

**AGENDA
BOARD OF SUPERVISORS
SONOMA COUNTY
575 ADMINISTRATION DRIVE, ROOM 102A
SANTA ROSA, CA 95403**

TUESDAY

MARCH 12, 2013

8:30 A.M.

(The regular afternoon session commences at 2:00 p.m.)

Susan Gorin	First District	Veronica A. Ferguson	County Administrator
David Rabbitt	Second District	Bruce Goldstein	County Counsel
Shirlee Zane	Third District		
Mike McGuire	Fourth District		
Efren Carrillo	Fifth District		

This is a simultaneous meeting of the Board of Supervisors of Sonoma County, the Board of Directors of the Sonoma County Water Agency, the Board of Commissioners of the Community Development Commission, the Board of Directors of the Sonoma County Agricultural Preservation and Open Space District, the Board of Directors of the Northern Sonoma County Air Pollution Control District, the Sonoma County Public Finance Authority, the Sonoma Clean Power Authority, and as the governing board of all special districts having business on the agenda to be heard this date. Each of the foregoing entities is a separate and distinct legal entity.

The Board welcomes you to attend its meetings which are regularly scheduled each Tuesday at 8:30 a.m. Your interest is encouraged and appreciated.

AGENDAS AND MATERIALS: Agendas and most supporting materials are available on the Board's website at <http://www.sonoma-county.org/board/>. Due to legal, copyright, privacy or policy considerations, not all materials are posted online. Materials that are not posted are available for public inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, at 575 Administration Drive, Room 100A, Santa Rosa, CA.

SUPPLEMENTAL MATERIALS: Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection in the Board of Supervisors office at 575 Administration Drive, Room 100A, Santa Rosa, CA, during normal business hours.

DISABLED ACCOMMODATION: If you have a disability which requires an accommodation, an alternative format, or requires another person to assist you while attending this meeting, please contact the Clerk of the Board at (707) 565-2241, as soon as possible to ensure arrangements for accommodation.

Public Transit Access to the County Administration Center:

Sonoma County Transit: Rt. 20, 30, 44, 48, 60, 62

Santa Rosa CityBus: Rt. 14

Golden Gate Transit: Rt. 80

For transit information call (707) 576-RIDE or 1-800-345-RIDE or visit or <http://www.sctransit.com/>

APPROVAL OF THE CONSENT CALENDAR

The Consent Calendar includes routine financial and administrative actions, are usually approved by a single majority vote. There will be no discussion on these items prior to voting on the motion unless Board Members or the public request specific items be discussed and/or removed from the Consent Calendar.

PUBLIC COMMENT

Any member of the audience desiring to address the Board on a matter on the agenda: Please walk to the podium and after receiving recognition from the Chair, please state your name and make your comments. In order that all interested parties have an opportunity to speak, please be brief and limit your comments to the subject under discussion. Each person is usually granted 3 minutes to speak; time limitations are at the discretion of the Chair.

8:30 A.M. CALL TO ORDER

PLEDGE OF ALLEGIANCE

I. APPROVAL OF THE AGENDA

(Items may be added or withdrawn from the agenda consistent with State law)

II. BOARD MEMBER ANNOUNCEMENTS

III. CONSENT CALENDAR

(Items 1 through 28)

PRESENTATIONS/GOLD RESOLUTIONS

(Items 1 through 4)

PRESENTATIONS AT BOARD MEETING

1. Adopt a Gold Resolution declaring the Month of March 2013 as National Professional Social Worker Month in Sonoma County. (Health Services/Human Services)
2. Adopt a Gold Resolution congratulating Rancho Cotate High School as Champions of the Hot 1017 "Help End Hunger High School Challenge." (Third District)

PRESENTATIONS AT DIFFERENT DATE

3. Adopt a Gold Resolution proclaiming March 18-24, 2013, as 'Fix a Leak Week' in Sonoma County. (Sonoma County Water Agency)
4. Adopt a Gold Resolution honoring Niels Chew for his generosity and commitment to his family and the Sonoma Valley community throughout his lifetime. (First District)

SONOMA COUNTY WATER AGENCY

(Directors: Gorin, Rabbitt, Zane, McGuire, Carrillo)

5. Authorize the Chair to execute an agreement with Lucas Graves, dba Empire Tree Experts to provide vegetation chipping and hauling services for the amount of \$180,000; agreement terminates on November 15, 2014.
6. Authorize the Chair to execute an agreement with AquaCoustic to provide water transmission pipeline inspection and assessment services for the amount of \$55,000; agreement terminates on March 31, 2014.

CONSENT CALENDAR (Continued)

7. Authorize General Manager of Water Agency to execute an agreement with Solano County Water Agency to receive grant funds allocated in the Proposition 84 Bay Area Integrated Regional Water Management Plan Grant Memorandum of Understanding; \$765,000, agreement terminates in 2016, or when all of the Parties' obligations under the state agreement are fully satisfied, whichever occurs earlier; and Authorize the Chair to execute funding agreements with Valley of the Moon Water District (\$57,250); City of Sonoma (\$93,125); City of Petaluma (\$330,000); and North Marin Water District (\$263,750), to distribute grant funds and administer water use efficiency programs; agreements terminate in 2016. (First and Second Districts)

OCCIDENTAL COUNTY SANITATION DISTRICT
RUSSIAN RIVER COUNTY SANITATION DISTRICT
SONOMA COUNTY WATER AGENCY
SOUTH PARK COUNTY SANITATION DISTRICT

(Directors: Gorin, Rabbitt, Zane, McGuire, Carrillo)

AND

SONOMA VALLEY COUNTY SANITATION DISTRICT

(Directors: Gorin, Rabbitt, K. Brown)

8. Authorize the Chair to execute an agreement with Kleinfelder West, Inc. to provide as-needed geotechnical engineering consulting for the amount of \$100,000; agreement terminates on December 31, 2017.

SONOMA VALLEY COUNTY SANITATION DISTRICT

(Directors: Gorin, Rabbitt, K. Brown)

9. Authorize the Chair to execute the contract with KG Walters Construction, Santa Rosa, CA, in the amount of \$3,000,200, for construction of the Sonoma Valley County Sanitation District Biosolids Management Upgrade Project, through July 2014; and delegate authority to the General Manager of the Water Agency on behalf of Sonoma Valley County Sanitation District (District) to execute agreement and release of any and all claims, if required. (First District)

COUNTY ADMINISTRATOR

10. Authorize the Chair to execute a Personal Services Agreement with Jerry Dunn, Human Services Director from February 5, 2013 through February 15, 2016.
11. Adopt Board Rules of Procedures 2013 Update.

COUNTY COUNSEL

12. Adopt a Resolution approving the conflict of interest code amendment for the Sonoma Valley County Sanitation District.
13. Adopt a Resolution approving the conflict of interest code for the Oversight Board for the Successor Agency to the Sonoma County Community Redevelopment Agency.

CONSENT CALENDAR (Continued)

HEALTH SERVICES

14. Adopt a Resolution authorizing the Director of Health Services to execute Public Beach Safety Grant Program Agreement Number 12-050-250 with the State Water Resources Control Board for the period July 1, 2012 to September 30, 2013 in an amount not to exceed \$51,906.
15. Authorize the Director of Health Services to execute an agreement with Whitlock and Weinberger Transportation, Inc. for engineering assessment services supporting Safe Routes to Schools initiatives for the period March 12, 2013 through September 30, 2014 in an amount not to exceed \$120,000.

HUMAN RESOURCES

AND

AGRICULTURAL PRESERVATION AND OPEN SPACE DISTRICT
COMMUNITY DEVELOPMENT COMMISSION
NORTHERN SONOMA COUNTY AIR POLLUTION CONTROL DISTRICT
SONOMA COUNTY WATER AGENCY

(Directors/Commissioners: Gorin, Rabbitt, Zane, McGuire, Carrillo)

16. Adopt a Concurrent Resolution approving the Memorandum of Understanding (MOU) between the County of Sonoma and the SEIU for the period of March 15, 2013 through October 31, 2015.

HUMAN SERVICES

17. Authorize the Director of Human Services to execute Amendment No. 1 to an existing Fiscal Year 2012-13 agreement with Senior Advocacy Services for the Health Insurance Counseling & Advocacy Program and the Ombudsman Program increasing the contract by \$63,012 resulting in a total contract amount not to exceed \$603,256.

INFORMATION SYSTEMS

18. Authorize the Chair to execute an amendment to an agreement with Kerry Rego, Consulting, to provide social media training and consultation services for the period of April 15, 2012, through April 14, 2015, for an amount not to exceed \$80,000.

PERMIT AND RESOURCE MANAGEMENT

19. Adopt a Resolution issuing a roiling permit (Ordinance No. 3836R) for in channel work and necessary permit extensions to the Sonoma County Water Agency for annual stream maintenance activities. (4/5 vote required)

SHERIFF'S OFFICE

20. Authorize the Sheriff to execute Amendment No. 1 to agreement with Sirron Software Corp. for automated civil case management services, to extend the term of the agreement through September 9, 2015, for an additional cost of \$27,250.

CONSENT CALENDAR (Continued)

TRANSPORTATION AND PUBLIC WORKS

21. Adopt an Ordinance to set a speed limit on Somers Street in the community of Fulton between D Street and River Road. (#88009) (Second Reading – Ready for Adoption) (Fourth District)
22. Adopt a Resolution authorizing the Director of Transportation and Public Works to execute and file Fiscal Year 2012-13 and Fiscal Year 2013-14 Federal Transit Funding applications and provide required assurances on behalf of the County of Sonoma/Sonoma County Transit for federal transit assistance.
23. Approve and authorize the Chair to sign an agreement with Omni-Means, Ltd. for the Brickway Bridge extension traffic study for an amount not to exceed \$43,613 with a term ending June 30, 2014. (Fourth District)

MISCELLANEOUS

24. Approval of Minutes – (A) Approve the February 8, 2013 minutes of the Board of Supervisors Special Study Session; and (B) Approve the February 19, 2013 minutes of the Board of Directors of the Sonoma County Water Agency Strategic Planning Workshop.

APPOINTMENTS/REAPPOINTMENTS

(Items 25 through 28)

25. Appoint Don Elsbree to the Mental Health Board representing the Fourth District for a three-year term from March 12, 2013 to December 31, 2016. (Fourth District)
26. Appoint Gina Belforte to the Golden Gate Bridge, Highway and Transportation District, representing the Mayors' and Councilmembers' Association of Sonoma County for a two-year term from March 12, 2013 to March 12, 2015. (Countywide)
27. Reappoint Richard Stabler to the Marin/Sonoma Mosquito and Vector Control District as a Sonoma County At Large member for a 4 year term, effective March 1, 2013 expiring December 31, 2017. (Countywide)
28. Reappoint Gail Jonas to the Sonoma County Commission on Human Rights for a two year term, effective March 12, 2013 through March 11, 2015. (Fourth District)

IV. REGULAR CALENDAR

(Items 29 through 34)

TRANSPORTATION AND PUBLIC WORKS

29. Adopt a Resolution introducing, reading the title of and waiving further reading of a proposed ordinance establishing a no parking zone on Buena Vista Road as a safety measure. (#66015) (First Reading) (First District)
30. Adopt Resolution introducing, reading the title of and waiving further reading of a proposed ordinance establishing a no parking zone along the east side of Dry Creek Road, beginning 188 feet southerly of the centerline of Lambert Bridge Road and extending southerly for a distance of 172 feet. (First Reading) (Fourth District)

GENERAL SERVICES

31. Adopt a Resolution introducing, reading the title of and waiving further reading of a proposed ordinance to amend Article 1, Section 18-1 and Articles II, III and IV of the County Code to revise parking requirements and restrictions, identify other ordinances addressing County requirements concerning speed restrictions and parking, and revise requirements concerning abandoned vehicles and adopt at next meeting of the Board. (First Reading)

COUNTY ADMINISTRATOR / COUNTY COUNSEL

32. Adopt a Resolution introducing, reading the title of and waiving further reading of a proposed ordinance adding Chapter 19, Article 4 of the Sonoma County Code to Prohibit Civil Harassment of Bicyclists and Pedestrians. (First Reading)

AGRICULTURAL PRESERVATION AND OPEN SPACE DISTRICT

(Directors: Gorin, Rabbitt, Zane, McGuire, Carrillo)

33. Montini Open Space Preserve Transfer – Adopt a Resolution of the Board of Directors of the Sonoma County Agricultural Preservation and Open Space District (District) to:
 - (A) Taking the necessary actions to execute the transfer of the Montini Open Space Preserve property from the District to the City of Sonoma subject to a conservation easement and recreation conservation covenant to be held by the District.
 - (B) Approving plans and specifications for construction of the Montini Open Space Preserve Trail Project (Trail Project).
 - (C) Approving contractor minimum qualification requirements and authorize District staff to solicit bids for the Trail Project.
 - (D) Authorizing the General Manager to execute a right-of-entry permit with the State of California.
 - (E) Authorizing the General Manager to assign existing District agreements with the State Department of Parks and Recreation and the State Coastal Conservancy to the City of Sonoma.
 - (F) Approve and authorize the General Manager to execute a memorandum of understanding with the City of Sonoma. (4/5 vote required) (First District)

REGULAR CALENDAR (Continued)

COUNTY ADMINISTRATOR

34. Board of Supervisors 2013 Draft Work Plan – (A) Affirm Board priorities for 2013 which emerged from the February 8, 2013 Board Study Session; (B) Receive update on the status of 2012 priority projects.

V. CLOSED SESSION CALENDAR

(Items 35 through 37)

35. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel – Existing Litigation – Name of Case: In re the Worker’s Compensation Case: Paul Nelson. WCAB: ADJ8089020 (Govt. Code Section 54956.9 (d)(1)).
36. The Board of Supervisors, the Board of Directors of the Sonoma County Water Agency, the Board of Commissioners of the Community Development Commission, and the Board of Directors of the Agricultural Preservation and Open Space District will consider the following in closed session: Conference with Labor Negotiator, Agency Negotiator: Wendy Macy/Carol Allen/William Kay, Burke & Associates and Carol Stevens, Burke & Associates. Employee organization: All. Unrepresented employees: All, including retired employees (Govt. Code Section 54957.6 (b)).
37. The Board of Supervisors will consider the following in closed session: Public Employee Appointment: Director of Transportation and Public Works. (Govt. Code Section 54957).

VI. REGULAR AFTERNOON CALENDAR

(Items 38 through 43)

2:00 P.M. - RECONVENE FROM CLOSED SESSION

38. Report on Closed Session.
39. **PUBLIC COMMENT ON MATTERS NOT LISTED ON THE AGENDA**
(Comments are restricted to matters within the Board jurisdiction. The Board will hear public comments at this time for up to thirty minutes. Please be brief and limit your comments to three minutes. Any additional public comments will be heard at the conclusion of the meeting.)
40. Permit and Resource Management Department: Review and possible action on the following:
- a) Acts and Determinations of Planning Commission/Board of Zoning Adjustments
 - b) Acts and Determinations of Project Review and Advisory Committee
 - c) Acts and Determinations of Design Review Committee
 - d) Administrative Determinations of the Director of Permit and Resource Management

PERMIT AND RESOURCE MANAGEMENT

41. **2:10 P.M. – AGP12-0027– (FOURTH DISTRICT)**
- a) APPLICANT: Andrews Sonoma Vineyard LLC
 - b) LOCATION: 180 Westside Road, Healdsburg
 - c) ASSESSOR’S PARCEL NO.: 088-210-005
 - d) ENVIRONMENTAL DOCUMENT: Categorical Exemption
 - e) REQUEST: Conduct a public hearing and consider adopting a Resolution approving the request by Andrews Sonoma Vineyard LLC, Kevin and Linda Barr to (1) modify Agricultural Preserve 1-454 by adding 20 acres, and (2) authorizing the Chair to execute a Land Conservation Contract (Williamson Act Contract) and Land Conservation Plan.
(UNCONTESTED)
42. **2:10 P.M. – ZCE11-0009, ZCE11-0010, ZCE11-0011, ZCE11-0012 – (FIFTH DISTRICT)**
- a) APPLICANT: N/A
 - b) LOCATION: Various
 - c) ASSESSOR’S PARCEL NO.: Various
 - d) ENVIRONMENTAL DOCUMENT: Categorical Exemption
 - e) REQUEST: Conduct a public hearing on the proposed Draft Design Guidelines for the Bodega, Duncans Mills, Freestone, and Occidental Historic Districts and at the conclusion of the hearing: (1) Adopt by separate Resolutions the proposed Design Guidelines for each Historic District and (2) Adopt an Ordinance amending the text of the Zoning Code to reference the Design Guidelines and add a provision to allow administrative approval for minor alterations to structures in Historic Districts to streamline procedures.
(REGULAR HEARING CONTINUED FROM FEBRUARY 5, 2013)
43. **ADJOURNMENTS**

NOTE: The next regular meeting will be held on March 19, 2013 at 8:30 a.m.

Upcoming Hearings (All dates tentative until each agenda is finalized)

1. March 26th (PM) – General Plan Amendments (1st Round)
2. April 9th (AM) – Housing Authority Annual PHA Plan
3. April 9th (PM) – CPH12-0004; State of California - Iron Rangers; Sonoma
4. April 23rd (PM) – Consolidated Fee Hearings

BOARD OF SUPERVISORS

AGENDA ADDENDUM

MARCH 12, 2013

CONSENT CALENDAR

ITEM #16 WITHDRAWN FROM THE AGENDA

HUMAN RESOURCES

AND

AGRICULTURAL PRESERVATION AND OPEN SPACE DISTRICT

COMMUNITY DEVELOPMENT COMMISSION

NORTHERN SONOMA COUNTY AIR POLLUTION CONTROL DISTRICT

SONOMA COUNTY WATER AGENCY

(Directors/Commissioners: Gorin, Rabbitt, Zane, McGuire, Carrillo)

16. Adopt a Concurrent Resolution approving the Memorandum of Understanding (MOU) between the County of Sonoma and the SEIU for the period of March 15, 2013 through October 31, 2015.



