# Council Policy Prioritization: Early Consideration Response Form

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|---|---|
| Department | **PBCE** |
| Department Rep. Name/Ext. | **Robert Manford** |
| Policy/Ord. Subject | **Historic Preservation Ordinance** |

Rules Date **March 24, 2021**    Item **G2**

Council Member Sponsorship **Davis**

## Staff Recommendation

☑ GREEN    The Administration can implement this Nominated Idea under its current workplan

    ☑ ALREADY UNDERWAY    ☐ MINIMAL WORK LESS THAN 40 HOURS    ☐ REQUEST FOR INFORMATION

☐ YELLOW    The Administration recommends Council send this Nominated Idea to the Priority Setting Process (See Complexity Level Below)

☐ RED    The Administration recommends Council not adopt this Nominated Idea

☐ NEEDS CLARIFICATION OR MORE TIME TO EVALUATE

## Criterion to Determine Scale of Project Complexity

Project complexity is determined by scoring the project in each of the 3 criterions below and then summing the score.

    a. Low Complexity is a sum of 6 or less.

    b. Medium Complexity is a sum of 7 - 9

    c. High Complexity is a sum of 10 or greater.

Total Score = **5**

| Scoring Criterion | | Low Complexity | | Medium Complexity | | High Complexity | |
|---|---|---|---|---|---|---|---|
| | **Estimated Duration** | 6 - 9 months | ☑ =1 | 9 - 18 months | ☐ =2 | More than 18 months | ☐ =3 |
| | **Organizational Complexity** | Can Easily be Absorbed into Existing Workplan | ☑ =1 | Planned Work (Future) | ☐ =2 | Work Not Currently Proposed | ☐ =3 |
| | **(Internal)** | Have staff with required skillset/ knowledge | ☑ =1 | Have staff with required skillset/requires moderate research | ☐ =2 | Do not have staff with required skillset/ requires significant research | ☐ =3 |
| | | Less than or equal 2 Staff required | ☑ =1 | 3 - 4 Staff required | ☐ =2 | More than 5 Staff required | ☐ =3 |
| | **(External)** | 1 Additional Departments | ☑ =1 | 2 Other Department Involved | ☐ =2 | 3 or more Depts Involved | ☐ =3 |

**DEPT. Required**

| | | | |
|---|---|---|---|
| ☐ Airport | ☐ Housing | ☐ CMO | ☐ OED |
| ☐ CA | ☐ ES | ☐ DOT | ☐ LIB. |

☐ PRNS    ☐ PD    ☑ PBCE
☐ PW    ☐ FD    ☐ EM

Explain the rationale for Staff recommendation, including any mitigating factors that need to be considered (recent legislative action, significant workplan changes, etc). Please address the following as well.

GREEN LIGHT: The Administration can implement this Nominated Idea under its current workplan. Item should be sent to Council to add to Department workplan. Explain how the Idea will be approached.

The procedure for designation of historic districts is outlined in the Municipal Code Section 13.48.120. An area can be nominated by the City Council, Historic Landmarks Commission, Planning Commission or by 60% of the property owners of the area. The initiation of the procedure can be done by Council resolution, after environmental analysis and Title 21 documentation is completed.
PBCE staff have begun preliminary work with the Alameda/Schiele community members. Community leaders have completed a community outreach summary, and with the Council-approved Historic Resources Services Consultant Master Agreements, staff have secured services of a historic preservation consultant to complete the tasks for the historic district nomination. The Historic Preservation Officer will oversee the consultant's work and manage the process, including review by the Historic Landmarks Commission.

YELLOW LIGHT: The Administration recommends Council send this Nominated Idea to the Priority Setting Process due to [describe cost implications, workload impacts, or other factors].

RED LIGHT: The Administration recommends Council not adopt this Nominated Idea due to [describe reason implementation would be difficult if not impossible – conflict with other laws, etc].

For questions, please contact Gloria Schmanek, City Manager's Office at (408) 535-8104.