



**City of Sonoma
Design Review and Historic
Preservation Commission
AGENDA**

**Regular Meeting of June 21, 2016 - 6:30 P.M.
Community Meeting Room, 177 First Street West
Sonoma, CA 95476**

Meeting Length: No new items will be heard by the Design Review and Historic Preservation Commission after 10:30 PM, unless the Commission, by majority vote, specifically decides to continue reviewing items. If an item is not heard due to the length of the meeting, the Commission will attempt to schedule a special meeting for the following week. If a special meeting is necessary, potential dates will be established at the close of this meeting, and a date set as soon as possible thereafter.

CALL TO ORDER – Micaelia Randolph Chair

Commissioners: Kelso Barnett
Christopher Johnson
Leslie Tippell
Bill Essert
Robert Cory (Alternate)

COMMENTS FROM THE PUBLIC

Presentations by audience members on items not appearing on the agenda.

CORRESPONDENCE

ITEM #1 – Sign Review

REQUEST:

Consideration of a portable freestanding sign, two interchangeable wall signs, and illumination for a previously approved wall sign for a wine tasting room (Lake Sonoma).

Applicant:

Tyler Galts

Staff: Wendy Atkins

Project Location:

134 Church Street

General Plan Designation:

Commercial (C)

Zoning:

Downtown District

Base: Commercial (C)

Overlay: Historic (/H)

RECOMMENDED ACTION:

Commission discretion.

CEQA Status:

Categorically Exempt

ITEM #2 – PUBLIC HEARING

ISSUE:

Review of Draft Downtown Sonoma Preservation Design Guidelines.

Staff: Wendy Atkins

RECOMMENDED ACTION:

Forward to City Council, with recommendations.

CEQA Status:

Not applicable.

ITEM #3 – DISSUSSION ITEM

RECOMMENDED ACTION:

ISSUE:

Review future items/projects priority list.

Receive and provide feedback.

Staff: Wendy Atkins

CEQA Status:

Not applicable.

ISSUES UPDATE

COMMENTS FROM THE COMMISSION

COMMENTS FROM THE AUDIENCE

ADJOURNMENT

I do hereby certify that a copy of the foregoing agenda was posted on the City Hall bulletin board on June 17, 2016.

CRISTINA MORRIS, ADMINISTRATIVE ASSISTANT

Rights of Appeal: Any decision of the Design Review and Historic Preservation Commission may be appealed to the City Council. Appeals must be filed with the City Clerk within fifteen (15) calendar days following the Design Review and Historic Preservation Commission's decision, unless the fifteenth day falls on a weekend or a holiday, in which case the appeal period ends at the close of the next working day at City Hall. Appeals must be made in writing and must clearly state the reason for the appeal. Appeals will be set for hearing before the City Council on the earliest available agenda.

Copies of all staff reports and documents subject to disclosure that relate to any item of business referred to on the agenda are available for public inspection the Monday before each regularly scheduled meeting at City Hall, located at No. 1 The Plaza, Sonoma CA, (707) 938-3681. Any documents subject to disclosure that are provided to all, or a majority of all, of the members of the Design Review and Historic Preservation Commission regarding any item on this agenda after the agenda has been distributed will be made available for inspection at the Administrative Assistant office, No. 1 The Plaza, Sonoma CA during regular business hours.

If you challenge the action of the Design Review and Historic Preservation Commission in court, you may be limited to raising only those issues you or someone else raised at the public hearing described on the agenda, or in written correspondence delivered to the Administrative Assistant, at or prior to the public hearing.

In accordance with the Americans With Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk (707) 933-2216. Notification 48 hours before the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.



City of Sonoma
***Design Review and Historic
Preservation Commission***
Agenda Item Summary

DRHPC Agenda Item: 1
Meeting Date: 6/21/16

Applicant Tyler Galts	Project Location 134 Church Street
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Historical Significance

- Listed on National Register of Historic Places, including Sonoma Plaza district (Significant)
- Listed on California Register of Historic Resources (Significant)
- Listed within Local Historic Resources Survey (Potentially Significant)
- Over 50 years old (Potentially Significant)
(Year build 1904)

Request

Consideration of a portable freestanding sign, two interchangeable wall signs, and illumination for a previously approved wall sign for a wine tasting room (Lake Sonoma) located at 134 Church Street.

Background: On November 25, 2015, staff administratively approved a 10 square foot wall sign for Lake Sonoma Tasting Room.

At this time the applicant is proposing a new portable freestanding sign, two new interchangeable wall signs, and sign illumination for the administratively approved wall sign.

Portable Freestanding Sign: The applicant is requesting approval of a portable freestanding sign. The two-sided sign is 12 square feet in area (4 feet tall by 3 feet wide) per side. The sign consists of a wood material. The interchangeable fixed messages would be professionally printed in the form of a decal stuck to a melamine surface.

Portable Freestanding Sign Regulations (§18.20.014): It is the intent of this section to minimize the use of portable freestanding signs in order to minimize visual clutter and conflicts on sidewalks and to ensure that when portable freestanding signs are allowed that they are harmonious with their surroundings and distinctive in their design and creativity. Portable freestanding signs shall be allowed only when approved by the planning director or his or her designee upon a finding that special circumstances exist regarding the applicant's business location that requires a freestanding portable sign. Examples of such special circumstances include, but are not limited to: (1) the business is not visible from the street on which it lies; (2) options for permanent signs have been exhausted; or, (3) some other valid physical justification. Portable freestanding signs shall be designed so as to be compatible with the architecture of the building in which the applicant's business is located and compatible with other buildings on the same block and in the same vicinity as the applicant's business. Generic design, signs having an A-frame design, prefabricated signs, and plastic materials shall be discouraged and shall be subject to DRHPC review. If the lineal feet of street frontage at the location at which an applicant desires to place a portable freestanding sign is less than 40 feet, the maximum allowable size of a freestanding shall be five square feet. The freestanding sign shall not exceed a maximum width of 24 inches and a maximum height of 48 inches. The lineal feet of the property where the portable freestanding sign is proposed is 14 feet. The sign does not comply with the requirements to be approved administratively in that it would exceed the maximum allowable size of a freestanding sign (5 feet) by 7 square feet. The sign is proposed to be located on the north side of the gate opening just inside the Lake Sonoma Winery property. The sign would not impinge upon pedestrian traffic because it would provide at least four feet of sidewalk clearance. In review of the application, the primary issues that the DRHPC should consider is whether site conditions and the current business visibility justify use of a portable freestanding sign, the width of the sign, and the size of the sign.

Applications for portable freestanding signs that do not meet the ordinance size limitations shall be subject to the review and approval of the DRHPC, which may, but is not required to, permit exceptions to the dimensional standards if it finds that:

- (1) The circumstances of the sign location or design necessitate the granting of such exceptions in order to provide adequate visibility, address unique site conditions, or provide for enhanced design quality or creativity; and,
- (2) The proposed exception to dimensional standards is consistent with the intent of this section; and,
- (3) The proposed exception to dimensional standards, if granted, would not result in the approval of a portable

freestanding sign that is in excess of 72 inches in height.

As a condition to the authorization of portable freestanding signs, the applicant shall be required to furnish to the city proof of insurance and to execute an agreement obligating the permittee to indemnify and hold the city harmless for any action, claim or expense that may occur as a result of the placement of the portable freestanding sign on any sidewalk or public right-of-way. Any person who fails to furnish the required proof of insurance and indemnification in connection with the placement of a portable freestanding sign shall be in violation of ordinance and shall be subject to immediate removal by the city.

Interchangeable Wall Signs: Two new interchangeable wall signs are proposed on the trellis over the gate facing First Street West. The signs are 2 square feet in area (1 foot tall by 2 feet wide). The signs would be constructed of aluminum. Copy on the sign would consist of a professionally printed interchangeable decal with a UV coating. Illumination is not proposed.

Wall Sign Regulations (§18.20.180): Wall signs projecting over the property line, including a light box or other part thereof, shall not exceed a thickness of 12 inches. The proposal is consistent with this requirement.

Illumination for Existing Wall Signs: Two “non-glare” light fixtures are proposed to illuminate the previously approved wall sign (see attached manufacturer specification sheet). The applicant is proposing to illuminate the sign from 10 a.m. to 10 p.m. Normal business hours are from 10 a.m. to 10 p.m. daily.

Aggregate Sign Area: Based on the property’s frontage on Church Street (45 feet), the maximum aggregate sign area allowed for the parcel is 24 square feet. The total aggregate sign area for the property would be ±14 square feet, including the existing wall sign (10 square feet) and proposed interchangeable wall signs (4 square feet). The proposal is consistent with this requirement.

Number of Signs: A maximum of two signs are permitted for any one business (§18.16.010). The proposal is not consistent with this requirement in that there would be three signs for the business including the existing wall sign and proposed interchangeable wall signs. The applicant is requesting a variance from this requirement.

Basic Findings: In order to approve any application for sign review, the review authority must make all of the following findings:

1. The proposed signage complies with applicable policies and regulations, as set forth in this sign ordinance (except for approved variances), all other city ordinances, and the general plan;
2. On balance, the proposed signage is consistent with the purpose and intent expressed by SMC [18.04.010](#) and the applicable guidelines for signs set forth by SMC [18.60.010](#), Appendix A – Design guidelines for signs; and,
3. The proposed signage is harmonious and consistent overall with the location of the site, including adjacent and surrounding development and its environmental features.

Variances: As noted above, the proposal would exceed the number of signs normally permitted for any one business. The DRHPC may grant variances from the provisions of the sign ordinance provided that certain findings can be made (see below).

1. Exceptional or extraordinary circumstances or conditions, not resulting from any act of the owner or applicant, apply to the location under consideration and not generally to other businesses or properties in the vicinity.
2. Strict adherence to a regulation may cause unnecessary hardship or prohibit the exercise of creative design, and the application submitted is extraordinary and outstanding in design;
3. The exception is the minimum necessary to serve its intended use;
4. The exception is in conformance with the purpose and intent of this title;
5. The granting of the variance will not be detrimental to the public interest or welfare, or injurious to properties or improvements in the vicinity.

Other permits required: In addition to the requirements of this title, all signs and building improvements shall be in conformance with applicable requirements of the 2013 California Building Code and where required by the 2013 California Building Code, shall obtain a building permit prior to installation.

Commission Discussion

Design Review and Historic Preservation Commission Action

Approved Disapproved Referred to: _____ Continued to: _____

Roll Call Vote: _____ Aye _____ Nay _____ Abstain _____ Absent

DRHPC Conditions or Modifications

Attachments

1. *Portable freestanding sign location map.*
2. *Interchangeable wall sign narrative and drawing.*
3. *Portable freestanding sign narrative and drawings.*
4. *Sign illumination narrative.*
5. *Current sign approval information.*
6. *Manufacture specifications and rendering of proposed light fixtures.*
7. *Sign maps.*

cc: Tyler Galts
 777 Madrone Road
 Glen Ellen, CA 95442

Robert Benziger Trust
1270 Lovall Valley Road
Sonoma, CA 95476-4839

Patricia Cullinan, via email

Alice Duffee, via email

SLHP Historic Survey, via email

Mary Martinez, via will call at City Hall

OPEN

10-6



MADRONE
VINEYARDS ESTATE

May 24, 2016

TO: Planning & Community Development
City of Sonoma

RE: *Application & Narrative, **ADDENDUM A***
Lake Sonoma Tasting Room Sign Modification-
Request for Portable, Free Standing Sign (Permit)
134 Church Street, Sonoma, CA 95476

Hello,

In addition to our Application for Sign Modification, submitted to City of Sonoma, Planning Department, May 23, 2016, we would like to request permission to use a portable, freestanding sign to draw in customers when we have special offerings. This portable, "A-Frame" style sign would be on our private property. The tasteful portable sign matches our approved permanent sign in colors and design. Please see attached rendering of portable sign. Because of our broad setback from the main roads, our proposed sign is 4'x3' and will be moved into place for "features" as needed during operating hours. Thank you for your consideration of our request and your continued support of us.

Sincerely,



Tyler Galts,

President

Madronne Vineyards Estate

Lake Sonoma Winery

RECEIVED

MAY 24 2016

CITY OF SONOMA

ESTABLISHED 1977

LAKE SONOMA WINERY

EXPERIENCE A TASTE
OF SONOMA COUNTY!

