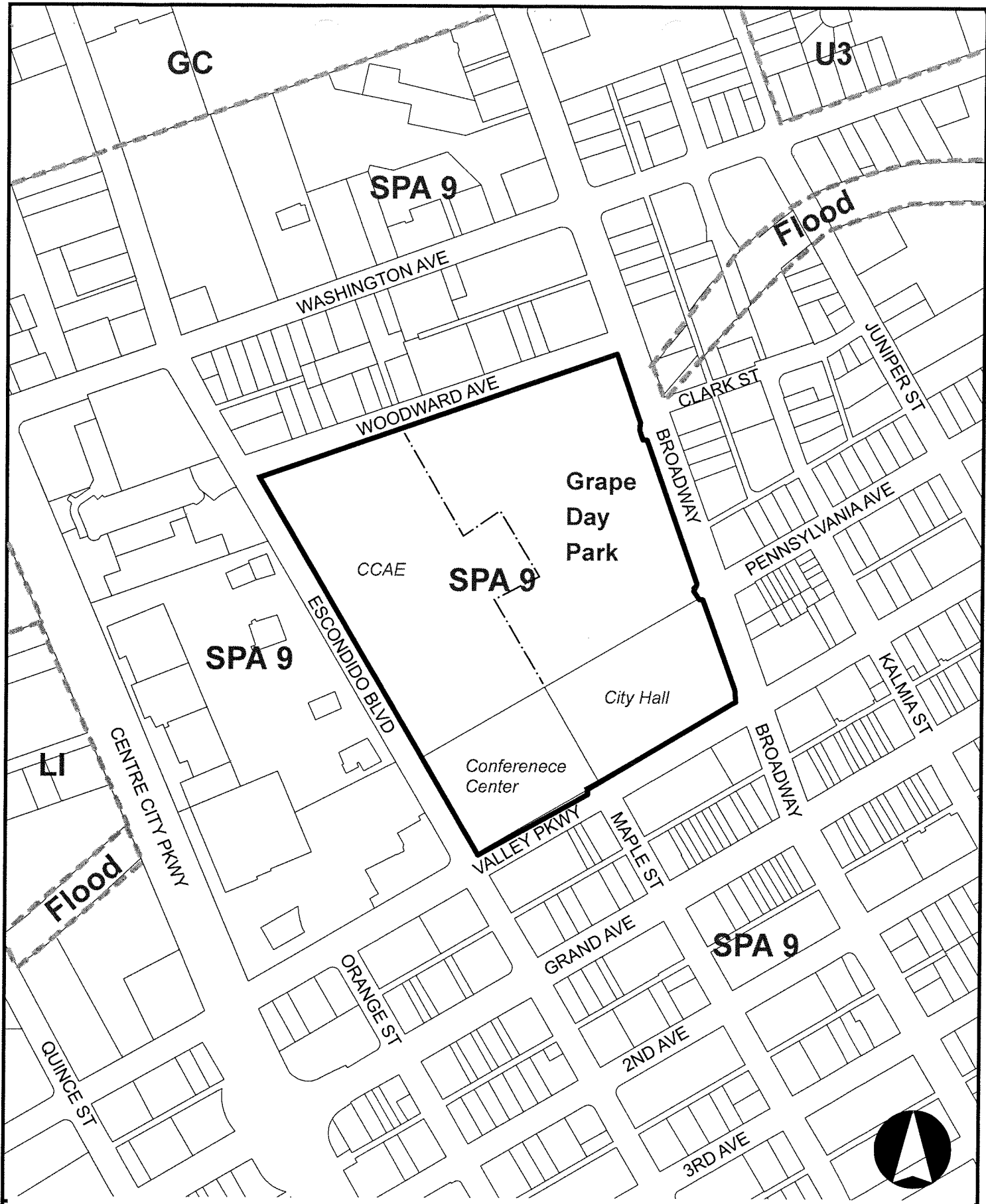
- City Appearance Committee – November 20, 2014
- Historic Preservation Commission – December 2, 2014
- Community Services Commission – December 11, 2014
- Planning Commission – January 13, 2015

The draft Master Plan will be presented to the City Council January 28, 2015.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Rozanne Cherry". The signature is fluid and cursive, with the first name and last name clearly distinguishable.

