Historic Resource Commission
Tracking Goals Action Item
Jan 19, 2022

- **Background:** At April 5, 2021 meeting Commissioners approved Commissioner Phillips work on creating formal 'Goals' tracking system

- **Objective:**
  - Know when a new goal is added and categorized
  - Follow progress through staff actions, Commissioner consensus, and Board vote
  - Acknowledge when a goal is accomplished

- **Action Items Completed:**
  - Goal definition: A goal is an idea of the future or desire result that a person or group of people envision, plan and commit to achieve
  - Completion Categories Used:
    - Short term—One to three years
    - Long Term: Three to Five years
    - Perpetual – No estimated completion date
  - Using newly defined 'Goal' terminology, categories, and documented information to create new goal list for determining which goals merit tracking

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- **Meeting Take Aways:**

  – Review goal information to be documented and tracked

  – Determine how to handle completed goal information

  – Begin review of goals

- **Action 1. Evaluated Goal Tracking Information**

  – Is the information status points correct? Complete? Is there extraneous or missing information?

  – How should completed goal history be handled? Archived? Deleted?

  – What should be done with action items no longer deemed a goal?

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- **Action 2: Begin reviewing identified goals and determine:**

  – Is this goal fit the HRC Goal definition?

  – What is their category?

  – Should this goal be broken into sub-goals if multi-layered actions required?

  – What is the next action to be taken for this goal?

  – One last point:

  – Based on activity documented thus far taken, are the following questions relevant?

- *Goal #1: Researching Training Opportunities*

  – Is it a goal?

  – What category should it be?

  – What is the next action?

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- *Goal #2:* **Cleanup of Historic Resources Inventory**
  - Is it a goal?
  - What category should it be?
  - What is the next action?

- *Goal #3:* **Demolition and Partial Demolition**
  - Is it a goal?
  - What category should it be?
  - What is the next action?

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- **Goal #4: *Watch List Maintenance***
  - Is it a goal?
  - What category should it be?
  - What is the next action?

- **Goal #5: Mills Program Implementation**
  - Is it a goal?
  - What category should it be?
  - What is the next action?

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- ### *Goal #6: Update and Maintenance of HRC Website*
  - Is it a goal?
  - What category should it be?
  - What is the next action?

- ### *Goal #7: Participate in Local History Events*
  - Is it a goal?
  - What category should it be?
  - What is the next action?

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- **Goal #8: *Create Video Walking Tours***

  — Is it a goal?

  — What category should it be?

  — What is the next action?

- **Goal #9: Provide Sec of Interior Standards Presentation**

  — Is it a goal?

  — What category should it be?

  — What is the next action?

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- **Goal #10: Schedule Joe Michalak for Presentation**
  - Is it a goal?
  - What category should it be?
  - What is the next action?

- **Goal #11: Research Applying for CLG Grants**
  - Is it a goal?
  - What category should it be?
  - What is the next action?

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- **_Goal #12:_ Promote Calif Historic Rehabilitation Tax Credit**

  − Is it a goal?

  − What category should it be?

  − What is the next action?

	A	B	C	D
1		**HRC Goal Tracking**		
2		**2017 - 2022**		
3				
4		**Goals #1: Reseaching Training Opportunities**		
5	**Mtg Date**	**Goal Activity**	**Action Taken**	**Status**
6				
7	1/23/2017	1. Reseach Training opportunities for year. Discussed asking local speaker to present topic of interest		
8	7/10/2017		Staff Research & present options to Commission	Annual goal
9	10/2/2017		Staff try to schedule speaker on local architecture, CEQA before 12/31/2017	Annual goal
10	2/9/2018	Discuss staff and Commsion goals for 2018. Review goals from 2017 and progress made toward goals	Motion: (A) Request staff to provide a complete list of Commission goals for next meeting, (B) research & identify potential funding sources for adding additional properties to the County Inventory & provide regular updates to the Commission, and (C) research webinars or other trainings available for running effective and courteous public meetings and following rules of order and report back to the Commission.	
11	1/14/2019	Request to make goal status a regular agenda item	Board made a motion and approved	Goals will be statused at each Board meeting
12	No Oct 2019 meeting			
13	No Apr 2020 meeting			
14				
15	7/6/2020	No funding available. Staff working on sustainability update		Report at Oct 2020 mtg
16	10/14/2020	Commissioners expressed interest in 2 webinairs by Calif Pres Foundation.	Staff will provide information before end of year	
17				
18	1/11/2021	Emphasis on webinairs. 2nd half of 2021 may provide in-person training or guest speaker		
19				Report at April 2021 mtg
20				

