VENTURA COUNTY CULTURAL HERITAGE BOARD
RESOLUTION NO. 2017-2.1

A RESOLUTION ESTABLISHING AND DELEGATING ADMINISTRATIVE AUTHORITY TO STAFF TO APPROVE CERTAIN MINOR PROJECTS AND TO CERTIFY THAT OTHERS ARE EXEMPT FROM THE PROVISIONS OF THE CULTURAL HERITAGE ORDINANCE FOR THE UNINCORPORATED COUNTY AREA, THE BOARD SERVES

WHEREAS, Section 1366 et seq. of the Ventura County Cultural Heritage Ordinance No. 4225 provides for the Ventura County Cultural Heritage Board (Board) to delegate administrative authority to Cultural Heritage Board Staff for certain projects, and

WHEREAS, Section 1366-3 provides for the Board to establish criteria to approve Certificates of Appropriateness, therefore allowing for the identification of exempt and administrative projects, and

WHEREAS, pursuant to the Cultural Heritage Ordinance No.4225 for the County Unincorporated area, the Board intends to delegate administrative authority to Cultural Heritage Board Staff for certain projects, and

WHEREAS, the Ventura County Cultural Heritage 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 Ventura County Cultural Heritage Board intends to approve Resolution 2017-2.1 to add a minor project to Resolution 2017-2 for the Unincorporated County area.

NOW, THEREFORE BE IT RESOLVED, the Ventura County Cultural Heritage Board hereby delegates to the Cultural Heritage Board staff, Administrative Approval and Exemption authority for the following projects in the unincorporated County areas:

Administrative Approval Reviews

An Administrative Certificate of Appropriateness (COA) for a Landmark and an Administrative Certificate of Review (COR) for a Site of Merit shall be issued for work involving basic maintenance and repair or minor rehabilitation that does not involve a change of design, material, appearance or visibility of the property and its character-defining features including, but not limited to the following:

List of Administrative Approval Reviews
Additions (one-story) to the rear of the existing structure, with limited or no visibility from public rights of way 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. Garages to be converted to living space if the exterior appearance remains the same (i.e. original garage door remains).
Architectural features or building elements consisting of: In-kind replacement* of historically correct ones, including windows, doors, exterior siding, porches, cornices and balustrades and stairs that are deteriorated, damaged beyond restoration or previously removed. Please 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.
Repair or replacement of existing historic shed-type or free hanging awnings over existing windows using in-kind* materials only. Repair or replace historic aluminum awnings over existing windows using in-kind* materials only for buildings circa 1940s to 1960s.
Cargo containers located over 75 feet from historic features and not visible from the public right of way.
Replacement of non-period doors with doors that are more compatible with the character and era of historic structure.
Farm outbuildings, over 75 feet from historic resource.
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.
Repair or replace exterior historic lighting using lighting that matches as closely as possible in dimension and style at the same location.
Mobile home/manufactured home located at least 75 feet from historic building, structure, object or landscape feature and not visible from the primary elevation.
The 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.
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: 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. 2. Asphalt shingles in a neutral color or as otherwise indicated in historic photos. 3. Skylights not visible from public right of way. 4. Solar devices that blend in with the historic resource where visibility from public right of way is kept at a minimum to maintain the historic resource's integrity. 5. Rooftop mounted equipment (e.g. mechanical units, antennas, equipment boxes), not visible from street or adjacent property. Installation of a metal roof or alterations to roof pitch shall require a Certificate of Appropriateness from the Cultural Heritage Board. Removal of such original features in Item 1 above shall require a Certificate of Appropriateness from the County Cultural Heritage Board.

List of Administrative Approval Reviews (cont'd)
Tree removal, only those not historically significant. Removal of hazardous trees that are designated or listed as a historic resource or a contributor to a historic district, supported by an arborist report that states that the tree is hazardous and must be removed. A condition of approval shall be placed on the COA review to require the applicant to replace each removed tree with the installation of a minimum of two 15-gallon size trees of the same species.
Upon consultation and concurrence with the CHB member of that district, replacement of existing windows will match the historic in terms of configuration, materials, details and finish, and complies with: • Single-hung or double-hung types may substitute for each other. • New windows using clear glass only. • Replacement muntins using applied raised profile with a contoured shape only. • 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 rain storm is over.
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.
Re-opening of enclosed original windows.
Replacement of existing historic garage doors with in-kind* replacement garage doors that are made of wood or simulated wood.
Construction of retaining walls with surface material matching the historic building/structure in rear yard.
Chimney replacement using in-kind* materials in the same location, and same architectural style and dimension.
Artificial turf that is temporary and replaceable, located in the front or the rear of the property.

*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, including but not limited to:

List of Exemption Reviews
Address numbers
Replacement of aged or deteriorated exterior materials or surface finishes to match the original.
Electrical, plumbing, utility work and other mechanical and building systems not visible from public view.
New lights that are appropriate to the historic resource.
Machinery, minor agricultural necessities.
Exterior paint and surfaces: 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).
Repair 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.
Relocation of existing signage up to 10 feet in distance from original site in unincorporated Ventura County only.
Stucco, repair of existing only.
Swimming pool demolition unless the pool is either an established historic feature or over 45 years old.
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 arborist report and/or historic resource report if required.
Exterior water heater replacement in same location. 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.
Construction of rear swimming pools and equipment provided they are not in the public view and do not remove designated or listed historic landscaping.
New Sprinkler/drip irrigation installation.
Replacement of attached mailboxes and addition of exterior ground mounted mailboxes.
Replacement of window glass as long as window size, clear material, and style are not altered.
Chimney repair using in-kind* materials.
Wood Fencing: -Repairing, adding to or reconstructing existing deteriorated or damaged fencing. -Removal of chain-link, or vinyl fencing.
Construction of ADA ramp at the rear or side of building.
Engineering improvements, such as seismic retrofitting unless it makes visible changes to the historic building.
New or repair of rain gutters and downspouts.

List of Exemptions Reviews (cont'd)
Retaining wall repair.
Removal of asbestos and vinyl siding if original siding is existing underneath and to be restored or maintained.
Garden or storage shed, repairing or adding one, located in the rear yard.
Rear yard decks made of wood or simulated wood not more than 500 square feet.
Replacement of shutters with in-kind* wood shutters that are in keeping with character and era of historic structure.
Exterior ground mounted A/C unit placed in rear yard or not visible from public street or where landscape screening is installed to hide the unit.

* 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 refer the matter to the Cultural Heritage Board for their consideration.

Date: 7/24/17

By: Ricki Mikkelsen
Ricki Mikkelsen, Chair
Ventura County Cultural Heritage Board

Approved on July 24, 2017