

**VENTURA COUNTY CULTURAL HERITAGE BOARD,
FILLMORE, SIMI VALLEY, PORT HUENEME AND OXNARD CULTURAL
HERITAGE BOARDS**

RESOLUTION 2009-1.1

**A RESOLUTION ESTABLISHING AND DELEGATING ADMINISTRATIVE
AUTHORITY TO STAFF TO APPROVE CERTAIN MINOR PROJECTS AND
TO CERTIFY THAT OTHERS ARE EXEMPT FROM THE PROVISIONS OF
THE CULTURAL HERITAGE ORDINANCES FOR THE
UNINCORPORATED AREA AND THE CITIES THE BOARD SERVES**

WHEREAS, Section 1366 of the Ventura County Cultural Heritage Ordinance No. 4225 provides for the Ventura County Cultural Heritage Board to delegate administrative authority to Staff for certain projects, and

WHEREAS, Section 1366 provides for the Board to establish criteria to approve Certificates of Appropriateness, therefore allowing for the identification of exempt projects, and

WHEREAS, pursuant to the Oxnard Cultural Heritage Ordinance No. 3974 the Oxnard Cultural Heritage Board intends to delegate administrative authority to Staff for certain projects, and

WHEREAS, the Oxnard Cultural Heritage Board and the Ventura County Cultural Heritage Board find that delegating certain limited authority to staff for the sake of expediency and efficiency will result in better customer service and a savings of Board time, and

WHEREAS, the Board finds it further necessary to provide for automatic rescission of these provisions upon the appointment of new Staff to the Cultural Heritage Board assignment.

NOW, THEREFORE BE IT RESOLVED, the Board hereby delegates to the existing staff Administrative Approval and Exemption authority for the following projects for unincorporated County and Oxnard areas:

Administrative Approval

An Administrative Certificate of Appropriateness shall be issued for work involving basic maintenance and repair of minor rehabilitation, that does not involve a change of design, material, appearance or visibility of character defining features including, but not limited to the following:

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- Additions (one-story residential room), excluding attached garages, that are no more than 15% of the size of the main structure, with limited or no visibility to public rights of way and adjacent properties.
- Architectural features or building elements. In-kind replacement of historically correct ones, including windows, doors, exterior siding, porches, cornices, and balustrades.
- Awnings
- Cargo containers, over 90 feet from historic features
- Doors
- Engineering improvements, such as seismic retrofitting
- Farm outbuildings, over 90 feet from the principal residence
- Fences, rear yard of a like kind unless on a visible side yard
- Foundations
- Lights, security
- Materials or features, deteriorated or decayed only (examples: like wood for wood, full brick for full brick): minor like replacement
- Mobile home, located at least 90 feet from historic structure or feature
- Not historic features, removal of, major
- Patios and patio covers (not enclosed) not visible from the street; of wood or simulated wood
- Roofs, be they of a like historic kind or not, if there is a legitimate rain emergency: roof torn off, roof has large holes or leaks very badly; and there is a rain storm forecasted by the National Weather Service within the next 5 days; after consultation with either the Chair or the member from the appropriate District
- Roofs of a like historic kind (with the proviso that the Board member from that area has reviewed and concurred as to whether the existing roof or the proposed roof is the historic one), or roofs of a like kind as compared to the existing roof, if the historic roof cannot be documented
 - Repairing by reinforcing the historic materials which comprise roof features. This includes but is not limited to cupolas, cupola louvers, dentils, dormer roofing, brackets, frieze, barge board, projecting roof edges, decorated boxed cornice, widow's walk, finials, cresting, pendants, pediment, stick work, etc.
 - Removal of such features shall require a Certificate of Appropriateness from the County Cultural Heritage Board
- Signs, City of Oxnard only, to be handled by the Downtown Design Review Committee
- Sprinklers, installation
- Swimming pools, as long as no new outbuilding, new fences or historic landscaping are effected.
- Trees, removal: only those not historically significant
- Windows, be they of a like historic kind or not, if there is a legitimate rain emergency: windows missing and there is a rain storm forecasted by the National Weather Service within the next 5 days; after consultation with either the Chair or the member from the appropriate District

Exemptions

An Exemption shall be granted for in kind replacement of historically correct site, or landscape features that are deteriorated, damaged beyond restoration, or previously removed, including but not limited to:

- Address numbers
- Concrete/Paving work, flat: in kind, same location, same design required
- Electrical and plumbing, Replacement which is not visible on the interior or exterior or is of a like kind
- Light, single security
- Machinery, minor agricultural necessities
- Not historic features, removal of, minor
- Paint, building (exterior and interior) and wall coverings (interior):

1. Architectural Metals-

Recommended: Cleaning soft metals such as lead, tin, copper, terneplate, and zinc with appropriate chemical methods because their finish can be easily abraded by blasting methods.

Not Recommended: Cleaning soft metals such as lead, tin, copper, terneplate, and zinc with grit blasting that will abrade the surface of the metal

2. Masonry-

Recommended: Inspecting painted surfaces to determine whether repainting is necessary. Removing damaged or deteriorated paint to the next sound layer using the gentlest method possible (hand scraping and hand sanding), then repainting. Applying compatible paint coating systems following proper surface preparation.

Not Recommended: Removing paint that is adhering to and thus protecting, masonry surfaces

Using methods of removing paint which are destructive to masonry, such as sandblasting, application of caustic solutions, or high pressure water blasting.

3. Wood-

Recommended: Removing damaged or deteriorated paint to the next sound layer using the gentlest method possible (hand scraping and hand sanding), then repainting

Not Recommended: Using destructive paint removal methods such as propane or butane torches, sandblasting or water blasting. These methods can irreversibly damage historic woodwork.

- Signs, when site is cleared of all historic structures and features; and moving existing signs up to 10 feet
- Stucco, repair of existing only
- Swimming pool demolition, unless an established historic feature
- Tree, emergency, supported by an arborist report only, said report required unless tree has actually fallen onto a structure or otherwise

- Water heaters, replacement in same location


Gary Blum, Chair

Date approved: June 22, 2009
Revised: November 9, 2009