

Historic Preservation Program Guidebook



City of Coronado

Fostering civic pride through historic preservation

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Coronado's Historic Preservation Program began in 2000 with the goal of increasing the public's awareness and encouraging preservation of Historic Resources that are important to the city's past, present, and future. This booklet provides a brief overview of the various components of the Historic Preservation Program, and information on how you can participate.

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HISTORIC RESOURCE COMMISSION



The Historic Resource Commission consists of five (5) members who are appointed by City Council. The Commission makes decisions based on Chapters 84.10 and 84.20 of the Coronado Municipal Code, which were adopted in 2000, and together comprise the City of Coronado's Historic Resource Code. The Commission reviews applications for Determinations of Historic Significance, Historic Resource Alterations, and Mills Act Agreements. The Commission also takes on occasional assignments related to the City's Historic Preservation Program, as directed by the City Council.

The Historic Resource Commission meets the first and third Wednesdays of each month in the City Council Chambers at City Hall. Agendas are available on the City's website, and at City Hall, on the Friday before each meeting.

What is Historic Designation?

Historic Designation provides protection for buildings, structures, objects, and sites that meet the criteria to be designated as a Historic Resource in Coronado. Designated Historic Resources cannot be easily demolished, and must be maintained and preserved.

A building, structure, object, or site may be designated as a Historic Resource by the Historic Resource Commission if it is at least 75 years old (or has achieved historic significance within the past 75) years and meets two or more of the following designation criteria:

- A. It exemplifies or reflects special elements of the City's military, cultural, social, economic, political, aesthetic, or engineering, history;
- B. It is identified with a person(s) or an event(s) significant in local, State or national history;
- C. It possesses distinctive characteristics of an architectural style, and has not been substantially altered;
- D. It is representative of the notable work of a builder, designer, architect, artisan or landscape professional.



Historic Resource at 611 A Avenue
Designation Criteria: C, Tudor; and D, William Sterling Hebbard

HISTORIC DESIGNATION

What are the benefits of historic designation?

Owners of Historic Resources in residential zones are eligible to apply for a variety of benefits, including:

- Exceptions to some zoning standards
- Mills Act Agreement property tax reduction
- Use of the California State Historic Building Code
- Reduction of some permitting fees

Benefits of Historic Designation are not automatic entitlements and some benefits, such as exceptions to zoning standards and Mills Act Agreements, involve separate applications following historic designation. For additional information, contact the City's Historic Preservation Planner.

What are the responsibilities of historic designation?

Owners of designated Historic Resources are required to preserve and maintain the exterior of the Historic Resource, and all interior components where maintenance is necessary to prevent deterioration or decay of exterior elements. Modifications, additions, and improvements can be made, but any change to the exterior must first be approved by the Historic Resource Commission. The City's program does not regulate the interior of a residence, unless proposed interior modifications impact the exterior.

Once my home is designated, is it always a Historic Resource?

The Historic Resource designation is tied to the property, and it remains historically designated in perpetuity, even upon sale or transfer of the property. After historic designation, a Notice of Historic Designation is recorded and is part of the property title record.

DETERMINATION OF HISTORIC SIGNIFICANCE

How can I designate my home as a Historic Resource?

Property owners interested in nominating their property as a Historic Resource should submit a Determination of Historic Significance application to the Community Development Department. The application form and instructions can be downloaded from the City's website and are available in print at the Community Development Department.

What happens after I apply?

Complete Determination of Historic Significance applications are routed to the City's historic research consultant for preparation of a Historic Research Report and analysis of the property to see if it meets the City's historic designation criteria. Preparation of this report is estimated to take approximately 8 weeks. Once this report is complete, the application is scheduled for consideration by the Historic Resource Commission at a noticed public hearing. The Commission will take action on the application at the public hearing. Either the property owner, or the property owner's authorized representative, must attend the public hearing. The decision of the Commission can be appealed to the City Council within ten (10) days of the Commission's action.

How will my home be recognized as a Historic Resource?

Historic Resources are listed in the Coronado Historic Resource Register and on the City's Map of Designated Historic Resources. Owners of Historic Resources are presented with a plaque to install on their home so that it is recognizable as a Historic Resource in the City of Coronado.

HISTORIC RESOURCE ALTERATION PERMIT

Can I modify my historic home?

Owners of Historic Resources may make exterior improvements to their property with the approval of a Historic Resource Alteration Permit. Interior modifications are not reviewed by the Historic Resource Commission, unless they impact the exterior.

What is a Historic Resource Alteration Permit?

