

Early Consideration Response Form

Department Planning, Building, and Code Enforcement Rules Date 10/04/2023 Item C.1
 Department Rep. Name/Ext. Christopher Burton Councilmember Sponsorship Torres
 Policy/Ordinance Subject Historic Preservation - Grace Baptist Church

Staff Recommendation			
<input checked="" type="checkbox"/> GREEN	Adopt based on tradeoffs outlined on next page	<input type="checkbox"/> YELLOW	Refer to Priority Setting or to Budget Process
<input type="checkbox"/> RED	Recommend Council not adopt nominated idea	<input type="checkbox"/>	NEEDS CLARIFICATION OR MORE TIME TO EVALUATE

Staff Evaluation		
Is this already underway in a department work plan?	Is this time critical or an emergency?	Will this require substantial resources, staffing, budget, or strategic support?
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Criterion to Determine Scale of Project Complexity	
Project complexity is determined by scoring the project in each of the 3 criteria below and then summing the score.	
a. Low Complexity is a sum of 6 or less.	Total Score = 5
b. Medium Complexity is a sum of 7 – 9.	
c. High Complexity is a sum of 10 or greater.	

Scoring Criterion			Low Complexity		Medium Complexity				High Complexity		
	Estimated Duration		6 – 9 months <input checked="" type="checkbox"/> = 1		9 - 18 months <input type="checkbox"/> = 2				More than 18 months <input type="checkbox"/> = 3		
	Organizational Complexity (Internal)		Can easily be absorbed into existing work plan <input checked="" type="checkbox"/> = 1		Planned work (future) <input type="checkbox"/> = 2				Work not currently proposed <input type="checkbox"/> = 3		
			Have staff with required skillset/knowledge <input checked="" type="checkbox"/> = 1		Have staff with required skillset/ requires moderate research <input type="checkbox"/> = 2				Do not have staff with required skillset/requires significant research <input type="checkbox"/> = 3		
			Less than or equal 2 staff required <input checked="" type="checkbox"/> = 1		3 - 4 staff required <input type="checkbox"/> = 2				More than 5 staff required <input type="checkbox"/> = 3		
	(External)		1 Additional department; no community outreach required <input checked="" type="checkbox"/> = 1		2 Other departments Involved; some community outreach required <input type="checkbox"/> = 2				3 or more departments and/or external partners involved; significant community outreach required <input type="checkbox"/> = 3		
DEPT. Required	<input type="checkbox"/> Airport	<input type="checkbox"/> Auditor	<input type="checkbox"/> CMO	<input type="checkbox"/> OEDCA	<input type="checkbox"/> ESD	<input type="checkbox"/> Fire	<input type="checkbox"/> HR	<input type="checkbox"/> IT	<input type="checkbox"/> PRNS	<input type="checkbox"/> Police	<input type="checkbox"/> Retirement
	<input type="checkbox"/> Attorney	<input type="checkbox"/> Clerk	<input type="checkbox"/> CMO – Budget	<input type="checkbox"/> Community Energy	<input type="checkbox"/> Finance	<input type="checkbox"/> Housing	<input type="checkbox"/> IPA	<input type="checkbox"/> Library	<input checked="" type="checkbox"/> PBCE	<input type="checkbox"/> PW	<input type="checkbox"/> DOT

CMO Approval: /s/ Lee Wilcox Date 10/3/2023

Analysis
Explain the rationale for staff recommendation, including any mitigating factors that need to be considered (recent legislative action, significant work plan changes, etc.). Please address the following as well.
GREEN LIGHT: The Administration can implement this nominated idea under its current work plan. Item should be sent to Council to add to department work plan. (1) How will the idea be approached? (2) If adopted, what is its impact and/or tradeoff to the City Council Focus Area or to a department work plan, including strategic support? (3) What is the minimum viable scope to move the idea forward and reduce its complexity?
Grace Baptist Church was surveyed in 2002 as part of the East Downtown Frame Survey. The building was documented on DPR523 series forms and at that time, classified as a Structure of Merit. An informal request for landmark designation was brought to the Historic Landmarks Commission (HLC) by members of Grace Baptist Church on April 6, 2022. At that meeting, church members presented an overview of the building's history and how they believed that it meets the significance criteria for landmark designation. At the May 4, 2022 HLC meeting, staff recommended that no action be taken until updated DPR523 series forms are prepared by a qualified historic resources professional; the property is formally evaluated against the landmark designation criteria outlined in Municipal Code Section 13.48.110(H); and the documentation and evaluation are received and reviewed for completeness by the Planning Division. Since that time, the property was formally evaluated by a qualified historic resources consultant against the landmark designation criteria outlined in Municipal Code Section 13.48.110(H) and new DPR523 series forms were prepared as recommended by staff. At this point, the landmark designation process could be initiated under Municipal Code Section 13.48.110 (see Analysis Continued page 3).
YELLOW LIGHT: The Administration recommends Council send this nominated idea to the Priority Setting Process or to the Budget Process due to (describe cost implications, workload impacts, or other factors).
RED LIGHT: The Administration recommends Council not to adopt this nominated idea due to (describe reason implementation would be difficult if not impossible – conflict with other laws, etc.).

Analysis (Continued)

Any potentially historic property can be nominated for designation as a City landmark by the City Council, the HLC or by application of the owner or the authorized agent of the owner of the property for which designation is requested. Following the nomination, the consultant documentation should be submitted to staff for review and comment, and any necessary updates would be made. When the nomination documentation is complete, a public hearing would be set within 90 days before the HLC for its recommendation on nominations made by the City Council. Staff would prepare a staff report and resolution and the HLC would make a recommendation to City Council on the nomination. The HLC is required to report to City Council within 30 days after the close of the public hearing on the landmark nomination or no more than 120 days from initiation.

This work could be accomplished in three to four months, but if done immediately would impact the timeline for existing work around the landmark district designation of Shiele Alameda, which is scheduled to be completed this fiscal year. Staff time is required to review the consultant prepared documentation, prepare the HLC and City Council staff reports and designation resolution, and to support the two public hearings. If this item is approved, staff recommend completing the work by August 2024, to not impact existing work timelines.

There would be a fiscal impact to the PBCE budget that can be absorbed by the Department if this item is approved.