



# City of Pacific Grove

## Guidelines for Historic Assessments

### Overview

A historic assessment is a survey and evaluation that is used to determine the significance of a building, site, object or structure. The survey contains a description of the building, site, object or structure as well as information about its historical background and surrounding area.

### Exemptions from Historic Assessment Requirements

Certain minor exterior modifications to structures that are 50 years of age or older are consistent with the Secretary of the Interior's Standards and do not need a Historic Assessment. Accordingly, no Historic Assessment is required for projects where the exterior modifications solely consist of one or more of the following:

1. Restoration of existing historic elements (e.g., windows, doors);
2. Emergency repairs that involve in-kind materials or materials that match the historic appearance;
3. Re-roofing and gutter replacement with either in-kind materials or materials that match the historic appearance;
4. In-kind replacement of original historic windows if the City's Chief Building Official determines that the original windows are too deteriorated to restore;
5. Replacement of non-historic windows to match original historic windows in design and materials (if photo documentation is available for original windows);
6. Replacement of stairs/railings, doors and porches if the City's Chief Building Official determines that they are too deteriorated to restore. Replacement would need to be with in-kind materials or, if photo documentation is available, materials and design that match the historic appearance.
7. Repair or patching, with in-kind materials, individual areas of historic exterior siding if the City's Chief Building Official determines that the original siding is too deteriorated to restore.

### Initial Historic Screenings

In the event a property is over 50 years old, but is of an undetermined historic status, the property may undergo an Initial Historic Screening hearing held by the Historic Resources Committee. If the Committee decides the property may qualify for the City's Historic Resources Inventory, the California Register of Historic Resources or the National Register of Historic Places, the applicant is required to prepare a Phase I by a qualified historic consultant.

### Qualified Historic Consultants

A qualified consultant must prepare the Historic Assessment. The California Historical Resources Information System (CHRIS) and Monterey County maintain a list of qualified historic consultants.

### Phase One Historic Assessment

The Pacific Grove Community Development Department requires an applicant hire a qualified historic consultant to prepare a Phase One Assessment when a project has the potential to affect a building, site, object or structure that is 50 years of age or older. The assessment will determine if a resource is historic by using criteria from the National Register of Historic Places, the California Register of Historic Resources and Pacific Grove's Historic Preservation Ordinance (Municipal

Code Chapter 23.76). If it is determined that a resource is eligible for listing under one or more of the above sources, then a Phase Two Assessment is triggered.

An applicant must submit (3) administrative draft copies of a Phase One Historic Assessment. Submission requirements vary based on the consultant's findings as follows:

- Not Significant - submit a letter stating why the property is not historic, citing local, state and federal criteria to support the finding.
- Significant w/o Integrity – submit a completed DPR 523a and DPR 523b (Primary Record and Building, Structure, Object Record) with a cover letter that addresses the 7 specific aspects of integrity and which of the seven have been lost and why.
- Significant – submit a completed DPR 523a and DPR 523b (Primary Record and Building, Structure, Object Record) with a cover letter stating at what level (local, state or national) the resource is significant and the applicable criteria. On DPR 523b, section B10, address integrity and list the character defining features of the resource.

### **Phase Two Historic Assessment**

A Phase Two Assessment, prepared by a qualified historic consultant, provides a more detailed evaluation of the resource and examines how a project will affect its significance. In addition, a Phase Two Assessment should provide potential mitigation measures for consideration by the City to reduce impacts to a level of insignificance, if possible, or a clear statement that the proposal will cause a significant impact to the resource which cannot be mitigated to a level of insignificance. If a property is listed or has been determined eligible for listing on the National or California Registers or is listed on the Pacific Grove Historic Resource Inventory, a Phase Two Assessment is automatically required.

An applicant must submit three (3) administrative draft copies of a Phase Two Historic Assessment. The assessment should be written in a narrative tone. All material facts, such as the date of construction, must contain references to sources of information. The assessment must contain subheadings and page numbers for clarity and organization. Maps, photographs and figures should be labeled and integrated with the text of the assessment or assembled in an appendix. Staff will review the administrative draft copies and forward comments to the consultant. The consultant must address the Department's comments before the historic assessment will be accepted and used for environmental review.

### **Format Requirements**

A Phase Two Historic Assessment must conform to the following format:

#### **A. Title Page**

A title page is required that contains the (1) name and address of the property, (2) the name and address of the applicant, (3) the name and address of the consultant and (4) the completion date of the report.

#### **B. Table of Contents**

A table of contents is required that indicates the page numbers of each of the items from Section C through I below.

