

**Audit Report**

***Community Development  
Department ~ Historic Resources  
Division***

***Historic Preservation (Title 20)  
Administration***

**June 2013**

**AU13-06**

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## REPORT SUMMARY



The Historic Resources Division within the Community Development Department (CDD) is committed to protecting and preserving Riverside's unique historical and cultural properties, while allowing for social and economic development. Riverside's commitment to historic preservation began in 1969 with the adoption of the Cultural Resources Ordinance (Municipal Code Title 20) and creation of the Cultural Heritage Board.<sup>1</sup>

The California State Office of Historic Preservation has recognized the Division and its programs with its designation of Riverside as a Certified Local Government (CLG). This distinction ensures that the City's preservation program meets all State and Federal standards.

The Mills Act is a State law enacted in 1972 that encourages the preservation and maintenance of Qualified Historic Structures. The Mills Act permits cities to enter into agreements with owners of Qualified Historic Structures to preserve and maintain their properties, in exchange for the County Tax Assessor assessing their property at a lower rate by utilizing a formula established by the State. This property tax reduction is an incentive offered Citywide as of 2005 to property owners of designated historical resources that are listed on the City of Riverside register. In exchange for the reduction in property taxes, the owner is required to maintain their property and its historical significance in accordance with the U.S. Secretary of the Interior's Standards<sup>2</sup> and in accordance with a ten-year renovation plan per the City's Mills Act agreement.

<sup>1</sup> Refer to Appendix D for a timeline of Riverside's Historic Resource Preservation Program, prepared by CDD.

<sup>2</sup> See attached Appendix A.

In reviewing documentation for each of the 42 Mills Act agreements approved to date, we found a number of property owners are in breach of their agreement; monitoring and follow-up by Division staff has been inconsistent. ***While there is a responsibility on the part of the property owner to maintain the historical significance of their designated resource, there is also a responsibility on the part of the City/CDD to assure that a property remains in compliance with the provisions of the Mills Act agreement.***

The Historic Preservation database, once a model<sup>3</sup> for other cities establishing an inventory of historic landmarks and resources, has become antiquated, inadequate and does not serve the needs of the community or City personnel. Information of historic properties is not current, incomplete or incorrect; photo links are "broken". The database is not compatible with the California Office of Historic Preservation system. The City's IT Department no longer supports Microsoft Access. ***Re-designing/re-engineering or replacing the current Historic Preservation resource database, utilizing the most current and cost-effective web-based technology, would better serve the community.***



<sup>3</sup> Received a recognition award in 2002 from the California Preservation Foundation and American Planning Association

## OBJECTIVES, SCOPE, AND METHODOLOGY

### Objectives

Our primary audit objective was to ensure the Division activities are in compliance with Riverside Municipal Code, Title 20 (Cultural Resources), and any applicable State and/or Federal regulations and guidelines. Our secondary objective was to determine if the Division is operating efficiently and effectively, while ensuring adequate internal controls are in place to monitor activities timely.

### Scope and Methodology

Our review was conducted during the period from mid-April 2013 through May 2013. We focused our efforts on gathering and analyzing information relative to Title 20, as well as a review of Federal grants awarded to the Division for the past three fiscal years. We relied upon the following to conduct our review:

- City Municipal Code Title 20;
- Historic Resources Division webpages;
- Division's Historic Preservation database;
- California Office of Historic Preservation website;
- Mills Act program in various California cities;
- Data from the City's financial system, IFAS;
- City resolutions as they relate to Title 20; and
- City resolutions regarding administration fees for Mills Act agreements.

Our review was conducted in accordance with the *Standards for the Professional Practice of Internal Auditing* of the Institute of Internal Auditors. Those standards require that the audit is planned and performed to afford a reasonable basis for judgments and conclusions regarding the department, Division, program, activity or function under audit. An audit also includes assessments of applicable internal controls and compliance with requirements of laws and regulations when necessary to satisfy the audit objectives. We believe our audit provides a reasonable basis for our conclusions.

## BACKGROUND

**Historic Preservation** is essential for creating a City that retains its identity and uniqueness. Preservation is a key strategy for economic development and urban revitalization in Riverside. Hundreds of millions of dollars have been invested over the years in Riverside's historic resources ~ landmarks, commercial and residential buildings.

