



# Agenda

AMENDED

Regular Meeting

March 11, 2024, 6 p.m.

Council Chamber  
1200 Carlsbad Village Dr.  
Carlsbad, CA 92008  
carlsbadca.gov

## Welcome to the Historic Preservation Commission Meeting

We welcome your interest and involvement in the city's legislative process. This agenda includes information about topics coming before the Historic Preservation Commission and the action recommended by city staff. You can read about each topic in the staff reports, which are available on the city website.

### How to watch

#### In Person



Historic Preservation Commission meetings take place at City Hall, 1200 Carlsbad Village Drive

#### Online



Watch the livestream and replay past meetings on the city website, [carlsbadca.gov/residents/communication/city-tv-channel](https://carlsbadca.gov/residents/communication/city-tv-channel)

### How to participate

If you would like to provide comments to the Committee, please:

- Fill out a speaker request form, located in the foyer.
  - Submit the form to the Clerk before the item begins.
  - When it's your turn, the Clerk will call your name and invite you to the podium.
  - Speakers have three minutes, unless the presiding officer (usually the chair) changes that time.
  - You may not give your time to another person, but groups can select a single speaker as long as three other members of your group are present. Group representatives have 10 minutes unless that time is changed by the presiding officer or the commission.
- 
- **In writing:** Email comments to [planning@carlsbadca.gov](mailto:planning@carlsbadca.gov). Comments received by 2 p.m. the day prior to the meeting will be shared with the commission prior to the meeting. When e-mailing comments, please identify in the subject line the agenda item to which your comments relate. All comments received will be included as part of the official record.

### Reasonable accommodations

Persons with a disability may request an agenda packet in appropriate alternative formats as require by the Americans with Disabilities Act of 1990. Reasonable accommodations and auxiliary aids will be provided to effectively allow participation in the meeting. Please contact the City Manager's Office at 442-339-2821 (voice), 711 (free relay service for TTY users), 760-720-9461 (fax) or [manager@carlsbadca.gov](mailto:manager@carlsbadca.gov) by noon on Monday the day of the meeting to make arrangements. City staff will respond to requests before the start of the meeting and will seek to resolve requests before the start of the meeting in order to maximize accessibility.

## CALL TO ORDER:

## ROLL CALL:

## PLEDGE OF ALLEGIANCE:

## APPROVAL OF MINUTES:

Minutes of the Regular Meeting held on Jan. 8, 2023

**PUBLIC COMMENT:** *The Brown Act allows any member of the public to comment on items not on the agenda. Please treat others with courtesy, civility, and respect. Members of the public may participate in the meeting by submitting comments as provided on the front page of this agenda. The Commission will receive comments in the beginning of the meeting. In conformance with the Brown Act, no action can occur on these items.*

## DEPARTMENTAL REPORTS:

1. NOMINATION OF A SEQUOIA AT 4970 CINDY AVENUE AS A HERITAGE TREE: Accept the nomination of a Sequoia sempervirens (Santa Cruz Redwood) at 4970 Cindy Avenue as a Heritage Tree and recommend the City Council approve its designation. (Staff contact: Todd Reese, Park Services Manager)

**Recommended Action:** Accept the nomination and recommend City Council approval.

2. HISTORIC PLAQUE PROGRAM: Adoption of a resolution recommending City Council approval of a uniform Interpretive Plaque Program for historic locations. (Staff contact: Mike Strong, Assistant Director of Community Development)

**Recommended Action:** Adopt the resolution.

3. 3<sup>rd</sup> GRADE ART CONTEST: Receive report on "Drawing on Carlsbad's Past." (Staff contact: Mike Strong, Assistant Director of Community Development)

**Recommended Action:** Receive report.

4. ADDITIONAL HISTORIC PRESERVATION BENEFITS AND INCENTIVES: Provide feedback and develop recommendations for historic preservation benefits and incentives. (Staff contact: Mike Strong, Assistant Director of Community Development)

**Recommended Action:** Provide feedback.

5. FISCAL YEAR 2024-2025 WORK PLAN: Adopt a resolution to recommend City Council approval of the Fiscal Year 2024-2025 Historic Preservation Commission Work Plan. (Staff contact: Mike Strong, Assistant Director of Community Development)

**Recommended Action:** Adopt the resolution.

**COMMISSION MEMBER COMMENTS:**

**STAFF COMMENTS:**

**ADJOURNMENT:**



# Minutes

Jan. 8, 2024, 6 p.m.

**CALL TO ORDER:** 6:03 p.m.

**ROLL CALL:** Majer, Diaz, May, Schreibman  
Absent: Jacobs

**ANNOUNCEMENT OF CONCURRENT MEETINGS:** None.

**INVOCATION:** None.

**PLEDGE OF ALLEGIANCE:** Commissioner Diaz led the Pledge of Allegiance.

**APPROVAL OF MINUTES:** Minutes of the Regular Meeting held on Nov. 13, 2023  
Motion by Commissioner Schreibman, seconded by Commissioner Diaz, to approve the minutes as presented. Motion carried unanimously, 4/0/1 (Jacobs – Absent)

Minutes of the Special Meeting Nov. 30, 2023, Motion by Commissioner Diaz, seconded by Chair Majer, for minutes to be continued for approval to the next Historic Preservation Commission Meeting. Motion carried, 4/0/1 (Jacobs – Absent)

**PRESENTATIONS:** None.

**PUBLIC COMMENT:** None.

**DEPARTMENTAL REPORTS:**

1. **HISTORIC PLAQUE PROGRAM:** Develop a uniform Interpretive Plaque Program for historical locations. (Staff contact: Mike Strong, Assistant Director of Community Development)

**Recommended Action:** Review the draft Interpretive Plaque Program for historic locations and provide feedback to staff.

Assistant Director of Community Development Mike Strong introduced the item. Mr. Strong described the criteria for the Historic Plaque Program.

Commissioner Schreibman commented that the plaque program is being recommended as voluntary on behalf of the property owner.

Mr. Strong provided a summary of the inquiries from the Commissioners that he would present at the next Historical Preservation Commission. He explained that City staff will return with a table of known historical sites that have received plaques, specify maintenance



obligations, cost of instillation, location of plaque being site specific to the home, and will research a QR code option.

2. **SELECTION OF COMMISSION CHAIR AND VICE CHAIR FOR CALENDAR YEAR 2024:** Appoint one commissioner to serve as Chair and one commissioner to serve as Vice Chair of the Commission for a term ending December 2024 or until replacements are selected.

**Recommended Action:** Appoint one member to serve as Chair and one member to serve as Vice Chair

Motion by Commissioner Schreibman seconded by Commissioner May, to re-elect Commissioner Majer as Chair and Commissioner Diaz as Vice Chair. Motion carried unanimously, 4/0/1 (Jacobs – Absent)

3. **ADDITIONAL HISTORIC PRESERVATION BENEFITS AND INCENTIVES:** Initiate a work program to develop recommendations for historic preservation benefits and incentives.

**Recommended Action:** Initiate work program.

Assistant Director of Community Development Mike Strong gave a review describing the work plan and timeline.

Commissioner Schreibman expressed concerns about the amount of time in between meetings.

Mr. Strong stated that based on the Commissioners' feedback, the schedule would be changed to three meetings and the commission could vote to add meetings as needed, and that the agenda packet would be released earlier.

#### **COMMISSIONER COMMENTS:**

Commissioner Raul requested an update on the Historical Preservation Website Subcommittee.

Mr. Strong stated the subcommittee had a successful meeting and that the subcommittee is in the process of providing updates to the City website and developing innovative ways to expand awareness of the Historic Preservation Commission.

**STAFF COMMENTS:** None

**ADJOURNMENT:** 6:53 p.m.

---

Elizabeth Snyder,  
Senior Office Specialist



## HISTORIC PRESERVATION COMMISSION

# Staff Report

**Meeting Date:** March 11, 2023

**To:** Historic Preservation Commission

**From:** Mike Strong, Assistant Community Development Director

**Staff Contact:** Todd Reese, Park Services Manager  
todd.reese@carlsbadca.gov, 442-339-3968

**Subject:** Nomination of a Sequoia at 4970 Cindy Avenue as a Heritage Tree

### Recommended Action

Accept the nomination of a Sequoia sempervirens (Santa Cruz Redwood) at 4970 Cindy Avenue as a Heritage Tree and recommend the City Council approve its designation.

