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- Start typing where indicated to provide the requested information.
- Click on the check box to mark either yes or no.
- To enter more than one item in a particular text box, just insert an extra line (Enter) between the items.

Save completed form and email as an attachment to Lucinda.Woodward@parks.ca.gov. You can also convert it to a PDF and send as an email attachment. Use the Acrobat tab in WORD and select Create and Attach to Email. You can then attach the required documents to that email. If the attachments are too large (greater than 10mb total), you will need to send them in a second or third email.

Name of CLG
Santa Cruz County

Report Prepared by: *Matthew Sundt*

Date of commission/board review: *April 8, 2024*

Minimum Requirements for Certification

I. Enforce Appropriate State or Local Legislation for the Designation and Protection of Historic Properties.

A. Preservation Laws

1. What amendments or revisions, if any, are you considering to the certified ordinance? Please forward drafts or proposals.
***REMINDER:** Pursuant to the CLG Agreement, OHP must have the opportunity to review and comment on ordinance changes prior to adoption. Changes that do not meet the CLG requirements could affect certification status.*

In coordination with the HRC, Staff is proposing amendments to the Santa Cruz County Historic Preservation Ordinance (Chapter 16.42 of the Santa Cruz County Code) to strengthen protections for historic resources. Drafts will be provided to the OHP when available in late 2024.

2. Provide an electronic link to your ordinance or appropriate section(s) of the municipal/zoning code.

<http://www.codepublishing.com/CA/SantaCruzCounty/com/ca/santacruzcounty>

B. New Local Landmark Designations (Comprehensive list of properties/districts designated under local ordinance, HPOZ, etc.)

1. During the reporting period, October 1, 2022 – September 30, 2023, what properties/districts have been locally designated?

Property Name/Address	Date Designated	If a district, number of contributors	Date Recorded by County Recorder
<i>No properties have been designated in the current time period.</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>

REMINDER: Pursuant to California Government Code § 27288.2, “the county recorder shall record a certified resolution establishing an historical resources designation issued by the State Historical Resources Commission or a local agency, or unit thereof.”

2. What properties/districts have been de-designated this past year? For districts, include the total number of resource contributors. **No properties have been removed from the Inventory.**

Property Name/Address	Date Removed
<i>No properties have been de-designated in the current time period.</i>	Type here.

C. Historic Preservation Element/Plan

1. Do you address historic preservation in your general plan? ☐ No
☐ Yes, in a separate historic preservation element. ☒ Yes, it is included in another element.

Provide an electronic link to the historic preservation section(s) of the General Plan.

<http://www.sccoplanning.com/Portals/2/County/userfiles/106/GP%20Chapter%205.pdf>

D. Review Responsibilities

1. Who takes responsibility for design review or Certificates of Appropriateness?

- ☐ All projects subject to design review go the commission.
- ☒ Some projects are reviewed at the staff level without commission review. What is the threshold between staff-only review and full-commission review? *Minor historic alteration projects may be reviewed at staff level. A “minor historic alteration” is defined as “a small project involving an historic building on the County’s historic resources inventory but not including a structure with a rating of NR-1 or NR-2. Such projects include, but are not limited to, the replacement, addition or deletion of windows, doors, fences, decks and minor additions/alterations to the rear of the property of up to 10 percent of the gross square footage of the existing structure or 250 square feet, whichever is smaller, and signs.”*

2. California Environmental Quality Act

- What is the role of the staff and commission in *providing input* to CEQA documents prepared for or by the local government? *Every historic preservation plan includes a determination as to whether the project is subject to review under CEQA. If a project is determined to be subject to CEQA review, the Commission and/or staff are consulted for their expertise regarding potential impacts to historic resources. For projects which go before the Commission, all CEQA documentation is provided to the Commission for their review. For projects requiring an EIR, the Commission is consulted in establishing the scope of the EIR and for comments on the Draft EIR and historic resource mitigation measures.*

What is the role of the staff and commission in *reviewing* CEQA documents for projects that are proposed within the jurisdiction of the local government? *When an EIR is required for a project affecting a designated historic*

resource, the Commission is consulted for comments on the draft EIR and historic resource mitigation measures. The County historic resources staff is consulted regarding other CEQA documents involving designated historic resources and is actively involved in preparing the documentation. Environmental documents such as Negative Declarations for projects involving historic resources may also be provided to the Commission for comment. CEQA documents for projects that are reviewed by the Commission are provided to the Commission with the staff report for review and comment.