County of Sonoma Agenda Item Summary Report

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

Agenda Item Number: 1
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors

Board Agenda Date: March 12, 2013

Vote Requirement: Majority

Department or Agency Name(s): Health Services and Human Services Departments

Staff Name and Phone Number:

Rita Scardaci 565-4778 and Jerry Dunn 565-5750

Supervisorial District(s):

All

Title: National Professional Social Worker Month

Recommended Actions:

Adopt a Resolution declaring the Month of March 2013 as National Professional Social Worker Month in Sonoma County.

Executive Summary:

In March 1984 the White House officially designated the month of March as National Professional Social Worker Month.

Each March the Sonoma County Board of Supervisors has joined with the Sonoma County Directors of the Health Services and Human Services Departments to honor Sonoma County's Social Workers. Sonoma County Social Workers impact individuals, groups, and communities. They help people succeed over individual and social challenges such as poverty, abuse, addiction, illness, disability and discrimination.

Social Workers work in many aspects of public services helping people obtain tangible services; helping communities or groups provide or improve social and health services; and participating in policy making and the legislative processes.

Social Workers demonstrate their dedication, their leadership qualities and their commitment to social change.

Prior Board Actions:

The Board of Supervisors, in years past, have honored Social Workers by declaring the Month of March as Social Worker Month.

Strategic Plan Alignment Goal 4: Civic Services and Engagement

Fiscal Summary - FY 12-13

Expenditures		Funding Source(s)	
Budgeted Amount	\$		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$	Total Sources	\$

Narrative Explanation of Fiscal Impacts (If Required):

Staffing Impacts

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

Attachments:

Resolution

Related Items "On File" with the Clerk of the Board:

None



County of Sonoma

State of California

Date: March 12, 2013

Resolution Number: _____

4/5 Vote Required

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California,
Declaring March 2013 Professional Social Worker Month In Sonoma County.**

Whereas, The County of Sonoma recognizes the value of professionally trained Social Workers to further the goals and missions that benefit the citizens of the county; and

Whereas, The Health Services and Human Services Departments have identified the need to continue to offer the highest level of services for its social work programs; and

Whereas, The County of Sonoma has over 200 Social Workers on the front lines of our communities every day; and

Whereas, Social Workers open the doors of access and opportunity for everyone, especially those in greatest need, including home visiting programs, children's medical services, child protection, foster care, child abuse prevention, adult protection, in-home support services, and;

Whereas, Social Workers use their education, professional training, and commitment to help individuals and families solve problems – physically and mentally – to move forward with their lives; and

Whereas, Social Workers, whether in direct practice, administration or policy development make an impact in all of Sonoma County;

Now, Therefore, Be It Resolved declares March 2013 to be Professional Social Worker Month in Sonoma County.

Be It Further Resolved

Supervisors:

Gorin:

Zane:

McGuire:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.



County of Sonoma
Agenda Item
Summary Report

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

Agenda Item Number: 2
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors

Board Agenda Date: March 12, 2013

Vote Requirement: Majority

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number:

Shirlee Zane, 565-2241

Supervisorial District(s):

Third District

Title: Gold Resolution

Recommended Actions:

Gold Resolution Congratulating Rancho Cotate High School as Champions of the Hot 1017 "Help End Hunger High School Challenge." (Third District)

Executive Summary:

Prior Board Actions:

None

Strategic Plan Alignment Goal 4: Civic Services and Engagement

Fiscal Summary - FY 12-13

Expenditures		Funding Source(s)	
Budgeted Amount	\$	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$	Total Sources	\$

Narrative Explanation of Fiscal Impacts (If Required):			
None			
Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
None			
Attachments:			
Resolution			
Related Items “On File” with the Clerk of the Board:			
None			



County of Sonoma

State of California

Date: March 12, 2013

Resolution Number: _____

4/5 Vote Required

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SONOMA, STATE OF CALIFORNIA, CONGRATULATING RANCHO COTATE HIGH SCHOOL AS CHAMPIONS OF THE HOT 1017 "HELP END HUNGER HIGH SCHOOL CHALLENGE"

Whereas, Radio Station Hot 1017 and Redwood Empire Food Bank congratulates Rancho Cotate High School, its teachers and students for their generous efforts and contributions in the Hot 1017 "Help End Hunger High School Challenge" Sonoma County Food Drive; and

Whereas, Hot 1017 and Redwood Empire Food Bank recognize Rancho Cotate High School Teachers; Mrs. Dawn Mawhinney, Ms. Audrey Crowley, and the students of the Rancho Cotate Student Body Leadership Class for collecting 18,000 pounds of food donations in the fall of 2012; and

Whereas, Rancho Cotate High School, its students and faculty, demonstrating true character and strength proving that when working together as a team and a community a real difference can be made during hard economic times.

Now, Therefore, Be It Resolved that the Board of Supervisors of the County of Sonoma congratulates Rancho Cotate High School as Grand Champions of the 2012 Hot 1017 "Help End Hunger High School Challenge."

Supervisors:

Gorin:

Zane:

McGuire:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.



County of Sonoma Agenda Item Summary Report

Agenda Item Number: 3
(This Section for use by Clerk of the Board Only.)

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

To: Board of Directors, Sonoma County Water Agency

Board Agenda Date: March 12, 2013

Vote Requirement: Majority

Department or Agency Name(s): Sonoma County Water Agency

Staff Name and Phone Number:

Brian Lee / 547-1918

Supervisory District(s):

All Districts

Title: Fix a Leak Week

Recommended Actions:

Adopt a resolution proclaiming March 18-24, 2013, as 'Fix a Leak Week' in Sonoma County.

Executive Summary:

In 2009 the United States Environmental Protection Agency WaterSense Program established 'Fix a Leak Week' to raise national awareness about locating and fixing household leaks. This year's 'Fix a Leak Week' will be held the week of March 18-24, 2013.

As WaterSense Partners, the Sonoma County Water Agency (Water Agency) and the Sonoma-Marin Saving Water Partnership (Partnership) recognize the importance of using water efficiently and support the call to action to encourage Sonoma County residents to find and fix leaks. A typical home can waste more than 10,000 gallons of water each year due to leaks from dripping faucets, running toilets, and leaking irrigation systems. Repairing and replacing leaking fixtures not only saves water, but saves residents money on their water and sewer bills. Eliminating leaks also reduces the energy needed for pumping and treating water and wastewater.

The Partnership represents 10 water utilities in Sonoma and Marin counties who have joined together to provide regional solutions for water-use efficiency. The utilities include the Cities of Santa Rosa, Rohnert Park, Petaluma, Sonoma, Cotati; North Marin, Valley of the Moon and Marin Municipal Water Districts; Town of Windsor and the Water Agency.

As such, the Water Agency and Partnership will promote 'Fix a Leak Week' through media campaigns and at public events hosted by Partnership members.

In support of using water efficiently and preventing water waste, it is requested that the Board proclaim March 18-24, 2013, 'Fix a Leak Week' in Sonoma County.

Prior Board Actions:			
None.			
Strategic Plan Alignment Goal 2: Economic and Environmental Stewardship			
This resolution aligns with County Goal 2, by reducing water waste and Green House Gas emission production and assisting residents with cost-saving repairs of household leaks.			
Water Agency Organizational Goals and Strategies, Goal 3: Increase community outreach.			
Fiscal Summary - FY 12-13			
Expenditures		Funding Source(s)	
Budgeted Amount	\$ -0-	Water Agency Gen Fund	\$ -0-
Add Appropriations Req'd.	\$ -0-	State/Federal	\$ -0-
	\$	Fees/Other	\$ -0-
	\$	Use of Fund Balance	\$ -0-
	\$	Contingencies	\$ -0-
	\$		\$ -0-
Total Expenditure	\$ -0-	Total Sources	\$ -0-
Narrative Explanation of Fiscal Impacts (If Required):			
Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
None.			
Attachments:			
Resolution.			
Related Items “On File” with the Clerk of the Board:			
None.			



County of Sonoma

State of California

Date: March 12, 2013

Resolution Number: _____

4/5 Vote Required

Resolution Of The Board Of Directors Of The Sonoma County Water Agency, State Of California, Proclaiming March 18th through March 24th, 2013, As 'Fix A Leak Week' In Sonoma County.

Whereas, Sonoma County residents are encouraged to improve the water efficiency of their homes and landscapes by checking for and fixing leaks; and

Whereas, common household leaks can be a significant source of wasted water and often can be caused by leaking toilet flappers, dripping faucets, or other leaking valves; and

Whereas, it is estimated that as much as 14 percent of homes in California has or has recently had a leak and that these leaks are estimated to represent as much as 18 percent of household water use; and

Whereas, fixing these simple leaks can save homeowners money on their water, sewer and energy bills; and

Whereas, saving water also saves the energy used to pump and treat water that is delivered to the homes and later when it is sent through local sanitation systems; and

Whereas, the Sonoma-Marin Saving Water Partnership and Sonoma County Water Agency as U.S. EPA WaterSense Partners will continue to work to eliminate leaks and to assist water users to use water efficiently in order to protect our natural resources for future generations.

Now, Therefore Be It Resolved, that the Board of Directors of the Sonoma County Water Agency does hereby proclaim March 18th through March 24th, 2013 as 'Fix a Leak Week' in Sonoma County, California, and the Board urges all citizens to find and fix household leaks and to use water efficiently.

Directors:

Gorin:

Zane:

McGuire:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.



County of Sonoma
Agenda Item
Summary Report

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

Agenda Item Number: 4
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors

Board Agenda Date: March 12, 2013

Vote Requirement: Majority

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number:

Supervisor Susan Gorin, 565-2241

Supervisorial District(s):

First District

Title: Gold Resolution

Recommended Actions:

Adopt a Gold Resolution honoring Niels Chew for his generosity and commitment to his family and the Sonoma Valley community throughout his lifetime. (First District)

Executive Summary:

Prior Board Actions:

Strategic Plan Alignment Not Applicable

Fiscal Summary - FY 12-13

Expenditures		Funding Source(s)	
Budgeted Amount	\$	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$	Total Sources	\$

Narrative Explanation of Fiscal Impacts (If Required):

Staffing Impacts

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

None

Attachments:

Resolution

Related Items "On File" with the Clerk of the Board:

None



County of Sonoma
State of California

Date: March 12, 2013

Item Number: _____

Resolution Number: _____

4/5 Vote Required

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SONOMA, STATE OF CALIFORNIA, HONORING NIELS CHEW FOR HIS GENEROSITY AND COMMITMENT TO HIS FAMILY AND THE SONOMA VALLEY COMMUNITY THROUGHOUT HIS LIFETIME

WHEREAS, Niels Chew was born on April 12, 1930 along with his twin sister in New York City; and

WHEREAS, Niels was a devoted husband to Susan for fifty-seven years, proud father of four and doting grandfather of nine; and

WHEREAS, Niels bought Minor Tool Co. in 1968 then moved his family to Sonoma in 1973 and became a fixture in the Sonoma community; and

WHEREAS, Niels' philanthropy work was well known throughout Sonoma, assisting school programs, creating jobs and serving on the boards of nonprofit groups; and

WHEREAS, Niels was instrumental in launching the award winning "Stand By Me" mentoring program, the School Resource Coordinator program, Sonoma's Hospice program and "The Shop"; and

WHEREAS, Niels served on the Sonoma Valley Hospital Foundation Board, Sonoma Valley Citizens Advisory Commission, Operation Youth Board, Sonoma Overnight Shelter Board, Teen Center Board and was a trustee for the Sonoma Valley Unified School District; and

WHEREAS, Dowling Miner Magnets was the 2003 Business of the Year and in 2010 Niels was selected from a long list of candidates as the Alcalde, or Honorary Mayor; and

WHEREAS, it is fitting to honor his memory as one of Sonoma County's finest citizens for his lifetime of giving back to the community.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of Sonoma County, hereby honors Niels Chew for his generosity and commitment to his family and the Sonoma Valley community throughout his lifetime recognizing that he will be sorely missed by all.

Resolution #
Date: 3/12/2013
Page 2

Supervisors:

Gorin:

Zane:

McGuire:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.



County of Sonoma Agenda Item Summary Report

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

Agenda Item Number: 5
(This Section for use by Clerk of the Board Only.)

To: Board of Directors, Sonoma County Water Agency

Board Agenda Date: March 12, 2013

Vote Requirement: Majority

Department or Agency Name(s): Sonoma County Water Agency

Staff Name and Phone Number:

David Royall / 521-1872

Supervisorial District(s):

All Districts

Title: As-Needed Chipping and Hauling of Vegetation

Recommended Actions:

Authorize Chair to execute an agreement with Lucas Graves, dba Empire Tree Experts to provide chipping and hauling services for the amount of \$180,000; agreement terminates on November 15, 2014.

Executive Summary:

HISTORY OF ITEM/BACKGROUND

The Sonoma County Water Agency (Water Agency) maintains approximately 75 miles of engineered flood control channels and has hydraulic easements on approximately 150 miles of modified or natural channels. Maintenance activities on engineered channels include sediment removal, bank stabilization, and vegetation management. Maintenance activities on modified and natural channel easements include vegetation or debris removal that obstructs flow. Stream maintenance is conducted on an annual basis to reduce the threat of flooding.

The Water Agency has multiple crews conducting vegetation management along its flood control channels. These include crews comprised of Water Agency staff and crews associated with the Summer Youth Ecology Corps. Due to the large number of crews that are conducting vegetation management, the Water Agency does not have the staff or equipment to chip and dispose of cut material in a timely manner. Permit conditions and Best Management Practices for the Water Agency's Stream Maintenance Program require that cut vegetation be removed from the site in a timely manner. The Water Agency desires to contract for as-needed chipping and hauling services so that it can remove cut vegetation in a timely manner and therefore meet all permit conditions and Best Management Practices and maintain public safety along its flood control channels. The Water Agency has used Tree Services in the past to conduct stream maintenance activities. The Youth Crews now employed to provide these services do not have the expertise or equipment to chip and dispose of the material generated. The Water Agency doesn't have enough chippers to complete the work with our crews. Therefore we contract out the

chipping and hauling operation as-needed.

SELECTION PROCESS

On November 21, 2012, Water Agency issued a Request for Qualifications to eight consulting firms and County departments. The Water Agency invited Statements of Qualifications from those firms interested in providing chipping and hauling-related services for various maintenance projects.

The three firms listed below submitted Statements of Qualifications, all of which were qualified to perform the tasks.

- 1) Lucas Graves, dba Empire Tree Experts, Santa Rosa, CA
- 2) Kingsborough Atlas Tree Surgery, Inc., Santa Rosa, CA
- 3) Sandborn Tree Service, Sebastopol, CA

Water Agency staff used the following criteria to evaluate each firm: equipment availability, responsiveness to the work requirements, professional qualifications and overall performance commitment, demonstrated ability to perform the work in accordance with good practices common to the industry, time required, and exceptions to the business terms. In addition, a 5% local preference weighting was given to firms from Sonoma County.

Water Agency staff used the above list of qualified consultants to select Lucas Graves, dba Empire Tree Experts for the work under the subject agreement.

SERVICES TO BE PERFORMED

Under the proposed Agreement, the Consultant will provide chipping and hauling services, including equipment hiring and operation, chipping, pick-up, hauling, and disposal of cut trees, limbs, and other woody vegetation up to 14 inches in diameter and shrubbery. Additionally included are the hauling and disposal of piled, bagged, or stacked debris, litter, or other similar non-hazardous garbage.

The cost of services will not exceed \$30,000 in fiscal year 2012/2013 and \$150,000 in fiscal year 2013/2014; the term end date is November 15, 2014. The total agreement amount is \$180,000.

Prior Board Actions:

5/11/10 Approval of Agreement for As-Needed Chipping and Hauling of Vegetation with Empire Tree Service for the amount of \$115,000; agreement terminated on December 31, 2011.

Strategic Plan Alignment Goal 2: Economic and Environmental Stewardship

County Goal 2: Economic and Environmental Stewardship -- Through the Stream Maintenance Program the Water Agency protects the watershed and promotes biodiversity within our flood control system. The Water Agency utilizes local subcontractors to assist in vegetation management and contribute to the economic vitality of our community.

Water Agency Flood Control Goals and Strategies, Goal 1: Maintain, Operate, and Modify Flood Protection Facilities to Meet Current and Future Public Needs.

Fiscal Summary - FY 12-13

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 30,000		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$ 30,000
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 30,000	Total Sources	\$ 30,000

Narrative Explanation of Fiscal Impacts (If Required):

FY 2012/2013 appropriation of \$30,000 is from the Laguna/Mark West Zone 1A (50%), Petaluma Zone 2A (33%), and Valley of the Moon Zone 3A (17%) funds. FY 2013/2014 expenditures of \$150,000 will be budgeted in that fiscal year from the Laguna/Mark West Zone 1A, Petaluma Zone 2A, and Valley of the Moon Zone 3A funds.

Staffing Impacts

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

N/A

Attachments:

Related Items "On File" with the Clerk of the Board:

Agreement (4 Copies)



County of Sonoma Agenda Item Summary Report

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

Agenda Item Number: 6
(This Section for use by Clerk of the Board Only.)

To: Board of Directors, Sonoma County Water Agency

Board Agenda Date: March 12, 2013

Vote Requirement: Majority

Department or Agency Name(s): Sonoma County Water Agency

Staff Name and Phone Number:

Todd Schram / 524-1173

Supervisorial District(s):

All

Title: Water Transmission Pipeline Inspection and Assessment

Recommended Actions:

Authorize Chair to execute an agreement with AquaCoustic to provide water transmission pipeline inspection and assessment services for the amount of \$55,000; agreement terminates on March 31, 2014.

Executive Summary:

HISTORY OF ITEM/BACKGROUND

This agreement will authorize the inspection and assessment of portions of the Santa Rosa Aqueduct water transmission pipeline as part of the Sonoma County Water Agency's (Water Agency) comprehensive program to assess the condition of the overall transmission system. The Water Agency provides high-quality drinking water to approximately 600,000 people in Sonoma and Marin Counties. The Water Agency's transmission system consists of approximately 86 miles of underground pipeline extending from the Russian River near Forestville to Santa Rosa, Windsor, Cotati, Rohnert Park, Petaluma and Sonoma. The pipelines range in size from 16 to 54 inches in diameter, and consist mostly of concrete cylinder pipe.