### Executive Summary

In September 2019, the City Council approved the updated Carlsbad Community Forest Management Plan. That plan lists goals and strategies that promote city-wide tree preservation, community education and sustainability, and showcases specimen or heritage trees to generate interest in the diversity of trees. With the approval of the Community Forest Management Plan, the City Council designated 116 previously identified living trees, some of them located on city owned property and some of them located on privately owned property, as Heritage Trees. Those Heritage Trees were determined to be important facets of the community's history, arts and cultural resources.

Since the City Council's approval of the Carlsbad Community Forest Management Plan in September 2019, staff has received seven nominations for Heritage Tree designation. The completed nomination forms for each of the Heritage Tree candidates were reviewed by staff and determined to warrant further consideration. The initial six nominations were accepted by the Historic Preservation Commission on March 8, 2021, and the Parks & Recreation Commission on Nov. 20, 2023. Staff has docketed the seventh nomination for consideration by the Historic Preservation Commission on March 11, 2024, and by the Parks & Recreation Commission on March 18, 2024.

The seventh tree nominated for consideration of Heritage Tree designation is a Sequoia sempervirens (Santa Cruz Redwood) at 4970 Cindy Avenue on privately owned property. Staff request that the Commission accept this nomination, and recommend approval to the City Council.

### Explanation & Analysis

Carlsbad Municipal Code Section 11.12.02.A.4 (Definitions) states “Heritage Tree means any tree existing within the city limits which has been so designated by resolution by the City Council. Heritage Trees shall be trees with notable historic interest or trees of an unusual species or size.” Carlsbad Municipal Code Section 11.12.140.A, Heritage Trees, further states “The City Council recognizes the important role trees have played in the history and development of Carlsbad and recognizes that a wide variety of trees can grow in its unique and temperate climate. The city may officially designate as Heritage Trees those trees in the community which have significant historical or arboricultural interest...” The Carlsbad Community Forest Management Plan, Chapter 6 – Heritage Tree Program, indicates that “...these trees are important facets of the City of Carlsbad’s history, arts, and cultural resources...They offer special opportunities for people interested in science and history to learn more about trees outside of the typical arboretum or classroom setting.”

The Historic Preservation Commission and the Parks & Recreation Commission are tasked with making recommendations to the City Council regarding the designation of additional Heritage Trees. The Carlsbad Community Forest Management Plan, Chapter 6 - Heritage Tree Program, addresses the following:

- Describes the significance of Heritage Trees in the community.
- Lists a brief description of each of the Heritage Trees in Carlsbad.
- Provides management recommendations for the Heritage Trees.
- Outlines s process for nominating trees for Heritage Tree designation.

The process for nominating trees for Heritage Tree designation includes the completion of a nomination form, staff’s review and acceptance of the nomination, and submission of the nomination to the Historic Preservation Commission and to the City Council for action. Specifically, the Carlsbad Community Forest Management Plan, Chapter 6 – Heritage Tree Program, Heritage Tree Nomination Process, No. 4 states, “After review by the city staff, all completed applications should be submitted to the Historic Preservation Commission for their review and action to either accept or decline the application.” In addition, Carlsbad Municipal Code Section 2.365.070.C, Duties, states “The Parks & Recreation Commission shall...review all tree-related issues and make recommendations to the City Council regarding the needs of the city with respect to its tree planting, replacement, maintenance and preservation programs.”

Since the City Council’s approval of the Carlsbad Community Forest Management Plan in September 2019, staff has received seven nominations for Heritage Tree designation. The completed nomination forms for each of the Heritage Tree candidates were reviewed by staff and determined to warrant further consideration. The initial six nominations were accepted by the Historic Preservation Commission on March 8, 2021, and the Parks & Recreation Commission on Nov. 20, 2023.

The current nomination is for:

- One Sequoia sempervirens (Santa Cruz Redwood) at 4970 Cindy Avenue, on privately owned property – within the side yard.

The Carlsbad Community Forest Management Plan, Chapter 6 – Heritage Tree Program, includes Heritage Tree management recommendations for the health, safety and longevity of the trees. The application of the recommendations is to be mandatory for city owned Heritage Trees, and advisory only for privately owned Heritage Trees.

The owner of the privately owned Heritage Tree candidate has been informed of this nomination. Heritage Tree designations for privately owned trees do not affect private property owners' rights to exercise control of the trees. Similarly, Heritage Tree designations for city owned trees do not affect the city's rights, nor the adjacent private property owners' rights, to exercise control of their properties, including but not limited to, development of their properties.

Per Carlsbad Community Forest Management Plan, Chapter 6 – Heritage Tree Program, "Unlike fine artwork, trees do not remain in a static state and are constantly exposed to the elements and biological factors. It is important to preserve heritage trees, but even though the best plant health care practices available may be applied to keep heritage trees in good condition, trees do age and naturally senesce and succumb to factors beyond the control of arboriculture professionals. When a heritage tree reaches the point of needing to be removed out of safety or practicality concerns, the tree may have an extended use and be further memorialized through the Community Green Waste, Wood and Tree Recycling Program."

#### Next Steps

In accordance with the Carlsbad Community Forest Management Plan, Chapter 6 – Heritage Tree Program, Heritage Tree Nomination Process, No. 5, a nomination accepted by the Historic Preservation Commission shall be passed along to the City Council for final review and approval. An item for consideration of this Heritage Tree nomination has been docketed for the Parks & Recreation Commission on March 18, 2024, and the City Council on March 26, 2024.

#### Exhibits

1. Heritage Tree nomination form and photograph



Carlsbad Parks & Recreation  
1166 Carlsbad Village Drive  
Carlsbad, CA 92008  
(442) 339-2824



HERITAGE TREE NOMINATION FORM

Applicant

Tree nominated by: Property owner:  City: \_\_\_\_\_ Other: \_\_\_\_\_

Name: Turnquist, Linda Phone: 760-831-7083

(Last, First, Middle Initial)

Email: \_\_\_\_\_

Address: 4970 Cindy Ave

City: Carlsbad State: CA Zip Code: 92008

Linda Turnquist

Signature of Applicant

4/20/23

Date

Tree Information

Tree Species: Redwood

(Common or botanical name)

Address: 4970 Cindy Ave

Tree location is on: Private Property:  City Property: \_\_\_\_\_

Approximate Height: 24 ft Canopy Width: 12 ft Trunk Circumference: 100 inches

(Diameter of tree should be measured 4.5 feet above ground.)

Approximate Age: 75 yrs. Condition: stressed, improper

Describe any other qualifying characteristics:

thinning

This is a Santa Cruz Redwood. It has been thinned out, which I understand is not at all healthy for this kind of tree as the trunk will get sunburned. With all the rain we have had it has not been so hot for this to happen.

I would like to save this beautiful majestic tree!



History and Notes

Heritage Trees shall be trees with notable historic interest or trees of an unusual species or size. Provide background or historical facts and reasons for nominating the tree. Include any photos of the nominated tree with the nomination form.

I live in El Camino Estates in Carlsbad, CA. a small mobile home community of 20 residents. Over 50 years ago several concerned residents from Rancho Park bought this land and moved to relocate. This Redwood tree was here and my home was built around it. The tree had a large canopy and branches covered the large trunk. It was thinned & laid and I am afraid it will be stressed as our summer begins. This is a beautiful old tree and our community loves it!

