

Ventura County Cultural Heritage Board

October 27, 2025, **Revised** Meeting Agenda

County of Ventura • Resource Management Agency

800 S. Victoria Avenue, Ventura, CA 93009-1740 • (805) 654-2478 • www.vcrma.org/divisions/planning

Notice is hereby given that on Monday, October 27, 2025, at **1:15 p.m.** the Ventura County Cultural Heritage Board (CHB) will convene for a public meeting to be held at the Ventura County Government Center, Hall of Administration, 800 S. Victoria Avenue, Ventura, CA 93009, Multipurpose Conference Room. Members of the public are welcome to attend.

PROVIDING PUBLIC COMMENT

Public comments may be provided using the following options: (1) e-mail public comment in advance of the meeting; and/or (2) in-person public comment.

Option 1 – If you wish to make a comment on a specific item in advance of the meeting, please submit your comment for that item via email by 10:00 a.m. on the day of the hearing to Dillan Murray, staff, via email at Dillan.Murray@venturacounty.gov. Please indicate the Agenda Item Number on which you are commenting in the Subject Line of your email. Your comment will be provided to the Cultural Heritage Board and placed into the item's record at the Cultural Heritage Board hearing.

Option 2 – If you wish to make a comment in-person, you must be present at the meeting location and provide your comment prior to the close of the public comment period for the item you wish to speak on.

AGENDA

1. **1:15 P.M. CALL TO ORDER THE MEETING OF THE VENTURA COUNTY CULTURAL HERITAGE BOARD**
2. **ROLL CALL AND DETERMINATION OF A QUORUM**
3. **APPROVAL OF AGENDA AND PREVIOUS MEETING MINUTES**
 - 3a. Vote to approve the October 27, 2025, Agenda
 - 3b. Vote to approve the October 13, 2025, Meeting Minutes
4. **PUBLIC COMMENTS**

This time is set aside for public comment on items not otherwise on this agenda which are within the purview of the Cultural Heritage Board. Speakers wishing to address the CHB shall be allowed a maximum of three minutes for their comments. The CHB is prohibited from taking action on any item that is not part of the printed and published agenda.

ADJOURN AS THE VENTURA COUNTY CULTURAL HERITAGE BOARD

CONVENE AS THE CITY OF OXNARD CULTURAL HERITAGE BOARD

5. NEW BUSINESS

None

6. CONTINUED ITEMS

- 6a. Location:** 534-542 S. F Street, Oxnard, CA 93030 (McColm Manor Apartments; Ventura County Landmark #173) (Supervisory District #5—Lopez)

Action: A request for a Certificate of Appropriateness for the phased installation of aluminum-clad windows over a period of five years and after-the-fact authorization of some vinyl-clad windows at a 12-unit apartment complex located at 534-542 S. F Street, Oxnard, CA 93030 (Ventura County Landmark #173: McColm Manor Apartments). The scope of work also includes the construction of a trellis at the front entrance to the property. (Case No. CH23-0040).

ADJOURN AS THE CITY OF OXNARD CULTURAL HERITAGE BOARD

RECONVENE AS THE VENTURA COUNTY CULTURAL HERITAGE BOARD

7. REPORTS

- 7a.** Board Member Reports
- 7b.** CHB Program Updates from Staff

8. NEXT MEETING

The next regularly scheduled meeting will be held November 24, 2025.

9. ADJOURNMENT

Ventura County Cultural Heritage Board October 13, 2025, **Draft** Meeting Minutes

County of Ventura • Resource Management Agency

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Note: The following is a summary of actions taken by the Cultural Heritage Board (CHB) at their public hearing and not a verbatim transcription.