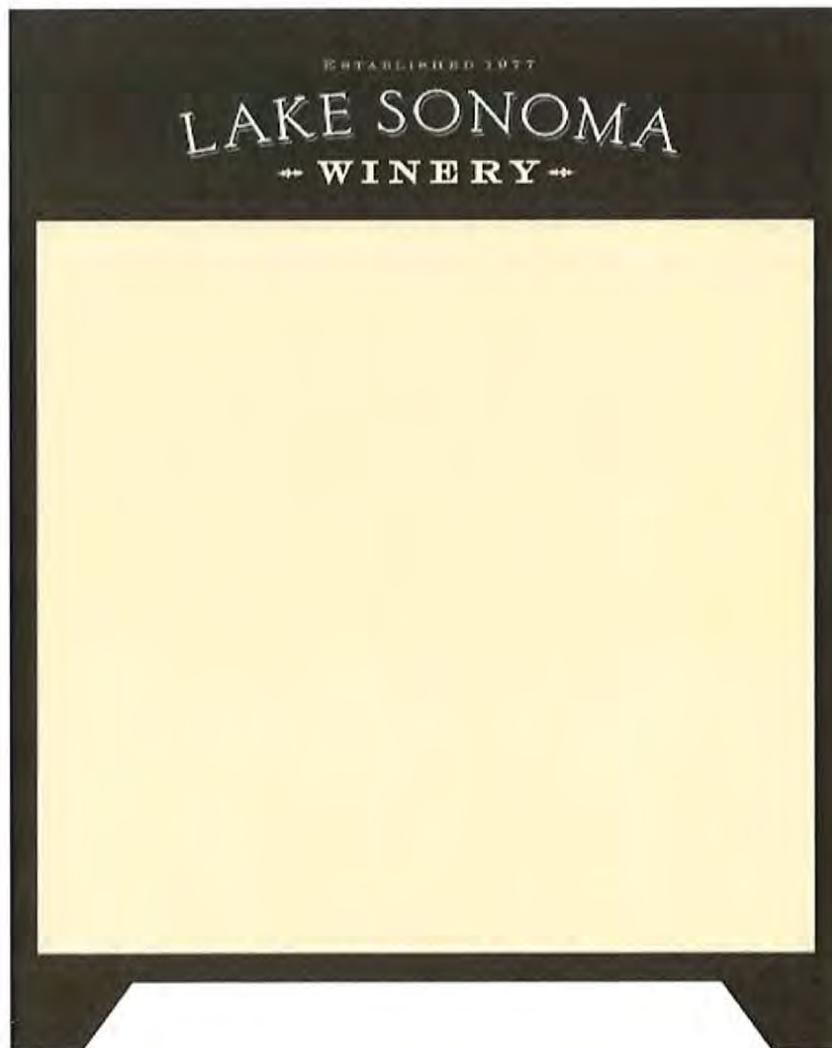
Come on in!

Wine Tasting • Patio • Fire Pit



**Proposed Free Standing Sign
Lake Sonoma Tasting Room**

4'x3'



777 Madrone Road Glen Ellen, CA 95442
TEL: (707) 939-4500 FAX: (707) 996-5809
www.MadroneVineyardsEstate.com

MADRONE
VINEYARDS ESTATE

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MAY 23 2016

May 21, 2016

CITY OF SONOMA

TO: Planning & Community Development

City of Sonoma

RE: *Application & Narrative*

Lake Sonoma Tasting Room Sign Modification- Request for Illumination

134 Church Street, Sonoma, CA 95476

Hello,

Thank you for your recent approval of our **Lake Sonoma Tasting Room** signage. We are thrilled to be a part of the local community and are enjoying operating in the historic Sonoma Plaza shopping district. Our neighbors and visitors alike are hospitable, interesting, and make running a downtown Sonoma business a great experience. We appreciate your kind welcome to the city!

Attached to this *Narrative and Application*, please find a photo of our "finished" tasting room sign. We think it looks great and "fits" right in to the lane and business-front well. The sign looks like it's been on the building for years, so we feel like we belong here! Unfortunately, however, we realize after operating for five or so months now, that our lane is very, very dark in the evenings.

We thus propose to now *modify* our approved signage by adding two tasteful, "non-glare" fixtures which would point down to illuminate our lovely new sign. The simple fixtures are dark iron in color and material and designed in an unassuming, simple manner, as is characteristic of this bucolic mission-style neighborhood. The proposed "unpretentious" lighting will be directed downward onto the sign only, illuminating the signage and nothing else... no other buildings or landscaping will be lit. We believe our proposed minimal lighting will help customers find us AND improve security in the lane for customers, staff, and passersby. Attached, please find pictures and manufacturer specification sheets on the proposed fixtures for your review. Also attached, please find our rendering of what the proposed fixtures would look like on the **Lake Sonoma Tasting Room** sign.



RECEIVED

MAY 23 2016

CITY OF SONOMA

Current Sign Approval

Current sign approval

City of Sonoma

Planning and Community Development
No. 1, The Plaza
Sonoma, CA 95476



Sign Application

NOV 25 2015

CITY OF SONOMA

Date: NOV 25/15

Applicant Information:

Name: Lake Sonoma Winery - Tyler Galts Telephone: 707 931 8225
Mailing Address: 777 Madrone Road, Glen Ellen, CA, 95442

Site Information:

Site Address: 134 Church St., Sonoma, CA.
Zoning: C/H Public Street Frontage: 1) Primary 32' 2) Secondary NA
(on Church St.)

Sign Information:

Sign types include the following: awning, banner, freestanding, hanging, monument, projecting, portable freestanding, roof, wall, and window. For each proposed sign indicate the type of sign, number of faces, dimensions, and form of illumination, if any. Please attach a scale drawing (in color) of all proposed signs to the application.

Type of Sign	Size (in feet and inches)			No. of Faces		Illumination	
	Length	Height	Area	Single	Double	Exterior	None
<u>wall/gate</u>	<u>525"</u>	<u>22"</u>	<u>10sq ft.</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Letter height: 4" Background Color: beige Letter Color: dk brown Trim Color: beige
 Sign Area: 1) Existing 0 2) Proposed 104 3) Total 104

Hanging, Projecting, Free-standing signs: 1) Height to top of sign from grade 9.5' 2) Clearance 7.5'
Note: The maximum sign height for freestanding signs is 12 feet. The minimum clearance from hanging or projecting signs is 7 feet.

Additional Submittal Requirements

SEE REVERSE SIDE OF THIS APPLICATION FORM

Administrative Information (office Use Only)

Commission Review Administrative Review Application Complete: Yes No
Determination Date: 11/25/15 Decision: Approved Vote: NA
Staff Comments: Reviewed + approved by David Goodison.

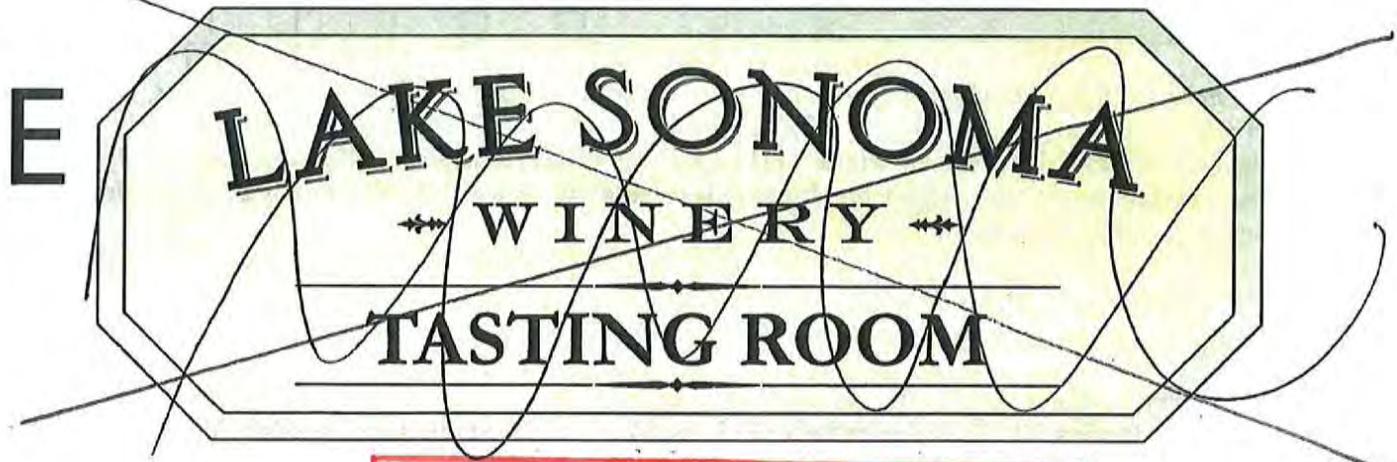
Property Owner Authorization:

I, the undersigned, hereby state that I am the owner of record on the affected property or a duly authorized agent of the property owner(s). An agent must submit a letter of authorization signed by the property owner and that all information submitted as part of this application is true and accurate.

Signature: [Signature] Date: NOV 25/15

approx 22" x 5.25' wide
MDO OR ALUMINUM SIGN WITH 1/2" PLEX COPY
(AND 2"X2" WOOD FRAME)
BACK SIDE TO BE PAINTED THE SAME COLOR AS THE FRONT

THIS SIGN SHOWN WITH 1.5" X 1.5" WOOD FRAME



APPROVED

By: Planning Dept (DG)

Date: 11/25/15

Comments: _____

approx 22" x 5.25' wide

LAKE SONOMA
- WINERY -
TASTING ROOM





LAKE SONOMA
← WINERY →
TASTING ROOM

The image shows a white, octagonal sign with a dark border. The text is in a serif font. The top line reads 'LAKE SONOMA', the middle line reads '← WINERY →' with small arrows on either side, and the bottom line reads 'TASTING ROOM'. The sign is mounted on a dark wooden post in front of a building.

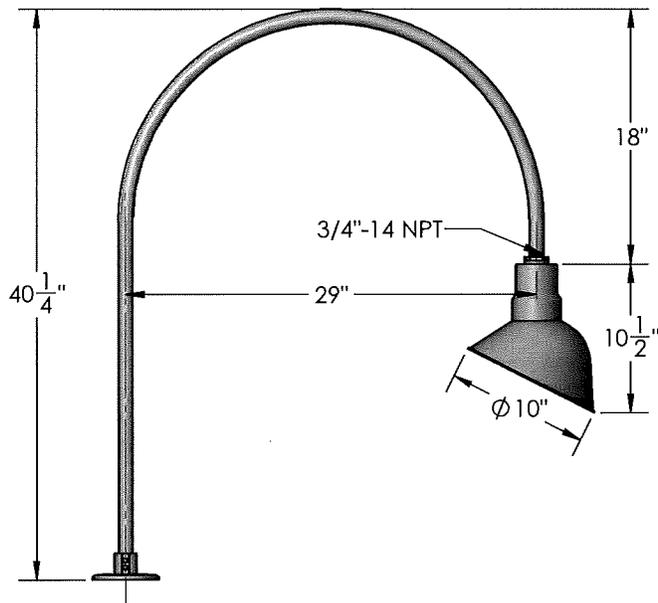
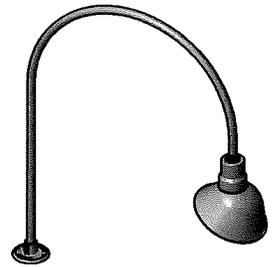




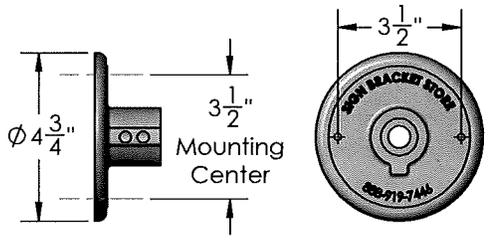
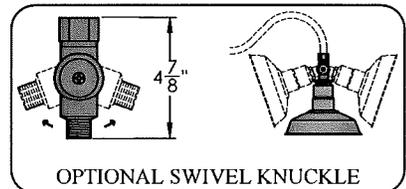
**Manufacture Specifications &
Rendering of Proposed Light Fixtures
on Tasting Room Sign**

NOTES:

1. All aluminum construction.
2. UL Listed.
3. Available with alternate arm configurations.
4. Powder coat finished. See website for color options.