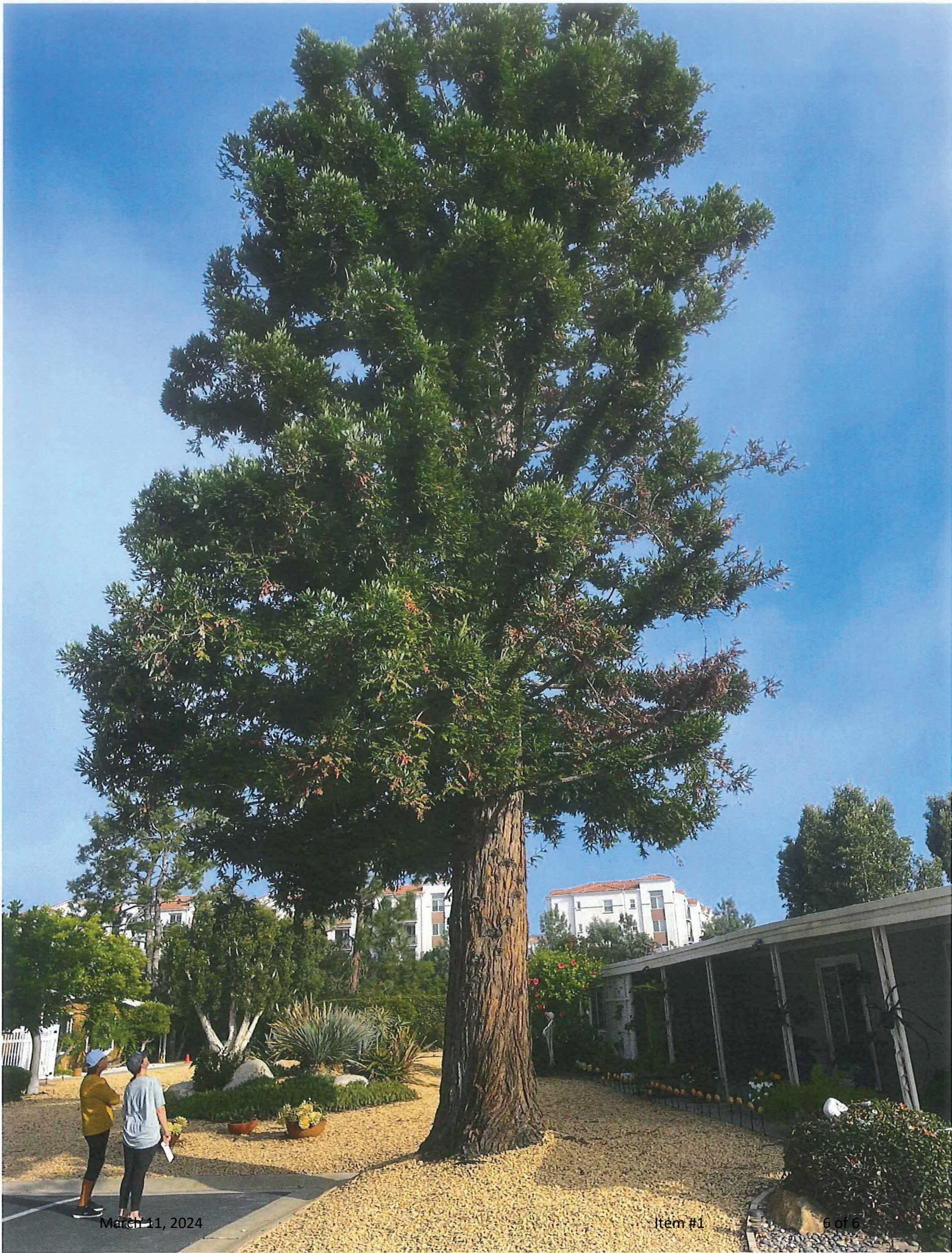
Please submit the completed form by email to [parksmaintenance@carlsbadca.gov](mailto:parksmaintenance@carlsbadca.gov) with subject line "Heritage Tree Nomination" or in person to Parks Maintenance at 1166 Carlsbad Village Drive. Nominations will be reviewed quarterly by the Historic Preservation Commission.

-For Official Use Only-

Date: \_\_\_\_\_ Accepted by: \_\_\_\_\_ Declined by: \_\_\_\_\_

Justification: \_\_\_\_\_





March 11, 2024

Item #1

6 of 6





## HISTORIC PRESERVATION COMMISSION

# Staff Report

**Meeting Date:** March 11, 2024

**To:** Historic Preservation Commission

**From:** Mike Strong, Assistant Director of Community Development

**Staff Contact:** Mike Strong, Assistant Director of Community Development  
Mike.strong@carlsbadca.gov, 442-339-2721

**Subject:** Historic Plaque Program

### Recommended Action

Adoption of a resolution recommending City Council approval of a uniform Interpretive Plaque Program for historic locations (Exhibit 1).

### Executive Summary

This agenda item concludes the Historic Preservation Commission's work effort on the plaque program. The attached resolution proposes a way to landmark historic sites in the city through the use of an "interpretive" type of plaque program. This item was first presented on May 8, 2023, and is included in the 2023-2024 Historic Preservation Commission Work Plan ("Develop a Plaque Program for historic locations and other opportunities").

### Discussion

At its May 8, 2023 and Jan. 8, 2024, meetings, Historic Preservation Commission members received presentations regarding potential plaque programs to promote historic awareness and public appreciation for historic properties. For more information, refer to the May 8, 2023 and Jan. 8, 2024 Historic Preservation Commission staff reports.

During the Jan. 8, 2024 meeting, commissioners provided feedback on the plaque program proposal and expressed interest in learning more about plaque installation costs, maintenance related issues, and use of a QR code technology. Commissioners also wanted to express support and emphasize that it was to be intended as a voluntary program. At its meeting on Jan. 8, 2024, commissioners also asked for a list of properties that may be considered historic and for an inventory of sites that already have a plaque. Exhibit 2 has been provided to show the list of properties that are listed in the Carlsbad Historic Resource Register and plaque installations status.

At the conclusion of the Jan 8. 2024 agenda item, the Historic Preservation Commission directed staff to prepare a resolution to develop an "interpretive" type of plaque program. The proposed resolution reflects previous comments made by commissioners. As proposed in the attached resolution, individual properties would be eligible to receive a bronze plaque to identify and celebrate the fact that the property is designated under the local, State, or National register or is a property of interest. As such, the proposed plaque program would



apply to properties already listed in the Carlsbad Historic Resource Register (retroactively); and to properties that are added to the Carlsbad Historic Register in the future or otherwise nominated (prospectively).

- Retroactive application. The city has 13 remaining sites in its Carlsbad Historic Resource Register. Based on a staff inventory (Exhibit 2), 9 of the 13 historic properties already have some sort of plaque on its premises. The remaining 4 historic properties would be candidates for plaques under the proposed program. To recommend a rollout strategy and seek City Council approval, it is recommended that the Historic Preservation Commission identify a program in the 2024-2025 Historic Preservation Commission Work Plan to develop ways to work with property owners to solicit interest and identify a funding source.
- Prospective application. The City of Carlsbad Municipal Code Title 22 (Historic Preservation) identifies the process and criteria for listing historic resources in the Carlsbad Historic Resource Register. Through this established process, the Historic Preservation Commission may provide concurrent plaque installation recommendations to the City Council. Separately, private citizens may also nominate sites by submitting requests to the Historic Preservation Commission.

### **Fiscal Analysis**

There is no direct fiscal impact associated with receiving this informational report. In terms of plaque program implementation, staff researched vendor costs and it is estimated that each custom plaque would cost approximately \$1,000, based on lowest cost proposal. The total cost includes \$892 for a 17x12 bronze plaque with 408 characters, which is about eight to nine lines of text and an additional \$40 for shipping. Additional art development charges are \$1 for every additional character.

As of this writing, no budget has been allocated to support this program. The proposed plaque program is silent on a funding source, so any near-term nominations would have to be funded by the property owner. If the Historic Preservation Commission recommends that the city should sponsor and fund the program, the Historic Preservation Commission would also need to obtain authorization from the City Council to allocate funds to the program and to utilize funds for the plaque program.

### **Environmental Evaluation (CEQA)**

Pursuant to Public Resources Code Section 21065, this action does not constitute a “project” within the meaning of the California Environmental Quality Act (CEQA) in that it has no potential to cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, and therefore does not require environmental review.