3. Section 106 of the National Historic Preservation Act

- What is the role of the staff and commission in *providing input* to Section 106 documents prepared for or by; the local government? *Historic resource staff provides assistance to planning staff and the county Environmental Coordinator in preparing Section 106 documents/ and or prepares the documentation. If the project requiring the Section 106 consultation affects designated historic resources, then the project including Section 106 documents will require review by the Historic Resources Commission.*
- What is the role of the staff and commission in *reviewing* Section 106 documents for projects that are proposed within the jurisdiction of the local government? *If the project requiring the Section 106 consultation affects designated historic resources, then the project including Section 106 documents will require review by the Historic Resources Commission.*

II. Establish an Adequate and Qualified Historic Preservation Review Commission by State or Local Legislation.

A. Commission Membership [membership as of December 11, 2023]

Name	Professional Discipline	Date Appointed	Date Appt. Expires	Email Address
Emily Burton	Municipal Finance Officer	12-11-23	April 2027	Emily.Tomiko@gmail.com
Kevin Newhouse	Local historian and Aptos History Museum volunteer (15 years)	07-17-23	April 2027	aptoshistory@yahoo.com
Lucia Orlando	Librarian in social sciences, history and	07-17-23	April 2027	luciaoq@gmail.com

	government documents			
Barry Pearlman – Chair	Volunteer work all things historic in County	07-06-19	April 2027	pearlman.barry@gmail.com
Lynda Phillips – Vice Chair	Volunteer work all things historic in County; editor of historic journal	05-04-10	April 2025	lyndaphillips@netscape.com

Attach resumes and Statement of Qualifications forms for all members.

1. If you do not have two qualified professionals on your commission, explain why the professional qualifications not been met and how professional expertise is otherwise being provided. **NA**
2. If all positions are not currently filled, why is there a vacancy, and when will the position be filled? **Our Commission is fully staffed as of December 11, 2023 with our newest Commissioner Emily Burton representing District 1. Previous vacancies were filled at the July 2023 meeting (Kevin Newhouse and Lucia Orlando).**

B. Staff to the Commission/CLG staff

1. Is the staff to your commission the same as your CLG coordinator? ☒ Yes ☐ No
2. If the position(s) is not currently filled, why is there a vacancy? **NA**

Attach resumes and Statement of Qualifications forms for staff.

Name/Title	Discipline	Dept. Affiliation	Email Address
Matthew Sundt, Planner IV, Historic Resources Planner, Secretary to the Historic Resources Commission/ CLG Coordinator	Environmental Studies, BA, UCSC, 1983	Planning Dept.	matthew.sundt@santacruzcountyca.gov

C. Attendance Record

Please complete attendance chart for each commissioner and staff member. Commissions are required to meet four times a year, at a minimum. If you haven't met at least four times, explain why not.

Commissioner/Staff	2022			2023								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Dist. 1 Commissioner Woods	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dist. 2 Commissioner Swift	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dist. 3 Commissioner A. Orlando	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dist. 4 Commissioner Pearlman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dist. 5 Commissioner Phillips	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dist. 2 Commissioner Newhouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dist. 3 Commissioner L. Orlando	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Murphy, HRC/County staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Commission met three times in the current reporting year; meetings occurred on October 2022, January 2022 and July 2023. The April and October 2023 meetings were cancelled because County staff was not available. The October meeting was reconvened on December 11, 2023. Note that the normal meeting schedule is January, April, July and October. During 2022 and 2023 staff had to be pulled away from HRC responsibilities because of two major planning projects – the *Sustainability Policy and Regulatory Update* in 2022 and the *Housing Element* update (2023). Unfortunately, the County did not (and does not) have the staff to cover all the tasks that must be completed. In 2024 County Planning will be immersed in updates to the General Plan and county codes that were promulgated by the two aforementioned documents. Two Commissioners departed in 2023 to include Swift (D2) and Woods (D1). Emily Burton joined in December 2023; she represents District 1.

D. Training Received

Indicate what training each commissioner and staff member has received. Remember it is a CLG requirement is that all commissioners and staff to the commission attend at least one training program relevant to your commission each year. It is up to the CLG to determine the relevancy of the training.

Commissioner/Staff Name	Training Title & Description (including method presentation, e.g., webinar, workshop)	Duration of Training	Training Provider	Date
Commissioner Woods Dist.1	Training by Joe Michalak, author of <i>How to Research the History of your Santa Cruz House</i>			March 28, 2023
Commissioner Swift Dist. 2	Training by Joe Michalak, author of <i>How to Research the History of your Santa Cruz House</i>			March 28, 2023
Commissioner Newhouse Dist. 2	<i>Deep Listening: How we Prioritize Diverse Voices in Historic Preservation</i>			No date given
Commissioner L. Orlando Dist. 3	<i>Deep Listening: How we Prioritize Diverse Voices in Historic Preservation</i>			No date given
Commissioner Pearlman Dist. 4	Training by Joe Michalak, author of <i>How to Research the History of your Santa Cruz House</i> and <i>Deep Listening: How we Prioritize Diverse Voices in Historic Preservation</i>			March 28, 2023
Commissioner Phillips Dist.5	Training by Joe Michalak, author of <i>How to Research the History of your Santa Cruz House</i> and <i>Deep Listening: How we Prioritize Diverse Voices in Historic Preservation</i>			March 28, 2023

III. Maintain a System for the Survey and Inventory of Properties that Furthers the Purposes of the National Historic Preservation Act

A. Historical Contexts: initiated, researched, or developed in the reporting year (excluding those funded by OHP)

NOTE: California CLG procedures require CLGs to submit survey results, including historic contexts, to OHP. If you have not done so, submit a copy (PDF or link if available online) with this report.