Rozanne Cherry
Principal Planner

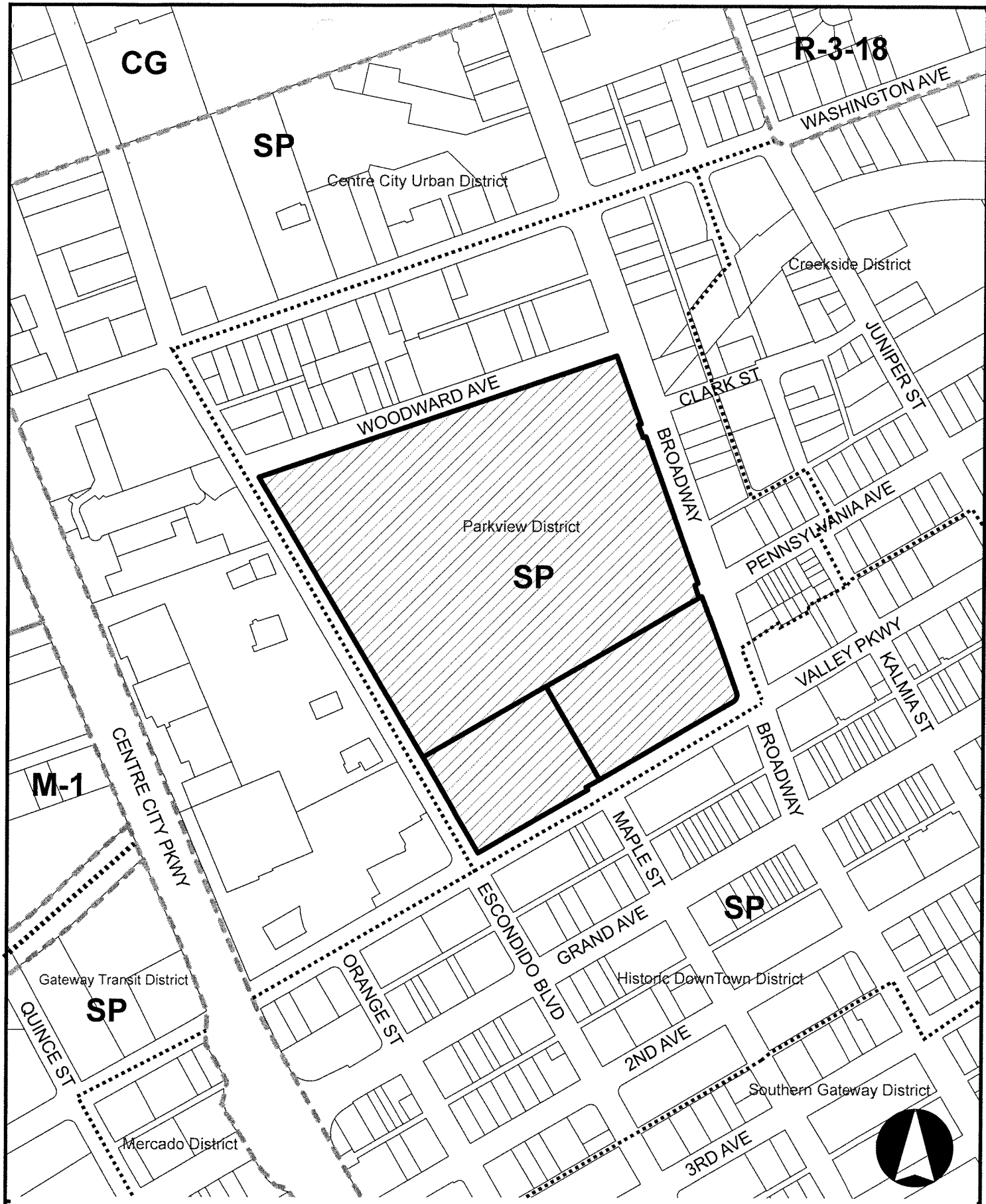


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PROPOSED PROJECT
PHG 13-0029



GENERAL PLAN



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PROPOSED PROJECT
PHG 13-0029