### **Exhibits**

1. Resolution
2. Inventory of Historical Places

**RESOLUTION NO. 2024 - 001**

A RESOLUTION OF THE HISTORIC PRESERVATION COMMISSION OF THE CITY OF CARLSBAD, CALIFORNIA, RECOMMENDING CITY COUNCIL APPROVAL OF A UNIFORM INTERPRATIVE PLAQUE PROGRAM FOR HISTORIC LOCATIONS.

WHEREAS, the Historic Preservation Commission recognizes the need to establish a uniform and consistent approach for nominating and selecting candidate sites to receive a plaque to commemorate or honor historic resources in the city; and

WHEREAS, developing a plaque program for historic locations is included in the 2023-2024 Historic Preservation Commission Work Plan; and

WHEREAS, the program shall be known as the “Historic Preservation Commission Interpretive Plaque Program;” and

WHEREAS, the action to recommend adoption of the plaque program to the City Council was evaluated for environmental processing in accordance with the California Environmental Quality Act, (CEQA, Public Resources Code section 21000 et. seq.), and its implementing regulations (the CEQA Guidelines, Article 14 of the California Code of Regulations section 15000 et. seq.). The action does not constitute a “project” within the meaning of CEQA in accordance with Public Resources Code section 21065 or CEQA Guidelines section 15378. The project, therefore, is not subject to CEQA.

NOW, THEREFORE, BE IT RESOLVED by the Historic Preservation Commission of the City of Carlsbad, California, as follows:

1. That the above recitations are true and correct.
2. The Historic Preservation Commission recommends City Council approval of the guidelines and criteria set forth in the Historic Preservation Commission Interpretive Plaque Program (Attachment 1).

PASSED, APPROVED AND ADOPTED at a Regular Meeting of the Historic Commission of the City of Carlsbad on the 11th day of March, 2024, by the following vote, to wit:

AYES:

NAYS:

ABSTAIN:

ABSENT:

---

CHAD MAJER, CHAIR

---

MIKE STRONG,  
ASSISTANT DIRECTOR OF COMMUNITY  
DEVELOPMENT

**Historic Preservation Commission  
Interpretive Plaque Program  
Guidelines and Criteria**

Program Goals & Objectives

- Recognize and landmark local historic resources, sites and location of events or persons that are significant in the area of architecture, archaeology, Carlsbad history and traditional culture.
- Promote preservation and rehabilitation of historical properties, sites and structures.

Program Form

Customized Plaque:

- Specially-made cast metal plaque - Bronze metal, dark green finish w/rear & front rosettes for mounting; however a smaller size is acceptable.
- Size and layout: Plaque must be rectangular in shape, 17" x 12" minimum size.
- Design: Plaque must contain City Seal, Local Register site number (if applicable), name of resource. Includes at the bottom of each plaque:  
"COURTESY OF THE CITY OF CARLSBAD HISTORIC PRESERVATION COMMISSION"
- Text: Up to nine lines of customized wording describing the historic resource. Content includes a brief description of the significance of the resource and a metal photo when available (text in sentence case structure). Text must be appropriate reading level. Use short sentences and keep text blocks short.
- Font: Use type styles and sizes and are easy to read.

Program Criteria

A. Eligibility:

- Option 1. Meet all of the following criteria:
  - Be of a significant age relative to the founding of the city.
  - Have importance/significance in the "collective memory" of the community by qualifying as the "first" of its kind in the city (i.e. first post office, first school, etc.).
  - Represent the cultural history of the region or the city.
- Option 2. Be listed in the Local, State, or National Register
- Property owner consent required.

B. Process of identifying plaque locations:

- Historic Preservation Commission may identify up to 2 sites each year to be presented to the City Council for approval.
- Private citizens may also nominate sites by submitting recommendation in writing to the Historic Preservation Commission. The property owner must consent to the nomination.

Consideration of nominated sites will be batched and grouped together and be considered by the Commission at the end of each calendar year.

- The Historic Preservation Commission will retain responsibility on which sites to recommend to Council.

C. Potential conditions, agreements and responsibilities:

- The property owner must sign a letter of agreement with the city in which the owner agrees to maintain the structure's historic integrity.
  - The agreement may also state that the program is voluntary and no requirements of the owner now or in the future other than to return the plaque to the City of Carlsbad in the event they remove it from the current location.
  - The Historic Preservation Commission may revoke the privilege of displaying the plaque should the building or structure fail to comply with the conditions.
  - The cost of maintaining and installing the plaque is borne by the property owner.
- City staff to collaborate with property owner on content, provided it meets established criteria.
- Installation method and location on a building or grounds are to be site specific and, if on private property, coordinated and approved by property owner. The plaque may only be displayed on the building or structure for which it is issued.
- When determining installation location, consider the relationship between the sign and the subject it is interpreting, the potential for vandalism, and how accessible the sign is to persons with disabilities.
- If it is lost or stolen, the property owner must notify the Historic Preservation Commission of its loss. A new plaque may be issued upon approval of a new application.
- Other potential conditions, agreements and responsibilities may be considered as part of the historic designation process (if applicable).

Mark-up 15 Apr 2021 - HPC list from 3140 Highland letter =

13 total remain to date

Mark-up 13 Oct 2020

"Historic" Properties in Carlsbad

November 21, 2019

Properties designated historic by City Council, marked with a plaque and/or appear in *Historic Carlsbad: A Self-Guided Tour*

Property Name	Address	CC Action	Plaque	Tour	1980 List	1984 List	1986 List	2004 List	2010 List
*1 Alt Carlsbad/Frazier's Well	2802 Carlsbad Blvd.	X	X	X	X	X	X		X
Army Navy Academy/Red Apple Inn	2605 Carlsbad Blvd.		X	X	X	X	X	X	X
Barrio "Heart of the Barrio"	Walnut Ave. & Roosevelt St.		X						X
Barrio Museum	3304 Roosevelt St.			X				X	X
Beller House/Deckleman House	1448 Forest Ave.			X	X	X	X		X
2 Calavera Lake & Dam	Lake Calavera	X					X		
3 Calavera School Site	Calavera Hills Community Park	<del>X</del>	X				X		
Carlsbad Springs Mineral Springs Hotel	2855 Carlsbad Blvd.			X	X	X	X		X
4 Carlsbad School District Office/Pine Street School	Pine Ave. & Harding St.	<del>X</del>					X		
Carlsbad Theater	2822 State St.		X	X			X		X
5 Carlsbad Union Church	800 Pine Ave.	<del>X</del>			X	X	X		
*6 Carrillo Ranch	6200 Flying Leo Carrillo Ln.	X	X				X		X
Cohn House	3003 Carlsbad Blvd.			X	X	X	X	X	X
7 Culver-Myers-Capp House	3140 Highland Dr.	X	X	X	X	X	X		X
El Camino Real Bell	State St. & Grand Ave.		X						
8 Gage House	3080 Lincoln St.	X	X	X	X	X	X	X	X
9 Gaus House	3442 Roosevelt St.	X	X	X	X	X	X		X
10 Highland Bungalows	3264 Highland Dr.	<del>X</del>					X		
Highway 101	Highway 101		X						
Hosp Grove	2240 Jefferson St.		X						
11 Kelly Barn	El Camino Real	<del>X</del>					X		X
Killian Building	2900 block of State St.			X	X	X	X	X	X
Kreutzkamp House	624 Laguna Dr.			X	X	X	X		X
Ledgerwood House	3862 Carlsbad Blvd.		X				X		
Los Diego Hotel	2907 State St.			X			X	X	X
*12 Magee House	258 Beech St.	X	X	X	X	X	X		X
Mission Santiago	3329 Roosevelt St.			X				X	X
Ramirez Bungalow	3309 Roosevelt St.		X	X					X
13 Ramsay House	1330 Chuparosa Way	X		X	X	X	X		X
14 Rancho Agua Hedionda Adobe/Marron Adobe	2770 Sunny Creek Rd.	X			X	X	X		X
*15 Santa Fe Depot	400 Carlsbad Village Dr.	X	X	X	X	X	X		X
Shaw House	3081 Highland Dr.			X	X	X	X		X
16 Shipley Ward House	2747 Carlsbad Blvd.	<del>X</del>			X	X	X		
Shirley House (Rancho de la Motte-Kirmse-Shirley)	1542 Oak St.			X	X	X	X		X
17 South Coast Land Company	2958 State St.	X	X	X			X	X	X
18 Stagecoach Stop	El Camino Real	<del>X</del>							
19 St. Michael's Episcopal Church	2775 Carlsbad Blvd.	X	X	X	X	X	X		X
St. Patrick's Church/Heritage Hall	2650 Garfield St.			X	X	X	X		X
Twin Inns/Schutte House	2978 Carlsbad Blvd.		X	X	X	X	X		X
Twin Inns Gazebo	Magee Park		X						
Twin Inns Granary	Magee Park		X						



