**VENTURA COUNTY CULTURAL HERITAGE BOARD**
**RESOLUTION NO. 2026-12**

# A RESOLUTION ESTABLISHING AND DELEGATING ADMINISTRATIVE AUTHORITY TO STAFF TO APPROVE CERTAIN MINOR PROJECTS AND TO CERTIFY THAT OTHERS ARE EXEMPT FROM CULTURAL HERITAGE REVIEW FOR THE UNINCORPORATED COUNTY AREA AND THE CONTRACT CITIES THE BOARD SERVES

**WHEREAS,** Section 1371 et seq. of the Ventura County Cultural Heritage Ordinance No. 4604 provides for the Ventura County Cultural Heritage Board (Board) to delegate administrative authority to Cultural Heritage Board staff for certain projects, and

**WHEREAS,** Section 1371-4 and Section 1372-2 provides for the Board to designate approval authority to staff for Certificates of Appropriateness and Certificates of Review, respectively, therefore allowing for the identification of exempt and administrative projects, and

**WHEREAS,** pursuant to the Cultural Heritage Ordinance No. 4604, the Board intends to delegate administrative authority to staff for certain projects, and

**WHEREAS,** the Board finds that delegating certain limited authority to staff for the sake of expediency and efficiency will result in better customer service and a savings of Board time, and

**WHEREAS**, the Board previously approved CHB Resolution 2017-2.1 for the Unincorporated Ventura County area and CHB Resolution 2022-19 for the contract cities, and

**WHEREAS**, the Board intends to repeal CHB Resolution 2017-2.1 and CHB Resolution 2022-19 and approve CHB Resolution 2026-12 for both the Unincorporated Ventura County area and the contract cities the Board serves,

**NOW, THEREFORE BE IT RESOLVED,** that the Ventura County Cultural Heritage Board hereby delegates Administrative Approval and Exemption authority to CHB staff for the following projects, respectively:

## Administrative Approval Reviews

An Administrative Certificate of Appropriateness (COA) for a Landmark and an Administrative Certificate of Review (COR) for a Site of Merit or potential Cultural Heritage Site shall be issued for the following:

| List of Administrative Approval Reviews |
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| Additions (one-story) to the rear of an existing structure, with limited or no visibility from public rights of way, and which are to be built in conformance with the *Secretary of Interior's Standards for Rehabilitation and Illustrated Guidelines for Rehabilitating Historic Buildings* (herein referred to as "SOIS Guidelines") for new additions. |
| Alterations to non-contributing buildings that avoid impacts to historic materials, features, and spatial relationships and maintain visual compatibility with the historic property. |
| Artificial turf that is temporary and replaceable, located in the front or the rear of the property. |
| Architectural features or building elements consisting of in-kind replacement* of historically correct ones, including windows, doors, exterior siding, porches, cornices, balustrades, and stairs that are deteriorated or damaged beyond repair or previously removed.<br><br>Note: Substitute materials should be used only on a limited basis and only when they will match the appearance and general properties of the historic material and will not damage the historic resource in accordance with NPS Preservation Brief 16. |
| Cargo containers placed more than 75 feet from the historic resource and not visible from public rights-of-way. |
| Changes in a building's use that require minimal change to its distinctive materials, features, spaces, and spatial relationships. |
| Chimney replacement may be approved if a qualified structural professional determines that the historic chimney is deteriorated beyond repair. |
| Driveway and/or walkway in-kind replacement when necessary due to deterioration. |
| Electric vehicle charging stations installed without removal of historic materials or alteration of character-defining features. Preferred siting for electric vehicle charging stations is in side or rear yard areas or existing driveway areas, and not on or adjacent to character-defining historic features. |
| Farm outbuildings and minor accessory structures located more than 75 feet from the historic resource. |
| Garage door replacement with in-kind* garage doors that are made of wood, simulated wood, or another material appropriate to the historic resource. |
| Garages converted to living space where the exterior appearance remains unchanged (i.e. original garage door retained). |
| Minor grading not visible from any public right-of-way and not affecting historic landscape features. |
| Ground-mounted photovoltaic (PV) systems located more than 75 feet from the historic resource and not visible from public rights-of-way. |
| Installation of hardscape features, such as patios, paving stones, and small stoops, provided no historic landscape features are removed. |
| Mobile or manufactured homes placed at least 75 feet from the historic resource and not visible from public rights-of-way. |
| Repair or replacement of exterior historic lighting using fixtures that closely match the original in dimension and style, installed in the same location. |
| Repair or replacement of existing historic shed-type or free hanging awnings over existing windows using in-kind* materials only. Repair or replacement of historic aluminum awnings over existing windows using in-kind* materials only for buildings built circa 1940s to 1960s. |
| Replacement of non-period doors with doors that are more compatible with the historic structure. |
| Re-opening of enclosed original windows. |
| Removal of any features or additions that are non-historic of the building or removal of non-contributing buildings in historic districts that have not gained significance in their own right to restore the property to its historic appearance. This scope of work qualifies for staff level approval only where non-historic features are removed, and those disturbed areas will be patched and repaired in conformance with the SOIS Guidelines. |