The **Cultural Heritage Board (CHB)** is a nine-member volunteer citizen body appointed by the Mayor and City Council. The CHB was established under the City's Cultural Resources Ordinance (Title 20), and to meet the requirements of the Certified Local Government program. At least two members of the CHB must be appointed from among professionals in fields or disciplines related to historic preservation. The CHB meets on the third Wednesday of each month to review historic preservation matters under its jurisdiction. Their primary responsibilities are to provide design review and guidelines for alterations to historic properties and to identify and recommend historic resources and districts for

City designation. To date the CHB has designated 116 City landmarks and 13 historic districts. Refer to *Appendix B* for a City map.

**Historic Resources Division** within the Community Development Department (CDD) is comprised of a Historic Preservation Officer, Historic Preservation Senior Planner and an Associate Planner. Per Title 20, the Historic Preservation Officer (or Qualified Designee), in concert with or at the direction of the Community Development Director, shall:

- Provide professional support to the CHB;
- Administer the Cultural Resources program;
- Manage the Boards Certificate of Appropriateness process;
- Execute the Administrative Certificate of Appropriateness process;
- Coordinate the activities with Riverside County, the State of California, and the Federal government;
- Compile and maintain a current inventory of all designated Cultural Resources;
- Advise the City Council on historic preservation easements, transfer of development rights, property tax incentives, or other Cultural Resource preservation mechanisms;
- Assist and support the Board in meeting Certified Local Government requirements;
- Establish criteria for and provide a continuing comprehensive survey of Cultural Resources within the City, conforming with State Office of Historic Preservation Survey Standards and guidelines, and to publicize and periodically update the survey results; and
- Determine when Cultural Resource reports for specific projects are required for Title 20 and/or CEQA.

The Division's **Certificate of Appropriateness** application process applies to historic and potentially significant historic properties and is intended to "...assure that the historic integrity of these properties is maintained whenever exterior improvements are made." Title 20 provides the authority and standards for this process. Following is a chart depicting the number of *Certificate of Appropriateness* applications reviewed by the CHB (Board) and the Historic Resources Division (Admin) for the past three fiscal years.

**Certificate of Appropriateness Applications Reviewed/Approved**

	<b>FY2009-10</b>	<b>FY2010-11</b>	<b>FY2011-12</b>
<b>Board</b>	17	19	14
<b>Admin</b>	40	23	47

Source: Permits Plus Type: PL\_CHB

Currently an administrative service fee is *not* charged by the Division for the review and processing time for *Certificate of Appropriateness* applications and preparation of any subsequent public Board hearings.

**Maximizing the Website** The Division's municipal website is an effective public communication tool, introducing the basics of historic preservation in Riverside, providing a portal to guide residents, business and property owners, realtors, architects, planners, economic development investors,

historians, and other interested individuals through the City's historic districts and landmarks; provides restoration and design guidelines and information regarding tax incentives for historic properties. The website includes a database which contains information on individual properties and historic districts that have been surveyed by the City of Riverside from 1977 to the present. A high volume of Internet "traffic" visits the Historic Preservation website and database daily seeking information regarding historic properties and historic neighborhoods. The historic resource database has on average annually over 7 thousand unique visitors with over 29 thousand pages viewed; the Historic Preservation website in 2012 had over 12 thousand unique visitors that viewed over 21 thousand pages. It's critical that the resource database be current and interfaces with the related site webpages.

**The Mills Act** was enacted in 1972 by the State of California to enable local jurisdictions "to enter into contracts with property owners of qualified historic properties who actively participate in the restoration and maintenance of their historic properties while receiving property tax relief<sup>4</sup>." All historical designees in the City are eligible to apply for a Mills Act agreement. While most property owners participate in the Mills Act as intended (to restore and preserve their historic building), others are incented to apply for the Mills Act to save on property taxes or for speculative purposes (using tax reductions as selling incentives).

The City's Mills Act Program agreement is a legal contract binding the owner of a designated historical resource<sup>5</sup> to maintain the subject property consistent with the U.S. Secretary of the Interior's Standards, to provide visibility of the historical resource from the public right-of-way, and to improve or rehabilitate the property based on specific conditions included in the agreement. The agreement is recorded with the County which allows the Assessor to determine the property tax, based on a formula set in State Law that typically results in a substantial annual savings to the property owner.<sup>6</sup> The average savings is 50 percent with a range of property tax reduction between 25 percent and 75 percent. This tax benefit, authorized by the State of California in Government Code, Article 12, Sections 50280-50290 and California Revenue and Taxation Code, Article 1.9, Sections 439-439.4, has been active in the City of Riverside since 2005, as authorized by the City Council (Resolution 20825, adopted November 2004); and administered by the Historic Resources Division.