Construction of the transmission system started with the Santa Rosa Aqueduct which was completed in 1959. Within five years, the Water Agency transmission system encompassed approximately 50 miles of pipelines. Expansions to the system totaling 26 miles were completed in the 1970s and 1980s. The last 10 miles of pipelines were completed in the last ten years.

In October 2010, the first pipeline inspection on the Santa Rosa Aqueduct since installation was conducted during an air valve replacement project. The project required dewatering of several miles of pipeline and presented a rare opportunity to perform a video inspection utilizing a tethered camera-mounted rover. A total of 3,200 linear feet of pipeline from several locations were inspected in one day. All pipelines age and degrade with time, but in general, the pipeline appeared to be in good condition with only isolated areas where cracks and small chips to the interior of the pipe were observed. Prior to

this limited study, there had been no interior inspections of the pipelines.

The only other pipeline condition assessment activity conducted to date has been the visual inspection of pipe sections retrieved from various installations of appurtenances. Based on the review of several of these sections, it is believed that there are portions of the transmission system where some wearing and degradation of the mortar lining has occurred. Additionally, pieces of mortar have been retrieved from screens located at turnouts along the pipelines, as well as in the system's storage tanks.

Due to the age and some signs of compromised integrity of the mortar lining, the Water Agency has initiated a comprehensive prioritized program to assess the overall condition of the transmission system. The Water Agency is particularly interested in conducting visual inspections of the piping interior, and measurements and assessments of the integrity of the mortar lining. In addition, leak detection, while not believed to be a major issue in the transmission system, may be considered.

This agreement will be a first-time use of 3 Dimensional Light Detection and Ranging laser technology and High Definition Closed Circuit Television camera by the Water Agency to assess internal pipeline conditions and is considered a pilot-test of these technologies. If these inspections are considered successful, more will be conducted in the future as part of the comprehensive assessment program and the Water Agency will be returning to the Board of Directors with additional agreements.

SELECTION PROCESS

In June, 2011, the Water Agency issued a Request for Qualifications to the following four firms:

- 1) Pure Technologies US, Inc., Columbia, Maryland
- 2) Echologics Engineering, Toronto, Canada
- 3) AquaCoustic Remote Technologies, Vancouver, British Columbia
- 4) Simpson Gumpertz & Heger, Waltham, Massachusetts

Services to be provided would be inspection, assessment and evaluation of pipeline conditions in our potable water transmission system.

All four firms submitted Statements of Qualifications, and the following three firms were determined to be qualified:

- 1) Pure Technologies US, Inc., Columbia, Maryland
- 2) AquaCoustic Remote Technologies, Vancouver, British Columbia
- 3) Simpson Gumpertz & Heger, Waltham, Massachusetts

Water Agency staff used the following criteria to evaluate each firm: experience, professional qualifications, responsiveness to the work requirements (for example, understanding of local issues and regulations, site familiarity), and demonstrated ability to perform the work in accordance with good practices common to the industry. In addition, a 5% local preference weighting would have been given to firms from Sonoma County, but in this case there were no local companies who do this type of work.

AquaCoustic was selected from among the qualified firms for this agreement because they were able to do the work within the time constraints of this particular inspection project.

SERVICES TO BE PERFORMED

Under the proposed Agreement, the Consultant will provide pipeline inspection services to inspect up to 4,000 linear feet of the Santa Rosa Aqueduct under dewatered conditions, an opportunity related to a construction project on the Aqueduct. This main portion of the agreement is \$35,000. If more pipeline becomes dewatered during the course of the other project, and therefore available for inspection, an optional task for up to \$20,000 has been added so that the Water Agency can take advantage of the access provided. The total not to exceed amount of the agreement is \$55,000.

The inspection will involve use of a 1600-linear foot tethered, robotic tractor equipped with 3 Dimensional Light Detection and Ranging laser technology and High Definition Closed Circuit Television camera laser. The combined high-quality video and high-accuracy laser survey points will provide the Water Agency with detailed data from which to assess the structural integrity of the mortar lining and condition of the pipe interior.

The Consultant will also provide post-inspection data analysis and processing, and prepare an Inspection and Condition Assessment Report that explains inspection and data processing procedures, documents the field work conducted, analyzes the collected data, and identifies the pipeline condition and major deficiencies observed.

Prior Board Actions:

None

Strategic Plan Alignment Goal 3: Invest in the Future

County Goal 3: Invest in the Future. Project assesses the physical condition of vital aging infrastructure of the County's major water supply. To continue to provide a reliable water supply in the future, it is imperative that we understand the integrity of the existing water transmission system and identify potential deficiencies that risk disrupting water service.

Water Agency Water Supply Goals and Strategies, Goal 1: Work with Water Contractors to retain and improve the reliability of the water supply production and distribution systems, Strategy 1: Ensure that aging infrastructure is assessed, maintained, and replaced regularly.

Water Supply Strategies Action Plan (December 2011), Water Supply Strategy 6: Implement projects to improve transmission system reliability, Intermediate Action 6: Evaluate condition of Water Agency's transmission system, especially portions experiencing elevated velocities.

Fiscal Summary - FY 12-13

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 55,000		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$ 55,000
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 55,000	Total Sources	\$ 55,000

Narrative Explanation of Fiscal Impacts (If Required):

FY 2012/2013 appropriation of \$55,000 is from the Water Transmission fund. (Account #675108-6570). No additional appropriation is required.

Staffing Impacts

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

N/A

Attachments:

N/A

Related Items "On File" with the Clerk of the Board:

Agreement (4 Copies)



County of Sonoma Agenda Item Summary Report

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

Agenda Item Number: 7
(This Section for use by Clerk of the Board Only.)

To: Board of Directors, Sonoma County Water Agency

Board Agenda Date: March 12, 2013

Vote Requirement: Majority

Department or Agency Name(s): Sonoma County Water Agency

Staff Name and Phone Number:

Carrie Pollard / 547-1968

Supervisorial District(s):

First and Second Districts

Title: Bay Area Integrated Regional Water Management Plan: Acceptance of Regional Water Conservation Program Proposition 84 Funds

Recommended Actions:

Authorize General Manager of Water Agency to execute an agreement with Solano County Water Agency to receive grant funds allocated in the Proposition 84 Bay Area Integrated Regional Water Management Plan Grant Memorandum of Understanding; \$765,000, agreement terminates in 2016, or when all of the Parties' obligations under the State Agreement are fully satisfied, whichever occurs earlier.

Authorize Chair to execute Funding Agreements with Valley of the Moon Water District (\$57,250); City of Sonoma (\$93,125); City of Petaluma (\$330,000); and North Marin Water District (\$263,750), to distribute grant funds and administer water use efficiency programs; agreements terminate in 2016.

Executive Summary:

HISTORY OF ITEM/BACKGROUND

In August 2011, the Department of Water Resources approved a grant application resulting in the Sonoma County Water Agency (Water Agency) becoming a participating agency in the Proposition 84 Bay Area Integrated Regional Water Management Plan Grant Memorandum of Understanding (Memorandum). The grant application was submitted by the Bay Area Clean Water Agencies (Agencies) for implementing a regional Water Conservation Program. The Water Agency applied for the funds on behalf of the water contractors that lie within the Bay Area Integrated Regional Water Management Plan region. These contractors include the Valley of the Moon Water District, City of Sonoma, City of Petaluma and North Marin Water District (Contractors). The Water Agency is also receiving funds for Agency Sonoma Valley County Sanitation District and Penngrove Sanitation Zone (Sanitation Service Areas).

Under the Proposition 84 Memorandum, the Water Agency was awarded \$765,000 to administer funds for the Contractors and Sanitation Service Areas. The Memorandum with the Solano County Water Agency, the lead grant administrator for the Regional Water Conservation Program, allows the Water Agency to pass grant funds through to the Contractors for use in various water conservation projects, including: High Efficiency Toilet Rebates and/or Direct Install Programs; Landscape Equipment Rebates;

Cash for Grass Turf Removal Rebates; Weather Based Irrigation Controller Rebates; and High-Efficiency Clothes Washer Rebates.

The funding agreements also allocate program management funds that will be paid to the Water Agency by the Contractors for assisting in implementation of local water use efficiency programs. The North Marin Water District (\$80,000), City of Sonoma (\$50,000), and Valley of the Moon Water District (\$25,000), have requested funds included in the agreement to allow the Water Agency to provide program administration. The City of Petaluma will manage and administer their own funds and programs.

The Sonoma-Marin Saving Water Partnership Agreement and the Restructured Agreement for Water Supply authorize the Water Agency to implement and fund water conservation measures that are cost-effective and will reduce water demands on the Water Agency’s water transmission system. The long-term management of water resources is critical in the Water Agency service area. The Water Agency is a party to the Memorandum of Understanding Regarding Urban Water Conservation in California which identifies water conservation Best Management Practices that achieve long-term reductions in per capita water demand to improve supply reliability, reduce the impact of short-term water shortage conditions, and provide a more accurate basis for future water management planning efforts. Approval of the proposed agreements will assist the Water Agency and the Contractors to implement water conservation actions that will reduce demands on the transmission system.

Prior Board Actions:

04/06/04: Resolution (04-0308) authorizing the General Manager/Chief Engineer to sign the Letter of Mutual Understandings for the San Francisco Bay Area Integrated Regional Water Management Plan.

Strategic Plan Alignment Goal 2: Economic and Environmental Stewardship

This project aligns with County Goal 2 by reducing water and waste water treatment and distribution which will, in turn, also reduce Green House Gas emissions.

Water Agency Water Supply Goals and Strategies, Goal 3: Ensure that water will be available to customers at all times, including during short-term emergencies, such as earthquakes, and long-term challenges caused by extended droughts and global climate change.

Fiscal Summary - FY 12-13

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 765,000	Water Agency Gen Fund	\$ -0-
Add Appropriations Req'd.	\$ -0-	Proposition 84 Grant - State/Federal	\$ 765,000
	\$	Fees/Other	\$ -0-
	\$	Use of Fund Balance	\$ -0-
	\$	Contingencies	\$ -0-
	\$		\$
Total Expenditure	\$ 765,000	Total Sources	\$ 765,000

Narrative Explanation of Fiscal Impacts (If Required):

Water Agency receives \$765,000 and then will pass through \$589,125 to the Contractors and utilize \$175,875 in Sanitation Service Areas. Contractors will pay Agency \$155,000 for program administration work per agreements.

Staffing Impacts

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

None.

Attachments:

None.

Related Items “On File” with the Clerk of the Board:

- 1) Solano County Water Agency draft agreement (one copy)
- 2) Four Agreements (4 copies each)

DT: \\FILESERVER\DATA\CL\AGENDA\AGREES\03-12-2013 WA WATER CONSERVATION PROP 84 FUNDS_SUMM.DOCM

CF/40-0-21 (Reimbursement Agree for the Water Conservation Program FY 2012/2013) TW 11/12-069; TW 11/12-70; TW 11/12-071; TW 11/12-072 (ID 4258)



County of Sonoma Agenda Item Summary Report

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

Agenda Item Number: 8
(This Section for use by Clerk of the Board Only.)

To: Board of Directors, Sonoma County Water Agency, Occidental County Sanitation District, Russian River County Sanitation District, Sonoma Valley County Sanitation District, South Park County Sanitation District

Board Agenda Date: March 12, 2013

Vote Requirement: Majority

Department or Agency Name(s): Sonoma County Water Agency and all County Sanitation Districts

Staff Name and Phone Number:

Kent Gylfe 547-1977 and Curran Price 524-1179

Supervisorial District(s):

All

Title: As-Needed Geotechnical Services

Recommended Actions:

Authorize Chair to execute an agreement with Kleinfelder West, Inc. to provide as-needed geotechnical engineering consulting for the amount of \$100,000; agreement terminates on December 31, 2017.

Executive Summary:

History of Item/Background

In the operation, maintenance, and construction of facilities for the Sonoma County Water Agency (Water Agency) and the Agency-operated County Sanitation Districts, issues often arise requiring geotechnical engineering consulting. Such issues arise on multiple projects, frequently occur in small tasks, can significantly vary in scope between projects, and often require a high degree of expertise. The Water Agency does not have staff with broad geotechnical engineering expertise, nor are any staff registered as a California Licensed Geotechnical Engineer. As such, the Water Agency routinely hires consultants to provide geotechnical engineering services whenever such services are required. For the last several years the Water Agency has utilized an existing as-needed agreement to meet this need. The existing agreement commenced in 2009 and was last amended in 2012, with a total agreement amount of \$100,000. The existing agreement provided services for numerous projects since 2009, and the authorized agreement amount is now nearly exhausted. A new as-needed agreement for geotechnical engineering services is now sought to replace the exhausted agreement. For these reasons, the Water Agency requested and reviewed the qualifications of several geotechnical engineering firms.

Selection Process

On August 22, 2012, the Water Agency issued a Request for Qualifications to sixteen firms; five firms

submitted Statements of Qualifications. Water Agency staff used the following criteria to evaluate each firm: professional qualifications, responsiveness to the work requirements, relevant experience, human and physical resources necessary to perform the work, demonstrated ability to perform the work in accordance with good practices common to the industry, and licensure in the State of California. A list of qualified consultants was generated from the selection process, including the following three firms:

- a) Brunsing Associates,
- b) Cal Engineering & Geology,
- c) Kleinfelder West, Inc.

For the subject as-needed geotechnical engineering agreement Kleinfelder West, Inc. (Consultant) was selected from the list because of their broad experience generally and their experience with water and sanitation projects specifically.

Services To Be Performed

Under the proposed Agreement for As-Needed Geotechnical Services, the Consultant will be assigned to various projects. Typical geotechnical services required may include, but are not limited to, engineered basins and ponds; embankments; pipelines; subdrainage; foundations for buildings, storage tanks, retaining walls and other structures, etc. The amount of the agreement is \$100,000, and the term of the agreement will expire December 31, 2017, unless the funds are exhausted prior to that date. This agreement amount and term were established based on similar utilization of the existing as-needed agreement. If the demand to utilize this agreement for as-needed geotechnical services is greater than currently anticipated – such that the authorized agreement amount is exhausted prior to the expiration date of the agreement - staff will either present an amended agreement to the Board to increase the authorized agreement amount, or solicit for new geotechnical service providers for Board approval of a new agreement.

Prior Board Actions:

01/13/2009 Board approved prior Agreement for As-Needed Geotechnical Consulting with Brunsing Associates. Funds under that agreement are almost exhausted.

Strategic Plan Alignment Goal 2: Economic and Environmental Stewardship

This agreement will help protect infrastructure from failure due to geological conditions.

Water Agency Water Supply Goals and Strategies, Goal 3:

Ensure that water will be available to customers at all times, including during short- term emergencies, such as earthquakes, and long-term challenges caused by extended droughts and global climate change.

Fiscal Summary - FY 12-13			
Expenditures		Funding Source(s)	
Budgeted Amount	\$ 100,000	Water Agency Gen Fund	\$ 0
Add Appropriations Req'd.	\$ 0	State/Federal	\$
	\$	Fees/Other- (various funds)	\$ 100,000
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 100,000	Total Sources	\$ 100,000

Narrative Explanation of Fiscal Impacts (If Required):

Funding of this as-needed agreement will be provided under varying budget appropriations for the respective projects for which services are provided.

Staffing Impacts

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

N/A

Attachments:

None

Related Items "On File" with the Clerk of the Board:

Agreement (4 Copies)



County of Sonoma Agenda Item Summary Report

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

Agenda Item Number: 9
(This Section for use by Clerk of the Board Only.)

To: Sonoma Valley County Sanitation District

Board Agenda Date: March 12, 2013

Vote Requirement: Majority

Department or Agency Name(s): Sonoma Valley County Sanitation District

Staff Name and Phone Number:

Rebecca Simonson 524-6435

Supervisorial District(s):

First

Title: Sonoma Valley County Sanitation District Biosolids Management Upgrade - Contract Award

Recommended Actions:

Authorize the Chair to execute the contract with KG Walters Construction, Santa Rosa, CA, \$3,000,200, for construction of the Sonoma Valley County Sanitation District Biosolids Management Upgrade Project, through July 2014; and delegate authority to the General Manager of the Water Agency on behalf of Sonoma Valley County Sanitation District (District) to execute Agreement and Release of Any and All Claims, if required.

Executive Summary:

The Sonoma Valley County Sanitation District Biosolids Management Upgrade project (Project) consists of upgrading the biosolids handling facility at 22675 8th Street East, in an unincorporated area of Sonoma, California. The work includes, but is not limited to, the installation of a new sludge dewatering screw press system and construction of new equipment and load-out building. Work also includes removal of an existing belt press and conveyor; electrical; and preparation and painting of pump room in the existing dewatering building.

Background

The existing sludge dewatering belt press is at the end of its useful life and needs to be replaced. The new sludge dewatering screw press in this project will remove more water from the sludge than the current belt press, decreasing the weight of the product sent to landfill and thus decreasing transportation costs and tipping charges at the landfill. The new screw press is expected to decrease water content by at least 2% from the current belt press. This is estimated to decrease landfill tipping charges by approximately \$26,600 per year initially with further savings as landfill tipping charges may increase with time.

The current dewatered sludge load-out method is inefficient (dewatered sludge is dumped on the ground and must be loaded separately into a hauling truck). This Project will provide a load-out facility that delivers dewatered sludge directly into hauling trailers.

The dewatering screw press will also be Class A Biosolids compatible, making it possible with retrofit to produce Class A Biosolids suitable for land application, instead of being sent to landfill in the future, if so desired.

The Project was advertised for bids November 29, 2012 - January 29, 2013.

Bids were opened January 29, 2013.

Bids for construction of said Project were received on January 29, 2013, as follows:

KG Walters Construction, Santa Rosa, CA	\$3,000,200
Mountain Cascade Inc., Livermore, CA	\$3,117,500
Syblon Reid, Folsom, CA	\$3,147,400
Valentine Corporation, San Rafael, CA	\$3,288,369
Clark Bros. Inc. Contractors, Dos Palos, CA	\$3,344,000
Aztec Consultants, Inc., San Ramon, CA	\$3,429,300
Western Water Constructors, Inc., Santa Rosa, CA	\$3,711,997

The Engineer's Estimate was \$2,422,800.