	A	B	C	D
1		**HRC Goal Tracking**		
2		**2017 - 2022**		
3				
4		**Goal #2: Cleanup of Historic Resources Inventory**		
5				
6	<u>**Mtg Date**</u>	<u>**Goal Activity**</u>	<u>**Action Taken**</u>	<u>**Status**</u>
7	7/10/2017	Cleanup of Historic Resources inventory. Correct / update information & bldg condition	Staff uses input from HRC to update Invenory	On-going
8	2/9/2018	Request making this goal on-going w/regular reports		On-going
9	7/2/2018	**Consider Inventory clean-up to (A)** Identify buldings whose condition may have changed since last inventory uodate & correct information in the Inventory. **(B)** Identify resources available to Commission to review properties Inventory. **(C)** Discuss progress made toward Inventory clean-up	**Motion:** Request staff provide template to Commission for updating information in the Inventory, including updating the condition of resources.	
10	1/14/2019	No staff time to update Inventory	Staff requests Commission identify priority updates & what is reasonable to do to help staff with time management	
11	7/1/2019		Will report back on Watch List corrections that can be completed by staff	Report at Oct 2019 n
12				
13	No Oct 2019 meeting			
14	1/6/2020	Established this goal as Priority #1.	Commissioners have provided recommendations for inventory clean-up	Staff 1) evaluating hiring an intern to assist w/selected updates, 2) putting Inventory online,
15				
16	No Apr 2020 meeting			
17				
18	7/6/2020	Support staff efforts to work with intern or extern to update SCZ Inventory of History Resources, including identify buldgs whoe condition may have changed since the last inventory update & correct info, and make inventory available online	Staff evaluating whether funds available for paid internship & report back	No funding for intern. Staff workong on sustainability update
19	10/14/2020	1. Obtain intern or extern to support staff w/HRC Inventory tasks	No change in status	On-hold due to coronavirus
20				

	A	B	C	D
21	1/11/2021	Support staff efforts to work with intern or extern to update SCZ Inventory of History Resources, including identify buldgs whoe condition may have changed since the last inventory update & correct info, and make inventory available online	On hold due to coronavirus & direction from Bd of Supes to work remotely whenever feasible. Will secure intern when workplace restrictions have been lifter.	