To limit the fiscal impact to property tax revenue, the City Council does not approve more than ten Mills Act agreements annually.<sup>7</sup> Applications are accepted annually during the month of June; eligible applicants are selected randomly. All applications and agreements/contracts are reviewed by the CHB staff; City Council approves the final agreements prior to calendar year-end. Once approved and before the agreement is recorded with the County Tax Assessor, a contract Initiation Fee is required. As of the 2012 tax assessment, there are 42 effective Mills Act agreements for historic properties in Riverside.

The annual reduction of property tax revenue to the City's General Fund from Mills Act property valuations is minimal: \$17,313 based on a total reduction in property taxes paid by Mills Act property owner's in 2012. This minimal reduction in tax revenue to the City's General Fund is offset by the public benefit of preservation of important historical resources.

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<sup>4</sup> Mills Act Property Tax Abatement Program, Technical Assistance Series, California Office of Historic Preservation.

<sup>5</sup> In order for property to be considered for a Mills Act agreement, it must be a designated historic resource listed on a City, County, State or Federal register. City designations are: Landmark, Structure of Merit, and Contributor to a designated Historic District or Neighborhood Conservation Area.

<sup>6</sup> Pursuant to the provisions of Chapter 3, Part 2, Division 1 of the California Revenue and Taxation Code

<sup>7</sup> R-20825, Section 5 was amended by R-22139 in December 2010, allowing for more than 7 agreements (5 for residential properties and 2 for commercial properties) to be awarded but no more than 10 annually.

### *Mills Act Agreement Terms and Conditions*

Owners of designated historic properties are required to include an estimated 10-year maintenance and rehabilitation/restoration work plan at the time of application for a Mills Act agreement. Ten years is considered an appropriate time frame for completion of any necessary rehabilitation or restoration work. As part of this 10-year work plan, the property owner is required to demonstrate that the requested Mills Act agreement would result in investment of anticipated tax savings into the designated historic property.

Once the Mills Act contract is recorded with the Riverside County Tax Assessor, the property owner is required to submit an *Annual Report* of completed/planned project(s), along with photo documentation of the completed work, copies of receipts, and building permits where applicable. This report is to be submitted to the Historic Resource Division by the last business day in July for the preceding fiscal year (July 1 through June 30).

In reviewing the 42 current Mills Act case files, we found that many of the property owners have not complied with submission of the *Annual Report* and required proof of restoration expenditures. The cause for lack of compliance may be due to the impact of the economy for these property owners. In other cases, new property owners may not be aware that an *Annual Report* is required. According to State Assembly Bill 654 which went into effect January 1, 2012, local agencies are required to inspect the Mills Act properties prior to a new agreement and every five years thereafter. The Bill also requires the "local agency to take steps to enforce the contracts by either cancelling a contract or bringing an action in court to enforce a contract in the vent of a breach of contract conditions."

### *Inspection Schedule/Monitoring*

While there is a responsibility on the part of the property owner to maintain the historical significance of their designated resource, there is also a responsibility on the part of the City to assure that a property remains in compliance with the provisions of the Mills Act agreement, resulting in preservation of the designated historical property.

Starting in 2012, prior to the approval of new contracts, and every five years thereafter, the City plans to inspect the interior and exterior of the premises to determine the owner's compliance with the contract. Should an inspection fee be imposed, the cost may be applied toward allowable annual restoration expenses. The City of Riverside may propose to end the Mills Act agreement if the property is not maintained in accordance with the U.S. Secretary of the Interior's Standards, or if other Mills Act program provisions are not met.

### *Renewal or Cancellation of Agreement*

Either the property owner or the City may elect not to renew the Mills Act agreement for any reason. The effect of non-renewal is to terminate the agreement at the end of the current 10-year term. During the remainder of the agreement term, the property taxes increase gradually to the normal level.

Penalties may be imposed for breach of contract or failure to maintain the historic property. The California Codes (as noted in this report) require the owner to pay a cancellation fee of twelve and one-half percent (12-1/2%) of the current fair market value of the property, as determined by the County Tax Assessor, in the event of breach of contract.

As an alternative to cancellation of the contract for breach of any condition, the City may bring any action in court necessary to enforce a contract by specific performance or injunction.