LOCATION/ZONING



Grape Day Park

Escondido, California

Draft Master Plan

PROPOSED PROJECT
PHG 13-0029



SITE PLAN

LEGEND

- 1 TRAFFIC CALMING ENHANCED STREET PAVING
- 2 CLASS I BIKE LANE
- 3 PEDESTRIAN WALK TO MATCH MAPLE STREET PLAZA
- 4 RAILROAD TRACK PATTERN IN WALK
- 5 REMOVE TREES
- 6 REMOVE TREES & RE-PLANT CLEANER, EASY TO MAINTAIN TREE
- 7 PICNIC SHELTER
- 8 PICNIC SHELTER
- 9 "OLD SCHOOL HOUSE" STYLE PICNIC SHELTER
- 10 VETERAN'S MEMORIAL PLAZA
- 11 EXERCISE STATION
- 12 STAGE
- 13 OPEN LAWN FOR STAGE/EVENT SEATING
- 14 TRAIN DEPOT PLAZA WITH BOARDWALK STAMPED PAVING
- 15 INTERACTIVE GROUND LEVEL WATER FOUNTAINS
- 16 EXISTING VETERAN'S MEMORIAL TO REMAIN
- 17 RESTORE HISTORIC FOUNTAIN
- 18 AGRICULTURAL THEME PLAYGROUND WITH SHADE CANOPIES
- 19 EXISTING TREE STUMP
- 20 SPLASH PAD
- 21 DRY STREAM BED WITH BRIDGES
- 22 DEMONSTRATION GARDENS
- 23 DECOMPOSED GRANITE "STREET" WITH BOARDWALK SIDEWALKS
- 24 HERITAGE WALK "STREET" WITH MEMORIALS
- 25 NEW RESTROOM TO MATCH EXISTING RESTROOM
- 26 TRAFFIC CALMING LANDSCAPE MEDIAN
- 27 BICYCLE AND PEDESTRIAN BRIDGE
- 28 BIKE PATH CROSSING WITH TRAFFIC SIGNAL
- 29 HALF-COURT BASKETBALL
- 30 HORSESHOE PITS
- 31 25 YARD COMPETITION POOL
- 32 INSTRUCTIONAL POOL
- 33 NEW POOL BUILDING
- 34 NEW PARKING
- 35 SERVICE VEHICLE ACCESS
- 36 WROUGHT IRON FENCE
- 37 GIANT CHESS BOARD
- 38 WATER SLIDE
- 39 EMBELLISHED DECORATIVE WROUGHT IRON FENCING
- 40 ARBOR WITH CLIMBING-FLOWERING VINES
- 41 ENTRY TRELLIS STRUCTURE WITH CLIMBING-FLOWERING VINES

PROPOSED PROJECT
PHG 13-0029



SITE PLAN

LEGEND

- 1 TRAFFIC CALMING ENHANCED STREET PAV.
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- 40 ARBOR WITH CLIMBING/FLOWERING VINES
- 41 ENTRY TRELLIS STRUCTURE WITH CLIMBING/FLOWERING VINES
- 42 PARKING ANALYSIS
LOSS OF 87 SPACES



Grape Day Park

Escondido, California



Draft Master Plan 11-3-14

Agenda Item G.1





From: Barbara Redlitz
Sent: Thursday, November 20, 2014 9:02 AM
To: Planning Group
Subject: Fees Related to Historic Preservation
Attachments: R2014-162 Historic Preservation Fees.doc; R2014-162 Exhibit A Historic Preservation Incentives.docx

Last night the City Council voted 5-0 to rescind the processing fees for Certificates of Appropriateness, Mills Act contracts and Local Register projects. Resolution 2014-162 also modified/updated our incentives program. Attached is an unsigned copy of the resolution and exhibit.

The fee change is effective immediately for new applications. Robyn will have someone revise the fee schedule to delete these 3 fees.

Barbara J. Redlitz, AICP
Director of Community Development
201 North Broadway
Escondido, CA 92025
(760) 839-4546 phone
(760) 839-4313 fax

bredlitz@escondido.org



RESOLUTION NO. 2014-162

A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF ESCONDIDO, CALIFORNIA,
RESCINDING PLANNING DIVISION HISTORIC
PRESERVATION PROCESSING FEES AND
REVISING THE HISTORIC PRESERVATION
INCENTIVES PROGRAM

WHEREAS, the City of Escondido adopted a Historic Preservation Incentives Program on October 28, 1992, by Resolution 92-409; and