1. 10:30 A.M. PUBLIC TOUR AT 119 S D STREET, OXNARD, CA 93030

CHB Members Present: Herbert Gooch, Gary Blum, and Miguel Fernandez

CHB Members Absent: Tyson Cline, Mike Winters, Sylvia Schnopp, and Anthony Angelini

Staff Present:

Daniel Houck, Associate Planner, City of Oxnard Planning Division
Dillan Murray, Senior Planner, Ventura County Planning Division

2. BREAK FOR LUNCH

3. 1:18 P.M. CONVENE THE MEETING OF THE VENTURA COUNTY CULTURAL HERITAGE BOARD AT CITY OF OXNARD SERVICE CENTER, 214 S C STREET, OXNARD, CA 93030, WEST CONFERENCE ROOM

4. ROLL CALL AND DETERMINATION OF A QUORUM

CHB Members Present: Herbert Gooch, Sylvia Schnopp, Gary Blum, Miguel Fernandez (Acting Chair), and Anthony Angelini (arrived late)

CHB Members Absent: Tyson Cline and Mike Winters

Staff Present:

Daniel Houck, Associate Planner, City of Oxnard Planning Division
Dillan Murray, Senior Planner, Ventura County Planning Division
Tricia Maier, Planning Programs Manager, Ventura County Planning Division

5. APPROVAL OF AGENDA

5a. Vote to approve the October 13, 2025, Agenda

Board Member Gooch made a motion to approve the October 13, 2025, Agenda. Board Member Schnopp seconded the motion. Motion passed 4-0.

5b. Vote to approve the September 22, 2025, Meeting Minutes

Board Member Blum made a motion to approve the September 22, 2025, Meeting Minutes. Board Member Gooch seconded the motion. Motion passed 3-0 (Board Member Schnopp abstained).

6. PUBLIC COMMENTS

None

ADJOURNED AS THE VENTURA COUNTY CULTURAL HERITAGE BOARD

CONVENED AS THE CITY OF OXNARD CULTURAL HERITAGE BOARD

7. NEW BUSINESS

7a. Action: Receive information on the Mills Act Program, which allows local governments to enter into contracts with owners of qualified historic properties in exchange for potential property tax reductions. The item includes a brief overview of the program's purpose, benefits, and current implementation status.

Presentation: Dillan Murray, staff, presented a PowerPoint presentation providing background information on the Mills Act Program.

Discussion and Deliberation:

Board Member Schnopp inquired as to whether the 17 Mills Act contract holders in the county are self-selected, how the 10-year plans function, and where most contracts are in terms of progress? Dillan Murray, staff, noted that the Mills Act Program is a voluntary incentive program. Each contract covers an initial 10-year period, then auto renews for an additional year in perpetuity. The vast majority of adopted contracts have completed their initial 10-year plans and are in the auto renew phase.

Acting Chair Fernandez inquired as to how 10-year plans are developed? Dillan Murray, staff, noted that proposed work items are typically applicant driven, although staff assists in identifying suggested work items if needed.

Board Member Gooch inquired as to whether 5-year inspections are initiated by the County? Dillan Murray, staff, stated that the County Planning Division handles the 5-year inspections and annual self-inspections, along with all necessary noticing.

Board Member Schnopp inquired as to whether the County proactively reaches out to property owners who are eligible for the Mills Act Program? Dillan Murray, staff, stated that the County publishes information on the program on its website and handouts/brochures, but does not necessarily proactively reach out to property owners.

7b. Location: 119-127 S D Street, Oxnard, CA 93030 (Supervisory District #5—Lopez)

Action: A request for a recommendation regarding landmark designation and adoption of a Mills Act contract for a property located at 119-127 S D Street, Oxnard, CA 93030. (Case No. CH24-0026).

Disclosures: Acting Chair Fernandez disclosed that he, Board Member Gooch, and Board Member Blum attended the morning site visit at the property for a walkaround tour.