FRONT VIEW

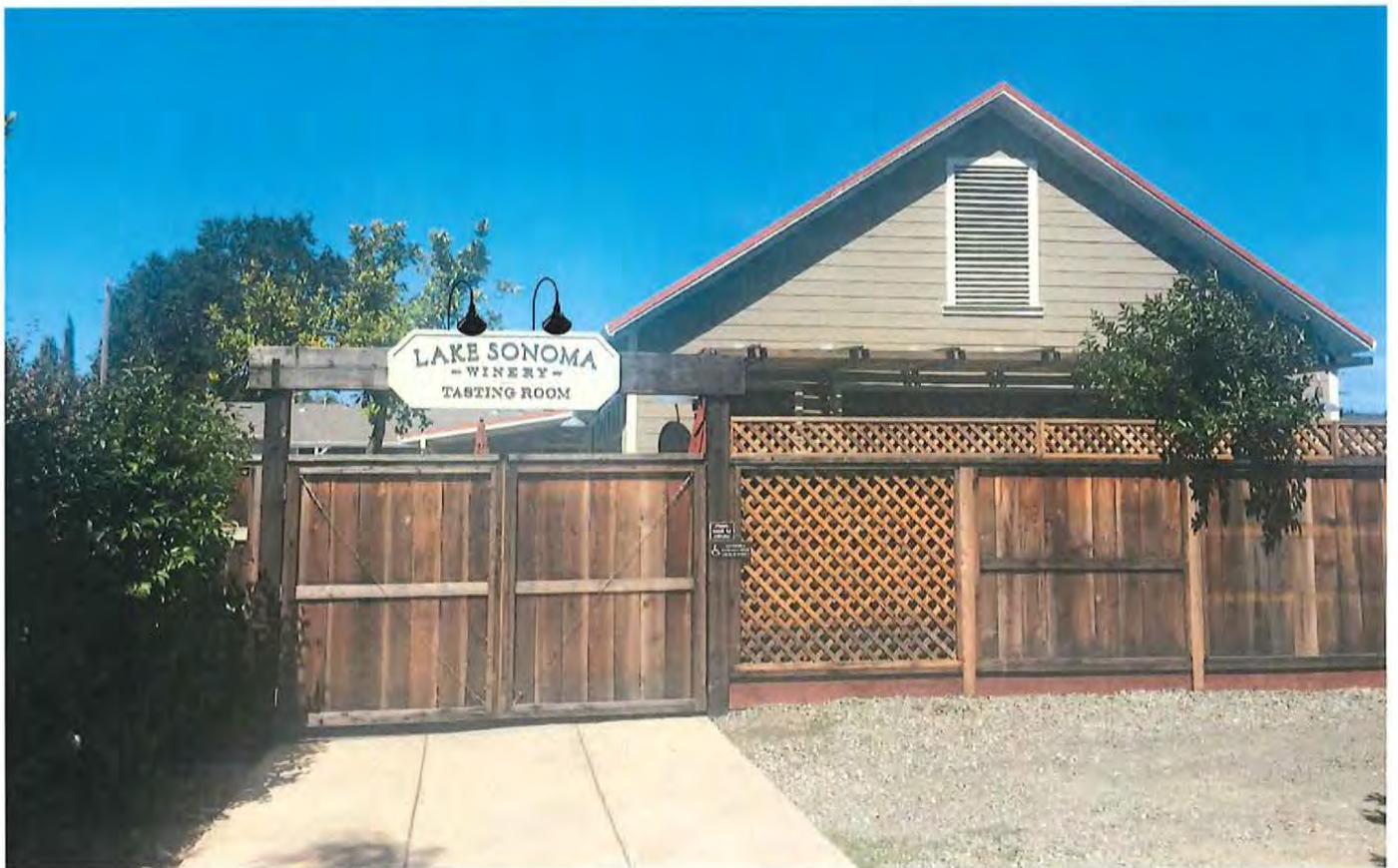


Bottom View

Front View

MOUNTING DETAIL

<p>Date: 09/2015 Scale: NTS DB: CF CB: Order#:</p>	<p>Content: Gooseneck Light-29"L x 3/4" Dia. Arm, 10" Angle Shade PN: SL8-AE9-ANG810 Color/Finish: Customer Approval: _____</p>	<p>Design by Sign Bracket Store. All visual representations and designs are the intellectual property of Sign Bracket Store and protected under copyright law. Any duplication of this design is in direct violation of the law and will result in legal action. © Copyright 2008-2015</p>	<p>SIGN BRACKET STORE By Weeks & Lathrop  SignBracketStore.com T: 888-919-7446 F: 760-603-0812</p>
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Sight Maps

777 Madrone Road Glen Ellen, CA 95442
TEL: (707) 939-4500 FAX: (707) 996-5809
www.MadroneVineyardsEstate.com

architect

EISENMANN ARCHITECTURE

contact STACY EISENMANN

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ALBANY CA 94706

phone 510 558 8442

email stacy@eisenmannarchitecture.com

stamp



All drawings and written material appearing herein constitute original and unpublished work of the architect and may not be duplicated, used or disclosed without written consent of Eisenmann Architecture.

project

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415 531 4251

email joel@hatchsf.com
katie@hatchsf.com

issue

01.18.13

scale

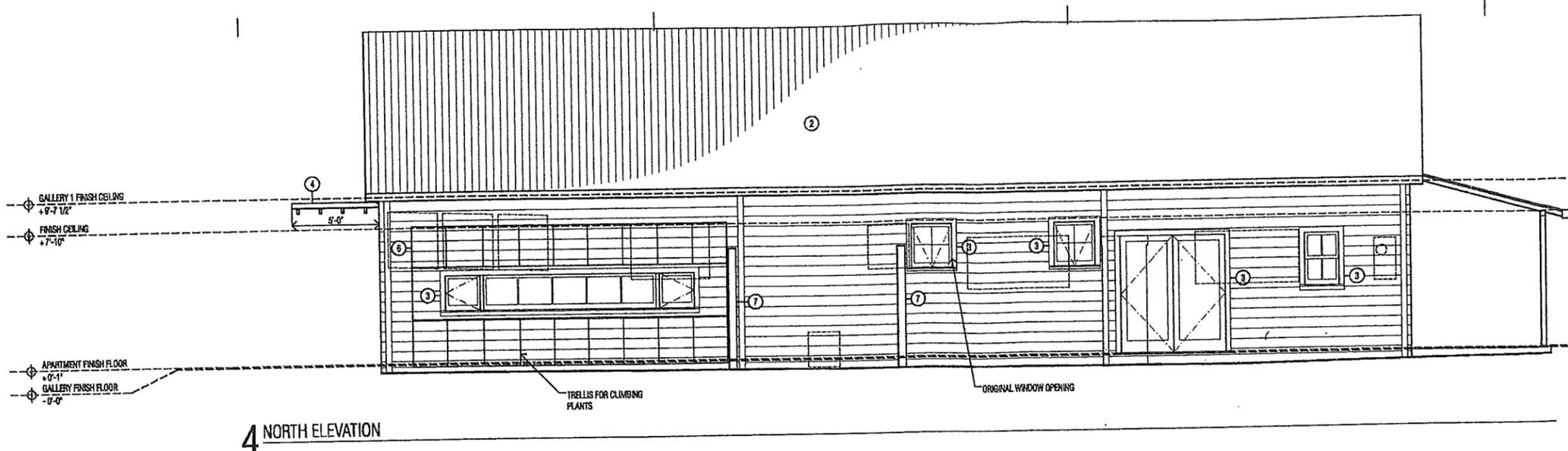
1/4" = 1'-0"

date

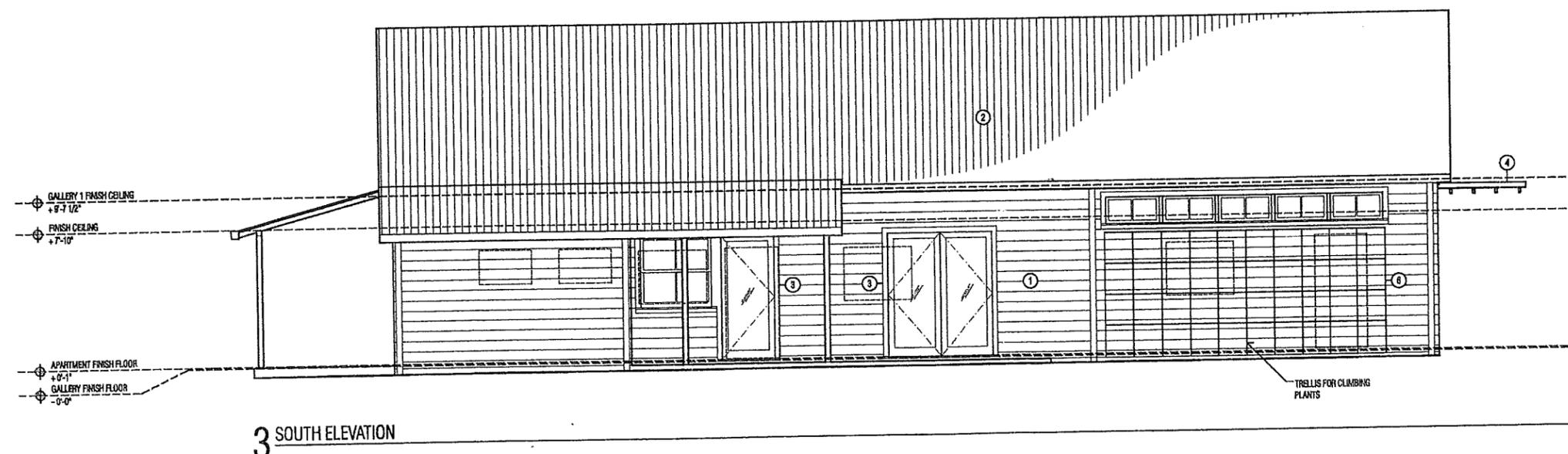
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title sheet number

EXTERIOR ELEVATIONS

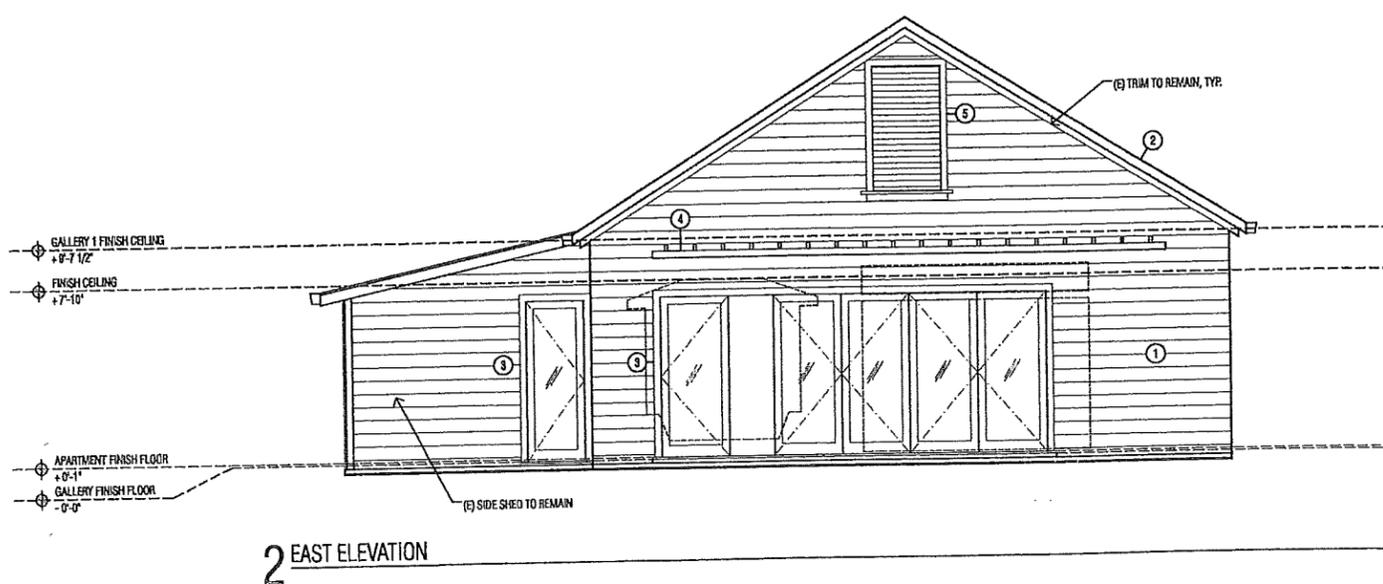


4 NORTH ELEVATION

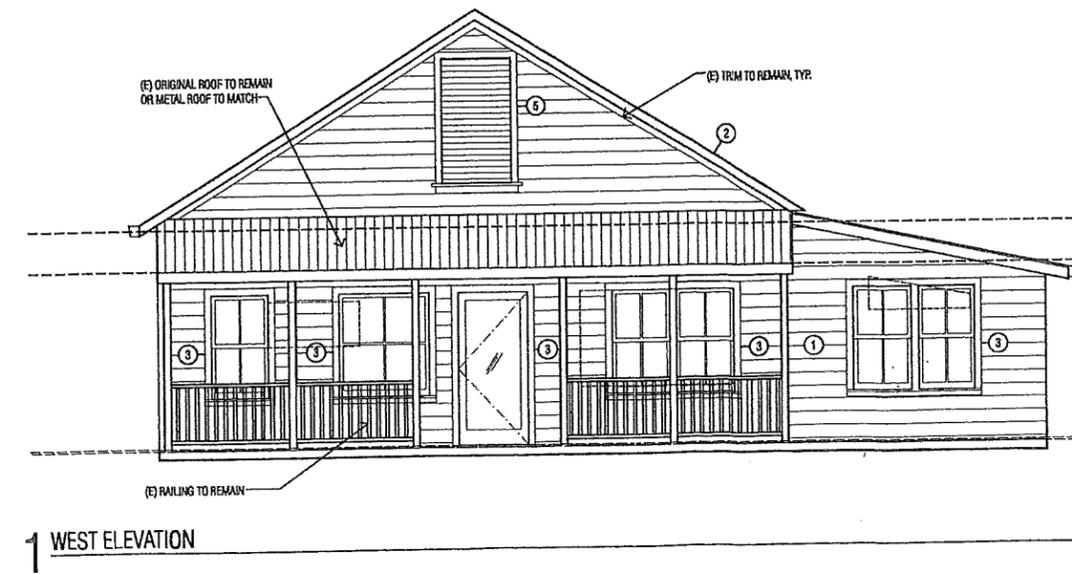


3 SOUTH ELEVATION

KEY NOTES - EXTERIOR	
1	(E) WD. SHIP LAP SIDING. SALVAGE AND REINSTALL TO MATCH.
2	(E) CORRUGATED METAL ROOFING. SALVAGE AND REINSTALL TO MATCH.
3	WD. TRIM TO MATCH HISTORIC WINDOW IN (E) BATHROOM 2.
4	(N) WD. TRELLIS.
5	(E) ATTIC VENT. INSTALL WINDOW BEHIND LOUVERS.
6	CABLE RAIL TRELLIS FOR CLIMBING PLANTS.
7	(N) WD. FENCE. FEENEY OR SIM. QUALITY. MAX. 7'-0" HEIGHT.