A Historic Resource Alteration Permit (HAP) is an approval by the Historic Resource Commission that is required for any exterior alteration, relocation, or demolition of a Historic Resource. Note that a HAP is not a Building Permit, and separate Building Permits from the City's Building Department are required.

What are the general guidelines for modifications and additions to Historic Resources?

The Coronado Municipal Code requires that alterations must be consistent with the Secretary of Interior's Standards (SOI Standards) in order to be approved. Additional guidelines are required for properties with a Mills Act Agreement.

How do I apply for a Historic Resource Alteration Permit?

The Historic Resource Alteration Permit application is available as a fillable pdf on the City's website or in print at the Community Development Department. If the proposed project includes demolition or relocation of a Historic Resource, relevant environmental review documents must accompany the application in accordance with the California Environmental Quality Act (CEQA).

Is there a fee for a Historic Alteration Permit?

Please see the current Planning Fee Schedule for fees associated with Historic Alteration Permit Applications. Additional fees are required in association with the subsequent building permit. Contact the City of Coronado Building Department with any questions about building permit fees.

What happens after I apply?

Complete applications are scheduled for consideration by the Historic Resource Commission at a noticed public hearing. Either the property owner, or the property owner's authorized representative, must attend the public hearing to present the project to the Historic Resource Commission. The Commission will take action on the application at the public hearing by adopting a resolution to approve, conditionally approve, or deny the request.

If the Historic Alteration Permit application includes requests for relief from zoning requirements, the Historic Resource Commission makes a recommendation to the City Council. The City Council then considers the project and zoning exception request at a noticed public hearing.

How does the HRC review my project?

In order to approve the proposed project, the Historic Resource Commission must make findings of approval outlined in the Historic Resource Code (CMC 84.20). These findings include compliance with the Secretary of the Interior's Standards for Treatment of Historic Properties as well as adopted City guidelines and ordinances.

Are there additional guidelines for properties with Mills Act Agreements and for property owners planning to apply for a Mills Act Agreement?

Historic Resources with a Mills Act Agreement are held to a higher standard of preservation because of the property tax reduction provided to the property owner. Property owners interested in applying for a Mills Act Agreement should carefully evaluate the extent of alterations proposed to the residence. Alterations or additions, even if approved by the Historic Resource Commission prior to a Mills Act application, may make the residence ineligible for a Mills Act Agreement. Additional information regarding guidelines for modifications to Historic Resources with a Mills Act is found in the section of this Guidebook titled *Alteration Guidelines for Mills Act Properties*.

If the Historic Resource Commission denies my application, can I appeal?

Any person may appeal a decision of the Historic Resource Commission to the City Council by filing an appeal with the City Clerk within 10 calendar days after adoption of resolution by the Commission in accordance with Chapter 1.12 of the Coronado Municipal Code.



HAP approved home at 760 B Avenue

The Secretary of the Interior's Standards

1. A property will be used as it was historically or be given a new use that requires minimal change.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials and features will be avoided.
3. Changes that create a false sense of historical development will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, etc. that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible.
8. Archeological resources will be protected and preserved in place.
9. New additions and alterations will not destroy historic materials, features, and spatial relationships that characterize the property. New work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing.
10. New additions and adjacent or related new construction will be undertaken such that, if removed in the future, the integrity of the historic property would be unimpaired.

SOI Standards & Guidelines are available in full here:

<https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf>

MILLS ACT

What is the Mills Act?

The Mills Act provides a reduction in property taxes for owners of a historically designated property. The legislation is not state mandated; each city has the option of implementing the Mills Act and can tailor the program to meet its needs. Mills Act Agreements are contracts that provide a reduced property tax to a homeowner in exchange for preservation and when necessary, restoration, of a Historic Resource. Non-historic additions and new construction are excluded from the Mills Act property tax reduction.

A Mills Act Agreement is a ten (10) year contract, renewed annually. This means that on the anniversary date of the agreement, a year is added automatically to the initial term of the agreement, keeping the agreement perpetually ten (10) years from expiration.

Mills Act Agreements are tied to the property and will continue to be valid upon a change of property ownership. Homeowners considering applying for a Mills Act agreement should be aware the program is subject to change as determined to be necessary by the City Council.

What kind of property tax savings can I expect on my property tax bill?

In December of 2011, the City Council of the City of Coronado adopted Resolution No. 8524 limiting Mills Act tax savings. Property owners may see a savings of up to between 40% and 50%, however the savings may be less. Homeowners benefitting from Proposition 13 assessment values may not see a savings with a Mills Act Agreement; in those cases, the property owner would retain the lower Proposition 13 assessment value.

Who is eligible to apply for the Mills Act?