Presentation: Dillan Murray, staff, presented a PowerPoint presentation outlining the property location, background, historical significance, staff conclusions, and recommendations. Staff recommended the CHB take the following actions on this item:

1. **CONDUCT** public hearing, **RECEIVE** oral and written testimony, and **CONSIDER** the Planning Division staff report and all exhibits and attachments hereto;
2. **CERTIFY** that the Cultural Heritage Board has reviewed and considered this staff report and all exhibits hereto, and has considered all comments received during the public comment process;
3. **FIND** that the property owner was given a 15-day notice (Exhibit 3) in accordance with Ordinance Section 1366-2, and that the property owner consents to landmark designation and placement in County lists;
4. **FIND** that the Schuster Court property meets Landmark Criterion 1 and 3 as required by Ordinance Section 1367(a), and the additional standards required by Ordinance Section 1367-1 based on the substantial evidence in the staff report and all exhibits and attachments hereto;

5. Based on the preceding evidence and analysis, **FIND**, through adoption of a Resolution (Exhibit 5), that the CHB recommends to the Oxnard City Council the designation of the Schuster Court property as Ventura County Landmark No. 184;
6. **APPROVE** findings one through four as follows:
 1. Southern California 2022 Properties, LLC possesses and owns real property located at 119-127 S D Street, Oxnard, CA 93030;
 2. The property is a qualified historical property that is privately owned, not exempt from property taxation and is being considered for designation as Ventura County Historical Landmark No. 184;
 3. The owner desires to carry out the relevant purposes of the California Government Code for the entire site, the buildings' interior and exterior, and all structures thereon; and
 4. The owner desires to limit the use of the historical property to retain its characteristics as a property of historical significance; and
7. **ADOPT** a Resolution (Exhibit 5) recommending that the Oxnard City Council approve a Mills Act Historical Property Contract for the subject property.

Board Member Angelini arrived at the meeting during the staff presentation.

Discussion:

Teresa Spear, property owner, and Kimberly Vazquez, applicant, were in attendance.

Board Member Blum inquired as to why the proposed window replacement work item was so early in the proposed 10-year plan? Daniel Houck, City of Oxnard staff (city staff), stated that it was City staff's preference that large work items be completed early in order to avoid situations where they are left to the end of the contract term and the contract is non-renewed prior to completion of such work items.

Board Member Schnopp inquired as to why items were arranged in the way they were in the proposed 10-year plan? Daniel Houck, city staff, stated that there was no preference as to the order of work items from city staff other than completing the window replacements early on. Dillan Murray, staff, noted that in some cases, critical work items such as seismic retrofitting may be prioritized early. In this case, other than the windows, there is not a hierarchy of need in terms of work items.

Board Member Blum noted that, in the past, there has been a need to reorder or restructure work items following contract adoption, and inquired as to whether this flexibility exists with this contract? Dillan Murray, staff, indicated his understanding that the City of Oxnard's final contract language will include the ability for the City's Planning Director to modify or rearrange work items. Daniel Houck, city staff, confirmed this understanding.

Board Member Gooch inquired whether the garage was included in this contract? Dillan Murray, staff, noted that the contract would cover the entire property and all structures, but no work is proposed to the garage. Acting Chair Fernandez inquired as to whether the contract could be amended in the future to add this as a work item? Dillan Murray, staff, noted that the appropriate time to recommend that as a work item would be at the present time. Otherwise, the applicant may pursue such work voluntarily but would not be required to do so. The current garage doors are a modern, aluminum type and do not require any work, according to the applicant.

Board Member Schnopp thanked the applicant team for their application.

Board Member Blum made a motion to adopt staff's recommended actions. Board Member Schnopp seconded the motion. Motion passed 5-0.

- 7c. Location:** 421 South G Street, Oxnard, CA 93030 (Henry T. Oxnard Historic District and Landmark Area #161) (Supervisory District #5—Lopez)

Action: A request for a Certificate of Appropriateness from the Cultural Heritage Board (CHB) (Ventura County Cultural Heritage Ordinance Section 1371) for the comprehensive restoration and construction of a new addition to an existing one-story, single-family residence located at 421 South G Street, Oxnard, CA 93030 (Henry T. Oxnard Historic District and Landmark Area #161). The scope of work includes the addition of a

combined 421 square feet of floor area at the rear of the residence, façade modifications, full exterior application of smooth white stucco to the residence and garage, installation of new windows and doors, and installation of new exterior light fixtures. (Case No. CH25-0039).