The lowest responsive and responsible bid is from KG Walters Construction Co., Inc. and is \$577,400.00 above the Engineer's Estimate. KG Walters Construction is experienced in this type of construction and met the experience requirements.

The discrepancy between the low bid and the Engineer's Estimate is mainly attributed to the cost of the screw press system in the bid being much higher than the cost quote received by the Engineer. The increase in the screw press system quote was due to an increase in the associated Instrumentation and Controls, higher labor hours than estimated, and additional manufacturer on-site support to the Contractor. In addition, labor costs and hours estimated for Electrical, Instrumentation and Controls were low and the system integration was much higher than estimated.

Although the bid came in higher than the Engineer's Estimate, there is adequate appropriation in the Sonoma Valley County Sanitation District Construction Fund.

A contractor must execute a release of claims (Document 00650) before final payment but may except any unresolved claims from the release. The requested action authorizes the General Manager to approve the release unless the contractor lists unresolved claims. In that case, County Counsel must review Document 00650 prior to General Manager approval.

Construction on the Project is scheduled to begin approximately May 13, 2013, with an estimated completion date of July 6, 2014.

Alternatives

Non-approval will compromise the Sonoma County Water Agency’s ability on behalf of the Sonoma Valley County Sanitation District to comply with State Water Resources Control Board Clean Water State Revolving Fund funding requirements. The State Water Resources Control Board Clean Water State Revolving Fund funding has been secured to cover a portion (\$3.1 million) of the construction and staff costs. The balance of the project costs are, and will be, provided for through appropriations in the SVCSO construction fund in the current fiscal year and in FY 13-14.

Non-approval will also take away the landfill tipping cost savings (\$26,600 per year) that would be achieved by this Project.

The Water Agency (on behalf of the District), recommends the Board take the following actions:

Actions:

1. Adopt and approve the Project Manual and Drawings (contract documents with “plans and specifications”) entitled "*Sonoma Valley County Sanitation District Biosolids Management Upgrade.*" The Project Manual, which contains the contract documents, and the project plans and specifications is on file with the Clerk.
2. Authorize the Chair to execute the contract with KG Walters Construction Co. in the amount of \$3,000,200, for construction of the Sonoma Valley County Sanitation District Biosolids Management Upgrade project, and delegate authority to the General Manager of the Sonoma County Water Agency acting on behalf of the District, to sign Document 00650 (Agreement and Release of Any and All Claims), with County Counsel review, if any unresolved claims are listed by the contractor.

Prior Board Actions:

None

Strategic Plan Alignment Goal 3: Invest in the Future

The Project is intended to invest in Sonoma County wastewater dewatered solids infrastructure to ensure that sludge is properly dewatered and disposed. The new screw press system will increase the solids content of the dewatered sludge (more solids content means less water and less weight) and thus decrease future landfill tipping charges which are applied by weight.

Water Agency Sanitation Goals and Strategies, Goal 2:

Provide adequate rate-based revenues, while pursuing new income and cost-cutting opportunities.

This Project will produce dewatered sludge (biosolids) at higher solids content and lower weight to decrease tipping charges at the landfill. It will also make it possible to produce Class A Biosolids suitable for land application in the future if so desired.

Fiscal Summary - FY 12-13

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 3,000,200	Water Agency Gen Fund	\$ 0
Add Appropriations Req'd.	\$ 0	State/Federal	\$
	\$	Fees/Other	\$ 3,000,200
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 3,000,200	Total Sources	\$ 3,000,200

Narrative Explanation of Fiscal Impacts (If Required):

This contract is funded by the Sonoma Valley County Sanitation District - Construction fund (653303). The State Water Resources Control Board's Clean Water State Revolving Fund will reimburse this account a maximum of \$3.1 million as work is completed. This contract will impact Fiscal Year 2012/2013.

Staffing Impacts

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
NA			

Narrative Explanation of Staffing Impacts (If Required):

NONE

Attachments:

NA

Related Items "On File" with the Clerk of the Board:

Project Manual, including contract documents and drawings.



County of Sonoma Agenda Item Summary Report

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

Agenda Item Number: 10
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors

Board Agenda Date: March 12, 2013

Vote Requirement: Majority

Department or Agency Name(s): County Administrator's Office

Staff Name and Phone Number:

Veronica Ferguson, (707) 565-2431

Supervisorial District(s):

All.

Title: Personal Services Agreement – Human Services Director

Recommended Actions:

Authorize the Chair to execute a Personal Services Agreement with Jerry Dunn as Human Services Director, from February 5, 2013 through February 15, 2016.

Executive Summary:

Attached for the Board's approval is a 3-year Personal Services Agreement with Jerry Dunn in the capacity of the Human Services Director, as appointed by the Board on February 5, 2013, through February 15, 2016.

Prior Board Actions:

Prior personal services agreements have been in place for the position of Human Services Director; the most recent prior incumbent retired in 2012.

Strategic Plan Alignment Goal 4: Civic Services and Engagement

This position provides the civic services and support required to manage and support various County programs and public services.

Fiscal Summary - FY 12-13			
Expenditures		Funding Source(s)	
Budgeted Amount	\$ 1,740.95		\$
Add Appropriations Req'd.	\$	State/Federal	\$ 1,740.95
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 1,740.95	Total Sources	\$ 1,740.95
Narrative Explanation of Fiscal Impacts (If Required):			
<p>Jerry Dunn will start at "G" salary step, \$14,423 monthly salary. The increased costs associated with this action for FY 12/13 amounts to \$1,740.95, salary and benefits, and is included in the department's budget in anticipated of this position being filled full time this FY. Ongoing annualizing costs associated with this position total \$275,091, salary and benefits, and will be incorporated in the FY 13-14 recommended budget.</p>			
Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
Attachments:			
Agreement for Personal Services.			
Related Items "On File" with the Clerk of the Board:			
None.			

AGREEMENT FOR PERSONAL SERVICES

DIRECTOR OF HUMAN SERVICES

This Agreement is made this 12th day of March 2013 by and between the County of Sonoma, a political subdivision of the State of California (hereinafter "COUNTY") and Jerry Dunn (hereinafter called "EMPLOYEE").

WITNESSETH:

WHEREAS, COUNTY and EMPLOYEE are desirous of entering into a personal services agreement for the position of Director of Human Services; and

WHEREAS, EMPLOYEE acknowledges that by accepting the position of Director of Human Services his position will be in the unclassified service under the Sonoma County Civil Service System;

WHEREAS, on February 5, 2013, the Board announced that it was appointing EMPLOYEE as the Director of Human Services; and,

NOW, THEREFORE, BE IT AGREED by and between the parties as follows:

1. Term of Employment. COUNTY hereby employs EMPLOYEE in the position of Director of Human Services for a period of three (3) years, commencing on February 5, 2013, and ending on February 15, 2016, subject, however, to termination as herein provided.

2. Duties. EMPLOYEE shall perform the duties of Director of Human Services as set forth in the County job specification, attached hereto as Exhibit A, as it now provides or may hereafter be amended, and such other duties as may be prescribed by the COUNTY.

3. Compensation.

(a) EMPLOYEE's salary shall be at the "G" step of the salary range for the position of Director of Human Services as set forth in the Sonoma County Salary Resolution 95-0926 ("Salary Resolution"). Any increases in salary, including merit increases or salary step advancement, shall require further approval by the Board of Supervisors. Any provisions of the Salary Resolution regarding merit increases or step advancements, including Sections 7.18 and 7.19, are not applicable or made part of this Agreement.

(b) Except as herein provided, EMPLOYEE shall be entitled to the same fringe benefits generally available to COUNTY department heads, as specified in the Salary Resolution.

4. Performance review.

The Board of Supervisors shall review EMPLOYEE's performance on an annual basis and, based upon that review, the Board will consider whether to provide EMPLOYEE with any merit increase or step advancement. Authorization of any merit increase or step advancement is within the sole discretion of the Board.

5. Expiration and Non-renewal. At the expiration of the term of this Agreement, EMPLOYEE's employment shall automatically terminate, unless otherwise mutually extended by the parties.

6. Termination.

(a) EMPLOYEE may be terminated by the Board of Supervisors with cause as provided in attachment B.

(b) EMPLOYEE may terminate his employment at any time by delivering to the Board of Supervisors his written resignation. Such resignation shall be irrevocable and shall be effective not earlier than sixty (60) calendar days following delivery.

(c) From the date upon which EMPLOYEE either resigns or is notified of the COUNTY's intention to terminate the Agreement until the actual date upon which the resignation, termination or expiration becomes effective, EMPLOYEE shall continue to devote his full time, attention and effort to the duties anticipated hereunder and shall perform the same in a professional and competent manner. If requested, EMPLOYEE shall assist COUNTY in orienting EMPLOYEE's replacement and shall perform such tasks as are necessary to effect a smooth transition in the leadership of the COUNTY. These tasks may also include providing information or testimony regarding matters which arose during EMPLOYEE's term as Director of Human Services.

(d) EMPLOYEE acknowledges, understands and warrants that EMPLOYEE shall have no further right or claim to employment after the expiration of the term of this Agreement. Except as provided herein, no other document, handbook, policy, resolution or oral or written representation shall be effective or construed to be effective to extend the term hereof or otherwise grant EMPLOYEE any right or claim to continued employment with COUNTY.

7. Nonassignability. EMPLOYEE shall not, during the term of this Agreement, make any assignment or delegation of any of its provisions without the prior written consent of COUNTY.

8. Compliance with Law. EMPLOYEE shall, during his employment hereunder, comply with all laws and regulations applicable to such employment. Any act or omission of EMPLOYEE constituting a public offense involving moral turpitude or a withholding of labor is a material breach of this Agreement relieving COUNTY of any and all obligations hereunder. Such act or omission shall constitute sufficient grounds for EMPLOYEE's termination with cause pursuant to this Agreement.

9. Merger. This writing is intended both as the final expression of the Agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement, pursuant to Section 1856 of the Code of Civil Procedure. No modification of this Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.

10. No Representations or Warranties on Tax or Retirement Issues. EMPLOYEE acknowledges and agrees that the COUNTY has not made any representations or warranties regarding tax consequences or retirement compensation pertaining to his salary and benefits.

EMPLOYEE further acknowledges and agrees that the Sonoma County Employees' Retirement Association ("SCERA") makes the final determination on what is deemed "final compensation" for purposes calculating retirement benefits.

ATTEST:

COUNTY OF SONOMA

Clerk of the Board

By _____
Chair, Board of Supervisors

EMPLOYEE

Jerry Dunn

EXHIBIT A to Personal Services Agreement with Jerry Dunn

County of Sonoma
CAT. NO. 1 JGRP NO. IX

3090
Established 10/94
Revised 12/95

DIRECTOR OF HUMAN SERVICES

Definition

Under general policy direction of the Board of Supervisors and the County Administrator, provides leadership and administrative policy direction for programs and services of the Human Services Department; and performs related duties as required.

Distinguishing Characteristics

This position serves as the department head for the Human Services Department. The incumbent is in a position of trust and confidence and is the appointing authority for all employees in the Human Services Department. The Director of Human Services reports to the Board of Supervisors through the County Administrator to provide advice and consultation on all matters related to the requirements of the department. The Director is delegated authority and is held accountable for the overall resource development and administration of all programs, services and employees of the Human Services Department. The incumbent performs assignments with a maximum amount of independent judgment and initiative within broad policy objectives established by the Board of Supervisors and the County Administrator. This job class is not within the classified civil service under the provisions of Section 5 (q) of the County of Sonoma Civil Service Ordinance No. 305A as amended. The incumbent serves at the will of the Board of Supervisors and is required to enter into an "at will" employment contract

Typical Duties

Provides leadership and administrative policy direction; coordinates administration of all departmental divisions; evaluates performance of subordinate managers; conducts meetings and conferences with department staff; advises the County Administrator at the Board of Supervisors regularly of human services issues.

Develops and implements administrative policies and procedures; refines management structure, as necessary, with attention to lines of communication, decision making, and accountability; maintains an organizational chart which identifies department divisions and sections with an explanation of how authority is delegated and work flows.

Directs the research, analysis and formulation of the department budget; determines departmental budget priorities; prepares and justifies program and budget recommendations to the County Administrator and the Board of Supervisors; ensures that budget expenditures are properly controlled.

Submits estimates of facility requirements with estimated costs and time lines for relocation and/or modifications.

Establishes and evaluates monitoring and evaluation systems; establishes measurable standards for reviewing the success of the plan and the new systems and services.

Interviews and selects top management staff; reviews and approves staff training program; recommends changes in position classification consistent with organizational structure; evaluates the performance of subordinate managers; approves or disapproves merit salary increases; adjusts employee grievances within limits of delegated authority, has authority to hire and discharge in the Human Services Department; delegates authority and holds subordinate managers accountable for the efficient administration of their divisions or sections.

Reviews and approves Board of Supervisors' agenda items, personnel, operational and budgetary actions recommended by Division Directors.

Coordinates the administration of the department divisions; initiates, implements, and reconciles management practices and policies; approves changes and modifications; ensures intra-departmental communication and implementation of changes and modifications of protocols.

Advises the Board of Supervisors and the County Administrator of any changes in state laws or regulations that will have an impact on the delivery of human services; provides the Board of Supervisors and the County Administrator with specific plans, costs and recommendations needed to meet legal requirements.

Establishes and maintains effective communication and working relationships with related County departments and key officials of state, federal and local agencies.

With concurrence of the Board of Supervisors and the County Administrator, seeks and applies for grants in aid to improve or enhance the delivery of human services.

Coordinates and directs the provision of technical and professional assistance to other county departments, other human service agencies, businesses and members of the general public on matters affecting the delivery of human services to the citizens of Sonoma County.

Conducts meetings and conferences with department staff; interprets policies, rules and regulations to staff members; allocates and reallocates department resources to meet human service needs; analyzes difficult management and fiscal problems, considers available options, evaluates possible solutions, selects an appropriate solution and implements a decision to resolve the problem.

Coordinates preparation and release of informational materials which enhance public understanding of community needs and human service activities; represents the County in speaking engagements and general public contact on matters pertaining to human service programs and activities; coordinates preparation and release to the media of information related to the programs and services of the Human Services Department.

Knowledge and Abilities:

Extensive knowledge of: modern personnel, financial and program management processes and procedures required to effectively plan, organize and direct a Human Services Department; federal, state and local laws, ordinances, rules and regulations relating to the management and operations of a Human Services Department, including the provisions of the California Welfare and Institutions Code related to categorical aids and Social Security.

Thorough knowledge of: modern organizational and planning techniques used to manage a multi-service human services agency.

Considerable knowledge of: the social and economic problems that have an impact on the human services needs of the community; communications and conflict resolution techniques.

Working knowledge of: the operational requirements of a 24-hour institution; the Juvenile Court System.

Knowledge of: research methodology, report writing and basic statistics.

Ability to: evaluate the performance of subordinates, identify behavior and performance problems, communicate appropriate employment standards to affected employees and hold those employees to the standards; effectively plan, organize, direct, coordinate, administer, and supervise activities and programs of the Human Services Department; analyze management problems, to reach practical conclusions, and institute effective changes; develop and update departmental rules, regulations and policies; direct or prepare comprehensive, clear written reports and oral presentations containing alternate solutions and recommendations regarding specific resources, plans and policies; establish and maintain effective professional and working relationships with the Board of Supervisors, the County Administrator, other County department heads, subordinates, community groups, other human service agencies, the general public and others who have an interest in human services issues; ensure proper compliance with state, federal and local guidelines, policies, goals, rules and regulations; understand and appreciate differing views on the role of the Human Services Department in the management of sensitive human services issues; administer a variety of community service contracts; physically visit a variety of Human Services Departments and other local agency locations.

Minimum Qualifications:

Education: Any combination of education or training that would provide the opportunity to acquire the knowledge and abilities listed. Normally, graduation from an accredited college or university with a degree in social work, public administration, business administration or a closely related field would provide such opportunity. Possession of a Masters degree is desirable.

Experience: Any combination of experience which would provide the opportunity to acquire the knowledge and abilities listed. Normally, five years of increasingly responsible experience managing a human services organization or large division of such organization would provide such opportunity.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

EXHIBIT B to Personal Services Agreement with Jerry Dunn
Termination and Administrative Leave Provisions

1. As provided in the Personal Services Agreement, to which this Attachment B is attached and incorporated, COUNTY may terminate EMPLOYEE's employment with cause.

2. Termination without cause:

Severance. Termination of EMPLOYEE's employment without cause may be effected by the COUNTY giving sixty (60) days' prior written notice to EMPLOYEE. Upon such termination, EMPLOYEE shall be entitled to additional salary, and any other compensation allowed under the County of Sonoma Salary Resolution, equal to that which would accrue during ninety (90) calendar days following termination and to be computed by the COUNTY Auditor-Controller at the rate applicable on the day of termination plus the cash equivalent of all accumulated vacation as of the day of termination. In addition to the foregoing, EMPLOYEE shall also be entitled to be compensated for any floating holiday balance or any other compensation or benefits as allowed by the Sonoma County Salary Resolution, as it may be amended from time to time. EMPLOYEE's health benefits and the COUNTY's portion of the premium contribution shall continue to remain in effect for a period of ninety (90) calendar days from date of termination. EMPLOYEE's acceptance of said severance pay shall constitute a final settlement and satisfaction of all claims of EMPLOYEE against the COUNTY arising out of his employment.

