

HRC Goal Tracking 2017 - 2023

Goals #1: Create Training Opportunity List

Completion Estimate: Perpetual

<u>Mtg Date</u>	<u>Goal Activity</u>	<u>Action Taken</u>	<u>Status</u>
1/23/2017	1. Reseach Training opportunities for year. Discussed asking local speaker to present topic of interest		
7/10/2017		Staff Research & present options to Commission	Annual goal
10/2/2017		Staff try to schedule speaker on local architecture, CEQA before 12/31/2017	Annual goal
2/9/2018	Discuss staff and Commision 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.	
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
No Oct 2019 meeting			
No Apr 2020 meeting			
7/6/2020	No funding available. Staff working on sustainability update		Report at Oct 2020 mtg
10/14/2020	Commissioners expressed interest in 2 webinairs by Calif Pres Foundation.	Staff will provide information before end of year	
1/11/2021	Emphasis on webinairs. 2nd half of 2021 may provide in-person training or guest speaker		Report at April 2021 mtg

1/19/2022	Create list of training opportunities for 2022 (Annie & Board).	Staff & Board will research training. Presentation at Apr mtg for review & selection	Report at April 2022 mtg
1/19/2022	Goal #10 is moved under Goal #1	Joe Michalak presentation on historic property research is scheduled for Mar 2022	Staff liaison will send out possible dates for Board selection
3/28/2022	Training meeting scheduled with Joe Michalak	Joe Michalak presented 'How to Research a Historic Structure'	Action Item completed
7/29/2022	Report on Goal Activity completion	Commission discussed desire for training before end of year	At Oct 3rd mtg staff liaison will report on any training opportunities available before end of 2022
1/23/2023	Reviewed status of completed training and upcoming training possibilities	At the first meeting of the year Commission agrees to review and identify future training opportunities	AI: Staff liaison will discuss Fall training opportunities
		Motion: Support attending the Calif Preservation Conf in-person held April 2023 in SF.	
4/3/2023	Mtg cancelled		
7/17/2023	Commission & staff discussed & identify possible training opportunities	Staff will verify what webinars are still available	Action Item: Staff will verify that CPF Bootcamp webinar is still viewable & inform Commission
10/2/2023	Rescheduled to 12/11/23		
12/11/2023	Board & staff discussed reviewed training opportunities.	Staff will verify what webinars are still available	Action Item: Staff present training options at Jan 2024 mtg
			Action Item: Staff will contact SCZ City Preservation Council regarding shared training
	Commissioner Phillips asked that the topic of having speakers present histories of ethnic, cultural & religious communities be scheduled	A subcommittee will be formed to reach out to local historians for suggestions on speakers	Action Item: Commissioner Newhouse will contact historian Sandy Lydon and Commissioner Phillips will contact historian Frank Perry and report back at Apr 2024 mtg

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Goal #2: Cleanup of Historic Resources Inventory

Completion Estimate: Perpetual

<u>Mtg Date</u>	<u>Goal Activity</u>	<u>Action Taken</u>	<u>Status</u>
7/10/2017	Cleanup of Historic Resources inventory. Correct / update information & bldg condition	Staff liaison uses input from HRC to update Inventory	On-going
2/9/2018	Request making this goal on-going w/regular reports		On-going
7/2/2018	Consider Inventory clean-up to (A) Identify buildings whose condition may have changed since last inventory update & 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 liaison provide template to Commission for updating information in the Inventory, including updating the condition of resources.	
1/14/2019	No staff time to update Inventory	Staff liaison requests Commission identify priority updates & what is reasonable to do to help staff with time management	
7/1/2019		Will report back on Watch List corrections that can be completed by staff	Report at Oct 2019 mtg
No Oct 2019 meeting			
1/6/2020	Established this goal as Priority #1.	Commissioners have provided recommendations for inventory clean-up	Staff liaison 1) evaluating hiring an intern to assist w/selected updates, 2) putting Inventory online, and 3) will inform Commission when Planning Budget as funds for this goal
No Apr 2020 meeting			
7/6/2020	Support staff liaison efforts to work with intern or extern to update SCZ Inventory of History Resources, including identify buldgs whose condition may have changed since the last inventory update & correct info, and make inventory available online	Staff liaison evaluating whether funds available for paid intern & report back	No funding for intern. Staff liaison working on sustainability update