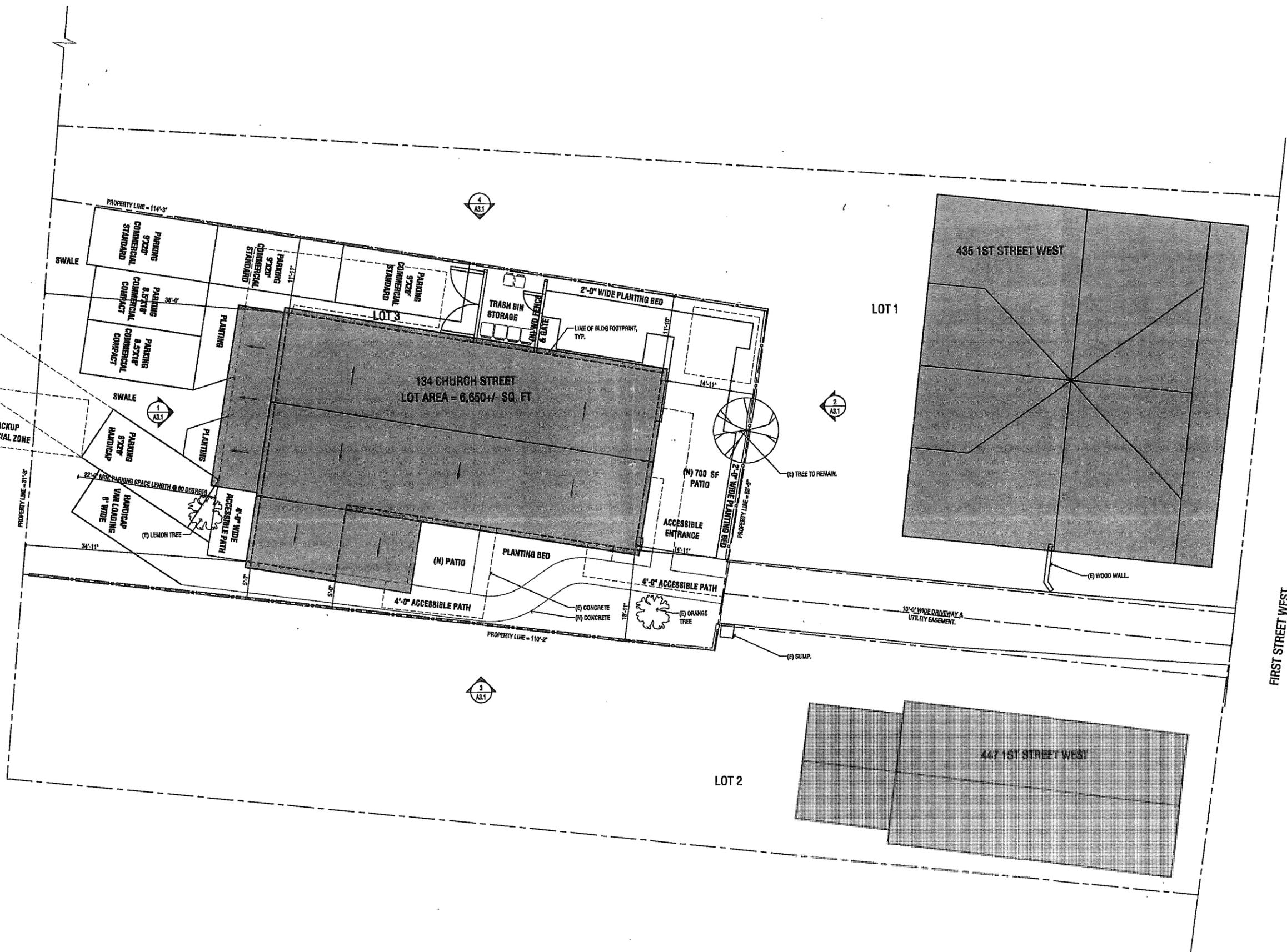
2 EAST ELEVATION



1 WEST ELEVATION

A3.1

MAY 23 2016



architect

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project

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issue

01.18.13

scale

1/8" = 1'-0"

date

01.18.13

title sheet number

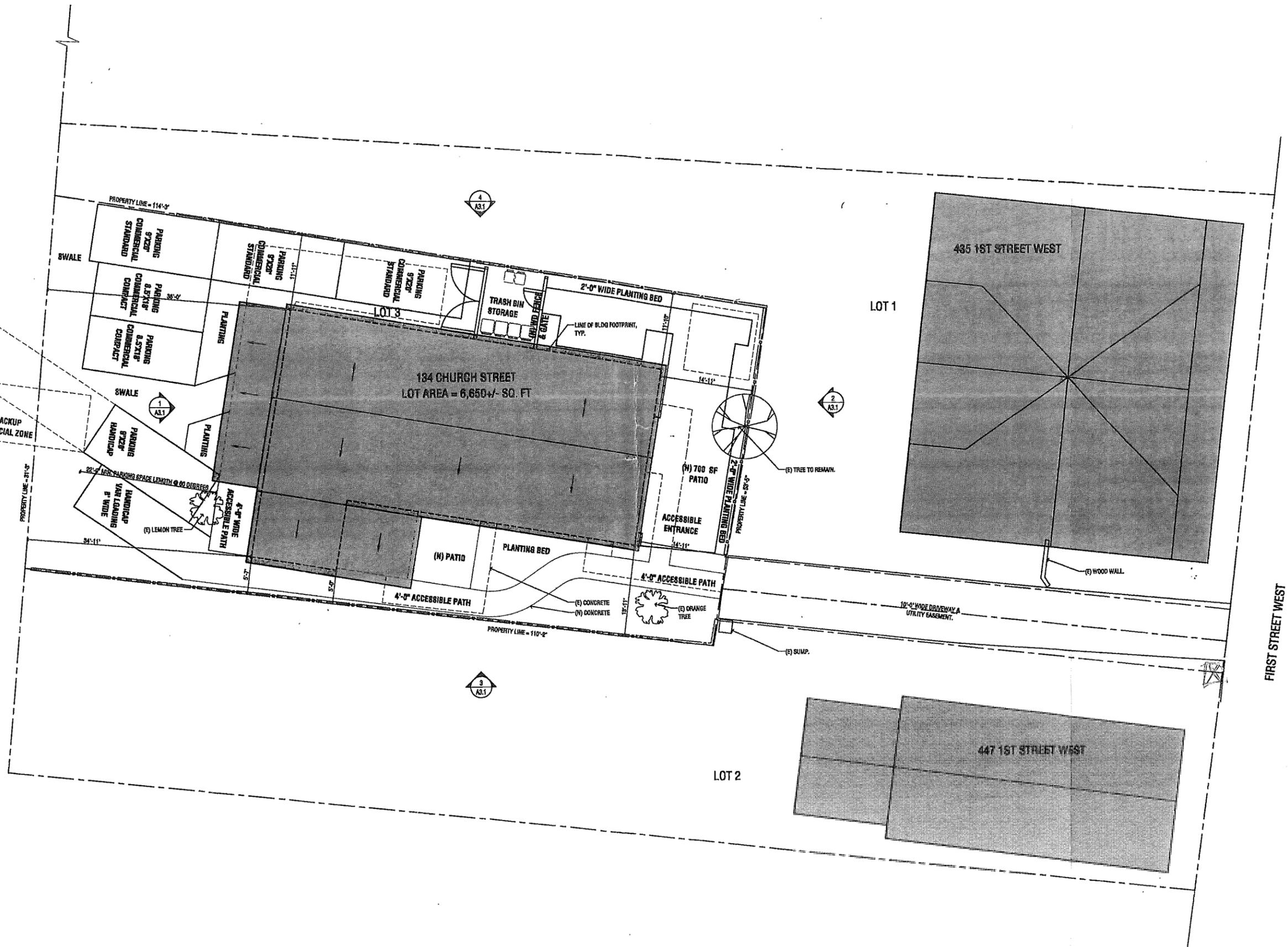
SITE PLAN

MAY 23 2016

A1.0

9107 2 2 1577

CHURCH STREET



architect

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issue

01.18.13

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date

01.18.13

title sheet number

SITE PLAN

A1.0

architect

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issue

01.18.13

scale

1/4" = 1'-0"

date

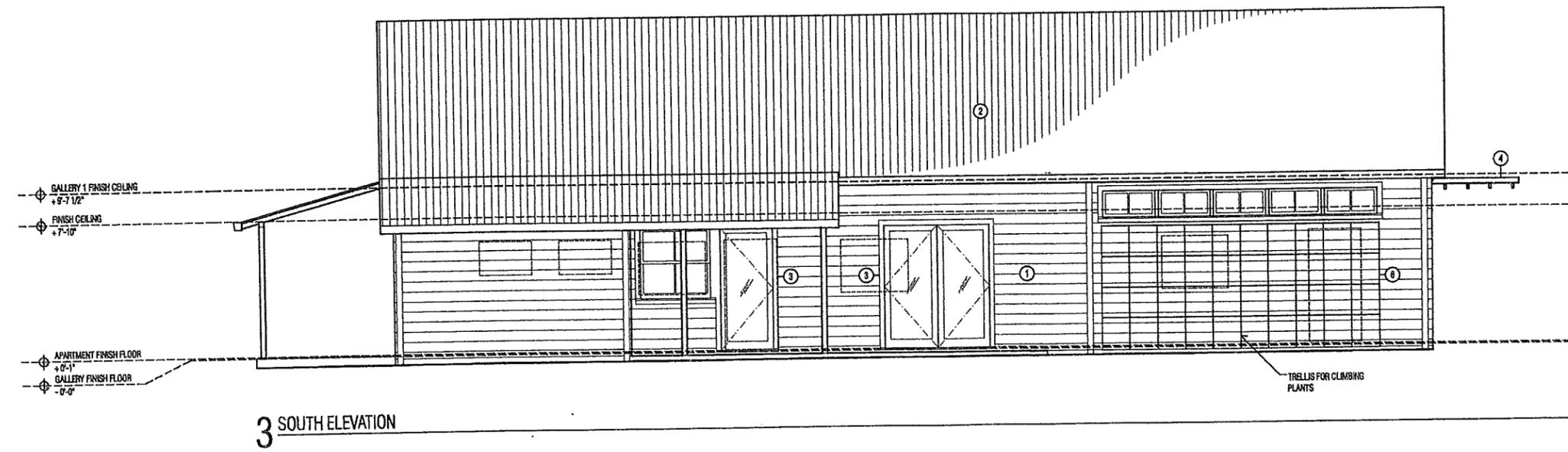
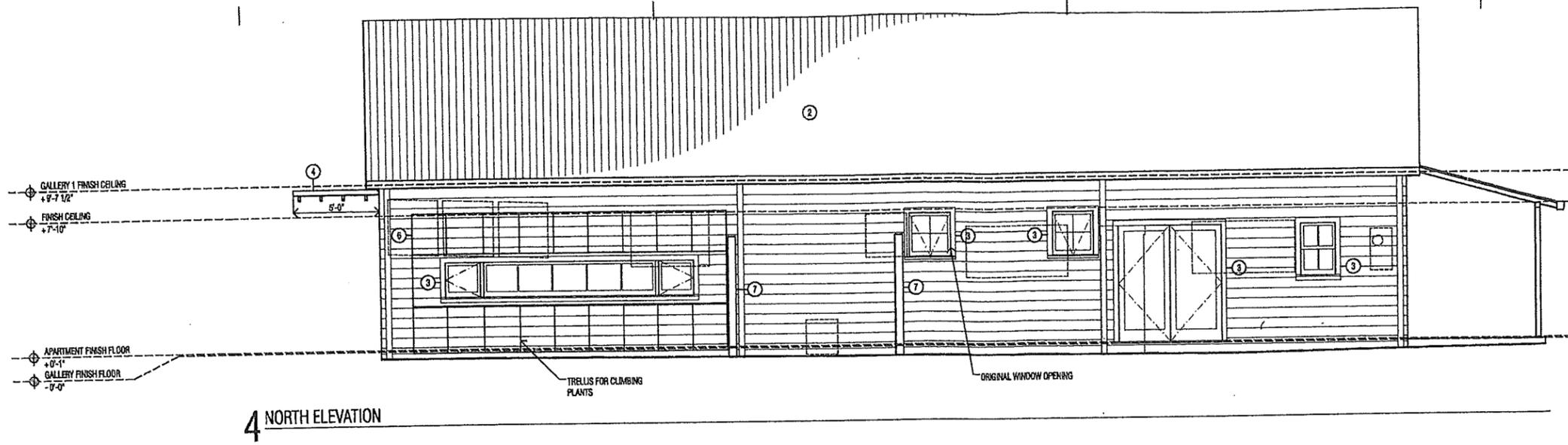
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EXTERIOR ELEVATIONS