2. Termination with cause:

COUNTY may terminate EMPLOYEE's employment for just cause at any time by giving notice of employment discrepancies and an opportunity to respond to such discrepancies prior to termination. Notice is accomplished by COUNTY depositing a written notice in the United States mail that is addressed to EMPLOYEE at EMPLOYEE's last known address. After termination for just cause has been affected, EMPLOYEE shall have no further rights under this Agreement or to continued employment with the COUNTY. Just cause shall be related to and limited to those matters of local concern to the Board of Supervisors. Just cause includes those grounds set forth in the Sonoma County Civil Service Rules, Rule 10.3 and may include, but is not limited to, unauthorized absence, conviction of a felony or of any criminal act involving moral turpitude; hostile and discourteous treatment of employees; mismanagement of County funds; conduct which brings discredit to the County; disorderly conduct; incapacity due to mental or physical disability to the extent permitted by law; willful concealment or misrepresentation of material facts in applying for or securing employment; willful disregard of a lawful order from a duly constituted authority; willful disregard of a County or departmental policy and/or laws regarding the confidentiality of records; using, being in possession of, or being under the influence of alcohol, narcotics, intoxicants, drugs, or hallucinatory agents while on County property or in vehicles during working hours or reporting to work under such conditions, or abuse of alcohol or drugs while in County uniform (possession and proper use of drugs prescribed by a licensed physician and appropriate possession of unopened alcoholic beverages are not prohibited by this section); negligence or willful damage to public property or waste or theft of public supplies or equipment; refusal to comply with a proper directive to

undergo a medical examination as issued by an appointing authority; falsification of any records, such as medical forms, time cards or employment applications, or making material dishonest work-related statement to other employees at work or committing perjury; unauthorized use of County vehicles and equipment; conviction of driving under the influence, reckless driving, or hit-and-run driving whether on or off the job, in a County vehicle; unauthorized possession of weapons or explosives on County premises; willful carelessness or violation of safety rules and regulations which jeopardize the safety of others and/or which could result in bodily injury to others or damage to County property; and sexual harassment of or unlawful discrimination against another employee or applicant for employment. Any other just cause not set forth above, must be of similar egregious conduct.

3. Statement of Reasons for Termination.

The COUNTY and EMPLOYEE will, within a reasonable period of time, not to exceed 10 working days, attempt to agree on a mutually acceptable statement as to the reasons for termination. If the parties cannot mutually agree to an acceptable statement of the reasons for termination within the time period set forth above, the Board of Supervisors may, in its sole discretion, publish its reasons for termination. In such event, publication shall consist of filing the reasons with the Clerk of the Board. A copy of the statement shall be made for EMPLOYEE and kept for him in the office of the Board's Clerk. Within ninety (90) days following the announcement of termination, EMPLOYEE may present a written response to the Chair of the Board of Supervisors which will be maintained as a public record. The parties agree that other than as provided above, they will not make any other public statement concerning EMPLOYEE's termination.

4. Administrative Leave.

Upon receiving a specific complaint or charge brought against EMPLOYEE by another person or employee, the Chair of the Board of Supervisors may place EMPLOYEE on administrative leave when, in the sole opinion of the Chair of the Board of Supervisors, EMPLOYEE's temporary removal from office would be in the best interests of COUNTY. The administrative leave will commence on the Chair of the Board of Supervisors' delivery to EMPLOYEE's office of a written notice to that effect. Upon the delivery of the notice to EMPLOYEE's office, performance of EMPLOYEE's job duties under this Agreement are suspended but all other provisions of this Agreement shall remain in full force and effect. COUNTY and EMPLOYEE agree that COUNTY will incur damages, if, during the period of administrative leave, EMPLOYEE performs or attempts to perform any of the duties provided in paragraph 2, or in any other way interferes with the administration or operation of the Human Services Department. COUNTY and EMPLOYEE agree that the measurement of these damages would be difficult and speculative and accordingly further agree that if EMPLOYEE performs or attempts to perform any of the duties provided in job specification for the position of Director of Human Services, or in any other way interferes with the administration or operation of the Department that COUNTY's duties to compensate EMPLOYEE under the Agreement are discharged for each day during which EMPLOYEE engages in such non-cooperation and/or

interference. The administrative leave and the suspension of job duties shall terminate on the Chair's delivery to EMPLOYEE's office of a written notice to that effect.



County of Sonoma Agenda Item Summary Report

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

Agenda Item Number: 11
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors, Board of Directors, Board of Commissioners

Board Agenda Date: March 12, 2013

Vote Requirement: Majority

Department or Agency Name(s): County Administrator

Staff Name and Phone Number:

Lori Norton X3345

Supervisorial District(s):

Countywide

Title: Board Rules of Procedures 2013 Update

Recommended Actions:

Adopt Board Rules of Procedures 2013 Update

Executive Summary:

The 2013 update to the Board Rules of Procedures (Attachment A) includes one substantive change. Rule 21 has been updated to clarify procedures for communication received by the Board after a public hearing on a land use matter is closed. Clarification on this issue was provided to the Board in the form of a joint memo from Permit Resource Management and County Counsel, dated May 4, 2012, which is also attached (Attachment B) for your reference.

Other minor updates include changes to the order of business for regular meetings of the Board (Agenda - Appendix A) to reflect that adjournments in the memory of will be commemorated at the time the meeting is adjourned, and an update to Appendix B which lists the most common circumstances under which a 4/5ths or Unanimous vote of the Board is required.

Background

On April 10, 2012 the Board adopted a comprehensive update to the Board Rules of Procedures. Prior to 2012 the rules had not been comprehensively reviewed or updated since 1974.

Prior Board Actions:

Strategic Plan Alignment Goal 4: Civic Services and Engagement

The Board Rules of Procedures are designed to foster understanding and respect for the democratic process, facilitate compliance with applicable laws, encourage public participation, provide guidance on decorum, and enhance effective and efficient management of Board meetings.

Fiscal Summary - FY 12-13			
Expenditures		Funding Source(s)	
Budgeted Amount	\$ 0		\$ 0
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 0	Total Sources	\$ 0
Narrative Explanation of Fiscal Impacts (If Required):			
There is no cost associated with the recommended action to adopt the updated Rules of Procedures. Minor County Administrator and County Counsel staff costs, which are included in the adopted budget for FY 12-13, were required to compile and update the Rules.			
Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
Attachments:			
Attachment A – Board Rules of Procedures Attachment B – May 4, 2012 Memo to the Board from Permit Resource Management Department and County Counsel			
Related Items “On File” with the Clerk of the Board:			
None			

Sonoma County Board of Supervisors

Board Rules of Procedures



Adopted Date: 04/10/2012

Revised: 03/12/2013

I.	PURPOSE	1
II.	GENERAL	1
	Rule 1. Applicability of Rules	1
	Rule 2. Definitions	1
III.	MEETINGS.....	1
	Rule 3. Regular Meetings and Annual Calendar	1
	Rule 4. Special Meetings, Budget Hearings, Workshops and Planning Meetings	2
	Rule 5. Emergency Meetings.....	2
	Rule 6. Closed Sessions	2
IV.	ELECTIONS, POWERS, AND DUTIES OF THE CHAIR, VICE-CHAIR, AND CHAIR PRO-TEMPORE.....	2
	Rule 7. Annual Selection of Chair and Vice Chair.....	2
	Rule 8. Powers of Chair, Vice-Chair, and Chair Pro-Tempore	2
V.	AGENDAS AND AGENDA MATERIALS.....	3
	Rule 9. Meeting Agenda.....	3
	Rule 10. Addendums/Supplemental Agenda Items.....	3
	Rule 11. Use of Clerk of the Board Required Agenda Form.....	3
	Rule 12. Department/Agency Agenda Responsibilities	3
	Rule 13. Review and Filing of Agenda Items	3
	Rule 14. Supplemental Correspondence and Information Prior to Board Meeting and During the Board Meeting	4
	Rule 15. County Counsel Approval as to Form.....	4
VI.	CONDUCT OF BUSINESS	4
	Rule 16. Order of Business	4
	Rule 17. Board Member; Notification of Absence	4
	Rule 18. Quorum and Action.....	4
	Rule 19. Matters Not on the Agenda/Emergency Items.....	4
	Rule 20. Consent/Regular Calendar Items	5
	Rule 21. Public Hearings.....	5
VII.	PROCEDURE AND VOTING.....	6
	Rule 22. Order and Decorum	6
	Rule 23. Commitment to Civility	6
	Rule 24. Use of Electronic devices and documents	7
	Rule 25. Motions – General.....	7
	Rule 26. Voting	7
	Rule 27. Roll Call Votes.....	7
	Rule 28. Conflicts of Interest.....	7
	Rule 29. Motion to Rescind	8

Sonoma County Board Rules of Procedures

Table of Contents

Rule 30.	Motion to Reconsider	8
Rule 31.	Substitute Motion	8
Rule 32.	Ordinances	8
Rule 33.	Planning Matters – Request for Continuance.....	9
Rule 34.	Planning Matters – Original Jurisdiction	9
VIII.	DUTIES OF COUNTY STAFF DURING BOARD MEETINGS	9
Rule 35.	County Administrator.....	9
Rule 36.	County Counsel	9
Rule 37.	Clerk of the Board	9
Rule 38.	Sheriff	9
Rule 39.	Department and Agency Directors	10
IX.	COMMITTEES.....	10
Rule 40.	Board Committees/Assignments and Reporting Requirements.....	10
Rule 41.	Standing Committees.....	10
Rule 42.	Ad-Hoc Committees	10
X.	OTHER	10
Rule 43.	Board Member Referrals to Staff.....	10
Rule 44.	Action Summaries and Recordings of Meetings	11
XI.	PARTICIPATION OF THE PUBLIC	11
Rule 45.	Public Comment / Time Limits	11
Rule 46.	Orderly Conduct.....	11
Rule 47.	Security and Prohibition of Banners/Signs or other Hazardous Objects.....	11
XII.	Appendix A. Order of Agenda.....	12
XIII.	APPENDIX B. 4/5ths and Unanimous Vote Requirements	13

RULES OF PROCEDURE

OF THE BOARD OF SUPERVISORS

SONOMA COUNTY, CALIFORNIA

I. PURPOSE

The purpose of these Rules of Procedures (“Rules”) is to foster understanding and respect for the democratic process, facilitate compliance with applicable laws, encourage public participation, provide guidance on decorum, and enhance effective and efficient management of Board meetings.

II. GENERAL

Rule 1. Applicability of Rules

These Rules are adopted pursuant to Government Code §25003. The Rules shall apply to the Board of Supervisors of the County of Sonoma whether sitting as the Board of Supervisors of the County or as the governing board of any other district, commission, authority or board.

These Rules are intended to expedite the transaction of business of the Board in an orderly fashion, and are deemed to be procedural only. The failure to strictly observe application of the Rules shall not affect the jurisdiction of the Board or invalidate any action taken at a meeting that is otherwise held in conformity with the law. Except as otherwise provide by law, these Rules, or any one of them, may be suspended by a majority of the Board.

These Rules supersede and replace all rules of procedure previously adopted by the Board.

Rule 2. Definitions

In interpreting these Rules:

- a) “Board” refers to the Board of Supervisors of Sonoma County, whether sitting as the Board of Supervisors of the County or as the governing body of any other district, authority or board
- b) “Board member” refers to a member of the Board
- c) “Chair” and “Vice Chair” refers to the Board members elected to those respective offices
- d) “Clerk” refers to the Clerk of the Board of Sonoma County
- e) “County Administrator” refers to the County Administrative Officer of Sonoma County

III. MEETINGS

Rule 3. Regular Meetings and Annual Calendar

Regular meetings generally shall be held on each Tuesday of every month except the Board shall generally not meet on any fifth Tuesday of a calendar month, or on any Tuesday following a Monday holiday. In addition, any meeting may be cancelled upon the order of the Chair, or by a majority of the members of the Board.

Regular meetings shall commence at 8:30 a.m. and shall be held at the Board of Supervisors Chambers at 575 Administration Drive, Suite 102A, Santa Rosa, California, unless the time, date and location are changed by a

Sonoma County Board Rules of Procedures

majority vote of the Board, and so noticed. Business shall normally be conducted between 8:30 a.m. and 5:00 p.m., but may continue past 5:00 p.m., without objection from the members present.

An annual calendar of meetings shall be adopted by the Board at their first meeting in January. The calendar will include all known regular meetings. Any meeting may be canceled upon the order of the Chair, or by a majority of Board members.

Rule 4. Special Meetings, Budget Hearings, Workshops and Planning Meetings

Special meetings may be called at any time by the Chair, or by a majority of the members. Upon the call of a special meeting, the Clerk will prepare and distribute, at least 24 hours before the time of the special meeting, written notice to each member and to a local newspaper of general circulation. The notice shall specify the time and place of the special meeting and the business to be transacted or discussed. No other business shall be considered at these meetings (Government Code §54956).

Budget Hearings, Workshops, Study Sessions and Planning Meetings may be called by the Chair or by a majority of the Board at times and locations in accordance with the law and specified notice provisions.

Rule 5. Emergency Meetings

Emergency meetings may be called by the Chair or by a majority of the Board, in the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities. Upon the call of an emergency meeting, the Clerk shall give notice of the meeting, and comply with posting requirements (Government Code §54956.5).

Rule 6. Closed Sessions

Closed sessions of the Board can be called by the Chair or by a majority of the Board, for those purposes allowed by law (Government Code §54956.7).

Prior to holding any closed session, the Chair shall announce the session in an open meeting, and shall provide an opportunity for public comment on items on the closed session agenda. During the closed session the Board may consider only those items on the agenda. At the conclusion of the closed session the Board shall report, in an open meeting, as required by law, action taken (Government Code §54957.1).

IV. ELECTIONS, POWERS, AND DUTIES OF THE CHAIR, VICE-CHAIR, AND CHAIR PRO-TEMPORE

Rule 7. Annual Selection of Chair and Vice Chair

At its first regular meeting, after January 1 of each year, the Board shall nominate and elect from its membership a Chair, Vice Chair, and a Chair Pro-Tempore. The Chair shall call the meeting to order and the first order of business shall be the election of officers for the ensuing calendar year. The Chair, Vice Chair, and Chair Pro-Tempore shall serve until the election of their successors.

Rule 8. Powers of Chair, Vice-Chair, and Chair Pro-Tempore

The Chair shall serve as presiding officer of the Board, rule on questions of procedure, appoint members to committees and special assignments, and execute official Board records and documents presented by the County Administrator/Clerk. In the absence or unavailability of the Chair, the Vice-Chair shall call the meeting to order and serve as presiding officer. The Vice-Chair shall have and exercise all powers and duties of the

Chair for meetings over which he or she is called to preside and at ceremonial and official functions, which the Chair cannot attend.

If both the Chair and the Vice-Chair are absent or unable to participate, the Chair Pro-Tempore shall call the meeting to order, serve as the presiding officer, and shall have and exercise all power and duties of the Chair for the meeting over which he or she is called to preside and at ceremonial and official functions, which the Chair or Vice Chair cannot attend.

V. AGENDAS AND AGENDA MATERIALS

Rule 9. Meeting Agenda

At least 72 hours before a regular meeting, the Clerk shall post an agenda. The agenda shall consist of a brief statement of each item to be considered by the Board (Government Code §54950). The agenda shall indicate the time and location of the meeting and shall be posted as required by law.

Rule 10. Addendums/Supplemental Agenda Items

The Clerk shall prepare, post, and distribute all addendums/supplemental agendas when there has been an item added, continued, deleted, and/or modified since the distribution of the initial meeting agenda.

Rule 11. Use of Clerk of the Board Required Agenda Form

All Departments/Agencies shall use agenda forms, as prescribed by the Clerk, when submitting items to be placed on the Board's agenda for consideration. The Clerk shall make prescribed forms available. Without amendment to these Rules, the County Administrator may change agenda forms.

Rule 12. Department/Agency Agenda Responsibilities

When submitting an item for consideration by the Board, it is the responsibility of the originating Department /Agency to provide all required information, and to meet all timelines established by the County Administrator and Clerk. Originating Departments/Agencies shall submit sufficient copies to meet the distribution and processing requirements of the Clerk.

Rule 13. Review and Filing of Agenda Items

All agenda items require review by the County Administrator's Office prior to submission to the Clerk for placement on the agenda. Agenda items are to be submitted to the County Administrator's Office complete, with all back-up materials, and in accordance with all requirements and instructions as established by the County Administrator.

The County Administrator may ask for additional information, clarification, and may determine not to place any item on the agenda that is not complete or is not submitted in accordance with instructions. Without amendment to these Rules, agenda submittal instructions may be amended or additional requirements imposed to ensure appropriate review and Brown Act compliance.

Sonoma County Board Rules of Procedures

Rule 14. Supplemental Correspondence and Information Prior to Board Meeting and During the Board Meeting

- a) After Initial Agenda Distribution and Prior to the Meeting Rule - Agenda materials distributed, via mail, email, or hand delivered by the public to a majority of the Board or their staff, that is distributed or redistributed to another County employee, must be forwarded to the Clerk for public review.
- b) At the Meeting Rule - Documents, including PowerPoint handouts, distributed to Board members by County employees or Board members themselves at the meeting, shall be kept to a minimum. When necessary to distribute materials at the meeting, 20 copies shall be provided to the Clerk for distribution to: Board members, County Administrator, County Counsel, and the Clerk, with remaining copies available for distribution to the general public. If large numbers of the public are anticipated to attend the Board Meeting on a matter and new information will be distributed to the Board members, then the number of copies should be increased to anticipate the number needed for the public.

Any supplemental correspondence or written information related to an agenda item which is provided to three or more Board members, and/or members of their staffs, shall be concurrently filed with the Clerk and made a part of the official record. This Rule shall not apply to attorney-client privileged communications.

Sufficient copies of supplemental correspondence and information should be delivered to the Clerk and the Clerk shall make the appropriate distribution to the Board, CAO and County Counsel.

Rule 15. County Counsel Approval as to Form

All agenda items which require County Counsel's approval shall be reviewed and approved, prior to submittal to the County Administrator Office. County Counsel shall provide instructions to departments and agencies on what items require such approval.

VI. CONDUCT OF BUSINESS

Rule 16. Order of Business

The Board shall conduct business in the order specified in the posted agenda or as modified at the discretion of the Chair. Without amending these Rules, the Board may modify or amend the Order of Business for Regular meetings, which shall be attached to these Rules as Appendix A.

Rule 17. Board Member; Notification of Absence

If any Board member is unable to attend a meeting of the Board, all reasonable efforts shall be made to notify the Chair, County Administrator, and the Clerk, in writing and as soon as possible to ensure there are sufficient members present to consider all agenda items.

Rule 18. Quorum and Action

Three members of the Board shall constitute a quorum sufficient to transact business. In the absence of a quorum, the remaining members or the Clerk may adjourn the meeting to another date and time in accordance with Government Code §54944 and shall post a Notice of Adjournment.