WHEREAS, funding for some of the incentives identified in the program is no longer available and other incentives have been incorporated into the Escondido Zoning Code Article 39 – Off-Street Parking, Article 40 – Historical Resources, Article 65 – Old Escondido Neighborhood, and Article 66 – Sign Ordinance; and

WHEREAS, the City of Escondido adopted new fees for certain services and permits pertaining to historical resources effective on September 30, 2013, by Resolution 2013-99(R); and

WHEREAS, the City Council heard testimony from the Historic Preservation Commission and concerned residents that historic preservation processing fees could create a disincentive for preserving and maintaining historic properties; and

WHEREAS, the City Council desires at this time and deems it to be in the best public interest to amend the Planning Division historical preservation application fees by deleting certain service/application fees previously adopted by Resolution 2013-99(R), rescind Resolution 92-409, and amend the historic preservation incentives as described on Exhibit A, attached to the Resolution and incorporated by the reference;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Escondido, California, as follows:

1. That the above recitations are true.

2. That the Planning Division historic preservation application fees are hereby amended to reflect deletion of the following fees:

<u>Department</u>	<u>Description</u>	<u>Current Fee/Unit Basis</u>
Planning	Certificate of Appropriateness	\$104
Planning	Local Register	\$612 (including legal notice, mailing list and imaging fees)
Planning	Mills Act Contract	\$312

HISTORIC PRESERVATION INCENTIVES

Resolution 2014-162 Exhibit "A"

The following incentives program is applicable to owners of (1) Non-register properties in the Old Escondido Neighborhood district, (2) Properties listed on the Local Register of Historical Places, and (3) Properties listed on the Local Register and designated as a Local Historical Landmark.

A. Criteria for Qualifying Incentives:

The following general criteria must be met in order for an applicant to qualify for any of the incentives:

1. Property owner is engaging in maintenance of the structure or yard that is "street visible."
2. The exterior improvements to an historic structure are determined by staff and/or the Historic Preservation Commission (HPC) to be in conformance with the Design Guidelines for Homeowners of Historic Structures.
3. The maximum amount of the incentive is not given more than once every two (2) years to a property or property owner.
4. The proposed work is approved by staff and/or the HPC.

B. Incentives:

1. Non-register properties in the Old Escondido Neighborhood are eligible for waiver of Building permit and/or Planning application processing fees not to exceed \$300.
2. Residential properties listed on the Local Register of Historical Places or designated as an Historic Landmark are eligible for the following incentives:
 - a. Waiver of Building permit and/or Planning application processing fees not to exceed \$300 (or not to exceed \$600 for Historic Landmark).
 - b. Eligibility to participate in the Mills Act contract provided that all criteria are met.
 - c. Waiver of fifty percent (50%) of the Conditional Use Permit (CUP) fee if a CUP is required to permit use of the property.

3. If a structure is listed on the Local Register of Historical Places or designated as an Historic Landmark and is located on property zoned commercial or professional, or in a Specific Plan district that allows commercial uses, or the structure is located on the south side of Fifth Avenue between South Escondido Boulevard and Juniper Avenue, the property is eligible for the following incentives and relaxed design standards:
 - a. Allow vehicles to back onto non-designated circulation element streets provided that sight distance requirements are met.
 - b. Provide individual trash cans instead of a dumpster with the written consent of Escondido Disposal Inc.
 - c. Waiver of one hundred percent (100%) of Building Permit and/or Plot Plan fees.
 - d. Waiver of fifty percent (50%) of the Conditional Use Permit (CUP) fee if a CUP is required to permit the use of the property.
 - e. Expedited review and processing of City-required Planning and Building Permit applications.
 - f. Eligibility to participate in the Mills Act contract provided that all criteria are met.

Written Communication
Agenda Item No. H.4
12/2/14 HPC Meeting

Mill Act Process Ad Hoc Committee Report to HPC
12/2/2014

This committee met on two occasions and shared in the revision of two letters to be sent to Mills Act property owners. The first letter is an initial contact that would request a return phone call or e-mail within 15 days. The second letter would be a follow-up notification, sent in the event that the first letter receives no response. In order to keep the letters brief and to the point, an additional list of "Frequently Asked Questions" was drafted, as well, which would also include information for those who are not aware that their property is part of a Mills Act contract.