Once a Mills Act agreement is terminated for any reason, the Riverside County Tax Assessor is notified; property owner's taxes increase to the level they would have been at but for the Mills Act agreement.

*Financial Impact*

City Council has established a cost recovery goal for the administrative services through a fee to recover some of the costs of staff time devoted to the task specifically related to historic designation of individual properties and all components of the Mills Act program. The most current fees went into effect January 1, 2012 per Resolution 22227<sup>8</sup>. The Mills Act admin process fees are recorded as General Fund ~ Miscellaneous Planning Receipts (101-340318).

Following is a chart depicting the history of Mills Act admin processing fees (per Resolution) since the beginning of the program in FY2005.

	FY2005-06	FY2006-07	FY2007-08	FY2008-09	FY2009-10	FY2010-11	FY2011-12	FY2012-13
<b>Application Fee</b>	\$42	\$42	\$42	\$42	\$42	\$73	\$73	\$86
<b>Imaging Fee</b>	0	0	0	0	\$11	\$41	\$41	\$51
<b>Initiation Fee</b>	\$300	\$572	\$572	\$572	\$572	\$418	\$418	\$489
<b>Total</b>	\$300	\$614	\$614	\$614	\$625	\$532	\$532	\$626
<b>Per Resolution</b>	<b>R-21001</b>	<b>R-21155</b>				<b>R-21960</b>		<b>R-22227</b>

In reviewing Mills Act case files we found that:

- In FY2005, for some undocumented reason, Application fees of \$42 were waived or refunded.
- In FY2006, the Application fee collected was reduced by CDD administrative staff (not approved by City Council) from \$42 to \$25. Some Initiation fees were waived; others were paid well past the date of agreement approval by the City Council and *after* being forwarded to the County Tax Assessor for recording.
- In FY2007, fees were accurately charged but Initiation fees were paid well past the date of agreement approval by the City Council and *after* being forwarded to the County Tax Assessor for recording.
- From FY2008 – FY2011, records indicate the collection of all program fees was accurate and timely.
- In FY2012, the Initiation fee was not collected from the two property owners awarded the Mills Act *prior* to the approved agreement being forwarded to the County Tax Assessor for recording. During the course of our audit, we advised Division staff that fees were outstanding; the Division staff contacted the property owners in May 2013, requesting payment of outstanding fees. Both property owners have complied upon notification and remitted their outstanding fee.

<sup>8</sup> The City Council approved the delay of any fee increases until 2014.

## CONCLUSION

During our review and subsequent discussions with the Historic Preservation Officer and her staff, it was obvious they are passionate about conserving Riverside's rich legacy of historical and architectural treasures for present and future generations. The Mills Act (under Title 20) is currently the only financial incentive the City offers to property owners. The Historic Preservation resource database, which contains valuable information regarding the City's historic landmarks and properties, is a "high-traffic" source on the City's website with "visits" from residents, relators, historians, academia, and investors, as well as internal department users (i.e., Planning, Building & Safety, Code Enforcement, etc.).

We met with the Historic Preservation Officer on several occasions during our review to discuss administrative processes and related concerns. A draft audit report was provided to the CDD Director, Deputy Director and the Historic Preservation Officer. A meeting to discuss our assessment of the function/services and content of the draft report was conducted in June 2013. The Department's comments and concerns during this discussion were evaluated prior to finalizing the report. Management's response is included with the findings/recommendations.

In our opinion, the findings/recommendations noted in this report serve to further strengthen administrative controls and return the City's Historic Resources database back to its previously recognized "model" status as an intuitive, interactive web-based system for the community.

We extend our appreciation to the Community Development Director, Deputy Director, Historic Preservation Officer and the personnel who assisted and cooperated with us during the audit.

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## FINDINGS/RECOMMENDATIONS & Management's Response

### **Finding 1: The Mills Act program lacks consistent and timely management oversight to ensure property owners remain in compliance with their agreement.**

In reviewing file documentation for each of the 42 Mills Act agreements approved to date, we noted that some property owners are potentially in breach of their agreement. Monitoring and follow-up by Division staff has been insufficient to ensure properties are being preserved in accordance with the Department of Interior Standards and the City's Mills Act terms and conditions. In some cases, executive management and the City Attorney's Office should be alerted to property-specific ongoing issues of non-compliance so that legal actions or other remedies can be initiated timely.