Rule 19. Matters Not on the Agenda/Emergency Items

No action shall be taken on any item not appearing on the posted agenda except:

- a) Upon a majority vote of the Board that an emergency situation exists as defined in Government Code §54956.5;
- b) Upon a determination by a four-fifths (4/5) vote of the Board, or if less than four-fifths (4/5) of the members are present, a unanimous vote of those members present, that 1) there is a need to take immediate action, and 2) the issue arose subsequent to the agenda being posted.

Any requests to hear a matter not on the agenda or emergency item shall be communicated to the Chair, County Administrator, County Counsel and Clerk as soon as the need becomes known.

Rule 20. Consent/Regular Calendar Items

Agenda items on the Consent Calendar are routine in nature, consistent with adopted Board policy, and do not require individual consideration. The Consent Calendar will be enacted by one motion for approval of the recommended actions. There will be no separate discussion of these items prior to the time the Board votes on the motion unless any member of the Board or the public requests removal of a specific item from the Consent Calendar for separate discussion and action. Any Board member may ask the Clerk to record a “no” or “abstention” vote on any Consent Calendar item.

Agenda items on the Regular Calendar require separate discussion and/or action and may include, but are not limited to changes in policy, items that require the Board to consider options and provide direction, requests for new or unbudgeted positions, introductions or adoption of a proposed Ordinance, Public Hearings, and other matters as required by law.

Rule 21. Public Hearings

Upon receipt of a request by a Department/Agency or Board member for a public hearing, the County Administrator or Clerk may set the hearing without action of the Board unless the Board is required by law to schedule the hearing. In that event, the matter shall be placed on the Consent Calendar to set the hearing.

Subject to the Chair’s right to maintain order, any person wishing to speak at a public hearing shall be heard. Except for rebuttal allowed an applicant, or the appellant in the case of an appeal, each speaker shall speak only once.

Each speaker’s presentation at a public hearing shall be relevant and to the point, and shall be as brief as possible; visual and other materials may be used as appropriate. The Chair may establish a time limit for presentations. When speakers use or submit to the Board visual or other materials, such materials shall become part of the file and identified and maintained as such. When CDs, DVDs, thumb drives, USB memory sticks, or other portable electronic media (e-media) are submitted to the Board, at least one hard-copy of the information stored on the e-media must be provided to the Clerk. Speakers with lengthy presentations are encouraged to submit them in writing.

The closing of a public hearing signifies the point after which the Board will no longer accept or consider any additional communication on the matter that was the subject of the hearing. As used in this Rule, “communication” includes oral communication; written communication such as documents, letters, and photographs; and any type of electronic communication, including e-mails, e-mail attachments, graphic images, spread sheets, text messages, and social media messages.

Sonoma County Board Rules of Procedures

Should the Board close a public hearing and continue its deliberations to a subsequent meeting, or announce a tentative decision, by motion or other proceedings, and defer its action on a final decision to a subsequent meeting to allow preparation of appropriate findings and/or conditions of approval, any written or electronic communication received by a Board member or the Clerk after the close of the hearing on the matter that was the subject of the hearing shall be placed in a separate file kept by the Clerk and labeled to indicate it was received after the close of the hearing. Late written and electronic communication shall not be given to Board members, nor should Board members retain copies.

Should County staff determine that communication received after the close of a public hearing should be considered by the Board prior to its rendering a final decision on the matter that was the subject of the hearing, County staff shall recommend to the Board that the hearing be reopened. If the Board concurs, the Board shall reopen the hearing, following appropriate notice, for the limited purpose of receiving testimony and evidence on the new information.

VII. PROCEDURE AND VOTING

Rule 22. Order and Decorum

The Chair shall preserve order and decorum and shall decide all questions of order and procedure subject to an appeal to the Board. The nature of any appeal shall be briefly stated and the Chair shall have the right to state the reason for his or her decision.

A Board member wishing to speak shall refrain until he or she has been recognized by the Chair. While a member is speaking, member shall be respectful and shall not engage in or entertain private discussions.

Consistent with the purpose of the Rules, members are encouraged to use a formal style, including appropriate titles, in addressing the public, staff and each other. All members shall refrain from the use of profanity, emotional outbursts, personal attacks or any speech or conduct which tends to bring the organization into disrepute.

Rule 23. Commitment to Civility

To assure civility in its public meetings, staff and the public are also encouraged to engage in respectful dialog that supports freedom of speech and values diversity of opinion. To achieve compliance with these Rules, Members, staff, and the public are encouraged to:

- Create an atmosphere of respect and civility where elected officials, County staff, and the public are free to express their ideas;
- Establish and maintain a cordial and respectful atmosphere during discussions;
- Foster meaningful dialogue free of personal attacks;
- Listen with an open mind to all information, including dissenting points of view, regarding issues presented to the Board;
- Recognize it is sometimes difficult to speak at Board meetings, and out of respect for each person's feelings, allow them to have their say without comment, including booing, whistling or clapping;
- Adhere to speaking time limit.

Rule 24. Use of Electronic devices and documents

The use of electronic documents, via iPads or other electronic means, is encouraged as a means of reducing the production and distribution of paper documents, and thereby decreasing costs.

Any member of the public may view the same electronic documents on line at (http://supervisors.sonoma-county.org/meeting_archive.aspx?sid=1001&id=1002), or may view the documents in paper form in the Clerk of the Board's Office.

The Board shall refrain from emailing, texting, using social media, or otherwise engaging in electronic communications in the Board Chambers on matters that are listed on the Board agenda.

Rule 25. Motions – General

Any motion for action shall require a second before being acknowledged by the Chair. The Clerk shall enter into the minutes the motion and the names of the moving and seconding members. After a motion is stated by the Chair, it shall be open for debate but may be withdrawn by the maker at any time before a decision is made or an amendment adopted. A motion may be amended with the consent of the moving and seconding members at any time before a decision is made or an amendment adopted unless another motion is pending. The Clerk shall enter into the minutes the vote of each member on each motion.

Rule 26. Voting

It shall take at least three affirmative votes of the Board to pass any motion (Govt. Code §25005), except where supermajority four-fifths (4/5) votes or unanimous votes are required by law. Appendix B contains a list of common items that require a four-fifths (4/5) vote. Appendix B may be up-dated without amending these Rules. An abstention shall count as neither an "aye" nor a "no" vote.

A supervisor who is absent from all or a part of: (1) a public hearing, (2) an item that requires findings, or (3) an item that is quasi-judicial in nature, may subsequently vote on the matter if the supervisor has reviewed all evidence received during his/her absence, listened to the Clerk's recording or read a true and complete transcript of the proceedings, and so states on the record.

Rule 27. Roll Call Votes

The roll need not be called in voting upon a motion except where specifically required by law or requested by a Board member or the Chair. Each roll call vote shall be made in an order determined by the Clerk or directed by the Chair but generally shall first include: the maker of the motion; the member who seconded the motion; the balance of the members present, with the Chair called last, unless the Chair made, or seconded, the motion.

Rule 28. Conflicts of Interest

Any member with a disqualifying conflict of interest must, in compliance with the Political Reform Act:

- a) Publically state the nature of the conflict in sufficient detail to be understood by the public;
- b) Recuse himself/herself from discussing and voting on item; and
- c) Leave the room until after the discussion, vote, and other disposition of the matter is concluded, unless the matter has been placed on the Consent Calendar.

Sonoma County Board Rules of Procedures

The member may be allowed to address the Board as a member of the public. Disclosure of a conflict shall be noted in the official Board minutes. The member must also comply with all other applicable conflicts of interest laws.

Members may not have a financial interest in a contract approved or considered by the Board. In these cases disclosure and recusal does not remove the conflict and such a contract is considered void (Government Code §1090). The member is encouraged to discuss possible conflicts with County Counsel prior to the meeting.

Rule 29. Motion to Rescind

A motion to rescind any action or motion shall require four-fifths (4/5) vote unless notice has been given at the previous meeting, either verbally or in writing. If notice has been given, the motion requires only a majority vote of all the members of the Board. A motion to rescind is not in order if action has been taken which cannot be changed.

Rule 30. Motion to Reconsider

Any Board member who votes in the majority on a question, as well as any Board member who was absent, is eligible to make a motion to reconsider. A motion to reconsider shall be in order during the meeting at which the action to be reconsidered took place provided members of the public in attendance during the original action are still present in the Board chamber. In all other cases, motions for reconsideration must be placed on a future agenda for action.

A motion to reconsider shall require a majority vote. A motion to reconsider, if lost, shall not be renewed nor shall any subject be reconsidered a second time within twelve (12) months except by a four-fifths (4/5) vote of the Board. A motion to reconsider is not in order if action has been taken which cannot be changed.

Rule 31. Substitute Motion

A substitute motion is an amendment where an entire resolution or section, or one or more paragraphs is struck out and another is inserted in its place. The motion to substitute, if adopted by majority vote, does away entirely with the original motion. The vote shall then be taken on the motion that was substituted. A substitute motion is appropriate if amendments become involved or a paragraph requires considerable changes. A substitute motion may not be made when an amendment is pending.

Rule 32. Ordinances

Ordinances (other than zoning ordinances) are introduced at one meeting (first reading), then generally placed on the agenda for adoption at a subsequent meeting.

- The first reading will become the primary meeting at which: (1) the title of the ordinance will be read; (2) the Board will typically consider a motion to waive the reading of the text of the ordinance and to introduce the ordinance by title only; (3) members of the public shall have an opportunity to address the ordinance; (4) the ordinance shall be introduced by a motion and majority vote of the Board.
- At the second reading: (1) the ordinance may be placed on the Consent Calendar for adoption; (2) if pulled from the Consent Calendar for separate action, the title of the ordinance may be read; (3) a motion to adopt the ordinance may be made; (4) a majority vote by roll call will adopt the ordinance.
- Pursuant to Government Code §25123, ordinances shall generally become effective 30 days from the date of final passage.

Zoning ordinances are publicly noticed and may be adopted by majority roll call at one hearing. Other ordinance hearing procedures may be used as required by law.

Rule 33. Planning Matters – Request for Continuance

Any Board member may, at his or her sole discretion, continue a planning matter within his/her District from one agenda to another regular meeting of the Board.

Rule 34. Planning Matters – Original Jurisdiction

Any member may request the Board to exercise original jurisdiction over a use permit or other planning application, as authorized under the County Code, except in cases where state law requires a recommendation of the Planning Commission prior to action by the Board on the matter. A request to exercise original jurisdiction shall be filed in writing with the Clerk, or made orally at a Board meeting, prior to any decision by a lower level decision maker approving or denying the subject application. A request to exercise original jurisdiction need not state the reasons for the request but shall be brought as a noticed agenda item to the full Board for majority approval.

VIII. DUTIES OF COUNTY STAFF DURING BOARD MEETINGS

Rule 35. County Administrator

The County Administrator shall be present during Board meetings and shall provide such information as necessary to assist the Board members in their deliberation and decision making. The County Administrator may delegate this responsibility to the Assistant County Administrator or to a Deputy County Administrator.

Rule 36. County Counsel

County Counsel shall be present during Board meetings, and shall serve as advisor to the Board on appropriate rules to comply with legal requirements. All questions of law shall be referred to County Counsel for his or her opinion. County Counsel may delegate this responsibility to the Assistant County Counsel or a Deputy County Counsel.

Rule 37. Clerk of the Board

The Clerk or Deputy Clerk shall be present during all meetings for the purpose of taking and maintaining the minutes of the meeting; presenting and receiving correspondence, records, documents, claims, reports, or petitions; preserving all records; marking or attesting all resolutions and ordinances; imparting information on Board documents of public record; and otherwise fulfilling all duties imposed by law or required by the Board.

The Clerk shall record all regular meetings of the Board by audio or visual means or both. Regular meetings may also be broadcast or webcast.

Rule 38. Sheriff

The Sheriff, or a representative of the Sheriff's Office, shall at the discretion of the Chair or a majority of Board members, be in attendance at meeting of the Board, for the purpose of maintaining order and upholding the law.

Sonoma County Board Rules of Procedures

Rule 39. Department and Agency Directors

Department and Agency Directors, or a designee, having any matter on the agenda for consideration by the Board, whether consent or regular, shall be available for the purpose of providing information to the Board and shall also attend any Board meeting when requested to do so by a Board member or the County Administrator.

IX. COMMITTEES

Rule 40. Board Committees/Assignments and Reporting Requirements

The Clerk shall maintain a list of Board Committees and Assignments. Annually, the incoming Chair shall review the list of Committees and Assignments and shall determine which members to appoint for the upcoming year. The list of appointments shall be adopted by the Board at their first meeting in January.

All members who are assigned to special projects, committees, and separate boards or commissions shall provide regular reports to the full Board regarding their activity in connection with the special projects, committees, and separate boards or commissions.(Government Code §53234, et. seq.).

Committee members shall call board committee meetings as needed provided they are held in conformance with the law. The County Administrator's Office and County Counsel shall serve as support staff to all Board committees. Other department heads and/or staff may also support as requested by the committee.

Rule 41. Standing Committees

Standing committees are those which have continuing jurisdiction over a particular subject matter or whose meeting schedule is fixed by resolution or action of the Board. Even if comprised of less than a quorum of the Board, a standing committee is subject to the Brown Act.

The Chair shall appoint members to each standing committee. Generally, appointments shall occur at the Board's first regular meeting in January. All standing committees shall be appointed for the calendar year, and the members shall continue as committee members until their successors have been appointed.

Rule 42. Ad-Hoc Committees

Ad-Hoc committees are not subject to the Brown Act. They may be formed by the Chair or Board action, shall be solely composed of members of the board, less than a quorum of the board, shall serve a limited or single purpose, for a limited time, and shall be dissolved once the specific task assigned is completed.

Ad-Hoc Committees are encouraged to conclude their business at the end of each calendar year. The Clerk will maintain a current index of Ad-Hoc Committees and their purpose.

X. OTHER

Rule 43. Board Member Referrals to Staff

Board member referrals, excluding constituent work, that are anticipated to involve significant staff time or other resource commitment and/or are a departure from established county or departmental policy require Board approval prior to starting work. Board members are encouraged to discuss referrals which may require significant resources with the Chair and CAO.

Board approval shall be obtained through majority action of the board, on an agenda item in which the scope and resource needs of the referral are identified.

Rule 44. Action Summaries and Recordings of Meetings

The Clerk shall prepare and distribute Action Summaries (“minutes”) of Board meetings. The minutes shall consist of the brief statement of each item posted on the agenda and supplemental agenda plus all motions, resolutions and ordinance numbers related thereto, all votes recorded thereon, and the final action taken by the Board. The minutes shall be made available internally and to the public and shall be placed on the Internet.

The Clerk shall maintain the official audio record of each Board meeting for a period of 3 years and will make these tapes available for listening by the public at no charge. The Clerk shall also maintain the official audio/video record of any meeting broadcasted. These audio/video records will also be made available to the public for viewing at no cost and will be maintained for a period of 3 years.

XI. PARTICIPATION OF THE PUBLIC

Rule 45. Public Comment / Time Limits

Members of the public have the right to address the Board on any item within the subject matter jurisdiction of the Board (Government Code §54954.3). Members of the public shall direct their comments to the Chair who may, at his or her discretion, request a response from staff. Time limitations are at the discretion of the Chair, and may be reduced or extended.

Public comments on items on the agenda will be called prior to the Board taking action on the item.

Under the Public Comments portion of the meeting, members of the public will be allowed to address the Board regarding any item **not on the agenda**. No action may be taken on items not on the agenda unless authorized by law.

Rule 46. Orderly Conduct

The Chair may determine when orderly conduct of a meeting is not feasible owing to disruptive behavior by persons in attendance. The Chair may request that person(s) disrupting the meeting leave the chambers/meeting room. If order cannot be restored, the Chair may order the chambers/meeting room cleared and continue in session. Members of the news media, except those participating in the disturbance, shall be allowed to remain. The Chair may re-admit any person(s) provided their re-admission will not disrupt the continued orderly conduct of business. The Chair may also call a recess and reconvene when order has been restored.

Rule 47. Security and Prohibition of Banners/Signs or other Hazardous Objects

The Board has the power to implement security measures in the chambers/meeting room. Signs, posters, banners or other hazardous objects which could impair the safety of individuals in the event of an emergency are prohibited in the chambers/meeting room. Any large object/container that may be deemed a hazardous object which could impair the safety of individuals in the event of an emergency may be prohibited in the chambers/meeting room.

XII. Appendix A. Order of Agenda

Generally, business at Regular meetings shall be transacted in the following order. Business may be reordered by the Chair or by a majority of members. Without amending these Rules, the Board may modify or amend the Agenda Order.

- I. Call to Order (8:30 a.m.)
- II. Pledge of Allegiance
- III. Approval of the Agenda
- IV. Board Member Reports on assigned Boards, Councils, Commissions or other meetings attended
- V. Consent Calendar
 - a. Presentations/Gold Resolutions
 - i. Presentations at Board Meetings – (Seek to limit to 3 per meeting)
 - ii. Presentations at Other Meetings
 - iii. Appointments/Reappointments
- VI. Regular Calendar
- VII. Public Comment on Closed Session Items
- VIII. Closed Session
- IX. Reconvene and Report from Closed Session (2:00 p.m.)
- X. Public Comment on matters not on the agenda, but within the subject matter jurisdiction of the Board
- XI. Regular Afternoon Calendar
- XII. Adjournment – Meeting Adjourned in the Memory of (Moment of Silence and Reading of Names, City)

XIII. APPENDIX B. 4/5ths and Unanimous Vote Requirements

Subject	Vote	Code	Description
Off Agenda Action	Unanimous	Gov Code §54954.2(b)(2)	To consider an item not on the Agenda, the Board must make findings that the need to take action arose after the Agenda was posted. The vote requires at least four votes of the Board if two-thirds of the members are present. If less than two-thirds are present, it requires a unanimous vote.
Airport	4/5	Gov Code §26021	Property acquisition for airport purchases by purchase, condemnation or lease; resolution for County aid.
Airport	4/5	Gov Code §26026	Contribute money to the United States for the acquisition or improvement by the United States or any of its authorized agencies of airports in the county.
Bonds		Gov. Code §§26880, 26885, 26946, 29917, 53595.20, 53345.8; Sts. & Hwys Code §§9132, 5227, 10355, 9534.5; Ed. Code §15145; Pub. Util. Code §§99100, 99102, 99118, 99119	There are many special voting requirements and other processes required for bonds. Please check with counsel.
Bridges	4/5	Pub. Contract §20405(c)	Modify the plans, specifications and working details of bridge construction contracts.
Budget	4/5	Gov Code §29088	Changes to proposed budget after budget hearing but prior to final budget
Budget	4/5	Gov Code §29125	The following transfers and revisions to the adopted appropriations require a 4/5 vote: (1) between funds; or (2) transfers from appropriation for contingencies.
Budget	4/5	Gov Code §29127	Adopt resolution necessary to appropriate and expend funds necessary to meet specific emergencies.

