



CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Anastazia Aziz, AICP, Principal Planner
MEETING DATE: May 16, 2018
SUBJECT: Entering into an Agreement for an Historic Resources Inventory Update

CEQA STATUS: Does not constitute a “Project” under California Environmental Quality Act (CEQA) Guidelines Section 15378 (b)(5) because it is an organizational or administrative activity that will not result indirect or indirect physical changes in the environment.

RECOMMENDATION

Authorize the City Manager to negotiate and enter into an agreement with Page and Turnbull for the preparation and execution of a Historic Resources Inventory Update in an amount not-to-exceed \$75,000 plus 30% contingency.

BACKGROUND

The City of Pacific Grove (City) has taken significant steps over the years to preserve its cultural and aesthetic heritage, including:

- Establishing a local Historic Resources Inventory (HRI) in 1978, based upon an original survey of 541 properties, later expanded to approximately 1,400 properties.
- Adopting a Historic Preservation Ordinance in 1994 to provide for preservation of historic structures, including an Architectural Review Board (ARB) review process for exterior alterations to, and demolitions and relocations of, historic structures.
- Establishing a Historic Resources Committee (HRC) in 1997 to decide on HRI additions and deletions and the content of applications for historic demolitions and relocations, as well as adopting a set of local evaluation criteria upon which to review HRI additions and deletions.
- Adoption of *Architectural Review Guidelines for Single-Family Residences* (1998) including *Appendix I: Working with Buildings on the Historic Resources Inventory*.
- Revising the review process for exterior alterations in 2001 to enable ARB approval of historic preservation permits (for exceptions to zoning standards).
- Formalizing California Environmental Quality Act (CEQA) review procedures by issuing Historic Assessment Guidelines in 2008 and the Initial Historic Screening process in 2009.
- Approving a citywide Historic Context Statement and Preservation Program Considerations in 2011 as a tool to better understand and evaluate the City’s historic resources.

- Updating the Historic Preservation Ordinance, effective February 1, 2018, to shift design review for historic structures from the ARB to the HRC, revise local evaluation criteria and other minor amendments.

Today, the HRI is ripe for review must be updated for compliance with CEQA and consistency with the Secretary of Interior's Standards for the Treatment of Historic Properties and the California Office of Historic Preservation's (OHP's) Instructions for Recording Historical Resources. Approximately 1,400 structures are on the City's HRI and the following six are listed on the National Register of Historic Places:

- Pt. Pinos Lighthouse
- Asilomar Conference Grounds
- F.L. Buck House
- Oliver Smith Trimmer House
- Centrella Hotel
- Gosby House

One additional structure is listed on the California State Register:

- Chautauqua Hall

DISCUSSION

To update the HRI, a Request for Proposal (RFP) was released on February 14, 2018. On March 26, 2018, the City received six proposals from: Page and Turnbull, Dudek, Provenience Group, WSA/PaleoWest Archaeology, Brunzell Historical, and Archives and Architecture, LLC. The proposed costs ranged from \$74,280 to \$75,000.

The RFPs were evaluated by the HRI Update Subcommittee comprised of Councilmember Bill Peake, Planning Commissioner Robin Aeschlimann, and Historic Resources Committee member Mimi Sheridan and Anastazia Aziz, the City's Principal Planner. The Subcommittee reviewed the submitted proposals based on clarity of project understanding/timeframe, proposed approach/innovation, quality/cost effectiveness and comparable experience and staffing. Based on the proposal review, one firm, Page and Turnbull, was the most responsive in terms of meeting the City's project objectives and criteria, and the firm was invited for a panel interview on May 3, 2018.

Upon conclusion of the interview process, Page and Turnbull was selected as the desired firm that best met the scope of the project with a cost-effective approach. The firm's responsiveness to questions from the panel and overall ability to provide the services described in the RFP contributed to the panel's decision. The proposed timeline is approximately eight months for a total cost of \$74,990 with a 30% contingency.

The scope of work includes the following:

- 1) Field survey from the public right-of-way of all the approximately 1,400 properties currently on the HRI;
- 2) Integrity assessment overview;
- 3) Significance evaluations with limited property-specific research for those properties that meet historic significance and integrity criteria;

- 4) Identification of potential historic districts;
- 5) Identification of potential additional individual resources for future survey efforts while conducting field survey work;
- 6) Survey report for all surveyed properties; and
- 7) Data management.

Deliverables include: 1) three public meetings: kick-off, public update, and final adoption by the HRC; 2) Final DPR 523A forms for all properties to remain on the HRI, 3) recommended list of properties for removal from the HRI that do not meet historic significance or integrity criteria; 4) potential historic districts or conservation areas; 5) a Public Review Draft and Final Survey; and 6) data in the form of GIS and Excel.

Given the uncertainty at this time of the potential number of properties on the existing HRI Inventory list, and those in need of documentation, a 30% contingency is requested to offset the potential of additional funding needs. Staff will work closely with the consultant at critical times in the process to assess remaining scope of work and budget allocated.

Page and Turnbull is a full-service architecture, preservation and planning firm. The firm provides preservation expertise, preservation planning, municipal experience, historic resource surveys, compliance with preservation standards and local knowledge. The firm completed the City's well-received and adopted Historic Context Statement in 2011.

Upon final execution of the agreement, the City and Page and Turnbull will promptly initiate a kick-off meeting at which time a proposed schedule will be developed showing key milestones and activities associated with the project.

OPTIONS

1. Take no action. This will not result in an update to the HRI.

FISCAL IMPACT

The FY 17-18 CEDD budget authorized funds to commission a historic resources update survey.

GOAL ALIGNMENT

This agenda item is consistent with City Council Goal #4 Cultural Heritage – Safeguard the cultural heritage of the community through effective programs, education and policymaking. Commissioning an historical survey and review of the HRI is a key strategy to achieve this goal.

RESPECTFULLY SUBMITTED:

REVIEWED BY:

Anastazia Aziz

Ben Harvey

Anastazia Aziz, AICP
Principal Planner

Ben Harvey
City Manager