#### **Recommendation:**

*Staff should develop a comprehensive monitoring program that primarily entails annual site visits, records maintenance, and staff review of compliance with contract requirements. This level of monitoring will allow contact with a new owner, if there has been a change in ownership, to explain the responsibilities and provisions under the Mills Act Program agreement, since the historical designation and Mills Act agreement run with the property. It will also provide adequate review in cases where owners make changes that may negatively affect the property's historical integrity but do not typically require a building permit, or where owners make substantial changes to the property without obtaining the required permit. Staff should work with property owners to remedy any problems identified through the inspection process.*

*Where proof of restoration projects (in the form of receipts and photos) is not provided to the Division for more than two consistent years, a formal letter of notification of breach of contract from the City Attorney's Office should be sent to the property owner, outlining remedies and/or enforcement actions as noted in the agreement.*

#### **Management's Response**

The Mills Act program was started in 2005. It has been a successful program in that it has been well-used. The recommendations received in the document demonstrate the items needed to make the program even better. As the program has grown over time it has been honed and refined with progressive changes and improvements. Early issues with the program have been corrected with SOP's and other items identified in your report have been incorporated therein. The Mills Act is the only financial incentive program available as of the writing of this document, and highly valued by the Division. Our goal remains to continually refine the program to make it stronger and more successful. Below please find changes we have made to our program as a result of this audit.

1. **SOP for Compliance.** The Division has prepared a new SOP for compliance which will aid in creating specific measurable milestones to ensure compliance of the applicants and adequate management and oversight by the City after the Mills Act contract is in effect.
2. **Request a Legal Conveyance.** The Division will examine the ability to request for conveyance, which requires the title company to send the City a notice when ownership has changed. The Division will research if a legal right to a conveyance exists for the Mills Act. This will allow the City to be aware when the property changes hands.
3. **Annual Property Inspections.** The Division will train Housing Division property inspector to conduct site visits similarly to currently done for housing and keep records of progress on an

inspection form.

4. **Annual Inspection Fee.** During the first year of annual inspections (FY 13/14) the property inspector will keep track of hours spent visiting all of the properties. This data will be analyzed by the Division and shared with the CDD Director and Deputy Director in the annual compliance meeting to determine if an annual inspection fee is warranted and if a new fee in 2014 shall be added to the fees and charges resolution.

## **Finding 2: The current Historic Preservation database is ineffective and does not serve the needs of the community or City management.**

The Historic Preservation database, once a model for other cities establishing an inventory of historic landmarks and resources, has become antiquated, inadequate. Information of historic properties is not current, incomplete or incorrect; photo links are “broken”. The process to update the database is inefficient and unreliable. The database is not compatible with the California Office of Historic Preservation system. The City’s IT Department no longer supports Microsoft Access. With annual database page views totaling over 29 thousand annually, the database running on its current platform is not adequately serving current and potential “customer” needs.

### **Recommendation:**

*It is essential to the success of the Historic Preservation program that the current resource database be either re-designed/re-engineered or replaced utilizing the most current and cost-effective web-based technology, in collaboration with IT or an external source. A model database (platform) should be an intuitive web application to house survey data from each historic district, have the functionality to integrate with mapping applications and be compatible with the California Office of Historic Preservation system. Information should be updated on a real-time basis and easily “read-only” accessible by the community, potential economic development investors, and other City departments such as Planning, Building & Safety and Code Enforcement.*

### **Management’s Response**

The Database could and should be a resource to the City as it is a highly used program within and outside of City Hall. The Division is in complete concurrence with the finding that the database as it currently exists is ineffective and an unusable tool. Through recent correspondence with IT, progress is being made on this issue. Our Division will continue to work with IT to establish a timeline for correction to this issue and establish a path for the future. Below please find milestones we will continue to negotiate with the IT department to manage the concern.

1. **Correct immediate issues with existing Database.** The Division has been notified that Ken Altheiser has been assigned the task of making immediate corrections. To date he has corrected the broken links, pictures and updated surveys, with more to follow.
2. **Create a Timeline for specific IT items.** The Division will set up a meeting with Ken Altheiser to establish a time line for the key items indicated in the attached memo (see Attachment 3). The CDD Director and Deputy Director will be asked for assistance as needed to facilitate such meetings. Below are two of the items of the most paramount importance to accomplish Finding #2.
  - a. **Update Web Interface and create a schedule that would result in regular updates.**
  - b. **Convert Database to SQL.**