The process for visiting properties was also reviewed and the Committee recommends the following:

1. The process will start with the properties that have had Mills Act status the longest and to move ahead from there, skipping any that have been inspected in the last 5 years.
2. Initially, five letters will be mailed and the recipients will be given three weeks to respond. Those who respond will be scheduled as quickly as possible. Those who do not respond will be issued a second letter by registered mail. Direction from staff is requested as to potential consequences in the event that a second letter is not responded to within two weeks.
3. Depending on the ability of the Commissioners to conduct more inspections, another five letters will be mailed and then another five until all homeowners will have been contacted and inspections conducted.
4. The process will be continually monitored for efficiency as well as the comfort level of both the Commissioners and the property owners.

A checklist of potential items needing attention in order to assist with inspections and provide consistent documentation of each visit was developed but is still under discussion among committee members and with staff.

The Committee also agreed that any home that is on the Mills Act but not necessarily due for an inspection and has significant issues apparent from the street (missing paint, deteriorating architectural features, inadequate roofing) should be reported to City Staff immediately.

Respectfully submitted; November 25, 2014 -

Carol Rea

James Spann

Judith O'Boyle

[date]

[Property Owner]

[address]

[city, state, zip]



Re: Mills Act Agreement for property located at [address], Escondido, CA

Dear [Property Owner]

We're pleased that you are experiencing the property tax savings on your historic property due to the Mills Act contract entered into by you or a previous owner. Both the community and you, as the property owner, benefit from this unique partnership.

A provision of your Mills Act contract calls for periodic evaluations of your preservation efforts and it is now time to touch bases regarding your property. This visit by two or three Historic Preservation Commissioners should take less than an hour and we will do our best to accommodate your schedule.

Please call (760) 735-8072 or e-mail Carolrea@aol.com within 15 days of the date on this letter to schedule your appointment. We will do our best to schedule the visit to occur at a time most convenient for you.

A copy of the Mills Act improvements specified within your contract is enclosed for your review. You may consider revising the list of improvements as needed.

The Historic Preservation Commission and the City Council thank you for your support of Escondido's Historic Preservation Program by caring for your exceptional property.

Sincerely,

[Name}, Chairman
Historic Preservation Commission

Enclosures

[date]

[Property Owner]

[address]

[city, state, zip]



Second Request

Re: Mills Act Agreement for property located at [address], Escondido, CA

Dear [Property Owner]

You should have received my previous letter dated [date], which requested that you schedule an evaluation of your property by Historic Preservation Commissioners in accordance with your Mills Act contract but we do not seem to have heard from you. Perhaps it was overlooked, but we are serious about needing to meet with you at your property.

You are currently receiving a significant property tax reduction due to the Mills Act contract that you or a previous owner entered into. As a result, there is a responsibility on your part, as the property owner, to maintain the historical significance of your historic property as well as a responsibility on the part of the City to assure that a property remains in compliance with the provisions of the Mills Act Program agreement and the authorizing State Code (Government Code Section 50281).

If you do not contact us, your Mills Act status may be at risk and financial penalties may result. Please call (760) 735-8072 or e-mail Carolrea@aol.com within 10 days of the date of this letter to schedule an appointment. The appointment can be scheduled to occur within 30 days at a time most convenient for you.

I look forward to hearing from you.

Sincerely

[Name], Chairman
Historic Preservation Commission

Enclosures

FREQUENTLY ASKED QUESTIONS – MILLS ACT VISITS

1. How long will a visit take?

Most likely less than an hour

2. Who will be visiting?

Two or possibly three members of the Escondido Historic Preservation Commission.

3. What is the purpose of the visit?

To meet with the property owner and evaluate the status of your contract and maintenance efforts as well as to share resource information with you.

4. What will the commissioners be looking at?

They will be considering the physical condition of the listed structures, inside and out. They will be looking at general maintenance and improvements and can point out areas of concern and discuss ways to remedy any problems that could also affect your home's value to you and the community. They will also be able to explain the responsibilities and provisions under the Mills Act contract as well as to confirm that improvements listed therein are on schedule.

5. Will I be charged for this visit?

No, there is no charge for a Mills Act inspection.