| List of Administrative Approval Reviews (cont'd) |
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| Removal of hazardous trees that are designated or listed as a historic resource, or identified as contributors to a historic district, may be approved when supported by an arborist report confirming that the tree presents a hazard and must be removed. A condition of approval shall be placed on the COA requiring replacement of each removed tree with a minimum of two 15-gallon trees of the same species, or a similar compatible species. |
| Upon consultation and concurrence with the CHB member of that district, replacement of existing windows that match the historic in terms of configuration, materials, details, and finish, and complies with:<br>• Single-hung or double-hung types may substitute for each other.<br>• New windows using clear glass only.<br>• Replacement muntins using applied raised profile with a contoured shape only.<br>• If there is a legitimate rain emergency and damage has occurred to the windows, then the windows can be filled in with plywood temporarily until the rainstorm is over. |
| Retaining walls with surface material matching the historic building/structure in rear or side yard. |
| Solar devices, panels, and/or arrays that blend in with the historic resource and where visibility from the public right of way is kept at a minimum to maintain the historic resource's integrity. |
| Subdivisions that result in minimal or no change to the historic property's distinctive features, spaces, and spatial relationships. |
| Work not requiring a building permit involving routine maintenance and repair that does not involve a change of design, material, appearance, or visibility of character-defining features. |
| Upon consultation and concurrence with the CHB member of that district, new roofs and roof repairs shall be approved by staff when roof materials match and are consistent with the architectural style of historic resource and complies with:<br>1. Retention and repair of the historic materials which comprise the resource's roof features. This includes but is not limited to cupolas, cupola louvers, dentils, dormer roofing, brackets, frieze, barge board, projecting roof edges, decorated boxed cornice, widow's walk, finials, cresting, pendants, pediment, stick work, etc. Removal of any original features shall require a Certificate of Appropriateness from the Cultural Heritage Board<br>2. Asphalt shingles in a neutral color or as otherwise indicated in historic photos.<br>3. Skylights not visible from public right of way.<br>4. Rooftop mounted equipment (e.g. mechanical units, antennas, equipment boxes), not visible from street or adjacent property.<br><br>Installation of a metal roof or alterations to roof pitch shall require a Certificate of Appropriateness from the Cultural Heritage Board. |
| New wood fences unless located on a front or side yard that are visible from the public right of way. New fencing proposed within the front yard of a historic district shall require a Certificate of Appropriateness from the Cultural Heritage Board. |

*The terms, in-kind and in-kind replacement, shall be defined as a new feature that matches the old in design, color, texture, and other visual qualities and, where possible, materials.

## Exemption Reviews

An Exemption shall be granted for in-kind* replacement of historically correct features on the site, building, structure, object, or landscape that are deteriorated, damaged beyond restoration, or previously removed, as well as the following:

| List of Exemption Reviews |
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| Address numbers |
| Agricultural Wind Generation Machines, Agricultural Water Tanks, and Hoop Houses, and the like. |
| Chimney repair using in-kind* materials. |
| Construction of ADA ramp and related improvements at the rear or side of a building. |
| Electrical, plumbing, utility work, and other mechanical and building systems screened from public view. |
| Engineering improvements, such as seismic retrofitting, unless it makes visible changes to the historic building. |
| Exterior ground mounted A/C unit placed in rear or side yard or not visible from public street or where landscape screening is installed to hide the unit. |
| Exterior paint and surfaces:<br>Surfaces allowed to be painted include only those that were originally intended to be painted and exclude all other surfaces (i.e. brick, concrete, and stone). |
| Exterior water heater replacement. If seen from public view, require water heater cover, non-vinyl, matching home's exterior color. |
| Foundation repair/work and repointing of bricks on exterior with no change in appearance. |
| Garden or storage shed, repairing or adding one, located in the rear or side yard. |
| Landscape alterations and installations, including the removal of trees that are not specifically designated or listed as a historic resource or contributing to the historic resource, supported by an arborist report and/or historic resource report, if required. |
| Light fixtures that are appropriate to the historic resource. |
| Machinery and minor agricultural necessities, including accessory equipment concrete pads. |
| Minor communication equipment, security cameras, and the like. |
| Rain gutters and downspouts (new or repair) |
| Rear yard decks made of wood or simulated wood not more than 500 square feet. |
| Relocation of existing signage up to 10 feet in distance from original site in unincorporated Ventura County only. |
| Removal of asbestos and vinyl siding if original siding is existing underneath and to be restored or maintained. |
| Repair of architectural metals, masonry, and wood materials or features using the recommendation methods indicated in the most recent version of the *Secretary of Interior's Standards for Rehabilitation and Illustrated Guidelines for Rehabilitating Historic Buildings* (SOIS Guidelines). Replace where missing, deteriorated, or decayed only with in-kind* materials (examples: wood for wood, full brick for full brick). Stabilization measures such as structural reinforcement, weatherization, or correcting unsafe conditions shall be used until additional work can be undertaken. Substitute materials shall be used in accordance with National Park Service Preservation Brief 16. |
| Replacement of aged or deteriorated exterior materials or surface finishes to match the original. |
| Replacement of attached mailboxes and addition of exterior ground mounted mailboxes. |
| Replacement of shutters with in-kind* wood shutters that are compatible with the historic structure. |
| Replacement of window glass as long as window size, clear material, and style are not altered. |
| Retaining wall repair. |
| Sprinkler/drip irrigation installation. |
| Stucco, repair of existing only. |
| Swimming pool demolition, unless the pool is an established historic feature. |
| Swimming pools and equipment (new) provided they are not in the public view and do not remove designated or listed historic landscaping. |
| Wood fencing: Repairing, adding to, or reconstructing existing deteriorated or damaged fencing. Removal of chain-link, or vinyl fencing. |

*The terms in-kind and in-kind replacement shall be defined as a new feature that matches the old in design, color, texture, and other visual qualities and, where possible, materials.

If Cultural Heritage Board staff cannot verify whether the proposed project is consistent with the criteria of the Resolution, staff will consult with the Cultural Heritage Board member from that Supervisorial District and/or the Cultural Heritage Board Chair, or refer the matter to the full Cultural Heritage Board for its consideration.

Date: _____ By: _____
Anthony Angelini, Chair
Ventura County Cultural Heritage Board