

Ventura County Cultural Heritage Board November 24, 2025, 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, November 24, 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 November 24, 2025, Agenda
 - 3b. Vote to approve the October 27, 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.

5. NEW BUSINESS

None

ADJOURN AS THE VENTURA COUNTY CULTURAL HERITAGE BOARD

CONVENE AS THE CITY OF OXNARD CULTURAL HERITAGE BOARD

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 installation of aluminum-clad windows on high-visibility building elevations and after-the-fact authorization of remaining vinyl 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 pergola 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 December 8, 2025.

9. ADJOURNMENT

Ventura County Cultural Heritage Board October 27, 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. 1:15 P.M. CONVENE THE MEETING OF THE VENTURA COUNTY CULTURAL HERITAGE BOARD

2. ROLL CALL AND DETERMINATION OF A QUORUM

CHB Members Present: Mike Winters (Chair), Tyson Cline, Herbert Gooch, Sylvia Schnopp, Gary Blum, Miguel Fernandez, and Anthony Angelini

CHB Members Absent: None

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

3. APPROVAL OF AGENDA AND PREVIOUS MEETING MINUTES

3a. Vote to approve the October 27, 2025, Agenda

Board Member Schnopp made a motion to approve the October 27, 2025, Agenda. Board Member Gooch seconded the motion. Motion passed 7-0.

3b. Vote to approve the October 13, 2025, Meeting Minutes

Board Member Blum made a motion to approve the October 13, 2025, Meeting Minutes. Board Member Schnopp seconded the motion. Motion passed 6-0 (Board Member Cline abstained).

4. PUBLIC COMMENTS

None

ADJOURNED AS THE VENTURA COUNTY CULTURAL HERITAGE BOARD

CONVENED 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).

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 meets the requirements of the Ventura County Cultural Heritage Ordinance §1371-4; and
3. 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.

Discussion:

Tod Stockwell, the property owner's architect, was in attendance.

Board Member Gooch inquired as to the proposed scope of work and the associated timeframe. Dillan Murray, staff, stated that as noted in the staff report for this item, it is the position of City of Oxnard staff that all window replacement work must be completed by December 31, 2026. The decision point for the CHB remains which windows must be replaced to meet the *Secretary of the Interior's Standards*.

Board Member Fernandez inquired as to why City staff are requiring that work be completed in one year. Daniel Houck, City of Oxnard staff, stated that his management team determined one year is necessary. In part due to the lengthy enforcement process already conducted and to avoid any potential issues tracking enforcement progress with this code case due to staff turnover. In addition, work should be completed by this date due to the possibility of the Mills Act contract being non-renewed by the property owner.

Board Member Cline inquired as to the process of enforcing the Mills Act contract. Dillan Murray, staff, noted that in this case City staff are responsible for enforcing the contract, including determining whether to either non-renew or cancel the contract approved by the Oxnard City Council. Daniel Houck, City staff, confirmed that City staff is looking for a recommendation from the CHB as to which windows should be replaced. Then, City staff would track the property owner's progress and potentially pursue either option (non-renewal or cancellation) as necessary.

Board Member Fernandez inquired as to which windows were proposed for replacement by the property owner?

At this point, the CHB took a brief recess to allow staff to bring the proposed plans up for viewing on the conference room screen.

The CHB reconvened.

Dillan Murray, staff, presented the elevations showing proposed window replacements on the site, outlining the number of windows to be replaced and noting that staff recommended replacement of a greater number of windows. Dillan Murray, staff, outlined that the CHB has three options: to adopt the proposed window replacement plan, to adopt it with modifications recommended by staff, or to disregard staff's recommendations. Mr. Murray noted that the CHB's purview on this matter is limited to the determination of the number and type of windows necessary for replacement in order to meet the *Secretary of the Interior's Standards*; issues regarding installation timing and phasing are outside the purview of the CHB and would be a matter between the applicant/property owner and the City of Oxnard.

Tod Stockwell, the owner's architect and representative for the COA application to the CHB, provided an explanation as to his updated

submission, and indicated that he would need to discuss the revised timeline further with the property owner. The property owner was not present at the hearing.

Board Member Fernandez inquired as to the applicant's proposed window drawings. Mr. Stockwell stated that the plans still need to be revised to fully indicate the proposed window types, along with their means of operation, but that his goal today was to get approval of the planned phasing schedule. Board Member Fernandez noted that he was unprepared to approve the plans without key window details represented.

Chair Winters noted his desire to provide some feedback to the applicant today even if the item were to be continued to a future meeting.

Board members discussed the visibility of second floor windows from the public street and confirmed with Mr. Stockwell which windows were identified for replacement on the plan set. A consensus of Board Members were of the opinion that the current number of windows proposed to be replaced by the applicant would meet the relevant standards. Board member Cline expressed his opinion that all of the vinyl windows should be replaced with aluminum clad windows, not just those visible from the public view.

Chair Winters noted the Mills Act contract requires the rebuilding of a pergola, not a trellis, and recommended that the term "pergola" be used for clarity. Dillan Murray, staff, shared a historical photo from Figure 4 of the CHB staff report that showed the original pergola, in addition to the second story external patio covers of the same design which still exist on the site. This historical photo from the 1950s could be used for comparison purposes by the applicant when revising the proposed design of the pergola.

A consensus of Board Members recommended that the applicant revise the pergola design to more closely match the original as depicted in historical imagery and as agreed to in the adopted Mills Act contract. The original pergola featured more than two vertical posts, with squared horizontal beams spanning between them. The cross beams (or rafters) above were the same height as the main beams, creating a uniform profile.

Board Member Fernandez made a motion to continue the item until the hearing scheduled for November 24, 2025. Board Member Gooch seconded the motion. Motion passed 7-0.

Board Member Cline left the meeting at this time.

ADJOURNED AS THE CITY OF OXNARD CULTURAL HERITAGE BOARD

RECONVENED AS THE VENTURA COUNTY CULTURAL HERITAGE BOARD

7. REPORTS

7a. Board Member Reports

Board Member Blum reported that Downtown Oxnard is a candidate to be designated as a Cultural District by the State of California. The Cultural Districts program helps communities harness their unique cultural assets to stimulate local economies, attract tourism, preserve historic sites, and support vibrant, inclusive creative economies.

7b. CHB Program Updates from Staff

Dillan Murray, staff, reported that the November 10th CHB meeting will be canceled. The next expected meeting will be November 24th.

Finally, Mr. Murray reported that the next quarterly guest lecture will take place on December 8th. Andy Ludlum, a Museum of Ventura County docent and researcher, will present on the history of the automobile in Ventura County and the development of various freeway grades as part of the region's transportation network.

8. NEXT MEETING

The next scheduled hearing will be held on November 24, 2025.

9. ADJOURNMENT

At 2:49 p.m., the Cultural Heritage Board was adjourned.

Mike Winters, Chair
Cultural Heritage Board

ATTEST:

Dillan Murray
Cultural Heritage Program Planner

Date