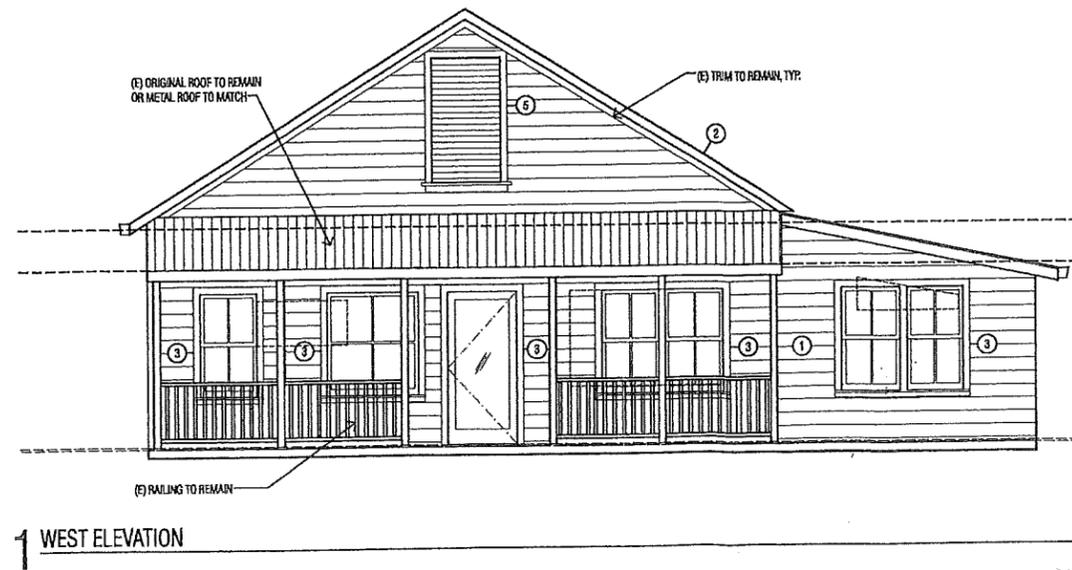
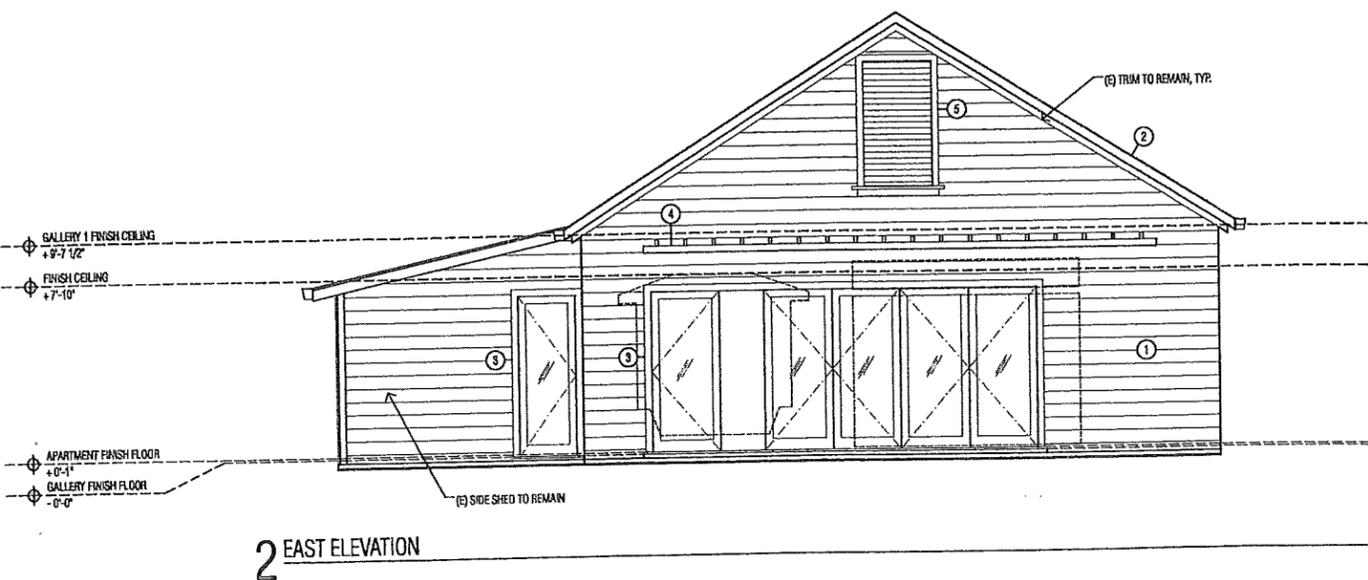
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MAY 23 2016



KEY NOTES - EXTERIOR

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6	CABLE RAIL TRELLIS FOR CLIMBING PLANTS.
7	(H) WD. FENCE. FEENEY OR SIM. QUALITY. MAX. 7'-0" HEIGHT.



June 21, 2016
Agenda Item #2

M E M O

To: Design Review and Historic Preservation Commission
From: Associate Planner Atkins
Subject: Draft Downtown Sonoma Preservation Design Guidelines

Background

On April 21, 2015 a draft request for proposals (RFP) for preparation of downtown preservation and design guidelines was presented to the Design Review and Historic Preservation Commission (DRHPC) for review and comment, at which time the Commission voted unanimously to forward the RFP to the City Council. Subsequently, on May 4, 2015, the City Council unanimously approved the RFP. In August, 2015, Page & Turnbull was selected by an interview panel consisting of City staff, commission members, and members of the public to prepare the design guidelines. Following the selection of the consultant, the key steps undertaken to date in the preparation of the design guidelines are as follows:

- November 19, 2015: the Advisory Committee participated in a walking tour of the project area and provided suggestions and feedback on the format of the document.
- January 25, 2016: the City of Sonoma held a public workshop and received suggestions and comments from the public on many aspects of the content of the design guidelines.
- On May 19, 2016: a review draft of the Downtown Design Guidelines was completed.
- June 2, 2016: the Advisory Committee met to discuss the draft design guidelines, provided additional feedback, and participated in a design review exercise (see attached) using the draft Downtown Sonoma Preservation Design Guidelines as a tool to complete the exercise.

The draft Downtown Design Guidelines are now presented to the Design Review and Historic Preservation for review and comment from the Commission and interested members of the public. (Interested persons may also review the design guidelines by going to the City of Sonoma's website at: <http://www.sonomacity.org/News.aspx>.) Staff from Page & Turnbull will be present at the DRHPC review to receive comments that will inform edits made to the draft before final adoption by the City Council, scheduled for August of 2016.

Introduction and Purpose

The Downtown Sonoma Preservation Design Guidelines were prepared to serve as a project planning tool for residents, property owners, the Planning Commission, and the Design Review and Historic Preservation Commission. The city of Sonoma's Downtown Planning Area is the

focal point of historic Sonoma, which includes the Sonoma Plaza historic district (listed both in the National Register of Historic Places and as a National Historic Landmark). These guidelines seek to accommodate growth and change in the Downtown Planning Area, while guiding alterations of existing buildings and new development, with the goal of respecting and preserving the historic character of the community and promoting excellence in the built environment. The document provides guidance to property owners, city staff, the design community, and the general public to sustain the historical character of downtown Sonoma and ensure that changes to the built environment will be sensitive to the community's historical legacy.

How to Use the Design Guidelines

The guidelines are arranged by chapters according to the scope of a proposed project:

- **Chapter 5:** Repairing and Altering Existing Buildings
- **Chapter 6:** Additions to Existing Buildings
- **Chapter 7:** Designing and Constructing New Buildings
- **Chapter 8:** Site Design and Alterations
- **Chapter 9:** Special Considerations

Each of these chapters outlines a number of historic preservation concepts that should inform the thought process behind project development and design review. The concepts represent design objectives that can be applied to many different situations and result in a compatible building that is integrated into the historic context. Each guideline is followed by additional and clarifying information in a bulleted list. Where possible, the guidelines also include links to National Park Service (NPS) Technical Preservation Briefs, which provide additional guidance and “how-to” information that may prove useful and is compliant with the Secretary of the Interior’s Standards for the Treatment of Historic Properties. Three sub-areas within the Downtown Planning District have been identified using the boundaries of the Sonoma Plaza National Register Historic District, the National Historic Landmark, and the Historic Overlay Zone. The first sub-area is determined by the boundaries of the National Register Historic District and National Historic Landmark District. The second sub-area is located outside of the historic districts but still within the Historic Overlay Zone established by the City of Sonoma. The third sub-area encompasses the southernmost portion of the Downtown Planning District and is located outside of the Historic Overlay Zone. The purpose of identifying these sub-areas is to clearly define the pre-existing conditions and policies that apply to each area. The goal is to encourage high-quality design and development that addresses the three sub-areas in appropriate ways.

Review Exercise

Attached is a review exercise that commissioners may want to undertake using the Downtown Sonoma Preservation Design Guidelines as a tool to complete the task. Commissioners will have the opportunity to review test scenarios involving additions, new construction, and site improvements that are similar to situations that could occur in downtown Sonoma. The intent of the exercise is to elicit feedback to improve the design guidelines. Three scenarios and associated drawings are attached for reference.

Scenario Descriptions:

- A. The house was constructed c. 1915 and is within the Historic Preservation Overlay Zone (sub-area 2, see page 47). It is considered a historic resource. The homeowner is considering building an addition to the house in the form of a guest bedroom. The homeowner would also like to replace the existing carport with an enclosed two-car garage. Please describe how you might attempt to solve these issues while complying with the Downtown Sonoma Preservation Design Guidelines.
- B. The owner of the residence, built in 1906, has proposed a project involving a new addition, new features on the front façade, and landscape changes. The house is within the Historic Overlay Zone (sub-area 1, see page 47). Consider this project with respect to the Downtown Sonoma Preservation Design Guidelines. In what ways would the project comply with the guidelines? In what ways would it not, and how could the design be improved?
- C. The house was constructed in 2010 on a block that contains residences dating to the 1910s within the Historic Over Zone (sub-area 2, see page 47). In consideration of the Downtown Sonoma Preservation Design Guidelines, what are some issues you see with the new design? How could the design guidelines have influenced the building's design? What if the building had been located in sub-area 3?

Schedule and Next Steps

- July 14, 2016 – Review by the Planning Commission.
- August 15, 2016 – City Council adoption of final Downtown Sonoma Preservation Design Guidelines.

Recommendation

Receive presentation, and provide feedback and identify any recommended revisions, and provide a recommendation to City Council for final approval.

Attachments:

1. Review exercise.

A printed copy of the public review draft Downtown Design Guidelines is available for review at City Hall.

cc: Downtown Design Guidelines Advisory Committee

Downtown Design Guidelines Interest List

Page & Turnbull, via email

DOWNTOWN SONOMA PRESERVATION DESIGN GUIDELINES ADVISORY GROUP MEETING #2

June 1, 2016

Activity instructions: You will have the opportunity to review one of three test scenarios involving additions, new construction, and site improvements that are similar to situations that could occur in downtown Sonoma. Advisory Group participants should break into three groups, and each group will take on a different scenario: A, B, or C. First, appoint a spokesperson to take notes. For each scenario, please read the associated directions below, and reference the illustration sheets placed at the table, as well as copies of the Design Guidelines that are provided. You will have approximately ten minutes to review the Design Guidelines in relation to the project scenario.

Scenario

A: Consider this scenario from the perspective of the owner of the house pictured who would be referencing the design guidelines. The house was constructed c. 1915 and is within the Historic Preservation Overlay Zone (sub-area 2, see page 47). It is considered a historic resource. All of the bedrooms in the house are currently used by your family members, but you are considering building an addition to house a guest bedroom. Furthermore, you are unhappy with the current side carport—which was constructed during the 1950s—and would like an enclosed, two-car garage. Please describe how you might attempt to solve these issues while complying with the Downtown Sonoma Preservation Design Guidelines. Separate into sub-groups to review Chapters 5, 6, and 8 to find appropriate guidance.

Scenario B: The owner of the residence shown in these photographs, built in 1906, has proposed a project involving a new addition, new features on the front façade, and landscape changes. The house is within the Historic Preservation Overlay Zone (sub-area 1, see page 47). The proposed alterations are illustrated in the drawings provided. Consider this project with respect to the Downtown Sonoma Preservation Design Guidelines. In what ways would the project comply with the guidelines? In what ways would it not, and how could the design be improved? Separate into sub-groups to review Chapters 5, 6, and 8 to find appropriate guidance.