## HISTORIC PRESERVATION COMMISSION

# Staff Report

**Meeting Date:** March 11, 2024

**To:** Historic Preservation Commission

**From:** Mike Strong, Assistant Director of Community Development

**Staff Contact:** Mike Strong, Assistant Director of Community Development  
Mike.strong@carlsbadca.gov, 442-339-2721

**Subject:** 3<sup>rd</sup> Grade Art Contest

### Recommended Action

Receive informational report on “Drawing on Carlsbad’s Past.”

### Executive Summary

Annually, the Historic Preservation Commission works with third-grade classes in Carlsbad schools to encourage students’ learning about historic sites in the city. This fun and creative activity allows students to learn about local heritage through art and by visiting many of Carlsbad’s historical sites. The city recognizes the third-grade artists and awards certificates at a meeting in June each year. This year, the third-grade artists will be acknowledged at the June 18, 2024, City Council meeting. The art pieces will be on display in the summer at the Georgina Cole Library.

This item is included 2023-2024 Draft HPC Work Plan (“3rd Grade Historic Art Program”).

### Discussion

Every year the Historic Preservation Commission sponsors “Drawing on Carlsbad’s Past,” an art contest for third graders in Carlsbad. After learning about Carlsbad’s historic sites, students are asked to create an artistic image. The submitted artwork must be an artistic representation of a Carlsbad historic site.

As of this writing the details of the art contest are as follows:

- Call for art letter was sent to schools on **March 1, 2024**.
- Teachers have until **March 15, 2024** to submit their interest in participating.
- Art contest instructions sent to participating classrooms on **April 1, 2024**.
- Artwork should be on 8 ½ by 11-inch paper.
- Watercolor, tempera paint, colored pencil, pen and ink, charcoal, crayon, or any combination of media may be used. Artwork should be original images, no photocopying of preprinted designs or coloring book pages, please.
- Each participating school judges their own art. Each school may decide who should judge the artwork and what criteria should be used.
- Three winning pieces are selected from each participating school.



- Estimated due date for artwork submissions to the Georgina Cole Library is Friday, **May 31, 2024**.
- All winners will be acknowledged at a presentation at the Carlsbad City Council Meeting scheduled for Tuesday, **June 18, 2024** at 5 p.m. The selected artwork will be posted in the Council Chamber and at the Georgina Cole Library.

More information will be provided to the Historic Preservation Commission at its May 13, 2024, meeting. At this time, the Historic Preservation Commission should be aware of the program's schedule and help promote the contest to the community and the involvement of third-grade students. Sheila Crosby, Deputy Library Director, will present an overview of the third-grade annual art contest program at the May 13, 2024 meeting.

#### Fiscal Analysis

There is no direct fiscal impact associated with receiving this informational report.

#### Environmental Evaluation (CEQA)

Pursuant to Public Resources Code Section 21065, this action does not constitute a "project" within the meaning of the California Environmental Quality Act (CEQA) in that it has no potential to cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, and therefore does not require environmental review.

#### Exhibits

None.





## HISTORIC PRESERVATION COMMISSION

# Staff Report

**Meeting Date:** March 11, 2024

**To:** Historic Preservation Commission

**From:** Mike Strong, Assistant Director of Community Development

**Staff Contact:** Mike Strong, Assistant Director of Community Development  
Mike.strong@carlsbadca.gov, 442-339-2721

**Subject:** Additional Historic Preservation Benefits and Incentives

### Recommended Action

Provide feedback and develop recommendations for historic preservation benefits and incentives.

### Executive Summary

Historic preservation can solidify a community's past and can help strengthen a community's future. At its Jan. 8, 2024, meeting, the Historic Preservation Commission adopted a work program to work through and evaluate incentives and benefits to historic preservation. The agenda of the March 11, 2024 meeting is to: 1) review ways to expand the use of a historic property to allow more home-based businesses; and 2) to evaluate development standard flexibility.

### Discussion

The City Council approved a local Mills Act program on Nov. 3, 2022, when it approved various amendments to the city's historical preservation ordinance (Ordinance No. CS-438, which amended Carlsbad Municipal Code Title 22). California's Mills Act provides cities with a mechanism to encourage the preservation of their historic buildings. It allows the city to give owners of qualified historic properties who actively participate in the restoration and maintenance of their properties a reduction in their property tax. During the course of developing the ordinance, the Historic Preservation Commission also recommended that the City Council direct staff to further investigate additional benefits and incentives, including: 1) expanded home based businesses, 2) development standard flexibility, 3) façade improvement easements, and 4) official recognition and awards. It is important to note that the Historic Preservation Commission may also want to consider other ways to incentivize Mills Act program participation and/or help support local historic preservation efforts by amending the work program schedule at any point.

The study session format will provide the Historic Preservation Commission with an opportunity to learn more about the benefits and incentives, hear from various residents and stakeholders, and to discuss preliminary issues/concerns. Furthermore, study sessions in advance of a final

recommendation will allow the Historic Preservation Commission to methodically work through benefits and incentives.

As mentioned in previous meetings with the Historic Preservation Commission relative to the study sessions, attachments to the staff reports will be used for the basis of the discussion and will be provided to facilitate each meeting. The first meeting helped establish the study session scope and format. This second meeting consists of a review of: 1) expanded home based businesses, and 2) development standard flexibility.

At the conclusion of the work program, city staff will present the recommendations to the City Council and seek authorization to initiate formal code amendments or policy changes. The Chair or Vice Chair will be responsible for representing the Historic Preservation Commission at this City Council meeting and for speaking in support of the Commission's recommendations.

### Fiscal Analysis

There is no direct fiscal impact associated with receiving this informational report.

### Environmental Evaluation (CEQA)

The action before the Historic Preservation Commission is to review potential historic preservation benefits and incentives and to provide feedback that may be considered formally at a separate meeting date. Any direction received shall be construed as general direction and does not have a legally binding effect on any possible future discretionary action. Pursuant to Public Resources Code Section 21065, this action does not constitute a "project" within the meaning of the California Environmental Quality Act (CEQA) in that it has no potential to cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, and therefore does not require environmental review.

### Exhibits

1. Historic Preservation Commission Study Session Material

## Historic Preservation Commission Study Session Material

### Research on expanded home based businesses and development standard flexibility

In general, historic preservation ordinances are local laws through which owners of historic properties receive special treatment. It could mean that property owners are prohibited from demolishing their property or making major alterations without local government approval or it could provide benefits to the property owner. A preservation ordinance can apply to individual landmarks only, entire historic districts, or both landmarks and districts. One of the strategies that will be explored in this document is to offer incentives to those who are interested in preserving a historic home, both in the form of zoning relief.

- Expanded home based businesses: A designated historic resource listed in the Carlsbad Historic Resource Register (Local Register) may operate a home occupation or limited commercial uses to ensure the ongoing preservation of the historic resource.
- Development standard flexibility: Designated historic resources listed in the Local Register may be allowed to deviate from certain development standards, so long as the improvements are designed by an individual meeting the applicable Professional Qualification Standards, and the improvements are consistent with the Secretary of the Interior's Standards, as well as the State Historical Building Code if applicable.