10/14/2020	1. Obtain intern or extern to support staff w/HRC Inventory tasks	No change in status	On-hold due to coronavirus
1/11/2021	Support staff liaiso efforts to work with intern or extern to update SCZ Inventory of History Resources, including identify buldgs whose 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.	
1/19/2022	Information requested from Staff: 1) Who can make updates to Inventory, 2) How can additional Inventory information be added, and 3) How will approval of Inventoy changes be done?	Creation of working file to hold Inventory updates and additions until professional consultant can review	
1/23/2023	Commission discussed efforts to obtain intern for both Commission and Planning Dept assistance	Commission agree to form subcommittee to research options to obtain intern	Motion: Create subcommittee of Pearlman and Woods to research obtaining intern to assist Commission and Planning Dept in goal completion
4/3/2023	Mtg cancelled		
7/17/2023	Staff will create working file to hold Inventory updates until professional consultant can review	Motion: Commissioners will work to visit 3 sites, document needed changes & 2) Staff will update Inventory & report progress at HRC mtgs	Action Item 1: Commissions visit 3 sites quarterly & document DPR needed updates
			Action Item 2: Staff will update Inventory & report on progress
10/2/2023	Rescheduled to 12/11/23		
12/11/2023	Staff reported on the Inventory Update process	Task 1: County staff scan DPR forms & group based on 8 County planning areas. TBD: Jan 2024	Action Item: Each Commissioner will conduct 3 site visits quarterly & document changes.
		Task 2: Upload DPR info to County's GIS platform. TBD: Apr 2024	Action Item: Staff will update Inventory update progress & report at next mtg
		Task 3: Correct, update & add info to DPR forms to ensure accurate & current Inventory info	Action Item: Staff will send out a new list of DPRs index to each Commissioner

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Goal #3A: Demolition & Partial Demolition

Completion Estimate:

<u>Mtg Date</u>	<u>Goal Activity</u>	<u>Action Taken</u>	<u>Status</u>
4/10/2017	Commissioner Merriam reported on Demolition by Neglect ordinances & consider formation of subcommittee	Staff requested to put on July agenda for further discussion	
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
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
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
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 review of staff recommendations to clarify definitions.	Changes requested by Commission with report due back at July 2, 2018 meeting
7/2/2018	Report back to Commission for SCZ Co Code #16.42.060 (A) & #16.42.060 (B)	Motion: Create subcommittee Merriam & Jenkins to evaluate possible guidelines for demolition applications necessary to finding that preservation of historic resource is NOT feasible because it would create exceptional hardship.	Report due at Oct 1, 2018 meeting
10/1/2018	Copy of Ordinance 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 Supervisors. Jan 6, 2020 : Application submittal requirements for demolition updated. Goal: Completed
1/14/2019			

7/1/2019	Review potential approaches for addressing demolition by neglect	Staff liaison will review potential approaches for addressing demolition by neglect	Discuss @ Oct meeting
No Oct 2019 meeting			
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 maintenance 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 designated historic resources
No Apr 2020 meeting			
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.	
1/23/2021	Amendment to SCZ CO Code proposed to be included in Sustainability Update.	Staff liaison will provided draft language for HRC review	
5/2/2022	Board agreed that this Goal should be standalone with the focus on Demotion only. It has been changed to Goal 3A. Demolition by Neglect will be its own Goal and number 3B.	Two new Demolition code amendments have been suggested for Board approval.	Staff will bring both new Demolition code amendments to the HRC by the end of 2022 for a vote.
5/2/2022	All discussions and action items for Demolition by Neglect will now be documented under Goal #3B.	#1: If not listed on HR Inventory and over 50 yrs old, require a permit and review by Planning Dept staff. If structure meets listing criteria, create a DPR.	
5/2/2022		#2: Allow additional uses beyond those allowed in the zoned district where such a use can support viable use for the property and support repair and restoration.	
7/28/2022	Review of Action Items	Discussion of two new Demolition ode amendments progress for Commission review & a vote	At Oct 3rd mtg staff liaison will bring both new Demolition code amendments to the HRC for a vote.
10/3/2022	No status on Action Items	Staff liaison was unable to provide the two new demotion code amendments	At Apr 3, 2023 mtg staff liaison will bring both new Demolition code amendments to the HRC for a vote.
1/23/2023	First of year goal review	Staff liaison will provide two new demolition code amendments for Commission review	Action Item: At Apr 3, 2023 meeting Staff liaison will bring two new demoltion code amendments for review.