Owners of Historic Resources in residential zones are eligible to apply, and application forms are available at the Community Development Department and on the City’s website. Please see the current Planning Fee Schedule for fees associated with Mills Act Applications.

What happens after I apply?

Applications are scheduled for consideration by the Historic Resource Commission at a noticed public hearing. At this hearing the Commission makes a recommendation to the City Council on any restoration needs and approval or denial of the Mills Act.

At the end of each calendar year, the Historic Resource Commission evaluates applications received that year and ranks them according to historical significance. They are then added to the Mills Act waiting list. Each year, in October, the City Council reviews the Mills Act waiting list from the previous calendar year at a noticed public hearing and determines how many Mills Act Agreements to approve. Approved Mills Act Agreements are entered into by the property owner and the City and recorded at the San Diego County Recorder’s office. Property tax savings are reflected on the tax bill received the year following recordation of the Mills Act Agreement.

If my property is altered, can I still apply for a Mills Act?

The City Council regularly approves Mills Act Agreements for properties with additions. However, non-historic additions are excluded from the Mills Act tax benefit, so it is likely that you will see a reduced tax savings. Additionally, non-historic modifications that are visible from the street right of way may be required to be restored to historic condition, particularly if evidence such as historic photographs or plans exist and can serve as the basis for an accurate restoration.

Is there any reason my application would be denied?

The Mills Act is not an automatic entitlement of historic designation, and in some cases applications may be denied. For example, the Historic Resource Commission, and ultimately the City Council, may determine that significant alterations and additions to a residence make it ineligible for a Mills Act Agreement.

Can my Mills Act Agreement be cancelled?

A Mills Act Agreement can be cancelled by the City or a property owner by giving a Notice of Non-Renewal as provided in the Government Code. If a Notice of Non-Renewal is filed, the agreement will become null and void upon expiration of the 10-year term in effect at the time the Notice was filed. During the 10-year term preceding the cancellation of the contract, the County Assessor will gradually increase property taxes to their previous level.

What else do I need to know about the Mills Act?

- Preservation of the designated resource is required throughout the term of the agreement, and restoration and rehabilitation to the property may be required.
- An inspection of your property is required every five years. City staff will send an inspection form to you which must be completed and returned to the Community Development Department, and staff will conduct a site inspection of the property from the public right of way.
- Amendments to the Mills Act Agreement must be recorded upon sale of the property, or every 5 years, in order to ensure compliance with the City Council Resolution 8524 regarding property tax reduction.

Can I modify my home if I have a Mills Act Agreement?

The City of Coronado considers the Mills Act Agreement an extremely important benefit provided to a homeowner for participation in the historic program. As such, properties with Mills Act Agreements are held to a higher standard of preservation responsibility. Alterations must comply with the Coronado Alteration Guidelines for Mills Act Properties, in addition to the Secretary of the Interior's Standards for Treatment of Historic Properties. Additional information regarding guidelines for modifications to Historic Resources with a Mills Act is found on the following pages.

Mills Act FAQ and Mills Act Legislation

San Diego County Assessor Q and A is available online at:

<https://arcc.sdcounty.ca.gov/Pages/tax-tips.aspx>

California Government Code Section 50280-50290 is available online at:

<https://leginfo.legislative.ca.gov>

California Revenue and Taxation Code, Article 1.9, Sections 439 - 439.4 is available online at:

<http://www.parks.ca.gov/pages/1074/files/crtc.pdf>

State Office of Historic Preservation Mills Act FAQ is available online at:

http://ohp.parks.ca.gov/?page_id=21412



Mills Act home at 1003 Alameda Boulevard

ALTERATION GUIDELINES FOR MILLS ACT PROPERTIES

The Coronado Municipal Code requires that alterations and additions proposed for designated Historic Resources properties shall comply with the Secretary of Interior's Standards for Rehabilitating Historic Buildings (the Standards). In addition to the Standards, the City of Coronado has adopted the following guidelines for alterations to Mills Act Properties:

I. REHABILITATION

A. Preserve primary historic building materials whenever feasible.

1. Retain and preserve original wall and siding materials.
2. Do not cover or obscure original façade materials.
3. If stucco covers original siding, then its removal is encouraged.
4. The use of vinyl is prohibited (includes windows, fences, downspouts, guard rails, etc.)

B. Preserve historic architectural features and details.

1. Preserve and maintain significant stylistic and architectural features.
2. Deteriorated architectural features and details should be repaired or restored rather than replaced whenever possible.
3. Avoid adding elements or details that were not part of the original building.

C. Preserve the size and shape of windows and doors because they significantly affect the character of a structure.

1. Repair deteriorated windows and doors, instead of replacing them or enclosing the opening altogether, whenever possible.
2. Preserve the functional and decorative features of original windows and doors.