6. I didn't know my home is part of a Mills Act contract. What does that mean?

The Mills Act is a State law passed in 1972 allowing a reduction in property taxes for qualified historic properties when owners agree to preserve/restore their properties. A property owner applies for the program and, if approved, the contract stays with the property even after it is sold. More information about the Mills Act is available at <https://www.escondido.org/mills-act-program.aspx> or we can provide a hard copy.

If you have any other questions that are not answered here, please call the City of Escondido Planning Division at 760-839-4671.

(Based on a list from the Design Guidelines)

MILLS ACT CHECKLIST

1. Foundation

- ☐ Cracking
- ☐ Water damage
- ☐ Dampness or wet spots
- ☐ Discoloration or stains
- ☐ Finish worn away by splashing or soaking
- ☐ Water draining toward the building

2. Wood Siding and Trim

- ☐ Cracked, split or missing siding
- ☐ Crumbling, flaking, blistering, peeling, or missing paint
- ☐ Inappropriate paint colors
- ☐ Water damage
- ☐ Dampness or wet spots on the exterior or interior
- ☐ Discoloration or stains
- ☐ Clinging vines or plants growing into structure
- ☐ Splitting, cracking, missing shakes or shingles
- ☐ Rodent or insect damage

3. Masonry

- ☐ Deteriorating bricks or mortar
- ☐ Crumbling, cracking, missing chunks of brick or mortar
- ☐ Water damage
- ☐ Constant dampness or wet spots on the exterior or interior
- ☐ Discoloration or stains
- ☐ Finishes worn away by splashing or soaking
- ☐ Crumbling, flaking, blistering, or peeling paint
- ☐ Exposed rebar

4. Stucco

- ☐ Cracks or bulges where the stucco has separated from the outer wall
- ☐ Crumbling, flaking, blistering, or peeling paint
- ☐ Exposed wire mesh

5. Roofs

- ☐ Water damage
- ☐ Constant dampness or wet spots
- ☐ Discoloration or stains on ceilings or walls
- ☐ Light shining through to the underside

- ☐ Missing or broken shakes, shingles, or tiles

6. Porches

- ☐ Permanent screens, clear or darkened glass, or other permanent enclosures

7. Doors

- ☐ Water damage
- ☐ Leaks water or wind
- ☐ Caulking damaged
- ☐ Constant dampness or wet spots around the opening or frame
- ☐ Discoloration or stains on walls around door frame
- ☐ Rotting door or pieces of the frame
- ☐ Replacement door or hardware that does not match the original style
- ☐ Missing, rusted, or broken hardware, hinges, kick plate, lock, latch
- ☐ Crumbling, flaking, blistering, missing, or peeling paint
- ☐ Sticking

8. Windows

- ☐ Broken panes
- ☐ Water damage
- ☐ Leaks water or wind
- ☐ Caulking damaged
- ☐ Constant dampness or wet spots around the opening or frame
- ☐ Discoloration or stains on walls around window frame
- ☐ Crumbling, flaking, blistering, or peeling paint
- ☐ Rotting pieces of the sash or frame
- ☐ Replacement windows that do not match the original style of the building
- ☐ Missing, rusted, or broken hardware, cranks, hinges, locks

9. Gutters and Downspouts

- ☐ Loose or missing pieces
- ☐ Leaks, rust
- ☐ Debris or leaves
- ☐ Need paint
- ☐ Drains onto walls, trim, or foundation either directly from a downspout
- ☐ Grade allows water to flow toward the structure

- _____ At risk due to lack of paint
- _____ Loose or missing pieces
- _____ Replacement pieces that do not march the original style
- _____ Inappropriate items added to create false sense of history

_____ Cracks, damaged, or missing mortar
or brick

_____ Spark arrestor if used or top
screened to prevent access by birds
or animals if not
Leaning

_____ Cracked, leaning, or falling

_____ Not properly maintained
_____ Trees not pruned, limbs growing into
or threatening structures

- ☐ Serious cracks in walls/ceiling
- ☐ Indications that chimney needs cleaning
- ☐ Signs of water damage to floors or ceiling
- ☐ Area next to outlets/fixtures blackened
- ☐ Water heater unsecured
- ☐ Questionable use of extension cords or other electrical hazards
- ☐ Mold on walls and/or ceiling
- ☐ Smoke alarm missing or obviously non-functioning
- ☐ Evidence of rodent or insect damage

_____ All improvements are on track,
in compliance with contract
Needs adjustment of original list

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.