4/3/2023	Mtg cancelled		
7/17/2023	Staff reported that Demolition Ordinance draft has been completed	Staff will bring updated Demolition Ordinance to Commission at Oct 2023 mtg	Action Item: At Oct 2023 mtg staff will bring 2 new Demolition ordinance code amendments to Commission for vote
10/2/2023	Rescheduled to 12/11/23		
12/11/2023	Waiting for Country to take action on Demolition ordinance new code amendments	Additional language for Demolition ordinances will be provided by County	Action Item: County will provide additional language for Demolition ordinance code amendments

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Goal #3B: Demolition By Neglect

Completion Estimate: On-going

<u>Mtg Date</u>	<u>Goal Activity</u>	<u>Action Taken</u>	<u>Status</u>
5/2/2022	Board agreed the Demotion By Neglect should be it's own goal, which is now Goal #3B.	Board suggested creation of a Watch List focusing of HR structures that fall under this criteria. Further discussion will include enforcement options.	Action Item: Staff liaison is requested to create a template similar to the HR Watch List, but tailored to structures falling into disrepair due to neglect.
10/3/2022	Staff liaison was unable to provide Watch List template	Board clarified that Invenory review would be done by each Commissioner for their own district	Action Item: Staff liaison will provide blank Watch List template for review at the Jan 23, 2023 mtg
1/23/2023	Staff liaison was unable to provide Watch List template so discussion moved to Apr 3, 2023 meeting	Staff liaison suggested providing a blank and completed template for discussion purposes	Action Item: Staff liaison will provide blank & completed Watch List template for review at the Apr 3, 2023 mtg
	Commissioner Woods suggested that a digital template be created to streamline the documentation & tracking process	Commission agreed that further discussion will be conducted	
4/3/2023	Mtg cancelled		
7/17/2023	Commission discussed parameters of proposed Demolition by Neglect ordinance	Commission agreed that further discussion will be conducted at Oct 2023 mtg	
10/2/2023	Rescheduled to 12/11/23		
12/11/2023	Commission will discuss proposed parameters for ordinance preventing demolition by neglect	Staff will make report at July 2024 mtg	Action Item: Staff will report at July 2024 mtg on continuation of goal
	Commision support goal via documenting & photographing condition of historic structures		

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Goal #4: Continue Watch List Maintenance

Completion Estimate: On-Going

<u>Mtg Date</u>	<u>Goal Activity</u>	<u>Action Taken</u>	<u>Status</u>
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 updated as the Commission identifies properties to be included	On-going
7/21/2020	Commissioner Swift requested 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.	Request 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.	
5/2/2022	This Goal was reviewed.	Board agrees that the Watch List continue to be updated as potential properties are identified.	
4/3/2023	Mtg cancelled		
7/17/2023	No activity		
10/2/2023	Rescheduled to 12/11/23		
12/11/2023	No activity		

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Goal #5: Mills Pgm Implementation

Completion Estimate: On-Going

<u>Mtg Date</u>	<u>Goal Activity</u>	<u>Action Taken</u>	<u>Status</u>
1/10/2017	Report given by Commission Merriman on how other cities / counties have implemented a Mills Act program	Motion: Place on next available agenda for further discussion of Mills Act, including information from Planning Dept on feasibility of implementing a Mills Act Program and process for providing recommendations to the Board of Supervisors	No Bd of Supes support. Consider in 2019
1/14/2019	Revisit implementing Mills Act & evaluate feasibility considering Co staff time to develop & implement		Continue statusing
7/1/2019	Evaluate feasibility of implementing a Mills Act program		Discuss @ Oct meeting
No Oct 2019 meeting			
1/6/2020	Revisit idea of implementing a Mills Act program, considering previous research provided by Commissioner Merrian and evaluating feasibility of SCZ Co implementing such a program considering cost and staff time required to develop and implement.		Currently no Bd of Supes support or staff resources to pursue implementation. Staff liaison recommends reaching out to qualifying property owners re: new State Historic Tax credit. Pursue Mills Act implementation when Bd of Supes are supportive
No Apr 2020 meeting			
7/6/2020	Support staff liaison efforts to include incentive-based approach for maintaining & rehabilitating historic resources	Staff liaison drafting language for amendment to SCZ CO Code. HRC will review once draft completed.	On-going
10/14/2020	Support staff liaison efforts to include incentive-based approach for maintaining & rehabilitating historic resources	Amendment to the SCCC proposed to be included in the Sustainability Update	
7/28/2022	Staff liaison make overview presentation on Mills Act requirements, pros and cons, and current status for SCZ Co	Commission agreed to maintain this as a goal	1. Action Item: Staff liaison will inquire about a time cost estimate to support Mills Act if implemented.
			2. Action Item: Commissionors agree to meet w/Supervisors to discuss Mills Act & report back