3. Maintain original window and door proportions.
4. Maintain the historic window arrangement on a primary façade.
5. Do not add new window or door openings on character-defining facades.
6. A new opening should be similar in location, size and type to those seen traditionally.
7. If replacement of windows or doors is necessary, replicate the original design, detailing and materials as closely as possible.
8. Original hardware should be re-used on replacement windows or doors, if possible.
9. Unless original to the historic structure, aluminum clad windows are prohibited (where visible from the street right-of-way), as are aluminum awnings.

D. Preserve a porch in its original condition and form.

1. Maintain an original porch, when feasible.
2. Enclosing a porch with opaque materials that destroy the openness and transparency of the porch is not recommended.
3. Where building codes stipulate that new porch railings lower than 36 inches in height be augmented or corrected to raise their effective height to 36 inches or greater, consider installation of a smaller railing above the historic railing to achieve a greater overall railing height.
4. Repair rather than replace those elements of a porch that are deteriorated, whenever possible.
5. Restoring an altered porch to its original design and configuration is recommended.
6. When required, replacement porches should be period appropriate in character, design, scale and materials.

II. ADDITIONS

A. Design a new addition to be compatible with the historic building.

1. Additions should be compatible in character and style of architecture to the historic building.
2. Additions should be subordinate in scale, bulk and mass to the historic building.
3. New dormers or other roof forms should be subordinate to the roof of the historic building.
4. Additions should be located at the rear or on an inconspicuous side of the historic building.
5. Avoid additions that obscure, damage, destroy or remove original character-defining features of the historic building.
6. Use building materials that are compatible with those of the historic structure.
7. Windows on the addition should be similar in character, color and materials to original historic windows.
8. Additions should be designed to be reversible.
9. Additions should be designed in such a manner that the addition is discernible from the original structure.

DEMOLITION AND MODIFICATION OF STRUCTURES 75 OR MORE YEARS OLD

Is there a demolition review process in Coronado?

Yes. All structures that are seventy-five (75) or more years old are reviewed by the Historic Resource Commission for historic significance in association with any proposed demolition or partial demolition of original features that are visible from the street right of way. Age of a structure is determined by the date indicated on the original building permit, and if no building permit exists, on the date indicated on the Residential Building Record, which is a document available from the County Assessor's Office.

What are the procedures for this review process?

First, a Determination of Historic Significance application and all supporting documents listed on the application must be submitted to the Community Development Department. The application form can be downloaded as a fillable pdf from the City's website and are available in print at the Community Development Department.

What happens after I apply?

Complete Determination of Historic Significance applications are routed to the City's historic research consultant for preparation of a Historic Research Report and analysis of the property to see if it meets the City's historic designation criteria. Preparation of this report is estimated to take approximately 8 weeks. Once this report is complete, the application is scheduled for consideration by the Historic Resource Commission at a noticed public hearing. The Commission will take action on the application at the public hearing. Either the property owner, or the property owner's authorized representative,

must attend the public hearing. The decision of the Commission can be appealed to the City Council within ten (10) days of the Commission's action.

What does the Commission's action mean for my property?

If the Commission determines that the structure meets two or more of the City's adopted historic designation criteria, the property shall be considered a Historic Resource entitled to all of the benefits and restrictions of historic designation as outlined Coronado Municipal Code chapters 84.10 and 84.20, and must comply with the requirements of the California Environmental Quality Act.

If the property is determined not to meet two or more of the City's adopted historic designation criteria, the project may proceed following the ten (10) day appeal period, following the issuance of the appropriate building permits from the City's Building Department.

Can I appeal the Commission's action?

Yes. Per chapter 1.12 of the Coronado Municipal Code, the decision of the Historic Resource Commission can be appealed to the City Council within ten (10) calendar days of the Commission's action. The City Clerk will schedule an appeal hearing in front of the City Council at which time the City Council will either affirm, modify, or overturn the historic designation of the property.

City of Coronado

Historic Preservation Program

At www.coronado.ca.us/preservation you can find:

- Designation Criteria Guidelines
- Determination of Historic Significance Application
- Historic Alteration Permit Application
- Historic Preservation Program Guidebook
- Historic Resource Code
- Historic Resource Register
- Mills Act Application
- Current Mills Act Waiting List
- List of Recorded Mills Act Properties

At www.coronado.ca.us/planning you can find:

- Planning Fee Schedule
- California Environmental Quality Act Information

Front cover photo: Historic Resource at 1000 Glorietta Boulevard

City of Coronado Historic Preservation

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