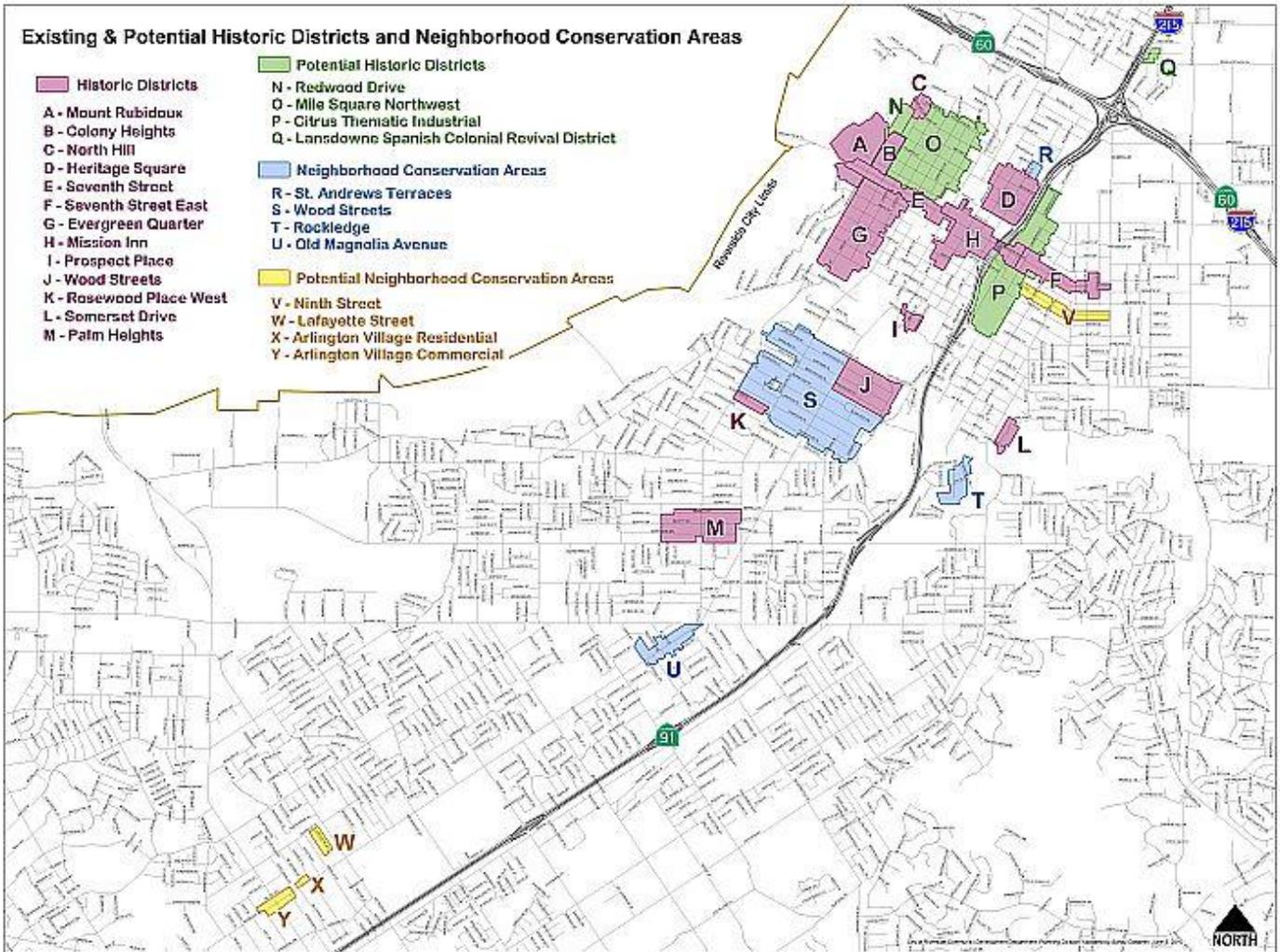
## Appendix A

### SECRETARY OF THE INTERIOR'S STANDARDS FOR THE TREATMENT OF HISTORIC PROPERTIES

#### Standards for Rehabilitation

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

## APPENDIX B



## Appendix C

### Planning Case Types

#### **PL\_ANX - CPC Annexation**

ANX - Annexation

#### **PL\_CHB - Cultural Heritage Board**

ADMIN - Admin Cert. of Appropriateness

BOARD - Board Cert. of Appropriateness

OTHER - Other Designation/Survey

#### **PL\_CPC - Planning Commission**

AMD - Zoning Code Amendment

CU - Conditional Use

EIR - Environmental Impact Report

GP - General Plan Amendment

IS - Initial Study - DO NOT USE

NC - Street Name Change

PD - Planned Development

PPE - Site Plan Review

RZ - Rezoning

SP - Specific Plan

TM - Tentative Tract Map

VC - Street/Alley Vacation

VC-S - Summary Vacation

VR - VR - DO NOT USE!

