I. APPLICANT:

County of Ventura Planning Division
800 S. Victoria Avenue, L#1740
Ventura, CA 93009

II. REQUEST:

Planning Division staff recommends that the Ventura County Cultural Heritage Board (CHB) adopt CHB Resolution No. 2026-12 (Exhibit 1), which would repeal and replace CHB Resolution 2017-2.1 (Exhibit 3) and CHB Resolution 2022-19 (Exhibit 4). The new resolution would establish and delegate administrative authority to staff to approve certain minor projects within both the unincorporated areas of Ventura County and the contract cities served by the CHB, and would adopt the revised list of administrative approvals and exemptions.

III. BACKGROUND:

Section 1371 et seq. of the Ventura County Cultural Heritage Ordinance No. 4604 ("Cultural Heritage Ordinance") provides for the CHB to delegate administrative authority to CHB staff for certain projects for the sake of expediency and efficiency. Consistent with this role, the CHB may establish criteria to administratively approve Certificates of Appropriateness or Certificates of Review or exempting projects from cultural heritage review. Pursuant to the Cultural Heritage Ordinance, the CHB previously adopted CHB Resolution No. 2017-2.1 (Exhibit 3) in order to delegate administrative authority to CHB staff for certain projects in both the unincorporated Ventura County, and CHB Resolution 2022-19 (Exhibit 4) for the contract cities the CHB serves.

The County of Ventura has entered into contracts to provide cultural heritage services for the cities of Oxnard, Port Hueneme, Fillmore, Simi Valley, and Thousand Oaks. Each city has its own cultural heritage ordinance or has adopted the County's ordinance by reference. The scope of services the County provides varies by contract and County services are requested at the discretion of city staff. For example, in Oxnard, the County is authorized to review projects and Mills Act contract applications, provide landmark recommendations, and provide general program assistance, among other functions, while in Thousand Oaks, the County is only authorized to perform services regarding the investigation, evaluation, and designation of landmarks and/or points of historical interest.

IV. DISCUSSION:

Staff requests that the CHB adopt CHB Resolution No. 2026-12 (Exhibit 1), which would repeal CHB Resolution 2017-2.1 and CHB Resolution 2022-19, and approve

the revised list of administrative approvals and exemptions for projects within both the unincorporated areas of Ventura County and the contract cities served by the CHB.

CHB Resolution No. 2026-12 is intended to align administrative authority between the unincorporated Ventura County area and the CHB's contract cities. The resolution also introduces several new categories of minor projects eligible for administrative approval or exemption, based on the types of applications received by the Planning Division since the last updates to the approvals and exemptions lists in 2017 (CHB Resolution 2017-2) and 2022 (CHB Resolution 2022-19). Minor grammatical and wording improvements have been incorporated as well. The substantive revisions are identified in Exhibit 2, and the project lists have generally been alphabetized to improve readability.

The draft CHB Resolution No. 2026-12 was shared with city staff for contract cities the CHB serves for their review and comment. As of the time of this report's preparation, City of Port Hueneme staff expressed support for the proposed changes; no other comments were received from contract city staff.

V. PUBLIC COMMENTS:

No public comment regarding this item has been received to date.

VI. RECOMMENDED ACTIONS:

CHB Staff is recommending the CHB take the following actions regarding 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 by repealing the current CHB Resolution No. 2026-12 (Exhibit 1), implementation procedures for review of minor changes in historic and potential historic resources would be clarified and streamlined;

3. **FIND** that the proposed revised administrative approvals and exemptions resolution (Exhibit 1) is in conformance with the Ventura County Cultural Heritage Ordinance No. 4604 based on the substantial evidence in the staff report and on the entire record; and

4. **ADOPT** CHB Resolution No. 2026-12 (Exhibit 1) repealing CHB Resolution 2017-2.1 and CHB Resolution 2022-19 and adopting the proposed revised administrative approvals and exemptions list.

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Exhibits:

Exhibit 1 – Proposed CHB Resolution No. 2026-12 (Clean)
Exhibit 2 – Proposed CHB Resolution No. 2026-12 (Redline)
Exhibit 3 – CHB Resolution No. 2017-2.1
Exhibit 4 – CHB Resolution No. 2022-19