Scenario C: The house depicted here was constructed in 2010 on a block that contains residences dating to the 1910s within the Historic Overlay Zone (sub-area 2, see page 47). In consideration of the Downtown Sonoma Preservation Design Guidelines, what are some issues you see with the new design? How could the design guidelines have influenced the building's design? What if the building had been located in sub-area 3? Separate into sub-groups to review Chapters 7 and 8 to find appropriate guidance.

After your group discusses, we will ask each spokesperson to report on the group's approach to the scenarios.

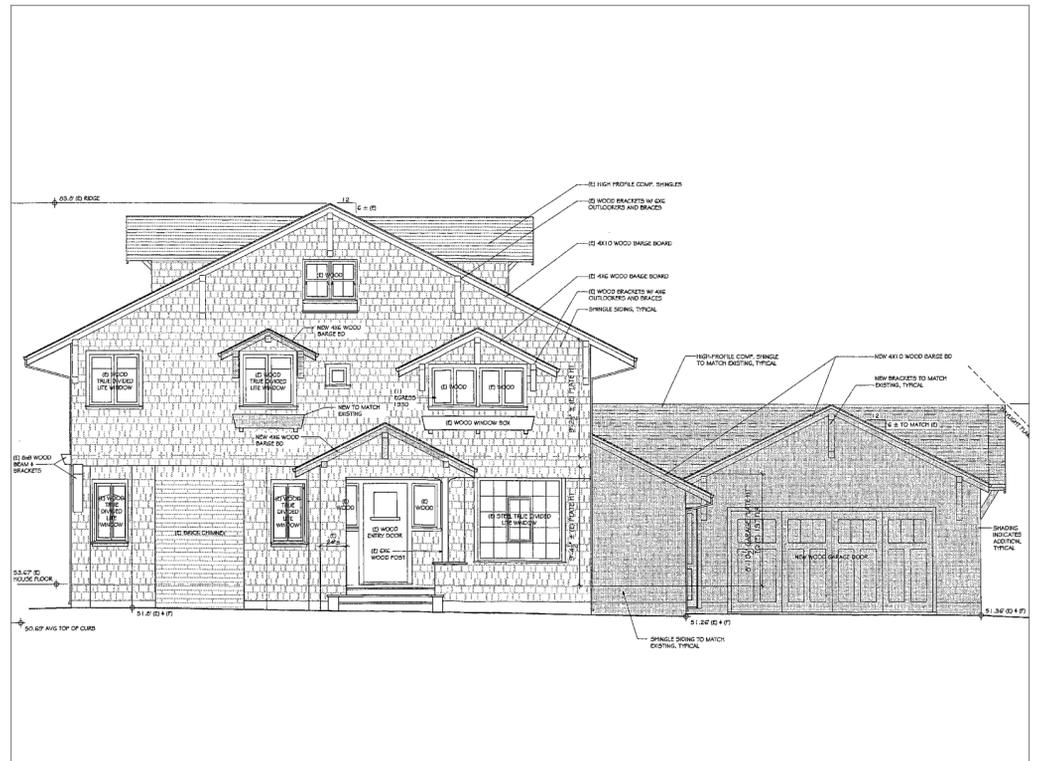
Scenario A: Planning an Addition



Scenario B: Evaluating a Proposed Addition



Existing front facade



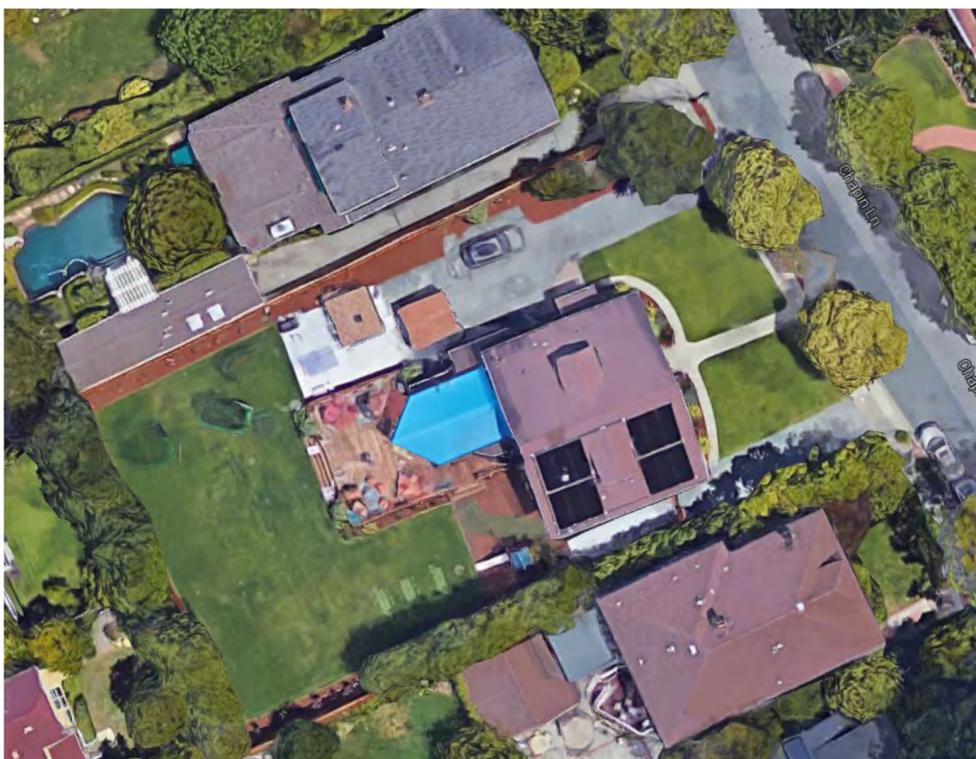
Proposed new front elevation



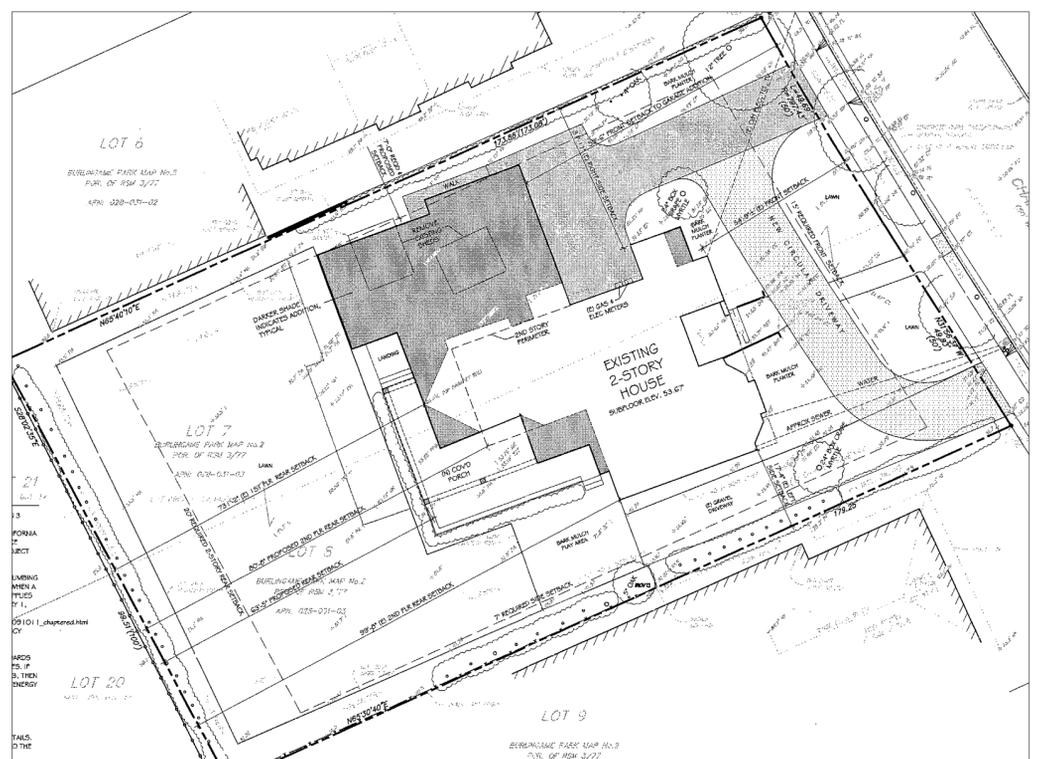
Existing side facade



Proposed new side elevation

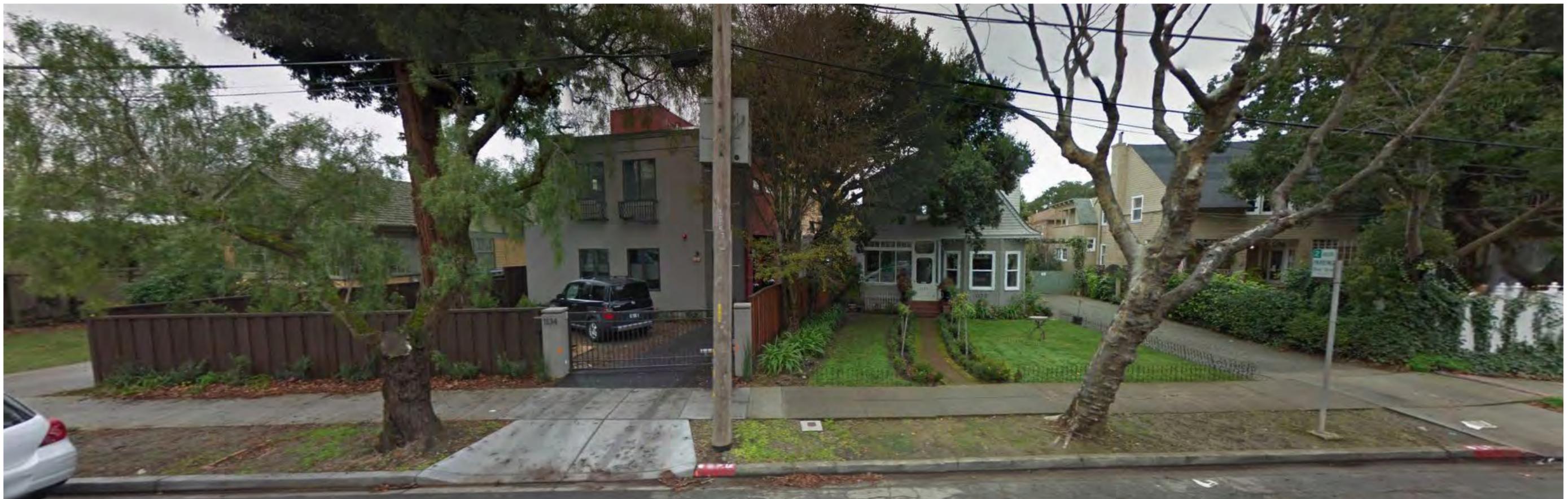


Existing site



Proposed new site plan

Scenario C: Evaluating a New Residence



M E M O

To: Design Review and Historic Preservation Commission

From: Associate Planner Atkins

Subject: Future Items/Project Priority List

Background

At the April 14, 2014 DRHPC meeting, the commission reviewed the Certified Local Government Project Priorities (see attached memo) and provided staff with a “Top Three Priority” list, consisting of the following item/projects:

1. Design Guidelines for Downtown
2. Training
3. Demolition by Neglect

A draft Downtown Sonoma Preservation Design Guidelines document is currently under review and is anticipated to be approved by the City Council on August 15, 2016. Staff actively seeks training opportunities for the DRHPC on an ongoing basis, and the City Council has approved an increase in the training budget for City Commissions and staff anticipates that this level will be maintained. The demolition by neglect project has not begun.

Review of other Potential Projects

At the November 17, 2015, DRHPC meeting, commissioner Tippell expressed concerns about how permanent commercial real estate signs are attached to historic buildings, and on May 31, 2016, Commissioner Essert requested a discussion on a possible requirement for story poles. On April 1, 2015, Governor Brown signed Executive Order B-29-15, which directed the California Department of Water Resources to update the Model Water Efficient Landscape Ordinance (MWELo) by expedited regulation. The adopted version was incorporated into the California Code of Regulations, Title 23, Division 2, Chapter 2.7 and went into effect on December 1, 2015. This requires the City to update

Staff is requesting direction from the DRHPC with regard to priorities. The MWELo is staff’s first DRHPC priority as it is a State requirement. Since demolition by neglect was previously identified as a “Top Three Priority” list project, it seems reasonable to include it as the second priority. How commercial signs attached to historic buildings will require some outreach to the real estate community, but could be accommodated as the third

priority. Because the DRHPC can already require story poles on a case-by-case basis, it seems that this should be the last priority.

Recommendation

Provide recommendations to staff on the priority of DRHPC item/projects.