Based on research, most cities that have enacted these forms of zoning relief do so through the use of historic district zoning. A historic district is a neighborhood or area that contains homes, buildings, sites or structures that are significant architecturally due to the time period in which they were constructed. Historic district zoning is technically referred to by city planners as "overlay" zoning. The historic preservation zoning mechanism is "overlaid" on top of the existing zoning. The existing zoning restrictions are unchanged; instead, they are supplemented by the conditions of historic preservation zoning.

On Nov. 3, 2022, the City Council adopted Ordinance No. CS-438, which included various amendments to the city's historical regulations (Title 22), including the adoption of a process to review and consider a new historic district in the city. Accordingly, the city already has already adopted a process to consider this form of zoning relief, broadly at a district level, whereby properties within the district boundary would require compliance with specific development standards and design guidelines for existing historic and non-historic buildings.

Notwithstanding, the balance of this document will look at other forms of zoning relief that could be applied to individual properties, rather than entire districts.

## 1) Expanded home based businesses.

A home occupation is a type of business or occupation that provides a service or product that is conducted wholly within a residential dwelling and does not allow non-resident employees or any clients, customers, patients, or visitors to visit the premises. It appears that the general practice of home occupations is generally allowed in most cities so long as the occupation does not become a large-scale enterprise or one that would be harmful to the residential character of the neighborhood and would violate the purpose of zoning. A residential district is established in a zoned community to protect and encourage the use of the land in that district for residential purposes. To be permissible, any other use must prove that its existence in the district will not be contrary to the spirit and intent of the ordinance. One aspect of this proof is the demonstration that the non-residential use is not the primary use of the property, but is merely incidental to the residence.

The city currently allows home occupations in residentially zoned properties, subject to Section 21.10.040 of the Carlsbad Municipal Code, as follows.

### *21.10.040 Home occupations.*

*A. Home occupations which are not disruptive to the residential character of the neighborhood shall be permitted as an accessory use, subject to the following conditions:*

- 1. Home occupations shall be conducted as a secondary use by a resident or residents of the premises;*
- 2. No employees shall be employed on the premises;*
- 3. All home occupation activities shall be conducted entirely within the residential structure, except for permitted agricultural or horticultural uses;*
- 4. There shall be no external alteration to the appearance of the residential structure that would reflect the existence of the home occupation;*
- 5. No storage of materials, goods, equipment or stock in trade shall be permitted where visible from the exterior of the property;*
- 6. No deliveries or pickups by heavy duty commercial vehicles shall be permitted;*
- 7. Sale of goods or services shall not be conducted on the property, except for agricultural goods grown on the premises. This provision shall not be construed to prohibit taking orders for sale where delivery of goods or performance of services does not occur on the property;*
- 8. The home occupation shall not cause any external effect that is inconsistent with the residential zone or disrupts the neighborhood, including, but not limited to, noise from equipment, traffic, lighting, offensive odor or electrical interference;*

9. *No advertising, signs or displays of any kind indicating the existence of the home occupation shall be permitted on the premises;*
10. *The home occupation shall not cause the elimination of required off-street parking;*
11. *The home occupation may not utilize an area greater than twenty percent of the combined total floor area of all on-site structures; and*
12. *A city business license is required for the conduct of a home occupation.*

The city's existing regulations of home occupations limit the type of commercial activity that may occur in residential zones, as intended. This ensures that the nature of the use is such that it will be compatible with and will not adversely impact the neighborhood. With the home occupation use category as a zoning tool, the challenge for many cities in its implementation is how to best maintain the integrity of the residential district and at the same time to allow and regulate in equitable fashion the customarily accepted non-residential types of activity. For this reason, it has been generally agreed that a business must satisfy certain criteria in order to qualify as a permitted home occupation: it must be incidental to the principal use of the premises as a residence and it must not be construed as a standalone business.

Some cities have weighed the benefits of historic preservation against the risks of land use compatibility and have carved out limited exceptions, provided that the integrity of the historic structure is not substantially altered and the use is compatible with the historic character of the structure. Cities, such as the City of Parkersburg, Ohio and City of Encinitas, CA have expanded the requirements for establishing home based businesses for historic homes. In these instances, small-scale businesses may operate out of a historic structure provided the use is reasonably necessary for the continued preservation of the historically significant structure in which it is to be located and is compatible with the historic character of the structure. Should the Historic Preservation Commission recommend pursuing this as an option for potential zoning relief to encourage historic preservation, decisions on what is to be considered as customary must necessarily be made in the consideration of the foregoing. The clarification of this "incidental" aspect must be accomplished through a variety of provisions designed to place limits on the size of any operation being conducted as a home occupation; or to limit the type of use characteristics (traffic, noise, direct, smoke, odor, etc.) to lead to exclusion. Notwithstanding, it is important to note that a cottage food operation, as defined in the California Homemade Food Act, is a permissive use in residential zones already (statewide); and the County of San Diego Board of Supervisors have authorized a permanent program allowing a microenterprise home kitchen operation (MEHKO), as defined by the County of San Diego Department of Environmental Health and Quality.

The remaining portion of this section provides points of regulation and is based on a survey of sample of zoning ordinances (not specific to expanded businesses in historic homes). This information should provide a framework to facilitate commissioner discussion on how to potentially expand home based businesses in the city to create an

incentive for historic preservation. At its March 11, 2024 meeting it is recommended that the Historic Preservation Commission walk through each point of regulation and discuss if there are opportunities to change how the city regulates home occupations within historic resources.

A. Occupations Permitted. A majority of the home occupation ordinances (not specific to expanded businesses in historic homes) do not name any occupations as being permitted or prohibited. In these cases reliance is placed on the effectiveness of the other specifications in the regulations, discussed below. However, in view of the importance of custom in the definition of home occupations it is not surprising that there are also differences among ordinances on whether certain occupations are to be permitted or prohibited, especially when considering expanding the limitations. To the extent that expanded home occupations in historic homes may represent a more intensive use of the land, they may be considered more or less undesirable in different residential districts.

Section 21.10.040 of the Carlsbad Municipal Code (Home Occupations) currently not address this point directly. However, it refers to *“All home occupation activities shall be conducted entirely within the residential structure, except for permitted agricultural or horticultural uses”* and *“The home occupation shall not cause any external effect that is inconsistent with the residential zone or disrupts the neighborhood, including, but not limited to, noise from equipment, traffic, lighting, offensive odor or electrical interference.”*

B. Area. Many home occupation ordinances (not specific to expanded businesses in historic homes) contain provisions which specifically limit the amount of space in the home which can be devoted to a home occupation. These regulations are designed to ensure in some measure that the occupation be truly incidental to the residential use of the dwelling. The absolute limitations range from 100 square feet to 400 square feet. The proportional limitations are based on either total floor area or the area of one floor.

Section 21.10.040 of the Carlsbad Municipal Code (Home Occupations) currently addresses this point with the following provision: *“The home occupation may not utilize an area greater than twenty percent of the combined total floor area of all on-site structures.”*

C. Equipment. The use of mechanical equipment is an obvious source of possible disturbance to neighboring residences, and for that reason is regulated in some fashion in most of the ordinances studied (not specific to expanded businesses in historic homes). Four types of regulation are found: 1) No mechanical equipment allowed; 2) Only normal domestic oh household equipment allowed; 3) equipment permitted that does not emit dust, noise, odor, etc.; and 4) specific power limitations for equipment (like electric motors only or maximum power per motor).

Section 21.10.040 of the Carlsbad Municipal Code (Home Occupations) currently not address this point directly. However, it refers to: *“The home occupation shall not cause any external effect that is inconsistent with the residential zone or disrupts the neighborhood, including, but not limited to, noise from equipment, traffic, lighting, offensive odor or electrical interference.”*

D. Employment. The operator of a successful home occupation will naturally want to increase scale or the efficiency and profit of the enterprise by hiring support staff. Many home occupation ordinances (not specific to expanded businesses in historic homes) contain provisions which specifically limit employees on the premises.