Sonoma County Board Rules of Procedures

Budget	4/5	Gov Code §29130	Make available for appropriation any of the following fund balances: a) Restricted, committed, assigned, and unassigned fund balances, excluding the general reserves and nonspendable fund balance; b) Amounts that are either in excess of anticipated amounts or not specifically set forth in the budget derived from any actual or anticipated increases in financing sources.
Collections	4/5	Gov Code §26220(a) and (b)	a) Assign for the purpose of collection any or all delinquent bills, claims and accounts, and any or all money judgments taken in the name of the County. b) Assign for the purpose of collection any or all delinquent or unsecured taxes.
Condemnation/Eminent Domain	4/5	Code of Civ. Pro §1245.240	Adopt a resolution of necessity prior to commencing an eminent domain proceeding.
Contracts	4/5	Pub. Contract Code §20128	Modify terms of a construction contract.
Contracts	4/5	Pub. Contract Code § 20135	Alter or change in any manner the plans and specifications previously adopted by the Board for the erection, alteration, construction, or repair of any public building or structure, where such alteration or change increases cost.
Contracts	4/5	Pub. Contract Code §20136	Adopt an order to alter or change a contract that is for the erection, construction, alteration or repair of any public building or other structure.
Contracts	4/5	Pub. Contract Code § 20137	Contracts for the erection, construction, alteration, or repair of any public building or other structure: the Board may authorize a change if it does not exceed 10% of the original contract price
Contracts	4/5	Pub. Contract Code § 20150.10	Adopt a resolution declaring that a project can be performed more economically by county personnel, or that in the Board's opinion a contract to perform the project can be negotiated with the original bidders at a lower price than that in any of the bids, or the materials or supplies furnished at a lower price in the open market.
Contracts	4/5	Pub. Contract Code § 22038(a)(2)	After rejection of bids, adopt a resolution that declares that a project can be performed more economically by the employees of the agency.
Contracts	4/5	Pub. Contract Code §22050(a)(1)	In the case of an emergency, repair or replace a public facility, take any directly related and immediate action

Sonoma County Board Rules of Procedures

			required by that emergency, and procure the necessary equipment, services and supplies for those purposes, without giving notice for bids to let contracts. (See also Pub. Contract Code §22035.)
Contracts	4/5	Pub. Contract Code §22050(b)(1)	Adopt a resolution or ordinance that delegates to the appropriate county administrative officer, chief engineer or other nonelected agency officer, the authority to order any action pursuant to the emergency powers described in (a)(1) above.
Contracts	4/5	Pub. Contract Code §3400(c)(4)	Use of specific brand/trade name (without “or equal”) in the invitation of bids or requests for proposals in order to respond to an emergency declared by a local agency by a four-fifths vote.
Counsel	4/5	Gov. Code § 25203	Employ counsel to assist the district attorney, county counsel or other counsel for the county or public entity for which the Board is the governing body.
Flood Control, Maintenance and Sanitation District	4/5	Gov. Code § 23014	Adopt a resolution appropriating any of its available moneys to a revolving fund (not to exceed \$500,000) to be used by any county sanitation district, county flood control district, or county district maintenance district located wholly within the county for certain purposes.
Legislation	4/5	Gov. Code §25123(d); Elec. Code §9141(a)(4)	Adopt ordinances that are for the immediate preservation of the public peace, health or safety, which contain a declaration of the facts constituting the urgency, in which case the ordinance shall take effect immediately.
Parks	Unanimous	Gov. Code §25583	Adopt a resolution of intention to abandon a park or a portion of a park and fix a time when it will meet to take final action.
Parks	4/5	Gov. Code §25553	Find that the enlargement or improvement of the public park, beach, golf course or recreation ground is of general county interest or that the cost of maintenance is increased by reason of use by residents of the county outside of the city, such that the Board may determine to extend aid to city parks.
Planning	4/5	Gov. Code §65858	Adopt as an urgency measure, an interim ordinance prohibiting any uses that may be in conflict with a contemplated general plan, specific plan, or zoning proposal. Any extension of time on the interim ordinance also requires a 4/5 vote.

Sonoma County Board Rules of Procedures

Planning	4/5	Pub. Util. Code §§ 21676, 21676.5	Overrule an airport land use commission's determination.
Property	Unanimous	Gov. Code §25363	Cash sale or lease of any property not required for public use at a noticed public auction (4/5ths vote); sale or lease at an unadvertised, private sale can be authorized by simple majority, but only after the Board unanimously finds that the value of the property does not exceed \$500, monthly rental value is less than \$75 or it is a product of a County farm.
Property	Unanimous	Gov. Code §25550 & §25550.5	Conveyance of county property to city for public park purposes
Property	4/5	Gov. Code §25365(a)	Convey to another governmental agency within the county any real or personal property
Property	4/5	Gov. Code §25365(b)	Exchange real property with any person, firm or corporation for the purpose of removing defects in the title or where the real property is not required for county use and the county to be acquired is required for county use.
Property	4/5	Gov. Code §25515.2(c)	Action to approve any sale, lease, lease with option to purchase, development or contract agreement for public property after a request for proposals.
Property	4/5	Gov. Code §25536(a)	Enter leases, concession or managerial contracts involving leasing or subleasing county-owned, leased or managed property devoted to or held for certain purposes
Property	4/5	Gov. Code §25536(c)	Sell or lease county-owned property without complying with Article 8 "Sale or Lease of Real Property" if the county repurchase or leases back the property as part of the same transaction. Pledge specific revenues as security for the payment of obligations incurred in the repurchase or leaseback of the property.
Property	4/5	Gov. Code §25536.5	Approve an agreement to amend a lease, sublease, concession or managerial contract entered to permit a permanent improvement or alteration of property at the expense of the lessee or concessionaire and to permit a credit on rentals or other reimbursement.
Property	4/5	Gov. Code §25526	Adopt a resolution declaring intent to sell or lease property.
Property	4/5	Gov. Code §53867	Determines that property cannot be sold for a sum at

Sonoma County Board Rules of Procedures

			least equal to the total of the amount paid, all accrued penalties and delinquencies, and necessary expenses incurred, the local agency may sell the property or lien for less than such total but not less than the fair market value of the property or lien.
Roads	Unanimous	Sts. & Hwy Code §1026(c)	County aid to road districts: order the expense of material for highway construction to be paid out of the county general fund.
Special Assessment Districts	4/5	Sts. & Hy. Code §§ 2808.5, 2808.6, 2808.7	There are several statutory special vote requirements related to special assessment districts. Please consult with County Counsel.
Special Purpose District	Unanimous	Gov. Code § 26909, subd. (b)	Approve a unanimous request made by the governing board of a special district to replace an annual audit with another specified audit.
Streets and Highway	4/5	Sts. & Hwy. Code §942	Let county equipment used in the maintenance and construction of county roads, when such equipment is not in use upon the roads under the jurisdiction of the board, and may charge for the use thereof a rental, and arrange the basis of compensation, in keeping with the general conditions prevailing in the county in which the transaction is made.
Streets and Highway	4/5	Sts. & Hwy. Code § 969.5	Adopt a resolution that determines that the general county interest demands the improvement or repair of a privately owned road.
Streets and Highway	4/5	Sts. & Hwy. Code § 1070	Determine that the public convenience and necessity demand the acquisition or construction of a new county highway or improvement, repair or maintenance of any existing county highway, and the expense of such new highway or the expense of improving, repairing, or maintaining such existing highway is too great to pay out of the road fund of the district (such that the Board may adopt a resolution to make such acquisition or do such work and charge the expense to the county general fund, the road fund of the county, or the district fund of any district benefited).
Streets and Highway	4/5	Sts. & Hwy. Code § 1627	Adopt a resolution that establishes a “county highway right of way acquisition revolving fund” for acquiring rights of way for county highway purposes through purchase or condemnation.

Sonoma County Board Rules of Procedures

Streets and Highway	4/5	Sts. & Hwy. Code §§ 1680, 1686	Adopt a resolution that determines that certain activities are of general county interest and that county aid may be extended to cities for city streets.
Streets and Highway	4/5	Sts. & Hwy. Code § 1700	Adopt a resolution that declares any highway lying in whole or in part within a city to be a county highway for one or more of the following purposes: acquisition of rights-of-way, construction, maintenance, improvement, or repair.
Tax	4/5	Gov. Code § 53724	Approve an ordinance or resolution that proposes a tax that is subject to approval by the voters pursuant to Government Code section 53722
Tax	4/5	Rev. & Tax. Code § 7285	Approve ordinance proposing a transactions and use tax for general purposes.
Tax	4/5	Rev. & Tax. Code § 7285.5	Adopt ordinance regarding a transactions and use tax for specific purposes.



COUNTY OF SONOMA
PERMIT AND RESOURCE MANAGEMENT DEPARTMENT

2550 Ventura Avenue, Santa Rosa, CA 95403-2829
(707) 565-1900 FAX (707) 565-1103

RECEIVED

MAY 11 2012

**BOARD OF SUPERVISORS
COUNTY OF SONOMA**

MEMO

Date: May 4, 2012

To: Board of Supervisors, District Directors, Clerk of the Board

From: Pete Parkinson, PRMD Director
Bruce Goldstein, County Counsel

Subject: Procedure for Communication Received by the Board of Supervisors after a Public Hearing on a Land Use Matter is Closed

When a public hearing is conducted on a land use matter, the closing of that hearing is a very important step in the process.

- The close of the hearing is the point at which the decision making body should have all of the evidence and testimony it needs to decide the matter.
- The close of the hearing is also intended to assure the public that all of the evidence and testimony relied upon by the decision maker has been presented in a public forum so that it is available to the public as well as the decision maker.
- The close of the hearing also has legal significance in that any issue raised in a subsequent legal challenge (including a challenge under CEQA) must have been raised *before* the public hearing is closed.

For these reasons, the close of the hearing must also signify the point after which the Board *will no longer accept or consider* additional oral or written communication on the matter that was the subject of the hearing. When the Board renders its final decision at that same meeting, there is little opportunity for additional communication to find its way into the process.

Additional precautions must be taken when the Board closes the hearing and then continues its decision to a subsequent meeting, or takes a straw vote for final action on a subsequent consent calendar. The following recommendations are intended to address those circumstances so that any communication received after the close of the hearing is handled in a consistent manner.

1. At the close of each public hearing, the Chair should make the following announcement:
"This now ends the public hearing on this matter. Board members shall not accept any further communication orally, electronically, or in writing. If they do receive further communication, such communication shall not be considered in reaching a decision on this matter."

cc: ea Board member

5/11/12
PAG

Re: Communication Received After Close of Hearing
May 4, 2012

2. "Communication" as referred to in this memo includes oral communication, written communication such as documents, letters, and photographs; and any type of electronic communication, including emails, e-mail attachments, graphic images, spread sheets, Twitter messages and text messages.
3. If "late communication" is received by the Clerk or by any member of the Board or their District Director(s) after the hearing is closed, the following procedures shall apply:

Written Communication:

- a. Hard-copy documents and portable electronic media (e.g., CDs, DVDs, thumb drives, USB memory sticks) should be clearly marked with the date and time received. Those documents and portable electronic media shall be segregated in a separate file kept by the Clerk of the Board and labeled to indicate that they were received after the hearing has closed; these shall not be given to Board members nor should individual Board members retain any copies.
- b. Emails should be printed and placed in the segregated file kept by the Clerk of the Board and the email itself should be deleted. Do not share the email with Board members. Board members may send a response telling the sender that the email was received after the close of the public hearing and will not be considered by the Board. This response is optional.
- c. Duplicates need not be kept, so if there is already an exact copy of the document in the segregated file, additional copies can be discarded.
- d. The Clerk of the Board should advise the project planner and county counsel that a late communication has been received.

Oral Communication:

If Board members and/or the Clerk receive oral communication about the project (including phone calls), they should tell the person that the hearing is closed and no further contact with Board members is permitted. If Board members and/or the Clerk receive voicemail communication about the project, then the voicemail should be deleted. Board members and/or the Clerk may send a response telling the person who left the voicemail that the voicemail was received after the close of the public hearing and will not be considered. This response is optional.

4. The recommendations contained in this memo apply only to communication received by a member of the Board (or their District Director) or by the Clerk of the Board. It does not apply to communication received only by County staff. However, staff shall not share such communication with any Board member. Staff will be advised to segregate any late communications directed to them.

Lastly, from time to time staff or County Counsel may determine that communication received after the close of the hearing *should* be considered by the Board prior to its final vote on the matter. In such cases, staff will typically recommend that the Board re-open the public hearing

Re: Communication Received After Close of Hearing
May 4, 2012

following appropriate notice, for the limited purpose of receiving testimony on the new information. This ensures that the public has knowledge of and an opportunity to comment upon all of the information that the Board will rely on in reaching its decision. Staff will be advised to check with the Board members and the Clerk of the Board prior to the Board's final vote on the matter, to see whether any late communications have been received.

These procedures will be proposed for formal adoption in the next amendment to the Board's Rules of Governance (anticipated in early 2013). In the meantime, please contact either of us if you have any questions about this memo.

c: County Administrator
Counsel Land Use Attorneys
PRMD Planning Staff
Members of the Planning Agency



County of Sonoma Agenda Item Summary Report

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

Agenda Item Number: 12
(This Section for use by Clerk of the Board Only.)

To: Sonoma County Board of Supervisors

Board Agenda Date: March 12, 2013

Vote Requirement: Majority

Department or Agency Name(s): County Counsel's Office

Staff Name and Phone Number:

Linda Schiltgen, Deputy County Counsel
(707) 565-2421

Supervisorial District(s):

Title: Sonoma Valley County Sanitation District Conflict of Interest Code Amendment

Recommended Actions:

Adopt resolution approving conflict of interest code amendment for the Sonoma Valley County Sanitation District.

Executive Summary:

State law establishes a system where local jurisdictions adopt conflict of interest codes and submit them to the Board of Supervisors for approval as the "code reviewing body" for all jurisdictions, except cities, within the County. In this item, the Board of Supervisors is acting in its capacity as the "code reviewing body" for both recommended actions.

The purpose of a conflict of interest code is to require that any person making a decision which could affect a personal financial interest disclose any such financial interests in a public record. The code consists of three parts: the body of the code, which is standard language published by the state agency in charge of administering the conflict of interest laws; one appendix specifying those interests which must be disclosed ("disclosure categories"); and a second appendix listing the positions in which employees make decisions that could affect personal interests ("designated employees").

State law requires that at the close of each even numbered year each agency review its code and determine whether any changes should be made. Amended and newly adopted codes must then be reviewed and approved by the Board of Supervisors, as the code reviewing body for the local agencies. The Sonoma Valley County Sanitation District has amended its code to update position titles, and add or delete positions. County Counsel has reviewed these changes, and the codes as submitted appear to comply with the requirements of the Political Reform Act. The agency has been notified that the Board would consider this matter today, and they were requested to notify district employees of their right to be heard on proposed amendments. No one has requested an opportunity to appear.

Prior Board Actions:			
Biannually, last in 2011: Approved Conflict of Interest Code amendments for various agencies.			
Strategic Plan Alignment			
Fiscal Summary - FY 12-13			
Expenditures		Funding Source(s)	
Budgeted Amount	\$		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$	Total Sources	\$
Narrative Explanation of Fiscal Impacts (If Required):			
Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
Attachments:			
Related Items "On File" with the Clerk of the Board:			
Amended Conflict of Interest Code Submitted by the Sonoma Valley County Sanitation District for Approval by the Code Reviewing Body			



County of Sonoma

State of California

Date: March 12, 2013

Resolution Number: _____

4/5 Vote Required

**Resolution of the Board of Supervisors of the County of Sonoma, State of California,
Approving Amendments to the Conflict of Interest Code for the Sonoma Valley County
Sanitation District**

Whereas, the Political Reform Act, Government Code section 81000 et seq. requires state and local government agencies to adopt conflict of interest codes; and

Whereas, state law requires that every two years agencies review their conflict of interest codes and make such changes as are necessary to keep the codes current; and

Whereas, the Board of Supervisors is the code reviewing body for agencies within the geographic jurisdiction of the County, and charged with the responsibility of ensuring that the amended codes comply with law; and

Whereas, the Sonoma Valley County Sanitation District has proposed amendments to its code to add positions where employees participate in decisions that affect financial interests and delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions;

Whereas, County Counsel has reviewed the amended code and determined that it complies with the Political Reform Act; and

Now, Therefore, Be It Resolved that the conflict of interest code of the Sonoma Valley County Sanitation District is approved as amended. The Clerk is directed to send a copy of this resolution to the District and County Counsel.

Supervisors:

Gorin:

Zane:

McGuire:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.



County of Sonoma Agenda Item Summary Report

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

Agenda Item Number: 13
(This Section for use by Clerk of the Board Only.)

To: Sonoma County Board of Supervisors

Board Agenda Date: March 12, 2013

Vote Requirement: Majority

Department or Agency Name(s): County Counsel's Office

Staff Name and Phone Number:

Linda Schiltgen, Deputy County Counsel
(707) 565-2421

Supervisorial District(s):

Title: Oversight Board Conflict of Interest Code

Recommended Actions:

Adopt resolution approving the conflict of interest code for the Oversight Board for the Successor Agency to the Sonoma County Community Redevelopment Agency

Executive Summary:

State law establishes a system where local jurisdictions adopt conflict of interest codes and submit them to the Board of Supervisors for approval as the "code reviewing body" for all jurisdictions, except cities, within the County. In this item, the Board of Supervisors is acting in its capacity as the "code reviewing body" for the recommended action.