Attachments:

1. Historic Preservation Plan: Implementation Measures
2. DRHPC Certified Local Government Project Priority Review Memo, dated April 15, 2014

City of Sonoma Historic Preservation Plan

I. Purpose

Sonoma's Historic Preservation Plan provides background information and context on Sonoma's cultural and historic resources, describes the City's current policies and programs with respect to historic preservation, identifies other community preservation resources, and sets forth a series of implementation measures. The purpose of the plan is to ensure that local policies and programs with respect to historic preservation are comprehensive, consistent with best practices, and in compliance with state and federal law.

II. Background

Pre-History. Good soils, temperate climate, and abundant food and water attracted indigenous peoples to the Sonoma Valley for at least 12,000 years before Spanish missionaries settled in the early 19th century. As many as 5,000 Native Americans lived in what is now Sonoma County at any one time. Present day Sonoma County was occupied at the time of historic contact by native peoples representing four language groups: Southern Pomo, Southwestern Pomo, Wappo, and Coast Miwok. Each group was comprised of autonomous village communities, each holding specific tracts of land, speaking a distinct dialect, and organized under one or more headmen. It is believed that the Sonoma Valley was occupied by the Coast Miwok people, a language group that also occupied present day Marin County and the Petaluma River Basin. The Coast Miwoks are thought to have emerged in the area around 500 B.C., while other tribal groups in the North Bay Area are thought to have emerged between 2,000 and 1,000 B.C. The Coast Miwok economy reflected an early focus on marsh resources, though it was combined with hunting and gathering in the foothills of the North Coast Ranges. A typical Coast Miwok group inhabited a semi-permanent village from which they made trips to temporary, seasonal camps to obtain locally available resources.

History. The founding of the City of Sonoma came about as a result of the Mexican government's attempt to build upon the colonization efforts of Spain in what is now northern California. The first significant Spanish entry into the area occurred in 1775, when the Spanish sailor Bodega y Quadra entered Tomales Bay (confusion as to the location of the docking site attached his name to a small inlet a few miles to the north). In 1812, ignoring Spanish territorial claims upon the northern portion of present day Sonoma County, the Russians ventured south from Alaska by leasing land from the Pomos and establishing the first European settlement in the area at Fort Ross.

In response to the Russian presence, the Mexican Government (newly independent from Spain and possessing title to California since 1821) sent Jose Altimira to the Sonoma Valley in 1823 to establish a mission and to assume control of the potentially rich valleys between the Sacramento River and the Pacific Coast. The newest and northernmost of the 21 California missions was constructed in 1824, and was named San Francisco de Solano. The mission became the center of the new town of Sonoma in 1835, and became the headquarters of Commandant Mariano Vallejo

who had already begun to build an adobe villa on his Rancho to the west, near present day Petaluma. The Mission and other buildings constructed in that era were built using conscripted Native American labor and the establishment of the Mission began a period of sustained contact between Native Americans and colonizing settlers that resulted in the dispersal of local tribes and substantial declines in their population due to military action and disease.

Mexican attempts in 1833 and 1834 to colonize the Santa Rosa plain failed, and the Sonoma settlement became increasingly important to the control of an area threatened by Russian encroachment and native resistance. These threats decreased when a smallpox epidemic reduced the local tribes and the declining fortunes of the Russians resulted in the selling of Fort Ross to the Swiss adventurer Johann Sutter.

The village at Sonoma grew as more people moved into the valley to farm large ranchos granted to them by Commandant Vallejo and the Mexican government. By the mid-1840's Americans were present in substantial numbers. In June 1846, a month after the start of the Mexican-American War, a group of Americans declared their independence from Mexico as the Bear Flag Republic. The republic had no official government and was dissolved when the United States Navy took charge of Sonoma in July of 1846. The war ended in 1847, and as a result of the Treaty of Guadalupe Hidalgo, California was added to the territories of the United States. California became a state in 1850 and the various counties were established in 1851.

With the breakup of the ranchos after the Mexican War came the establishment of towns. The Sonoma town square originally laid out by Vallejo under his military rule, was the site of great activity in the 1840's. However, the town was virtually abandoned during the gold rush of the 1850's. When California gained statehood and Sonoma County was established, the city of Santa Rosa was selected over Sonoma as the county seat. Subsequent growth and development in the Sonoma area were stimulated by agriculture, although lumbering, tanning, and quarrying also played important roles in the early economy of the valley.

Cultural and Historic Resources. The city of Sonoma and its Sphere of Influence contain a substantial number of archaeological and historical resources. A total of 19 archaeological sites and two isolated finds have been officially recorded within the city's Planning Area by the California Historic Research File System (at Sonoma State University). Nine additional archaeological sites have also been reported. The creeks that pass through Sonoma Valley provide a favorable environment for discovery of additional prehistoric cultural deposits.

Sonoma hosts a unique concentration of historic structures and sites associated with the mission period, the Bear Flag Republic, and the historical development of Sonoma Valley. The most notable of these are the Sonoma Plaza National Historic Landmark and surrounding historic structures (e.g., the Sonoma barracks, the Sonoma Mission, etc.), and the Vallejo Home State Park. The city has also established a Historic Overlay zone, which encompasses the Plaza and a substantial portion of the northern portion of the city generally bounded by the Mountain Cemetery, Fifth Street East, Patten Street, and Fourth Street West, plus a corridor along both sides of Broadway from the Plaza to southern city limits.

A complete listing of historic properties in the Sonoma community, as documented by the National Register of Historic Places and the State Office of Historic Preservation, is provided in Attachment 1.

III. State and Federal Historic Designations and Resources

Sonoma Plaza National Historic Landmark. Sonoma Plaza is one of the earliest designated National Historic Landmarks. Survey work for Sonoma Plaza is recorded as early as 1958, which preceded the National Historic Preservation Act of 1966. In 1961, the City applied for Registered National Historic Landmark status. The Sonoma Plaza was granted Landmark status by the Department of the Interior and was dedicated in December of 1961. In 1966, with the passage of the National Historic Preservation Act, landmarks which had already been determined to have national significance were automatically included in the newly created National Register of Historic Places. In 1974, the Sonoma Plaza National Historic Landmark boundary was redefined with respect to its "period of significance." Through this process, the focus was placed on the Bear Flag Revolt and the history of California in relation to the Mexican War and the period of significance therefore encompassed a relatively limited period of time: 1821-1848.

Sonoma Plaza National Register Historic District. In 1992, Michael Crowe of the Western Regional Office of the National Park Service realized that the Sonoma Plaza National Historic Landmark status did not address local historic significance. Accordingly, he prepared and submitted a nomination for Sonoma Plaza to become a National Register Historic District based on an evaluation that connected downtown buildings to Sonoma's own history. The Sonoma Plaza National Register District, which was established in 1992, includes 82 contributing buildings and 56 non-contributing buildings, five sites (of which three are contributing), one contributing structure, and two contributing objects. The Period of Significance for the district is 1835-1944. The nomination describes the bucolic character of the Plaza, characterizes the architecture of the significant and contributing commercial buildings, and describes the residential structures adjoining the commercial district. "The overall integrity of the district both physically and architecturally remains very high," according to the nomination, with changes largely limited to low-rise new construction and window replacement. The nomination finds that contributing buildings retain architectural integrity to their construction date; have integrity of location, and have the ability to convey a sense of the history of change and the district's development during its period of significance.

Sonoma State Park. The Sonoma State Historic Park encompasses a series of key historic attractions in several locations within and downtown Sonoma. The park is comprised of the following elements:

- The Mission San Francisco Solano de Sonoma, established by Father Jose Altamira in 1823. Although partially reconstructed, it is the oldest building in Sonoma.
- The Blue Wing Inn. A two-story adobe, located east of the Mission on East Spain Street. Its construction date is unknown.
- The Sonoma Barracks, the Toscano Hotel, and La Casa Grande. A complex of structures, across from the Sonoma Plaza on the north, constructed over the period of 1830-1860.

- The Vallejo Home (Lachryma Montis), the home of General Mariano Guadalupe Vallejo. The Gothic-styled Victorian residence is actually a pre-fabricated structure installed in the 1850's. This portion of the Sonoma State Park includes 60 acres of open space.

While these properties are, of course, not subject to local regulation, they are key elements of the historic setting and contain many of Sonoma's most significant resources.

IV. Overview of Local Preservation Policies and Programs

City Council Vision Statement. The Vision Statement serves as a broad summation of the Council's values and objectives. As amended by the Council in the course of the 2020 General Plan update, the Vision Statement addresses historic resources as follows: "*In 2020, Sonoma will be a place where . . . The community's history and its role as a cultural center are enhanced through public art, special events, and the careful preservation of historic resources.*"

General Plan. In the City of Sonoma's 2020 General Plan, issues related to historic preservation are found mainly in the Community Development Element. Key references in the General Plan include the following:

- Community Directions (among a list of four points): "Sonoma should continue to be characterized by variety in terms of land uses, building types, and housing, and this diversity should be consistent with preserving the town's small-scale and historic character."
- Goal CDE-5: Reinforce the historic, small-town characteristics that give Sonoma its unique sense of place.
- Policy 5.1: Preserve and enhance the scale and heritage of the community without imposing rigid stylistic restrictions. (Note: this policy is implemented through the Development Code.)

Development Code. The City's Development Code is the primary mechanism for implementing requirements pertaining to historic preservation. The major provisions in this regard are as follows:

- A. **Design Review Commission.** The Design Review Commission (DRC) is a five-member panel whose representatives are appointed by the City Council. The DRC is responsible for administering the majority of key reviews associated with historic preservation regulations. (See SMC 2.60.)
- B. **Historic Overlay Zone.** The Historic Overlay zone was first established by the City in 1974. Its boundaries have changed over the years, with the most recent amendment adopted in 2007 in order to better reflect the concentrations of historic structures and resources within the community. The purpose of the Historic overlay zone is to define an area within which special zoning regulations are applied (e.g., expanded requirements for design review) as a means of protecting historic resources. (See SMC 19.10.030.C.2.)

- C. *Demolition Review Requirements.* The demolition of any structure fifty years old or older is subject to the review and approval of the Design Review Commission (SMC 19.54.090). This review includes findings designed to prevent the demolition of historically significant structures.
- D. *Residential Review Requirements.* Within the Historic Overlay zone, the following review requirements apply to residential development:
1. Alterations to residences constructed prior to 1945 and for which a building permit is required that increases floor area by 10% or 200 square feet (whichever is greater) are subject to design review.
 2. Alterations to residences constructed prior to 1945 for which a building permit is required that result in changes to the primary elevation or a street-side elevation are subject to design review.
 3. Alterations to residences constructed prior to 1945 for which a building permit is required that result in a change in the roof structure (pitch or height) are subject to design review.
 4. The development of a new single-family residence is subject to design review.

(See Sections 19.10.030.C.2 and 19.54.080.)

- E. *Commercial, Mixed Use and Multi-Family Review Requirements.* All new commercial, mixed, use and multi-family development is subject to design review, whether inside or outside of the Historic Overlay Zone. In addition, exterior changes to commercial or mixed-use structures that entail the issuance of a building permit are subject to design review.
- F. *Adaptive Reuse.* The Development Code provides for the adaptive reuse of historic structures, subject to the review and approval of the Planning Commission. Within the Historic Overlay zone, adaptive reuse is an option for potentially historic structures, as well as structures having an official designation. Outside of the Overlay zone, adaptive reuse is only an option for structures having an official designation as documented by the State Office of Historic Preservation. Adaptive reuse options include increased density allowances and specified commercial uses, including bed and breakfast inns, hotels, limited retail, professional offices, and restaurants. (See SMC 19.42.020.)
- G. *Design Guidelines.* The guidelines that the Design Review Commission uses in conducting design reviews associated with the alternations to historic structures and infill development within the Historic Overlay zone are set forth in Chapter 19.42 of the Development Code (Historic Preservation and Infill in the Historic Zone).

- H. *Adopted Inventory of Historic Structures.* As required to achieve CLG certification, the City Council adopted a local inventory historic structures in 2006. The inventory consists of sites and structures within the City already identified by the State as possessing historic significance (Resolution 18-2006).
- I. *City Historian.* The office of the City Historian was established by City Council resolution in 2008. The position is filled by Council appointment and the duties of the City Historian include the following: coordinating of the identification, maintenance and inventory of historical records and artifacts owned by the City of Sonoma; updating the City Council on the status, care and maintenance of historical artifacts in the City's possession; assisting with research by the public, City staff, and organizations engaged in historic preservation activities; coordinating City activities which are of historical interest; making recommendations to the City Manager and City Council regarding the preservation of historical resources. Currently, the City is very fortunate to have George McKale as its City Historian. Mr. McKale is a highly qualified professional with a B.A. in anthropology and an M.A. in Cultural Resources Management. He has been extremely active in identifying and coordinating educational opportunities such as the 100-year anniversary celebration of the construction of City Hall and in providing expert advice to staff and the DRC with respect to the review and processing of applications involving cultural and historic resources.

Unreinforced Masonry Building Program. In 1990, in response to a State mandate, the City adopted an Unreinforced Masonry Building (URM) Ordinance that established a program requiring URM buildings to be seismically upgraded. Because of their age, historic buildings around the Plaza are typically of URM construction and are quite vulnerable to earthquake damage, especially those of adobe construction. Of the 56 buildings requiring improvement, 51 have been fully upgraded and four are in process.