	A	B	C	D
1		**HRC Goal Tracking**		
2		**2017 - 2022**		
3				
4		**Goal #3: Demolition & Partial Demolition**		
5				
6	**Mtg Date**	**Goal Activity**	**Action Taken**	**Status**
7	4/10/2017	Commissioner Merriam reported on Demolition by Neglect ordinances & consder formation of subcommittee	Staff requested to put on July agenda for further discussion	
8	7/10/2017	Discuss demolition & partial demolition, including review code requirements, HRC authority scope, & best way to interact w/public regarding such projects	Discuss demolition by neglect, including evaluating incentive-based approaches	On-going
9	10/2/2017		Requested Planning Dept rep to discuss demolition codes. Asked to place on Jan 2018 agenda as high priority, including criteria for issuing retags.	Will be placed on Jan 2018 agenda
10	2/9/2018	Request Planning Dept review of SCZ Co Code regulations & procedures regarding demolition & partial demolition	Request report at **Apr 2, 2018** meeting on feasibility to update application requirement for demolition of historic resource	Staff report placed on **April 2, 2018** agenda
11	4/8/2018	Sr. Planner Annie Murphy presented Planning Dept report on Section 16.42.030© of the SCCC for definition of 'demolition' & 'partial demolition' & how best to describe projects involving demolition to public with recommendations.	The Commission reviewed and discussion report. Also reiew of staff recommendations to clarify definitions.	Changes requested by Commission with report due back at **July 2, 2018** meeting
12	7/2/2018	Report back to Commission for SCZ Co Code #16.42.060 (A) & #16.42.060 (B)	**Motion:** Create subcommittee Merrian & Jenkins to evaluate possible guidelines for demolition applications necessary to finding that preservation of historic resource is NOT fesible because it would create exceptional hardship.	Report due at **Oct 1, 2018** meeting
13	10/1/2018	Copy of Ordenance prepared by Co Counsel with minor revisions to SCZ Co Code Chapt 2.38 to clarify code provisions & update code citations & statutory references.		**Sept 25, 2018** : Approved in Concept by Bd of Superviors. **Jan 6, 2020**: Application submittal requirements for demolition updated. **Goal: Completed**
14	1/14/2019			
15	7/1/2019	Review potential approaches for addressing demolition by neglect	Staff will review potential approaches for addressing demolition by neglect	Discuss @ Oct meeting

	A	B	C	D
16	No Oct 2019 meeting			
17	1/6/2020	Staff evaluating addition of incentive-based approach for maintain & rehabilitating resources demolition by neglect designated historic properties.	County code would be amended to allow additional uses beyond those otherwise allowed in zone district, where use would provide an economically viable use for parcel that would all the maintene=ance or rehabilitation of a designated historic structure.	There is currently no support from Board of Supervisors for amending the County Code to require maintenance of dsignated historic resouces
18				
19	No Apr 2020 meeting			
20				
21	10/14/2020	Staff drafting amendment language to SCZ CO Code. HRC will review once draft completed	List of required application materials for demolition or partial demolition of a historic resource was updated by County staff.	
22	1/23/2021	Amendment to SCZ CO Code proposed to be included in Sustainability Update.	Staff will provided draft language for HRC review	

HRC Goal Tracking			
2017 - 2022			
Goal #4: Continue Watch List Maintenance			
Mtg Date	**Goal Activity**	**Action Taken**	**Status**
7/10/2017	Continue to work on Watch List	Commissioner Swift shared template	On-going
2/9/2018		Review Watch list of properties that warrant further historic evaluation under CEQA when discretionary applications are submitted	Motion: **(A)** Add structures as recommended by Commissioner Swift to the Watch List, **(B)** continue to add to the list as new properties are identified, and (**C)** send the Watch List form to the Commission
7/2/2018	Commissioner Swift submitted her list of Inventory changes for Aptos and Aptos Hills	Sr Planner Murphy accepted Commissioner Swift's list of Inventory property updates	
2/9/2019		Consider additions to list at future mtgs as requested by HRC	
7/1/2019		Commission request staff to provide Watch List template for Watch List properties	Staff action item
7/1/2019	Continue to work on the HRC Watch List of properties that are not designated as historic, but warrant further historic evaluation under CEQA	The Watch List is being maintained and continues to be udated as the Commission identifies properties to be included	On-going
7/21/2020	Commissioner Swift requesed a complete list of all properties currently on Watch list.	Staff will send out Watch List property template	Staff action item

No Oct 2019 meeting			
1/11/2021	Commission request interconnection between Watch List, property titles, and Inventory.	Requst staff explain process linking Watch list properties to taxed properties & provide list	Staff action item
No Apr 2020 meeting			
1/11/2021	Continue to work on the HRC Watch List of properties that are not designated as historic, but warrant further historic evaluation under CEQA	Staff provided current Watch List of SCZ Co properties.	
11/15/2021		Commission added Davenport properties to list	