#### **C. Introduction**

The introduction should include, but not be limited to, the (1) name of property owner and applicant, (2) address of proposed project, (3) Assessor's Parcel Number(s) of the

property, (4) description of the proposed project, (5) current use of the property, (6) names of the firm, principal and staff preparing the assessment and each of their professional qualifications, (7) beginning and completion dates of the assessment, (8) description of the research procedures used to prepare the assessment, and (9) current listing of the property on the National Register, California Register or Pacific Grove Historic Resource Inventory.

**D. Historical Background**

The historical background should contain, but not be limited to, the (1) location map of the property drawn to scale with a north arrow, (2) historical context of the study area, and (3) historical development of the property including facts concerning ownership, subdivision, construction dates, occupants and uses of the property, (4) identify the period of significance. The assessment should concisely describe the historical background of the resource from the Spanish Period (1777-1822) to the present. Omission of facts during major periods is not acceptable.

**E. Description of the Historic Resource**

The description of the historic resource should concisely describe:

- (1) the physical appearance and condition of the buildings, structures, objects and natural features on the subject site. Small, specific areas of investigative demolition (with prior building department approval) are encouraged in order to understand the areas of concern beneath current finishes. These areas of concern include: Siding, both existing and any siding hidden below existing, wall structure, sheathing and waterproofing, roof structure, condition of architectural features including chimneys, porches and railings, decorative trims and brackets, windows, window trim, and doors. Unpermitted work conducted on HRI structures may have penalties levied on the subject property pursuant to [PGMC §23.76.130](#) and may result in additional public hearings, a stop work order “red tag”, correction notice, fines and/or other associated delays.
- (2) the architectural style and character defining features of the exterior of the historic resource. A list of “character defining historic features” of the structure shall be included and will include those features that are intended to be retained, modified, or demolished and replaced. Potentially qualifying elements includes, but is not limited to: Roof structure and rafter tails, wall structure and waterproofing, historic siding and exterior finish materials, historic windows, doors, bay windows, window trims, decorative trims, brackets, braces, moldings, railings, stairways, decking, porches, chimneys and period-defining site features such as retaining walls, fences and trellises. Photographs of each facade of the resources are required.

**F. Evaluation for Significance**

The evaluation for significance must include completed historic evaluations using the following criteria:

- (1) National Register of Historic Places
- (2) California Register of Historic Resources
- (3) Pacific Grove Historic Resource Inventory

For each set of criteria, the assessment should analyze the historic background and description of the resource to determine if it qualifies for listing on any of the above. In addition, the assessment must evaluate the resource’s potential to contribute to a district comprised of similar resources in the area. A district is composed of a significant concentration of sites or buildings conveying a visual sense of the overall historic environment or an arrangement of historically or functionally related properties.

Conclusions should be based on an objective analysis of the information presented in the assessment.

**G. Impacts of the Proposed Project**

The impacts of the proposed project should describe how the project would affect the historic resource. It should contain a (1) project description, (2) site plan and floor plans, and (3) an analysis of the affects of the proposed project on the historic resource. If the resource is part of a district, the analysis should also discuss impacts to other contributing properties in the district.

**H. Mitigation**

Mitigation should include feasible measures that would either avoid or reduce the affects of the proposed project. Mitigation may include, but is not limited to, use of (1) the Secretary of the Interior's Standards and Guidelines for Rehabilitating Historic Structures, (2) the State Historic Building Code, (3) project alternatives, (4) documentation using the Historic American Building Survey (HABS) or alternative standards, (5) an educational exhibit for public use, (6) salvage of building elements, and (7) relocation of the structure.

**I. Appendices**

The appendices must contain (1) bibliography of the literature cited and persons consulted, (2) documents related to the history of the subject property such as historic photos, articles, letters and diagrams, and (3) completed State Historic Resources Evaluation Forms (DPR 523a & b). If the property is listed on the Pacific Grove Historic Resource Inventory and no DPR 523a & b forms were prepared as part of that listing, the documentation used to list the property will suffice.

### **CEQA and Historic Resources**

The proposed project plan set and supplemental reports are used to determine whether a project will have a significant effect on a historic resource as required by the California Environmental Quality Act (CEQA), Government Code Section 15300.2(f).

If a project will not have a significant effect on the environment, the Community Development Department will prepare an Exemption or Negative Declaration for consideration and approval by the appropriate hearing body.

If a project will have a significant effect on the environment, mitigation measures may be implemented to reduce the impacts to the resource to a level that is considered less than significant. The Community Development Department will then prepare a Mitigated Negative Declaration for consideration and approval by the appropriate hearing body.

In the event that impacts are so great that mitigation measures cannot be implemented to reduce the impact to a less than significant level, the Community Development Department will require the preparation of an Environmental Impact Report (EIR). A project will have a significant effect on a historic resource if it demolishes, or substantially alters a resource listed or eligible for listing on the National Register, California Register or Pacific Grove Historic Resource Inventory.