Context Name	Description	How it is Being Used	Date Submitted to OHP
Already on file at OHP	Type here.	Type here.	Type here.

B. New Surveys or Survey Updates (excluding those funded by OHP)

NOTE: The evaluation of a single property is not a survey. Also, material changes to a property that is included in a survey, is not a change to the survey and should not be reported here.

Survey Area	Context Based-yes/no	Level: Reconnaissance or Intensive	Acreage	# of Properties Surveyed	Date Completed	Date Submitted to OHP
Survey was not updated.	Type here.	Type here.	Type here.	Type here.	Type here.	Type here.

How are you using the survey data? *Survey data is used when a DPR form needs to be prepared. Also, the County's current was prepared in 1994 and has not been updated. It is time for another survey but full funding for such by the County will not be available in the next few years on account of the County's economic circumstances.*

IV. Provide for Adequate Public Participation in the Local Historic Preservation Program

A. Public Education

Has your CLG undertaken any public outreach, training, or publications programs this year? How were the commissioners and staff involved? **Please provide an electronic link to all publications or other products not previously provided to the OHP.**

Item or Event	Description	Date
Santa Cruz County History Fair	Information booth manned by Lynda Phillips and Neal Woods	May 13, 2023
Commission and staff training	Training by Joe Michalak, author of <i>How to Research the History of your Santa Cruz House</i>	March 28, 2023

ADDITIONAL INFORMATION FOR NATIONAL PARK SERVICE ANNUAL PRODUCTS REPORT FOR CLGS

During the reporting period (October 1, 2022 to September 30, 2023) how many historic properties did your local government **add** to the CLG inventory? This is the total number of historic properties and contributors to districts (or your best estimate of the number) added to your inventory **from all programs**, local, state, and Federal, during the reporting year. This includes the National Register, California Register, California Historic Landmarks, locally funded surveys, CLG surveys, and local designations.

Program area	Number of Properties added
No properties were added to the Inventory.	

A. Local Register (i.e., Local Landmarks and Historic Districts) Program

- During the reporting period (October 1, 2022-September 30, 2023) did you have a local register program to create local landmarks and/or local districts (or a similar list of designations) created by local law? ☒ Yes ☐ No
- If the answer is yes, then how many properties have been added to your register or designated from October 1, 2022 to September 30, 2023? None.

B. Local Tax Incentives Program

- During the reporting period (October 1, 2022-September 30, 2023) did you have a Local Tax Incentives Program, such as the Mills Act? ☐ Yes ☒ No
- If the answer is yes, how many properties have been added to this program from October 1, 2022 to September 30, 2023?

Name of Program	Number of Properties Added During 2022-2023	Total Number of Properties Benefiting From Program
NA		

C. Local “bricks and mortar” grants/loan program

- During the reporting period (October 1, 2022 to September 30, 2023) did you have a local government historic preservation grant and/or loan program for rehabilitating/restoring historic properties? ☐ Yes ☒ No
- If the answer is yes, then how many properties have been assisted under the program(s) from October 1, 2022 to September 30, 2023?

Name of Program	Number of Properties that have Benefited
NA	Type here.

D. Design Review/Local Regulatory Program

- During the reporting period (October 1, 2022 to September 30, 2023) did your local government have a historic preservation regulatory law(s) (e.g., an ordinance) authorizing Commission and/or staff review of local government projects or impacts on historic properties? ☒ Yes ☐ No
- If the answer is yes, how many historic properties did your local government review for compliance with your local government’s historic preservation regulatory law(s) from October 1, 2022 to September 30, 2023? **Six projects involving historic resources were reviewed for compliance with historic preservation regulations by staff.**

E. Local Property Acquisition Program

- During the reporting period (October 1, 2022-September 30, 2023) did you have a local program to acquire (or help to acquire) historic properties in whole or in part through purchase, donation, or other means? ☐ Yes ☒ No

2. If the answer is yes, then how many properties have been assisted under the program(s) from October 1, 2022 to September 30, 2023?

Name of Program	Number of Properties that have Benefited
	Type here.

IN ADDITION TO THE MINIMUM CLG REQUIREMENT THE OHP IS INTERESTED IN YOUR TRAINING NEEDS

- Whether or not you were able to participate in any of the free CAMP trainings in 2022/23, would you like to see the OHP fund CAMPs from the NAPC in the future? **Yes**
- What are your top three topics for future training provided by the OHP? **Nothing in particular**

XII Attachments

- ☒ Resumes and Statement of Qualifications forms for **all** commission members/alternatives and staff.
- ☒ Minutes from commission meetings
- ☐ Drafts of proposed changes to the ordinance
- ☐ Drafts of proposed changes to the General Plan
- ☒ Public outreach publications

Email to info.calshpo@parks.ca.gov