Section 21.10.040 of the Carlsbad Municipal Code (Home Occupations) currently addresses this point with the following provision: *“No employees shall be employed on the premises.”*

E. Sale of Goods. A few zoning ordinances surveyed (not specific to expanded businesses in historic homes) state that home occupations shall include in general personal services such as are furnished by a physician, dentist, musician, artist, or seamstress. This type of emphasis on personal services conveys a limitation on the sale of goods. Most of the other ordinances examined explicitly require that “no stock in trade be kept or commodities sold” on the premises. The intention is clear. If no goods are kept or sold on the premises there is less likelihood that the occupation will develop many of the characteristics of a retail store, and as such become undesirable in a residential area. A few communities have apparently found such regulations to be too limiting. As a result, several ordinances permit the sale of articles “produced by members of the immediate family residing on the premises.”

Section 21.10.040 of the Carlsbad Municipal Code (Home Occupations) currently addresses this point with the following provision: *“Sale of goods or services shall not be conducted on the property, except for agricultural goods grown on the premises.”*

F. Display. One characteristic of an occupation in a residential area to which frequent objection is raised is that of accompanying advertising display. Display can take two general forms: display of goods, and signs. Display of goods is generally prohibited in most ordinances (not specific to expanded businesses in historic homes). Where signs are permitted, the ordinances contain various specific limitations on their use. These provisions are designed to restrict sign visibility and to limit its use to information rather than advertising. This intention is accomplished by restricting the size, lighting, location, and content of the signs.

Section 21.10.040 of the Carlsbad Municipal Code (Home Occupations) currently addresses this point with the following provision: *“No storage of materials, goods, equipment or stock in trade shall be permitted where visible from the*

*exterior of the property” and “No advertising, signs or displays of any kind indicating the existence of the home occupation shall be permitted on the premises.”*

Another general provision favored by some agencies is written with the apparent intention of assuring the incidental nature of the occupation. The clause: "such home occupation shall not require internal or external alterations, or involve construction features not customary in dwellings," or such as that provided for in Section 21.10.040 "there shall be no external alteration to the appearance of the residential structure that would reflect the existence of the home occupation" helps maintain the integrity of the residential home (and to any historic resource).

## **2) Development standard flexibility:**

Ordinances may be enacted by the legislative body of a city to establish regulations and standards relating to the nature and extent of uses of land and structures. Cities and towns are typically divided into base zones or zoning districts to apply and implement zoning designations delineated by the city’s zoning district map. The basic unit in zoning, either mapped or unmapped, is where a uniform set of regulations or standards applies or a uniform set of regulations for a specified use.

It is not uncommon for a property owner to grapple with limitations presented by the zoning district. Maximum building heights, building areas, setbacks from property lines, etc. are all regulated, but are often written to accommodate a typical development type within a given zone. Many cities offer zoning relief through something called a “zoning variance” to provide an exception or deviation from the specific requirements of a zoning ordinance. It allows a property owner to use their land in a way that is not typically permitted under the existing zoning regulations. Variances can be sought for various reasons, such as economic hardship, unique characteristics of the property, or changes in circumstances.

The city currently allows different types of variances, subject to the findings provided in Section 21.50.050 of the Carlsbad Municipal Code, as follows.

### *21.50.050 Findings of fact.*

*A. No minor variance or variance shall be approved or conditionally approved unless the decision-making authority finds:*

- 1. That because of special circumstances applicable to the subject property, including size, shape, topography, location or surroundings, the strict application of the zoning ordinance deprives such property of privileges enjoyed by other property in the vicinity and under identical zoning classification;*



2. *That the minor variance or variance shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which the subject property is located and is subject to any conditions necessary to assure compliance with this finding;*
3. *That the minor variance or variance does not authorize a use or activity which is not otherwise expressly authorized by the zone regulation governing the subject property;*
4. *That the minor variance or variance is consistent with the general purpose and intent of the general plan, this title and any applicable specific or master plans;*
5. *In addition, in the coastal zone, that the minor variance or variance is consistent with the general purpose and intent of the certified local coastal program and does not reduce or in any manner adversely affect the requirements for protection of coastal resources.*

In many older sections of different communities, the codes were put in place in their respective cities after the areas had been developed. That meant that with each wave of more restrictive zoning placed on the neighborhood, more and more of the older buildings became “nonconforming.” In some other types of cases, there may be interest in relocating a historic building or structure to an alternative location to ensure its protection. Bringing a historic home to today’s standards may involve restrictions on the type of siting that is allowed.

Although ordinances are enacted to protect the health and safety and further the general welfare, it is useful to periodically reexamine local ordinances and policies to determine whether, under current conditions, they are still accomplishing their intended purpose. Such an examination may reveal that certain laws or policies have a disproportionate or negative impact on certain types of development. Some of the zoning standards can be a barrier to the preservation of historic resources. The following provides a brief overview of some examples of zoning incentives that other agencies have established to give bonuses or relief to owners of historic homes if they intend to expand their home, or relocate their home, so long as it is done in a way that preserves its historic character and preserves the resource. Toward this end, giving a property owner more options on how to use the property may encourage context-sensitive reinvestment of historic properties.

#### Borough of Mountain Lakes, NJ

- Ensures the enhanced zoning regulations (referred to as “bulk incentives”) are available for any proposed improvement to the property for which standard zoning regulations would otherwise apply, including changes unrelated to the main dwelling.
- Eliminates height restrictions on expansions that are at least one story lower than the adjoining portion of the pre-existing structure.

## Jackson, WY

- Historic homes are allowed to increase existing nonconformities on expansions by matching existing setbacks, height, and other dimensional standards.
- The city may establish a lesser structure setback or site development setback based on compelling information from the applicant that the lesser standard is necessary to meet the goals of historic preservation.
- Any floor area within a historic home does not count as floor area for the purpose of calculating the maximum allowed floor area (FAR) on a property.
- The minimum lot size limit on a property with a historic home may be eliminated for the purpose of separating the historic property on an individual lot. However, all resulting lots shall meet all applicable requirements except that the historic home may be as close as five feet from any newly created rear setback.

## Honsdale Village IL

- Provides access to flexible alternative zoning regulations that are not afforded to new construction, including the waiving of FAR and building height, reduced setbacks, and increased lot coverage.

## Philadelphia, PN

- Parking requirements may be waived for historic homes. If an addition or new structure is also being added to the historic property or constructed on the same parcel, those parking requirements would be reduced by half.

## Seattle, WAS

- Offers flexibility of use, design standards, and parking requirements for owners of historic homes, which are awarded on a case-by-case basis.

The remaining portion of this section provides a framework to facilitate commissioner discussion on how to potentially provide zoning relief to incentivize historic preservation. At its March 11, 2024 meeting it is recommended that the Historic Preservation Commission walk through each point of regulation and discuss if there are opportunities to make changes.

### A. Building Heights

Heights limits and ways of measuring the height of a building differ across zoning districts. The height limit for a property will be stated in the zoning ordinance. Building or structure height generally measures how tall a building is from the ground. Building height is generally calculated by subtracting the ground level height from the roof height.

Neighborhood developers or an architect might establish uniform height lines to ensure a uniform appearance. Limitations on height can constrain a development's ability to achieve maximum densities (number of homes), especially in consideration of other development controls.

#### B. Building Mass (Lot Coverage or Floor Area Ratio)

Lot coverage and floor area ratio are two ways of measuring the mass of a building, stated in the zoning ordinance. Lot coverage means all the area of a lot, as projected on a single horizontal plane, which is enclosed. Gross floor area means the total gross horizontal areas of all floors of a building or enclosed structure. Typically, all accessory buildings and structures are also included in the maximum lot coverage calculation except as otherwise specified. Limitations on building mass may prevent sensitive additions to historic homes, prohibit detached additions (to avoid alterations to a historic home), or stop or historic home relocations if the receiver site has other structures existing or planned for the property.

#### C. Building Setbacks

A building setback is the distance from the property line to building structures. They establish an exact distance from a specific point. Building a structure within that area is generally prohibited. The main purpose of setbacks is to prevent owners from crowding their neighborhoods. This ensures that one's property doesn't block their neighbor's view. They also ensure every property in the area has enough access to light and ventilation. Neighborhood developers or an architect might also establish setback lines to ensure a uniform appearance.