#### **PL\_DR - Design Review**

A-L - Administrative Landscaping

A-O - Admin Other

A-RF - Admin Reverse Frontage

A-SF - Admin Single Fam Dwlg

A-SN - Admin Sign

B-L - Brd Landscape-STOP 9/13/04

B-PPE - Board Plot Plan/Elevations

#### **PL\_PSP - Special Projects**

GP - General Plan

HP - Historic Preservation

SP - Special Project

#### **PL\_TENT - Tentative Map**

PM - Tentative Parcel Map

TE - Time Extension

TM - Tentative Tract Map

#### **PL\_TUP - Temporary Use Permit**

CR - Circus with Tent

CW - Noncommercial carwash

FR - Fair/Festival/Exhibit/Concert

MC - Commercial Mobile Clinic

NC - Noncommercial Tent Meeting

OS - Outdoor Sales Events

OTHER - Other

PT - Christmas Tree/Pumpkin Sale

#### **PL\_ZA - Zoning Administration**

CO - Certificate of Compliance

CU-MIN - Conditional Use Minor

DC - Day Care

DR-CMP - Comprehensive Design Review

DR-MIN - Minor Design Review

IS - Initial Study

L-CMP - Landscape Comprehensive

LL - Lot Line

L-MIN - Landscape Minor

NS - Nonconforming Status

PCRN - Public Convenience

PM - Parcel Map

PP-MIN - Plot Plan Review Minor

TE - Time Extension

VR-CIM - Variance C/I/M

VR-MIN - Minor Variance Review

## Appendix D

### History of Riverside's Historic Resource Preservation Program

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**1927** Charles Cheney, Riverside's first City Planner and author of the first master plan, called for a preservation ethic when he wrote, "The city needs protection from disfigurement, and the preservation of old buildings, of natural beauty, and architectural monuments."

**1968-1969** The City Council called for the formation of a Cultural Heritage Board and the adoption of a Landmarks ordinance. The Board was formed and the ordinance adopted in 1969.

**1977** Riverside was one of the first cities in California to enter into an agreement with the State Office of Historic Preservation (OHP) to conduct a comprehensive historic resources survey.

**1994** A pivotal year in the maturation of Riverside's historic preservation program. The City's new General Plan was adopted with its award winning "Community Enhancement Element," which included Historic Preservation goals and policies.

**1995** Riverside became a Certified Local Government (CLG), which meant that the program met certain standards required by the State Office of Historic Preservation and the National Park Service.

**1996** City received its first CLG Grant to develop a Historic Resources Inventory Database. The database included over 6,000 properties, which were also tied to the City's Geographic Information System (GIS). That same year, the amended Cultural Resources Ordinance (Title 20) was adopted by the City Council.

**2000** The Historic Preservation Program concentrated on renewing survey efforts to current standards, organizing existing data, increasing public education programs, and streamlining design review processes.

**2002** Citywide residential Historic District Design Guidelines were developed, the same year a Programmatic Agreement with HUD-funded project was finalized, which allows the City to process its own Section 106 (NEPA) reviews through an annual report system.

**2005-2007** Noticing for 18 Planning Commission hearings on the General Plan occurred between 2005 and 2007. In November 2007, the City adopted the General Plan with an optional Historic Preservation Element included in its overall program, demonstrating Riverside's commitment to Historic Preservation. This General Plan element includes Objectives and Policies for historic preservation throughout the City. The Mills Act was adopted and implemented in 2005.

**2011** Riverside's Historic Preservation program won a Best Practices Award in 2011 from the American Planning Association, Inland Empire Section.

**2013** The Historic Preservation program merged efforts with the Office of Neighborhoods to create the Historic Preservation, Neighborhoods and Urban Design Division. Additionally, that same year the program received a grant to create Landmark Connect, a smartphone application about the City's Landmark properties. To date Riverside has received over \$206,500 from the OHP in CLG specified funds.