Disclosures: None

Presentation: Dillan Murray, staff, presented a PowerPoint presentation outlining the property location, background, historical significance, staff conclusions, and recommendations. Staff recommended the CHB take the following actions on this item:

1. **CONDUCT** public hearing, **RECEIVE** oral and written testimony, and **CONSIDER** the Planning Division staff report and all exhibits and attachments hereto;
2. **FIND** that the proposed project, with any project modifications determined necessary, meets the requirements of the *Secretary of the Interior's Standards*;
3. **FIND** that the proposed project will not reduce the integrity of the site, in accordance with Ventura County Cultural Heritage Ordinance Section 1371-4(b); and
4. Based on the preceding evidence and analysis, **APPROVE** the Certificate of Appropriateness (Ordinance Section 1371) with any project modifications determined necessary to conform to the *Secretary of the Interior's Standards* and Ordinance Section 1371-4(b).

Discussion:

Leticia Ayala, property owner, and Laura Ayala, applicant, were in attendance.

Board Member Angelini inquired as to the extent of the code violation? Dillan Murray, staff, noted that the previous property owner exceeded the scope of work approved, which prompted the violation. Daniel Houck, city staff, noted that the code case has been open for several years due to a lack of a revised plan submittal to address the violation case. The new property owner is now seeking to resolve the violation case through the current project application.

Board Member Schnopp inquired as to whether the previous addition was completed? Laura Ayala, applicant, stated the previous addition was not started, but the residence was fully stripped.

Acting Chair Fernandez inquired as to how the current project relates to what was previously authorized in 2019? Laura Ayala, applicant, stated the current project generally resembles what was previously approved, with some differences to the primary façade. Board Member Blum noted his view that the current project is a substantial improvement from the plans previously approved in 2019.

Acting Chair Fernandez inquired as to why the applicant proposed to remove the asymmetrical entryway and small window? Laura Ayala, applicant, stated that much of the original materials were removed and the intent was to clean up the space. Acting Chair Fernandez advocated for keeping the asymmetrical entryway and small window as a way to preserve historical character and avoid the cost necessary to remove it. Laura Ayala, applicant, stated there is no issue with retaining the asymmetrical entryway and small window. Acting Chair Fernandez also recommended adding features to the windows such as shutters, pot shelves, and other details to match what existed historically. Leticia Ayala, property owner, expressed her interest in bringing those features back. Acting Chair Fernandez thanked the applicant for bringing the building back to life.

Board Member Schopp noted the value in maintaining and enhancing the architectural style of the house.

Dillan Murray, staff, inquired as to the Board's views on staff's recommendation for in-kind window replacement?

Acting Chair Fernandez noted that windows are an important component of a historic property, and that vinyl-clad windows are generally inappropriate. Dillan Murray, staff, noted that the original windows were removed and cannot be matched exactly, although they are shown in historical imagery and can generally be matched in appearance and material.

Board Member Angelini noted that the CHB is being asked to adopt recommendations, and inquired as to who verifies the recommendations are met? Daniel Houck, city staff, stated that he would review the plans and

verify that CHB-adopted recommendations are addressed before issuing the permit.

Board Member Gooch made a motion to adopt staff's recommended actions, including the following project modifications agreed to by the applicant and determined necessary to conform to the *Secretary of the Interior's Standards* and Ordinance Section 1371-4(b):

- **Recommendation #1: In-Kind Window and Shutter Replacement.** The applicant should install new windows to match the historic windows to the greatest extent feasible in terms of configuration, materials, details, and finish in order to be more compatible with the overall historic character of the building. Accordingly, the proposed window schedule should be revised to replace windows with similar style and material (wood-clad) of windows to constitute in-kind replacement. In particular, highly visible windows on the primary elevation should be replaced in-kind. As part of this recommendation, it is suggested that shutters be added to the windows to the left of the front door on the primary elevation to enhance architectural consistency and reinforce the Provincial style.
- **Recommendation #2: Front Entry Restoration.** The applicant should maintain distinctive materials and spatial relationships characteristic of the front entry by retaining or restoring the decorative asymmetrical design and small window, quoin-like stone or faux-stone trim that previously framed the entry, and the overall entryway shape.