#### D. Parking

Excessive parking standards that are not reflective of actual parking demand can pose a significant constraint to housing development by increasing development costs and reducing the potential land available for project amenities or additional units. Most historic homes were built without any garage space. Requiring parking for a historic home in the form of a new garage can undermine efforts to preserve the historic integrity of a resource.



## HISTORIC PRESERVATION COMMISSION

# Staff Report

**Meeting Date:** March 11, 2024

**To:** Historic Preservation Commission

**From:** Mike Strong, Assistant Director of Community Development

**Staff Contact:** Mike Strong, Assistant Director of Community Development  
Mike.strong@carlsbadca.gov, 442-339-2721

**Subject:** Fiscal Year 2024-2025 Work Plan

### Recommended Action

Adopt a resolution to recommend City Council approval of the Fiscal Year 2024-2025 Historic Preservation Commission Work Plan.

### Executive Summary

Carlsbad Municipal Code Section 2.15.020(C) requires that each board or commission provide to the City Council for its approval an annual work plan of activities to be undertaken in the coming year or years and to provide a subsequent report of its accomplishments. Attached for Historic Preservation Commission consideration is a report of the Fiscal Year 2023-2024 Work Plan accomplishments and the proposed Fiscal Year 2024-25 Work Plan.

### Discussion

In 2018, the City Council revised the Municipal Code to create uniform policies and procedures related to boards and commissions, including a requirement for annual work plans. The purpose of the work plan is to encourage increased dialogue between the city's boards and commissions and the City Council. It is also intended to ensure that the boards and commissions are working in line with the City Council's priorities. The Historic Preservation Commission adopted its Fiscal Year 2023-2024 Work Plan on March 13, 2023.

At its March 11, 2024 meeting, Commissioners will discuss the proposed Fiscal Year 2024-25 Work Plan (Exhibit 1) and identify opportunities to assist with items on the work plan. The work plan represents top priority projects based on previous work plans and comments made by the Commission. Staff also maintains a list of "on-deck" projects (also shown in Exhibit 1) that are not included in the draft work plan as a way to keep track of projects for inclusion in future work programs. Though "on-deck" projects are not included in the draft work plan, they may be brought to the Historic Preservation Commission if the issue becomes more pressing and/or the opportunity arises to elevate the project. Furthermore, "On deck" projects (or specific aspects of projects) may be bundled with related projects for efficiency.

After feedback is received, at the same meeting the Historic Preservation Commission will need to adopt the attached resolution to formally recommend that the City Council accept the priority projects listed. After the Work Plan is adopted by the City Council, the Historic Preservation Commission and staff will focus efforts on the activities listed in the approved work plan.

### **Fiscal Analysis**

There is no direct fiscal impact associated with receiving this informational report.

### **Environmental Evaluation (CEQA)**

Pursuant to Public Resources Code Section 21065, this action does not constitute a “project” within the meaning of the California Environmental Quality Act (CEQA) in that it has no potential to cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, and therefore does not require environmental review.

### **Exhibits**

1. Resolution

**RESOLUTION NO 2024 - 002**

A RESOLUTION OF THE HISTORIC PRESERVATION COMMISSION OF CARLSBAD, CALIFORNIA, RECOMMENDING APPROVAL OF THE FISCAL YEAR 2024-2025 HISTORIC PRESERVATION COMMISSION WORK PLAN

WHEREAS, Chapter 2.15 of the Carlsbad Municipal Code requires that each board or commission provide to the City Council for its approval an annual work plan of activities to be undertaken; and

WHEREAS, the proposed work plan is shown on Attachment A titled “City of Carlsbad Historic Preservation Commission Fiscal Year 2024-2025 Work Plan;” and

WHEREAS, the Historic Preservation Commission did hold an advertised meeting to review and consider the proposed work plan for the upcoming fiscal year.

NOW, THEREFORE, BE IT RESOLVED by the Historic Preservation Commission of the City of Carlsbad, California, as follows:

1. That the above recitations are true and correct.
2. That the Historic Preservation Commission recommends approval of the City of Carlsbad Historic Preservation Commission Fiscal Year 2024-2025 Work Plan, Attachment A.

PASSED, APPROVED AND ADOPTED at a Regular Meeting of the Historic Preservation Commission of the City of Carlsbad on the 11th day of March, 2024, by the following vote, to wit:

AYES:

NAYS:

ABSTAIN:

ABSENT:

---

CHAD MAJER, CHAIR

---

MIKE STRONG,  
ASSISTANT DIRECTOR OF COMMUNITY  
DEVELOPMENT

**City of Carlsbad**  
**Historic Preservation Commission**  
**Fiscal Year 2024-2025 Work Plan**

**I. Mission Statement**

The mission of the Historic Preservation Commission shall be to advise the City Council, Planning Commission, and Housing Commission in all matters relating to the identification, protection, retention and preservation of historic resources in the City of Carlsbad and inform the public of all matters pertaining to the preservation of historic resources within the guidelines and codes that govern the Commission.

**II. Work Plan Purpose**

The Historic Preservation Commission developed this Work Plan during their meetings on March 11, 2024. The Work Plan and complementary actions are intended to guide the Commission and city staff work efforts over the next fiscal year. The document allows the Commission, the City Council, and public to receive an update on projects that the Commission is undertaking (based on City Council direction) and allows the City Council to review projects or programs they may want to proceed with.

In addition to the Work Plan items, the Commission and city staff concurrently dedicates significant time and resources to projects not on the Work Plan.

**III. Historic Preservation Commission's Accomplishments for Fiscal Year 2024-2025**

In terms of accomplishments, this past year the Historic Preservation Commission's accomplishments are the following:

1. The Commission has held four regularly scheduled meetings over the past year (2023 calendar year). One meeting was adjourned due to a lack of quorum.
2. A subcommittee was formed to update the Historic Preservation Commission website. The subcommittee initiated its work and convened on one occasion.
3. Explored ways of sharing information about historic site recognition.
4. Continued to educate the community about its history through support of school curriculum.
5. Approved the nomination of the seventh tree to the Heritage Tree program. (The City Council is the final decision-making body to approve the tree designation.)



6. Adopted a uniform plaque program to commemorate historic resources in the city. (The City Council is the final decision-making body to approve the program guidelines and criteria.)
7. Adopted a work program schedule to research, evaluate, and consider additional historic benefits and incentives to increase participation in historic preservation.

#### **IV. Historic Preservation Commission's Work Plan for Fiscal Year 2024-2025**

The following is to be included in the Fiscal Year 2024-2025 Work Plan.

1. Update the Historic Preservation Commission website.
2. Create/update a brochure for Historical Plaque Program buildings and structures, including but not limited to the use of technologies (e.g. city website and QR codes for landmark wayfinding).
3. Review the ongoing staff efforts to ensure the Mills Act is providing opportunities to advance preservation of historic properties.
4. Implement a uniform plaque program to commemorate the history of resources in the city. There are four resources listed in the Carlsbad Historic Resource Register that do not have plaques. Work with property owners to solicit interest and identify a funding source.
5. Continue to educate the community about its history through support of school curriculum; 3rd grade historic art program.
6. Help create an oral history collection project in cooperation with Library's Carlsbad History Collection through recorded interviews of local long-time residents and through creating brief biographies about the city's past mayors to accompany photos in Council Chambers.
7. Develop recommendations to the City Council on historic preservation benefits and incentives (i.e., expanded use, development standards flexibility, preservation easements, official recognition and awards).
8. Further, the Commission shall study and report to the City Council upon any matter referred to it by the City Council and furnish any special information, reports or materials which the City Council may request.

## **V. Items “On-Deck” or Set-Aside for Future Year Work Plan(s)**

The following is NOT to be included in the FY 2023-24 Work Plan; however, may be initiated during the course of the fiscal year and/or included in the work plans of future years.

9. Analyze the steps required to obtain Certified Local Government Status and provide a recommendation to the City Council.
  - Prepare and submit a Certified Local Government grant application to the State Office of Historic Preservation.
10. Foster partnership with the Carlsbad Historical Society and provide oversight for the ongoing effort to preserve the Magee House (i.e., Carlsbad Historical Society Museum).