

Certified Local Government Program -- 2023-2024 Annual Report

(Reporting period is from October 1, 2023, through September 30, 2024)

INSTRUCTIONS: This is a Word form with expanding text fields and check boxes. It will probably open as Read-Only. Save it to your computer before you begin entering data. This form can be saved and reopened.

Because this is a WORD form, it will behave generally like a regular Word document except that the font, size, and color are set by the text field.

- 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 info.calshpo@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: **September 8, 2025**

MINIMUM REQUIREMENTS FOR CERTIFICATION

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

A. Preservation Laws

1. Are you considering amending or revising your certified ordinance this year? **We will hopefully get the Board of Supervisors to approve a Demolition by Neglect ordinance by end of 2025, and we will gladly present said ordinance to OHP before adoption by the Board of Supervisors and after the HRC reviews and approves (likely to be at the September 8, 2025 HRC meeting). The Demol by Neglect ordinance is what I call “the stick” and the Board approved May 20, 2025 Mills Act “the carrot”.**

REMINDER: Pursuant to the *CLG Agreement*, the Office of Historic Preservation (OHP) must have the opportunity to review and comment on ordinance changes prior to adoption. Please communicate directly with the OHP Local Government Unit staff to coordinate the review. Changes that do not meet the CLG requirements could affect certification status.

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2. Provide an electronic link to your ordinance or appropriate section(s) of the municipal/zoning code. [Here it is: Title 16 ENVIRONMENTAL AND RESOURCE PROTECTION](#)

B. New Local Landmark Designations (Comprehensive list of properties/districts designated during the reporting.

1. During the reporting period, October 1, 2023 – September 30, 2024, what properties/districts have been locally designated?

| Property Name/Address | Date Designated | If a district, number of contributors | Date Recorded by County Recorder |
|---|-----------------|---------------------------------------|----------------------------------|
| No properties have been designated during this time period. | N/A | N/A | N/A |

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 during the reporting period. However, there is the delisting of the Redman – Hirahara House to occur on August 5, 2025. This delisting, and any other delistings, will be included in the 2025 – 2026 CLG Annual Report.

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| Property Name/Address | Date Removed | Reason |
|-----------------------|--------------|--------|
| N/A | N/A | N/A |

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 or to the separate historic preservation element. [Here it is... GP_Ch5_ARC_Certified_Clean_032724_Final.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? *Per Santa Cruz County Code Section 16.42.060 (C)(2)(b), minor historic alteration projects may be reviewed at staff level. Per Santa Cruz County Code Section 16.42.030(D), 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 (CEQA)

- Explain the historic preservation staff and commission role 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.*

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- Explain the staff and commission role 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

- Explain the staff and commission role in *providing input* to Section 106 documents prepared for, or by, the local government. *Historic resource staff provide 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.*
- Explain the staff and commission role in *reviewing* Section 106 documents for projects that are proposed within the jurisdiction of the local government? *Historic resource staff provide 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.*

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

A. Commission Membership

| Name | Professional Discipline | Date Appointed | Date Term Ends | Email Address |
|----------------|---------------------------------------|----------------|----------------|--------------------------|
| Emily Burton | City of Santa Cruz Finance Officer | 12-11-23 | 2027 | Emily.Tomiko@gmail.com |
| Barry Pearlman | Public Member | 07-06-19 | April 2027 | pearlman.barry@gmail.com |

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|----------------------------|---|----------|------------|------------------------|
| Lynda Phillips | Historian | 05-04-10 | April 2025 | lyndaphillips@netscape |
| Lucia Orlando – Vice Chair | Public Member | 07-17-23 | 2027 | luciaoq@gmail.com |
| Kevin Newhouse – Chair | Local historian and Aptos History Museum volunteer (15 years) | 07-17-23 | 2027 | aptoshistory@yahoo.co |

Attach resumes and Statement of Professional Qualifications forms for all members.

1. If you do not have two qualified professionals on your commission, explain why the professional qualifications have 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? **All positions are filled**

B. Staff to the Commission/CLG staff

1. Is the staff to your commission the same as your CLG coordinator? ☒ Yes ☐ No
2. If not, please provide the Commission staff member's contact information. **N/A**
3. If the position(s) is not currently filled, why is there a vacancy? **N/A**

| Name/Title | Discipline | Dept. Affiliation | Email Address |
|--|---------------------------------------|---------------------|--|
| Matthew Sundt, Senior Policy Planner / Historic Resources Planner, Secretary to the County Historic Resources Commission/CLG Coordinator | Environmental Studies, BA, UCSC, 1983 | Planning Department | Matthew.sundt@santacruzcountyca.gov |

Attach resumes and Statement of Professional Qualifications forms for staff.