10/3/2022	Staff liaiso was unable to provide cost estimate to implement Mills Program due to SCZ Co department organizational restructuring, Planning Dept currently understaffing, and input from Bd of Supes.	Staff liaison will update Board on cost estimate to implment Mills Act including 1) Cost to administer prop owner control, making annual prop review for compliance, and amt of fees charged & collected.	Action Item: At Jan 23, 20e3 mtg staff liaison will provide cost estimate of time to support Mills Act Pgm implementation
1/23/2023	Staff liaison obtained Mills Act implementation data from other CLG districts and report to Commission. Commissioners had additional research questions.	Staff liaisom reported that the challenge to Mills Act implementation is staff time and County property tax administration. Staff liaison will follow up w/previous CLG repondents for additional information and report at Apr 3, 2023 meeting.	Action Item: Staff liaison will report at Apr 3, 2023 meeting with additional Mills Act costs encurred by other CLG districts
4/3/2023	Mtg cancelled		
7/17/2023	No activity		
10/2/2023	Rescheduled to 12/11/23		
12/11/2023	No activity		

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Goal #6: Update & Maintain HRC Website

Completion Estimate:

<u>Mtg Date</u>	<u>Goal Activity</u>	<u>Action Taken</u>	<u>Status</u>
1/14/2019	Make County HRC website current w/ information about resource preservation	Obtain voluntary intern, if possible	
No Oct 2019 meeting			
No Apr 2020 meeting			
7/6/2020	HRC brochures on website		
	Jul 6, 2020: Provide on website info on State Rehabilitation Tax Credit	Calif Historic Tax Credit on hold due to funding freeze by state. Report @ Oct mtg	Open
10/3/2022	Board agreed that a subcommittee should be formed to study the HRC website and make recommendations	Commissioners Pearlman & Phillips will form subcommittee to review HRC website & report at the Jan 2023 meeting	Action Item: Commissioners Pearlman & Phillips will make report on 1/23/23 meeting
1/23/2023	Website subcommittee members Pearlman and Phillips will review the Historic Resources Commission website for any suggested improvements.	Commissioners Pearlman & Phillips reviewed the HRC website and made their report. However, the Planning Dept is currently updating their website so further efforts by the subcommittee are on hold	Action Item: Santa Cruz County Planning Dept is currently updating their website. Website committee members will review the HRC website again and report at the Apr 3, 2023 meeting
4/3/2023	Mtg cancelled		
7/17/2023	Staff assigned to work with HRC Website subcommittee	Staff & subcommittee will work together on recommended updates	Due to Planning Dept updating their section of website, this goal is TBD
10/2/2023	Rescheduled to 12/11/23		
12/11/2023	County has upgraded website redesign to 1 yr project.	Staff report scope of website redesign project. Commission website subcommittee on hold until project completed	Action Item 1: Staff will keep Commission informed of Website project progress
			Action Item 2: Once Website project completed HRC Website Subcommittee will review HRC portion of website & make report

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Goal #11: Research Applying for CLG Grants

Completion Estimate:

<u>Mtg Date</u>	<u>Goal Activity</u>	<u>Action Taken</u>	<u>Status</u>
No Oct 2019 meeting			
1/6/2020	Commission requested additional information about CLG grants	Staff & HRC discussed procedure for researching and applying for grants. Staff & time required.	Open
No Apr 2020 meeting			
1/23/2023	Identify Commission goals that could be funded through CLG grants	Staff will research available CLG grants and report back	Action Item: Report at Oct 2, 2023 mtg identifying appropriate CLG grants to apply for
4/3/2023	Mtg cancelled		
7/17/2023	Staff thought that the Calif Preservation Foundation's Bootcamp Webinar might still be available for viewing	Staff will research & report at Oct mtg	Action Item: Staff will report if Bootcamp webinar is still available for viewing
10/2/2023	Rescheduled to 12/11/23		
12/11/2023	Commission discussed possible projects that could qualify for grant funding	Staff will research possible projects that qualify for grants & how to utilize both Commission & Planning Dept resources for application process.	Action Item: Staff report at April 2024 mtg on projects, grant funding, & utilizing HRC & Planning resources for applications