Public Involvement. The City of Sonoma strives to ensure public awareness and involvement in every aspect of its historic preservation programs:

- A. *Formal Notice Requirements.* The following types of design review applications are subject to a 20-day public notice requirement that includes mailings to property owners within 500 feet of the site, the placement of notice posters in the vicinity, and two notices in the local newspaper: 1) Demolition applications for buildings 50 years old or older; 2) additions or exterior alternations to residential structures built prior to 1945 that are located within the Historic Overlay zone; the development of a new residence within the Historic Overlay zone. Other types of design review applications simply require placement on the Design Review Commission meeting agenda with posting at least 72 hours prior to the meeting.
- B. *Tribal Consultation.* The City has established a consultation process with local Native American groups (the Federated Indians of Graton Rancheria) with respect to projects having potential impacts on cultural resources.
- C. *Consultation with Local Experts.* City staff notifies and consults with the Sonoma League for Historic Preservation regarding projects that involve historic resources. Staff encourages applicants whose proposals involve significant or potentially significant historic

resources to consult with the League for Historic Preservation to learn more about the history of the resource and about best design practices for retaining historic integrity.

- D. *Community Outreach.* In the development of every significant revision to its Development Code involving the regulation of historically significant resources, the City has invited the participation of a broad range of community groups, including local advocacy organizations, such as the League for Historic Preservation and the Chamber of Commerce, members of the real estate and development community, and potentially affected property owners. As one example, the development and adoption of expanded design review requirements for single-family residences in the Historic Overlay zone included more than ten hearings and study sessions before the Design Review Commission, the Planning Commission and the City Council.

Historic Plaque Program. To promote education and awareness, a program for the placement of local markers on historically significant buildings was established in 2004, though a partnership with the City of Sonoma, the Sonoma Valley Chamber of Commerce and the Sonoma Valley Rotary Club. Since its inception the program has resulted in the placement of 13 bronze plaques highlighting historically significant buildings.

V. Resources and Stakeholders

State Office of Historic Preservation. The mission of the Office of Historic Preservation (OHP) is as follows: "... to preserve and enhance California's irreplaceable historic heritage as a matter of public interest so that its vital legacy of cultural, educational, recreational, aesthetic, economic, social, and environmental benefits will be maintained and enriched for present and future generations." As part of its duties, the OHP provides a variety of technical assistance to California City's and Counties, including the Certified Local Government (CLG) Program. The CLG program is designed to encourage the direct participation of a local government in the identification, registration, and preservation of historic properties located within the jurisdiction of the local government. A local government may become a CLG by developing and implementing a comprehensive local historic preservation program based on federal and state standards.

Sonoma League for Historic Preservation. The Sonoma League for Historic Preservation has been devoted to the stewardship of Sonoma's architectural heritage for 40 years and has guarded the historic integrity of buildings and neighborhoods through its many programs designed to maintain Sonoma's distinct visual character. The goals of The League are:

- To increase awareness of the unique nature and history of the region.
- To promote interest in preserving and enhancing the historic resources of the Sonoma Plaza and surrounding areas.

For 40 years, The Sonoma League for Historic Preservation has been active in maintaining the look and feel of Sonoma. Activities include building restoration, docent staffing of historical points of interest, maintenance of an historic resources library, development of a growing collection of historical photos, protection of historic landmarks, a spring cottage and garden tour,

and an annual awards program honoring Valley properties. More than 20,000 guests participate in League activities and events each year.

Historic Resources Inventory. Completed by the League for Historic Preservation in 1979 with the assistance of grant funding from the National Trust for Historic Preservation, this inventory identifies more than one hundred potentially significant structures in and around Sonoma. While this inventory has proven invaluable in providing background information on designated and potential historic resources, it cannot be formally adopted as a local inventory of historic structures because not all of the information was compiled by qualified professionals.

Sonoma Valley Historic Society. In January 1937 a small group of Sonomans formed the Sonoma Valley Historical Society to honor pioneer families and to collect, preserve and disseminate the historical heritage of the Valley of the Moon. Exhibits were placed in the City Hall and the Community Center. The Society, a non-profit organization, has operated continuously ever since that time. The Society holds monthly meetings featuring speakers on local and California history, arranges member visits to historic sites and other museums and provides other interesting activities for members. The SVHS also encourages and assists the appreciation of history by school children. The Society also publishes a newsletter for members with news about activities and stories on Sonoma's colorful past. Members have published several books about local history. As discussed below, the major Society program is operating the Depot Park Museum.

Depot Museum. In 1975 the City of Sonoma acquired the old Northwestern Pacific Railroad depot and adjacent land, to prevent the loss of the historic site. Unfortunately, a fire destroyed the building in 1976. The Sonoma Valley Historical Society proposed a rebuilding project, and the City granted the insurance proceeds and permission to develop the site as a museum. A major fund-raising drive by the Society, along with a grant from the County Board of Supervisors, raised enough funds to build a replica of the depot as a community museum and the City developed the adjacent land as Depot Park. The Depot Park Museum was dedicated in 1978 and opened in 1979. Since then, Society volunteers have developed and operated the museum and its historically significant collections. In addition to displays and exhibits, the Museum has a book/gift shop and an archival library of historical documents and maps, books on local history, and thousands of photographs.

Owners. Within Sonoma city limits there are as many as 500 properties under private ownership that have potential historic significance. The owners of these properties are, in effect stewards of historic structures and resources. In order for Sonoma's efforts to preserve this legacy, these property owners need to be engaged in historic preservation and education efforts and involved in any proposals to modify or extend local preservation regulations.

VI. Implementation Measures

These measures are in addition to existing policies and programs addressing historic preservation. The timing for accomplishing these measures will be based on the allocation of available resources by the City Council in the context of its overall consideration of budgetary and policy priorities.

1. Apply to the State Office of Historic Preservation for designation as a Certified Local Government and implement the ongoing requirements associated with that designation.
2. Develop guidelines to be used by staff and the Design Review Commission to determine under what circumstances professional cultural and historic resource evaluations will be required in the review of applications involving known or potentially significant historic resources.
3. Develop updated guidelines for use by staff and the Design Review Commission to evaluate additions and other modifications to historic structures based on Secretary of Interior standards.
4. Establish a mechanism for regularly updating the City-adopted inventory of historic structures. Consider establishing a category and criteria for designating resources having local historic significance.
5. Draft a Mills Act program for consideration by the Design Review Commission and the City Council.
6. Update the Development Code with respect to the responsibilities of the Design Review Commission to fully reflect CLG requirements.
7. Maintain and strengthen the consultative relationship with the Federated Indians of Graton Rancheria on matters pertaining to cultural resources.
8. Update the City's GIS to better integrate SHPO data on historic and cultural resources.
9. Continue to pursue training and education opportunities with respect to historic preservation for both the Design Review Commission and staff.
10. Establish a process for commenting on nominations to the National Register, consistent with the requirements of the National Historic Preservation Act.
11. Consider incorporating a Historic Resources Element in the next comprehensive update of the General Plan.
12. Establish a new section on the City's website, highlighting local resources and regulations pertaining to historic preservation.
13. Develop and maintain a database of the owners of historic sites and structures and other stakeholders to facilitate education and outreach with respect to historic preservation efforts.
14. Work with the League for Historic Preservation, the Sonoma Valley Historical Society and other interested experts and organizations to provide educational materials for the owners and prospective owners of historic structures.

15. Investigate the costs and benefits of requiring design review for changes to interior character-defining features of historically significant special purpose buildings.

Attachments

1. City Council Resolution Establishing Local Inventory of Historic Resources

MEMO

To: Design Review and Historic Preservation Commission
From: Associate Planner Atkins
Subject: DRHPC Certified Local Government Project Priority Review

Background

At the March 18, 2014, Design Review and Historic Preservation Commission (DRHPC) meeting, the DRHPC received information regarding the changes related to Certified Local Government and recent Municipal Code revisions. During the discussion staff indicated that in April a list of implementation measures from the Historic Preservation Plan would be provided to the DRHPC along with other items of interest raised by the City Council, the DRHPC, and members of the public.

Review of Implementation Measures and other Potential Projects

On November 4, 2013, the City Council adopted a historic preservation plan (previously reviewed by the Design Review Commission). The plan includes an implementation section intended to guide future efforts to improve Sonoma's historic preservation programs. Because the Preservation Plan was adopted last November, almost six months after the passage of the municipal budget, the only programs for which funding is currently allocated is staff and Commission training. (As the Commission is aware, staff routinely informs Commissioners of training opportunities with respect to historic preservation.) The preparation of the 2014-15 budget has not yet started, but as part of that process the DRHPC is now asked to review the Preservation Plan and other items of interest and make recommendations to the Council for funding measures and identify the top three priorities.

The following is a list of items included on the implementation section of the Historic Preservation Plan:

1. Apply to the State Office of Historic Preservation for designation as a Certified Local Government (CLG) and implement the ongoing requirements associated with that designation.

The City applied for CLG designation in 2013 and implementation of the ongoing requirements is ongoing.

2. Develop guidelines to be used by staff and the DRHPC to determine under what circumstances professional cultural and historic resource evaluations will be required in the review of applications involving known or potential significant historic resources.

Guidelines have been developed to require evaluations of all potentially historic structures individual properties.

3. Develop updated guidelines for use by staff and the DRHPC to evaluate additions and other modifications to historic structures based on Secretary of Interior standards.

Although the Development Code already includes design guidelines for the review changes to historic structures and for infill in the Historic Overlay zone, updated guidelines have not been prepared. In staff's view, this project would require consultant assistance and would need to be budgeted for by the City Council. As a means of narrowing the scope of this project, at least at the outset, consideration could be given to developing updated guidelines for the Plaza area.

4. Establish a mechanism for regularly updating the City-adopted inventory of historic structures. Consider establishing criteria for designating resources having local historic significance.

While this project would benefit from some level of consultant assistance (at least with regard to developing criteria for designating local-significant historic resources), it is not as complicated a project as the development of updated design guidelines.

5. Draft a Mills Act program for consideration by the DRHPC and the City Council.

Some staff work has already been done on this issue. While drafting such a program would not necessarily require consultant assistance, it would require a commitment of staff resources.

6. Update the Development Code with respect to the responsibilities of the DRHPC to fully reflect CLG requirements.

Much of this has already been accomplished with the adopting of amendments to the Development Code last November. While there are some follow-up items to take care of, this can be accommodated through the normal workload of staff.

7. Maintain and strengthen the consultative relationship with the Federated Indians of Graton Rancheria on matters pertaining to cultural resources.

Ongoing.

8. Update the City's GIS to better integrate SHPO data on historic and cultural resources.

This would be a useful addition to the City's Geographic Information System that would require some additional funding on a one-time basis to implement.

9. Continue to pursue training and education opportunities with respect to historic preservation for both the DRHPC and staff.

Ongoing. The City Council has already approved an increase in the training budget for City Commissions and staff anticipates that this level will be maintained.

10. Establish a process for commenting on nominations to the National Register, consistent with the requirements of the National Historic Preservation Act.

While it will be necessary to accomplish this task at some point, in staff's view this is not a priority.

11. Consider incorporating a Historic Resources Element in the next comprehensive update of the General Plan.

This option would be considered for the next comprehensive update of the General Plan, which is not likely to occur for several years.

12. Establish a new section on the City's website, highlighting local resources and regulations pertaining to historic preservation.

The City is already in the process comprehensively updating its website. This task will be accomplished as part of that work.

13. Develop and maintain a database of the owners of historic sites and structures and other stakeholders to facilitate education and outreach with respect to historic preservation efforts.

This task can be accomplished by staff, over time, as part of its normal workload.

14. Work with the League for Historic Preservation, the Sonoma Valley Historical Society and other interested experts and organizations to provide educational materials for the owners and prospective owners of historic structures.

Ongoing.

15. Investigate the costs and benefits of requiring design review for changes to interior character-defining features of historically significant special purpose buildings.

Staff is currently conducting background research on this topic,

The following is a list of other items of interest identified by the City Council, DRHPC, and members of the public:

- Investigate approving a pre-approved palette or some other sort of guidelines addressing building colors in the downtown area. This concept could be folded into the development of updated design guidelines for the downtown area.
- The DRHCP has expressed interest in developing an ordinance that would establish maintenance requirements for historic structures. Staff is researching this issue. At this time, consultant assistance is not required.
- Consider changing the 1945 threshold that triggers design review for alterations to single-family residences. This issue can be addressed as part of the normal workload of staff and the DRHPC.

Recommendation

Provide recommendations to the City Council on CLG program priorities so that they may be considered by the Council in the budget process.

Attachments:

1. Historic Preservation Plan: Implementation Measures

cc: Barbara Wimmer, SLHP (via email)

Mary Martinez
P.O. Box 534
Sonoma, CA 95476

George McKale (via email)

Patricia Cullinan, SVHS (via email)

Yvonne Bowers (via email)