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C. Attendance Record

Please complete the commission meeting attendance chart for each commissioner and staff member. Commissions are required to meet a minimum of four times a year. If you haven't met at least four times, explain why not. *Although not shown in the calendar matrix below, the HRC did meet four times in 2003, but in 2024 there were only three meetings. This reduction in the number of Historic Resources Commission (HRC) meetings was discussed with the Certified Local Government Coordinator. The basis for the HRC having only three meetings per year instead of four is related to the County of Santa Cruz being in financial difficulty. In late 2023, a number of Santa Cruz County Commissions and Advisory bodies were eliminated by the Board of Supervisors. In my capacity as the County staff liaison to the HRC, I submitted to the County's Administrative Officer (CAO) that the HRC must not be eliminated because of the importance of what the HRC does but agreed with County administration to having only three meetings per year. This approach was approved by Certified Local Government Coordinator in a December 14, 2023 email. As stated, "We encourage the County to return to four HRC meetings a year (at a minimum) as soon as possible. However, we recognize resource limitations and will not pursue decertification of the County's program at this time. Please continue to communicate with us about the status of the HRC meeting schedule."*

| | 2023 | | | 2024 | | | | | | | | |
|---------------------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|
| Commissioner/Staff | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep |
| Barry Pearlman | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lynda Phillips | <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 checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Kevin Newhouse | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lucia Orlando | <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 checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Emily Burton | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Matthew Sundt-Staff Liaison | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Annie Murphy – outgoing Staff Liaison | | | <input checked="" type="checkbox"/> | | | | | | | | | |

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Two Commissioners departed in 2023 to include Swift (D2) and Woods (D1). Emily Burton joined December 2023. She represents District 1.

D. Training Received

Please indicate the specific training each commissioner received last year.

Reminder: It is a CLG requirement 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. *It was a slow year for my Commission. They uniformly only participated in the ethics training.*

| Commissioner/Staff Name | Training Title & Description (including method presentation, e.g., webinar, workshop) | Duration of Training | Training Provider | Date |
|-------------------------|--|----------------------|--|------------------|
| Barry Pearlman | Ethics Training | One hour | Fair Political Practices Commission | October 2023 |
| Lynda Phillips | Ethics Training | One hour | FPPC | November 2023 |

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| | | | | |
|-----------------------------|-----------------|----------|------|---------------|
| Kevin Newhouse | Ethics Training | One hour | FPPC | October 2023 |
| Lucia Orlando | Ethics Training | One hour | FPPC | October 2023 |
| Emily Burton | Ethics Training | One hour | FPPC | December 2023 |
| Matthew Sundt–Staff Liaison | Ethics Training | One hour | FPPC | October 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 the OHP)

Reminder: California CLG procedures require CLGs to submit survey results, including historic contexts, to the OHP. If you have not done so, submit an electronic copy or link if available online with this report.

| Context Name | Description | How it is Being Used | Date Submitted to the OHP |
|---|----------------------------------|--|---------------------------|
| 1994 Santa Cruz County Historical Context Statement | Click or tap here to enter text. | The HCS is used only in context of adding a new building to the historic inventory | attached |

B. New Surveys or Survey Updates (excluding those funded by the 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 the OHP |
|-----------------------------|----------------------|------------------------------------|------------|--------------------------|----------------|---------------------------|
| Survey has not been updated | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. |

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| Survey Area | Context Based-yes/no | Level: Reconnaissance or Intensive | Acreage | # of Properties Surveyed | Date Completed | Date Submitted to the OHP |
|-------------|----------------------|------------------------------------|---------|--------------------------|----------------|---------------------------|
| | | | | | | |

Explain how you are using the survey data: **Survey data is used when a DPR form needs to be prepared. Also, the County's current HCS was prepared in 1994 and is undergoing an update in 2025 with the able assistance of the Dudek staff.**

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 Lucia Orlando and Lynda Phillips | May 17, 2024 |
| | | |

There are no publications or other products

ADDITIONAL INFORMATION FOR NATIONAL PARK SERVICE ANNUAL PRODUCTS REPORTS FOR CLGS

During the reporting period (October 1, 2023 – September 30, 2024) 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

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the National Register, California Register, California Historical Landmarks, locally funded surveys, CLG surveys, and local designations.

| Program area | Number of Properties added |
|--|----------------------------|
| No properties were added to the Inventory. | Type here. |

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

1. During the reporting period (October 1, 2023 – September 30, 2024) 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

2. If yes, how many properties have been added to your register or designated during the reporting period? [NA](#)

C. Local Property Tax Incentive Program

1. During the reporting period (October 1, 2023 – September 30, 2024) did you have a Mills Act program? ☐ Yes ☒ No

[The County Board of Supervisors approved an ordinance on May 20 implementing the Mills Act. However, it will not take effect until July 1, 2026. In the meantime, the County Historic Resources Planner will finalize the methodology, contracts, etc., associated with its implementation.](#)

2. If yes, how many properties entered into a contract during the reporting period?

| Name of Program | Number of Properties Added During 2023-2024 | Total Number of Properties Benefiting From Program |
|-----------------|---|--|
| NA | Type here. | <i>Click or tap here to enter text.</i> |

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

1. During the reporting period (October 1, 2023 – September 30, 2024) did you have a local government historic preservation grant and/or loan program for rehabilitating/restoring historic properties? ☐ Yes ☒ No

2. If yes, how many properties have been assisted under the program(s) during the reporting period?

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

E. Design Review/Local Regulatory Program

1. During the reporting period (October 1, 2023 – September 30, 2024) 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
2. If yes, how many historic properties did your local government review for compliance with your local government's historic preservation regulatory law(s) during the reporting period? **Four**

F. Local Property Acquisition Program

1. During the reporting period (October 1, 2023 – September 30, 2024) 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) during the reporting period?

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

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

In years past, the OHP sponsored a series of free CAMP trainings from the National Alliance of Preservation Commissions (NAPC). Would you be interested in attending future CAMP trainings funded by the OHP? **Yes!**

The OHP has also hosted training workshops and webinars of our own, and we plan to do so again in the coming year and beyond. What are some topics you would like to see covered in these trainings? **Designing a web site representing an agency's historic commission, resources, and programs.**

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XII Attachments (electronic)

- ☒ 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