Board Member Angelini noted his view that the project shouldn't be slowed down any further due to risk posed to the integrity of the building after being left in a state of disrepair for so long. Acting Chair Fernandez expressed his view that the recommendations would not delay the project and noted that the applicant has expressed agreement with the modifications. Board Member Blum noted that the identified modifications would likely be suggested as part of any future Mills Act contract application anyway.

Board Member Schnopp inquired as to whether the city could expeditiously process the permit? Daniel Houck, city staff, noted that the permit would follow standard processing times. The only delay would be if CHB-adopted recommendations are not followed, in which case the 180-day waiting period would commence pursuant to the Cultural Heritage Ordinance. Laura

Ayala, applicant, stated that the intent is for the project to proceed without delay.

Board Member Blum seconded the motion. Motion passed 5-0.

8. **CONTINUED ITEMS**

8a. Location: 534-542 S. F Street, Oxnard, CA 93030 (McColm Manor Apartments; Ventura County Landmark #173) (Supervisory District #5—Lopez)

Action: A request for a Certificate of Appropriateness for after-the-fact replacement of windows at a 12-unit apartment complex located at 534-542 S. F Street, Oxnard, CA 93030 (Ventura County Landmark #173: McColm Manor Apartments). (Case No. CH23-0040).

Disclosures: Acting Chair Fernandez disclosed that, since the last hearing on this item, he and Board Member Blum met with the applicant's representative at a window store to provide feedback on an acceptable replacement window product.

Presentation: Dillan Murray, staff, presented a PowerPoint presentation outlining the property location, background, historical significance, staff conclusions, and recommendations. Staff recommended the CHB take the following actions on this item:

1. **CONDUCT** public hearing, **RECEIVE** oral and written testimony, and **CONSIDER** the Planning Division staff report and all exhibits and attachments hereto;
2. **FIND** that the proposed project does not meet the requirements of the Ventura County Cultural Heritage Ordinance §1371-4; and
3. Based on the preceding evidence and analysis, **DENY** the Certificate of Appropriateness (Cultural Heritage Ordinance §1371).

Discussion:

Glenn Sutherland, property owner, and Tod Stockwell, applicant, were in attendance.

Board Member Schnopp inquired as to whether the windows were replaced without any review? Dillan Murray, staff, responded in the affirmative. Mr. Murray noted that some glass block windows are still in place.

Glenn Sutherland, property owner, provided background on his unsuccessful attempts to secure a permit from the City of Oxnard and his decision to install the windows without permits. Mr. Sutherland noted his preference to keep the windows installed as-is and potentially reach some other compromise.

Board Member Blum noted that a compromise window product was previously identified as well as certain window types to prioritize for the replacement.

Mr. Sutherland indicated he previously attempted to non-renew the Mills Act contract by letter. Dillan Murray, staff, noted that the contract specifies the process of non-renewing the contract, which does not appear to have been followed. Daniel Houck, city staff, noted that from the City's perspective, the contract is still active.

Board Member Angelini requested clarification regarding the cancellation process. Dillan Murray, staff, clarified that the contract has a process for non-renewal, which either the city or property owner can initiate, that would wind down the contract. The contract also has a process for cancellation which the city can initiate if it's been determined that the property owner has breached the contract. If the contract is cancelled by the city, a penalty may be assessed of 12.5% of the fair market value of the property. Acting Chair Fernandez inquired as to whether the city would impose such a penalty? Daniel Houck, city staff, stated that there have been internal discussions, but no decision has been made; part of the city's deliberation hinges on the outcome of the CHB hearing on this item.

Acting Chair Fernandez noted that the CHB's role is narrow and only concerned with historic preservation when it comes to the window issue. Acting Chair Fernandez explained that the vinyl-clad windows are historically inappropriate.

Tod Stockwell, applicant, provided background on the previous alternative replacement window that was identified. The cost estimate to replace highly visible windows with the identified alternative was substantial, which

prompted the property owner to hold off on proceeding as previously planned. The applicant team is now hoping to make other potential compromises, such as installing a front trellis, while keeping the vinyl-clad windows.

Board Member Schnopp inquired as to whether a number of windows could be replaced over a period of time as a compromise? Dillan Murray, staff, stated that that would be a potential possibility. In addition, Mr. Murray noted that two work items remain to be completed from the Mills Act contract if the City of Oxnard is willing to include those within the overall compromise.

Daniel Houck, city staff, noted that the City has been waiting for a compromise proposal from the applicant for the last two years. Mr. Houck noted that the City would like to see the Mills Act contract stay in place and the property continue to be preserved and rehabilitated. However, the applicant has reneged on his previous intention to come up with a compromise. If the Certificate of Appropriateness is then denied, there will be a Mills Act contract issue.

Tod Stockwell, applicant, inquired whether a decision is required on the Certificate of Appropriateness today? Daniel Houck, city staff, noted that it is not, but the city is waiting on a determination from the CHB. Tod Stockwell, applicant, inquired whether a phased schedule of window replacement could be developed, over a period of years rather than all at once? Daniel Houck, city staff, responded in the affirmative.

Glenn Sutherland, property owner, noted that if the schedule included 6-8 windows replaced each year, that would be feasible.

Tod Stockwell, applicant, apologized for the previous delay and inquired as to whether the item could be continued so the applicant team could develop a window replacement schedule and include the proposed front entrance trellis within the scope of work? Daniel Houck, city staff, responded in the affirmative, but noted that it would need to be rescheduled before the end of the year.

Board Member Schnopp made a motion to continue the item until the next hearing scheduled on October 27, 2025, as long as the necessary revised plans are submitted. Board Member Blum seconded the motion. Motion passed 5-0.

ADJOURNED AS THE CITY OF OXNARD CULTURAL HERITAGE BOARD

RECONVENED AS THE VENTURA COUNTY CULTURAL HERITAGE BOARD

At this point, the CHB took a recess from 4:00 pm – 4:05 pm.

9. REPORTS

9a. Board Member Reports

Board Member Angelini reported that the Simi Valley Street Fair will take place on October 25, 2025.

Board Member Blum reported that he recently contacted staff regarding potentially unpermitted vinyl windows installed at a house on F Street in Oxnard.

Board Member Gooch reported that the Thousand Oaks Street Fair will take place on October 19, 2025.

Acting Chair Fernandez reported that, along with Board Member Schnopp, he attended the Rancho Days event at the Olivas Adobe in Ventura on September 14, 2025, and managed the CHB booth. Olivas Adobe staff requested that the CHB set up the booth at all of their annual events. Acting Chair Fernandez suggested that a small version of a CHB display be kept on site and used at future events if there are no volunteers to attend and set up the full booth. He will find out the interest of the Olivas Adobe staff and whether they have space to store such a display, if one were created, and report back.

9b. CHB Program Updates from Staff

Dillan Murray, staff, reported that the next expected CHB hearing will be held Monday, October 27th.

Finally, Mr. Murray reported that an upcoming project to be reviewed involves window replacements at the Santa Clara Elementary School in Oxnard.

10. NEXT MEETING

The next scheduled hearing will be held on October 27, 2025.

11. ADJOURNMENT

At 4:10 p.m., the Cultural Heritage Board was adjourned.

Mike Winters, Chair
Cultural Heritage Board

ATTEST:

Dillan Murray
Cultural Heritage Program Planner

Date