The purpose of a conflict of interest code is to require that any person making a decision which could affect a personal financial interest disclose any such financial interests in a public record. The code consists of three parts: the body of the code, which is standard language published by the state agency in charge of administering the conflict of interest laws; one appendix specifying those interests which must be disclosed ("disclosure categories"); and a second appendix listing the positions in which employees make decisions that could affect personal interests ("designated employees").

State law requires that at the close of each even numbered year each agency review its code and determine whether any changes should be made. Amended and newly adopted codes must then be reviewed and approved by the Board of Supervisors, as the code reviewing body for the local agencies. The Oversight Board for the Successor Agency to the Sonoma County Community Redevelopment Agency ("Oversight Board") has proposed a conflict of interest code that would require its board members to disclose their financial interests. County Counsel has reviewed the code, and has determined it complies with the requirements of the Political Reform Act. The Oversight Board has been notified that the Board would consider this matter today, and they were requested to notify their board members of their right to be heard on the proposed code. No one has requested an opportunity

to appear.

Prior Board Actions:

Strategic Plan Alignment

Fiscal Summary - FY 12-13

Expenditures		Funding Source(s)	
Budgeted Amount	\$		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$	Total Sources	\$

Narrative Explanation of Fiscal Impacts (If Required):

Staffing Impacts

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

Attachments:

Related Items "On File" with the Clerk of the Board:

Conflict of Interest Code Submitted by the Oversight Board



County of Sonoma

State of California

Date: March 12, 2013

Resolution Number: _____

4/5 Vote Required

**Resolution of the Board of Supervisors of the County of Sonoma, State of California,
Approving the Conflict of Interest Code for the Oversight Board for the Successor Agency to
the Sonoma County Community Redevelopment Agency**

Whereas, the Political Reform Act, Government Code section 81000 et seq. requires state and local government agencies to adopt conflict of interest codes; and

Whereas, state law requires that every two years agencies review their conflict of interest codes and make such changes as are necessary to keep the codes current; and

Whereas, the Board of Supervisors is the code reviewing body for agencies within the geographic jurisdiction of the County, and charged with the responsibility of ensuring that the amended codes comply with law; and

Whereas, the Oversight Board for the Successor Agency to the Sonoma County Community Redevelopment Agency ("Oversight Board") has proposed a conflicts of interest code to designate which positions of officers should disclose financial interests and describe which interests must be disclosed;

Whereas, County Counsel has reviewed the code and determined that it complies with the Political Reform Act; and

Now, Therefore, Be It Resolved that the conflict of interest code of the Oversight Board is approved. The Clerk is directed to send a copy of this resolution to the Oversight Board and County Counsel.

Supervisors:

Gorin:

Zane:

McGuire:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.



County of Sonoma Agenda Item Summary Report

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

Agenda Item Number: 14
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors of Sonoma County

Board Agenda Date: March 12, 2013

Vote Requirement: Majority

Department or Agency Name(s): Department of Health Services

Staff Name and Phone Number:

Rita Scardaci, 565-4700

Supervisorial District(s):

Countywide

Title: Public Beach Safety Grant Program Agreement

Recommended Actions:

Adopt a resolution authorizing the Director of Health Services to execute Public Beach Safety Grant Program Agreement Number 12-050-250 with the State Water Resources Control Board for the period July 1, 2012 to September 30, 2013 to receive revenue in an amount not to exceed \$51,906.

Executive Summary:

Beach Safety and Water Quality Monitoring Program

Since June 2000, the Board of Supervisors has approved agreements to receive funding for the County to administer the Beach Safety and Water Quality Monitoring Program (Program). In past years, funding for this Program was provided by the United States Environmental Protection Agency and the California Department of Public Health. This year, Program funding has been transferred to the State Water Resources Control Board through a cooperative federal grant agreement pursuant to the Beaches Environmental Assessment and Coastal Health (BEACH) Program.

County participation in the Program is mandated by state law when state funds are allocated. The agreement requires county health agencies to test for bacteria once a week from April to October at ocean beaches which have 50,000 or more annual users and are located adjacent to storm drains, creeks, or rivers. If bacteria levels pose a threat to public health, the County is required to post easy-to-understand signage advising residents of the risks. Sonoma County beaches subject to testing under the Program include Black Point Beach, Campbell Cove State Beach, Doran Regional Park, Goat Rock State Beach, Gualala Regional Park, Salmon Creek State Beach, and Stillwater Cove Regional Park.

During 2012 the Department of Health Services conducted 231 routine tests for bacteria and four resample tests at Sonoma County beaches under the Program. The testing identified five samples that exceeded acceptable bacteria limits. Public notices were posted at beaches identified as having bacteria above acceptable limits.

As part of this grant agreement, Sonoma County will:

- Provide technical and administrative services as necessary including:
 - Coordination of budgeting and scheduling
 - Prepare quarterly progress reports
- Perform testing and assessment including:
 - Test and assess the waters adjacent to all public beaches within County’s jurisdiction at least weekly between April 1 to October 31 of each year
 - Submit data for all monitored sites to the State Water Board
- Restrict use of or close public beaches when an applicable public health standard violation has occurred and post beaches accordingly.
- Investigate complaints of public health standard violations.
- Report public health standard violations to the appropriate agencies.
- Maintain publically accessible telephone hotline and web-based information to convey changes in public health risks.
- Perform additional testing following events involving release of untreated sewage and perform related beach closures as necessary.

DHS originally received Public Beach Safety Grant Program Agreement Number 12-050-250 from the State Water Resources Control Board in the first quarter of FY 12-13. The agreement was signed by DHS per the authority to execute state and federal revenue agreements delegated by the Board on September 11, 2012. Subsequently, the State Water Resources Control Board mandated all counties with similar agreements to adopt a resolution containing specific language. The recommended action of this Board item is to adopt such a resolution.

Prior Board Actions:

2011 - Authorized Beach Safety and Water Quality Monitoring Funding Agreement, #11-012, for \$27,906 from April 1, 2011 through December 31, 2011; Beach Monitoring and Public Notification Standard Agreement, # 11-10789, for \$25,000 from October 1, 2011 through September 30, 2012.

Strategic Plan Alignment Goal 1: Safe, Healthy, and Caring Community

Public Beach Safety Program funding enables the County to conduct monitoring and participate in projects that protect water quality and provide the community with information to ensure access to safe recreational activities at coastal beaches throughout Sonoma County.

Fiscal Summary - FY 12-13			
Expenditures		Funding Source(s)	
Budgeted Amount	\$ 51,906	County General Fund	\$ 0
Add Appropriations Req'd.	\$ 0	State/Federal	\$ 51,906
	\$	Fees/Other	\$ 0
	\$	Use of Fund Balance	\$ 0
	\$	Contingencies	\$ 0
	\$	Realignment	\$ 0
Total Expenditure	\$ 51,906	Total Sources	\$ 51,906
Narrative Explanation of Fiscal Impacts (If Required):			
Funding of \$51,906 for Public Beach Safety Grant Agreement # 12-050-250 is included in the FY 12-13 budget.			
Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
N/A			
Attachments:			
Resolution, Public Beach Safety Grant Agreement # 12-050-250.			
Related Items "On File" with the Clerk of the Board:			
None			



County of Sonoma

State of California

Date: March 12, 2013

Resolution Number: _____

4/5 Vote Required

**Resolution of the Board of Supervisors of the County of Sonoma, State of California,
Authorizing the Director of Health Services to Execute Public Beach Safety Grant Program
Agreement Number 12-050-250 with the State Water Resources Control Board for the Period
July 1, 2012 to September 30, 2013 in an Amount not to Exceed \$51,906.**

Whereas, the State Water Resources Control Board (State Water Board) has determined that the County of Sonoma is eligible to receive funds from the Waste Discharge Permit Fund and the Beaches Environmental Assessment and Control Health Act Grant Program (BEACH Grant Program) pursuant to Water Code Section 13260 and United States Code, Title 33, Section 406 respectively;

Whereas, the County of Sonoma will use these funds for activities related to the State Water Board's Water Beach Safety Program; and

Whereas, the County of Sonoma is authorized to enter into a financial assistance agreement with the State of California and the State Water Board.

Now, Therefore, Be It Resolved, that the County of Sonoma hereby authorizes the Director of Health Services or designee to enter into a financial assistance agreement with the State Water Board for the Public Beach Safety Grant Program;

Be It Further Resolved, that the County of Sonoma hereby authorizes the Director of Health Services or designee to execute any financing agreements, amendments, invoices, or any other documents related to or required for the administration of said agreement; and

Be it Further Resolved, that the County of Sonoma agrees and further does authorize the Director of Health Services or designee to certify that the County of Sonoma has and will comply with all applicable federal and state statutory and regulatory requirements related to any financial assistance funds received.

Supervisors:

Gorin:

Zane:

McGuire:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.

**PUBLIC BEACH SAFETY GRANT PROGRAM
GRANT AGREEMENT
BETWEEN THE
STATE WATER RESOURCES CONTROL BOARD, hereinafter called "State" or "State Water Board"
AND**

County of Sonoma, hereinafter called "Grantee"

Beach Monitoring, hereinafter called "Project"

AGREEMENT NO. 12-050-250

The State and the Grantee hereby agree as follows:

PROVISION(S). The following provision(s) authorize the State Water Board to enter into this type of Grant Agreement:

Health & Safety Code, § 115881 – Public Beach Safety Program
Water Code, § 13260, subd. (d)(2) – Waste Discharge Permit Fund (WDPF) – Public Beach Safety Grant Program
Clean Water Act (CWA) § 406(b) – Beaches Environmental Assessment and Coastal Health Program

PURPOSE. The State shall provide a grant to and for the benefit of Grantee for the purpose of beach water quality monitoring and public notification.

FUNDING. Funds for this Project were provided by a federal grant Cooperative Agreement No. CU-00T80901-0 from the United States Environmental Protection Agency (USEPA) to the State Water Board to implement California's Public Beach Safety Program pursuant to the Beaches Environmental Assessment and Coastal Health (BEACH) program. (33 U.S.C. § 1346(b).)

GRANT AMOUNT. The maximum amount payable under this Agreement shall not exceed \$51,906. Global Positioning System (GPS) locations for any monitoring must be identified prior to any disbursements.

TERM OF AGREEMENT. The term of the Agreement shall begin on July 1, 2012 and continue through final payment plus three (3) years unless otherwise terminated or amended as provided in the Agreement. **HOWEVER, ALL WORK SHALL BE COMPLETED BY SEPTEMBER 30, 2013. ABSOLUTELY NO FUNDS MAY BE REQUESTED AFTER NOVEMBER 1, 2013.**

PROJECT REPRESENTATIVES. The Project Representatives during the term of this Agreement will be:

State Water Board	Grantee:
Name: Michael Gjerde, Grant Manager	Name: Christine Sosko, Project Director
Address: 1001 "I" Street, 15th Floor	Address: 3313 Chanate Road
City, Zip: Sacramento, CA 95814	City, Zip: Santa Rosa, CA 95404
Phone: (916) 341-5283	Phone: (707) 565-6521
Fax: (916) 341-5284	Fax: (707) 565-6525
e-mail: mgjerde@waterboards.ca.gov	e-mail: csosko@sonoma-county.org

Direct all inquiries to:

State Water Board	Grantee:
Section: Division of Water Quality	Section: County of Sonoma 3313 Chanate Road Santa Rosa, CA 95404
Attention: Carolyn Brookshire, Program Analyst	Name: Christine Sosko, Grant Contact
Address: 1001 "I" Street, 15th Floor	Address: 3313 Chanate Road
City, Zip: Sacramento, CA 95814	City, Zip: Santa Rosa, CA 95404
Phone: (916) 341-5477	Phone: (707) 565-6521
Fax: (916) 341-5463	Fax: (707) 565-6525
e-mail: cbrookshire@waterboards.ca.gov	e-mail: csosko@sonoma-county.org

Either party may change its Project Representative upon written notice to the other party.

STANDARD PROVISIONS. The following exhibits are attached and made a part of this Agreement by this reference:

- Exhibit A SCOPE OF WORK
- Exhibit B INVOICING, BUDGET D ETAIL AND REPORTING PROVISIONS
- Exhibit C GENERAL TERMS & CONDITIONS
- Exhibit D SPECIAL CONDITIONS – BEACH GRANT REQUIREMENTS

GRANTEE REPRESENTATIONS. The Grantee accepts and agrees to comply with all terms, provisions, conditions, and commitments of this Agreement, including all incorporated documents, and to fulfill all assurances, declarations, representations, and commitments made by the Grantee in its application, accompanying documents, and communications filed in support of its request for grant funding. Grantee shall comply with and require its contractors and subcontractors to comply with all applicable laws, policies and regulations.

IN WITNESS THEREOF, the parties have executed this Agreement on the dates set forth below.

By: _____
Grantee Signature

By: _____
Victoria A. Whitney, Deputy Director
State Water Resources Control Board,
Division of Water Quality

Grantee Typed/Printed Name

Date

Title and Date

Reviewed by:
Office of Chief Counsel
Date:

EXHIBIT A
SCOPE OF WORK

A. PLANS AND GENERAL COMPLIANCE REQUIREMENTS

1. Quality Assurance. The Grantee shall prepare, maintain, and implement quality assurance (QA) documents and procedures in accordance with the State Water Board's Surface Water Ambient Monitoring Program (SWAMP) Data must be submitted to the State Water Board and formatted according to California Environmental Exchange Network (CEDEN) data templates. CEDEN data templates are available at <http://ceden.org/>. The QA procedures and documents (e.g. laboratory standard operating procedures) must be SWAMP compatible (i.e. meet SWAMP Measurement Quality Objectives (MQO) for marine waters). Guidance for SWAMP compatible Bacteria and Pathogens is available at Draft SWAMP MQO Appendix A for Fresh and Marine Waters (Table A3 (DRAFT): Measurement Quality Objectives* - Bacteria and pathogens).
http://www.waterboards.ca.gov/water_issues/programs/ocean/index.shtml
Additional guidance for preparing the QA is available at:
http://www.waterboards.ca.gov/water_issues/programs/swamp/tools.shtml#qa
2. If landowner agreements are required, signed copies must be submitted to the Grant Manager before works begins.
3. If permits are required, the permits must be obtained and signed copies submitted to the Grant Manager before work begins.
4. Federal and State Disclosure Requirements – Include the following disclosure statement in any document, written report, or brochure prepared in whole or in part pursuant to this Agreement or utilizing data prepared pursuant to this Agreement:

“Funding for this project has been provided in full or in part through an agreement with the State Water Resources Control Board and the U.S. Environmental Protection Agency under the Federal Beaches Environmental Assessment and Coastal Health Program (Clean Water Act section 406[b]). The contents of this document do not necessarily reflect the views and policies of the State Water Resources Control Board, nor does mention of trade names or commercial products constitute endorsement or recommendation for use.” (Gov. Code, § 7550, 40 C.F.R. § 31.20)
5. The Grantee shall also include in each of its contracts for work under this Agreement a provision that incorporates the Federal and State Disclosure Requirements stated within Item 4. (Gov. Code, § 7550)

B. WORK TO BE PERFORMED BY GRANTEE

1. Project Management and Administration. The Project Director shall promptly notify the Grant Manager of any event or proposed change that could affect the scope, budget, or schedule of work performed under this Agreement. Unless otherwise specified in the Agreement, all submittals shall be provided to both the Program Analyst and the Grant Manager.
 - a. Provide all technical and administrative services as necessary for Agreement completion, including: monitor, supervise, and review all work performed; and coordinate budgeting and scheduling to ensure that work is completed within budget, on schedule, and in accordance with approved procedures, applicable laws, and regulations.
 - b. Ensure that the Agreement requirements are met through completion of quarterly progress reports as specified in Exhibit B, Item E.1 of this Agreement. This information may be provided via a report from the Southern California Coastal Water Research Project (SCCWRP) BeachWatch Database. However, the Grantee is responsible for data being complete and accurate.

2. Testing and assessment
 - a. Test and assess the waters adjacent to all public beaches within the Grantee's jurisdiction at least weekly between April 1 to October 31 of each year in accordance with Health and Safety Code sections 115875 through 115915 and California Code of Regulations sections 7952 through 7962. Additional testing and assessment may be authorized upon written approval of the Grant Manager.
 - b. Submit all location, collection agency, monitoring, and notification data for all monitored sites to the State Water Board through the transfer of the data through the SCCWRP BeachWatch Database, if applicable, or through the data input screens currently used for transmission of beach location, monitoring, and notification data to the State Water Board at least monthly on the fifteenth (15th) day following the month of data collection.
3. If the testing and assessment performed in Item B.2 above results in a determination that any public health standard, as set forth in Health and Safety Code sections 115875 through 115915 and California Code of Regulations sections 7952 through 7962 (Public Health Standard), is being violated, the Grantee shall restrict the use of, or close the public beach or a portion thereof in which the violation has occurred until the public health standard is attained.
4. Investigate any complaint by a person of a violation of any Public Health Standard. If a violation of a Public Health Standard is found, the Grantee shall restrict the use of, or close, the public beach or a portion thereof until the Public Health Standard is attained.
5. Report any violation of any Public Health Standard to the Grant Manager, the applicable Regional Water Quality Control Board (Regional Water Board) and any appropriate local government agency official having jurisdiction over the land adjacent to the public beach where the violation has occurred.
6. Posting and closing beaches.
 - a. Whenever a public beach is posted, closed, or otherwise restricted in accordance with Items B.3 and/or B.4 above, the Grantee shall inform the public agency or entity responsible for the operation and maintenance of the public beach within twenty-four (24) hours of the posting, closure, or restriction.
 - b. Whenever a public beach is posted, closed, or otherwise restricted in accordance with Items B.3 and/or B.4 above, the Grantee shall at a minimum, post the beach with conspicuous warning signs to inform the public of the nature of the problem and the possible public health risk. A warning sign shall be visible from each primary beach access point as identified in the coastal access inventory prepared and updated pursuant to Public Resources Code section 30531, and any additional access points identified by the Grantee.
7. Establish and/or maintain a telephone hotline and web-based forms of communication to inform the public of all public beaches currently closed, posted, or otherwise restricted within its jurisdiction. The Grantee shall update the telephone hotline and web-based forms of communication as needed to convey changes in public health risks.
8. In the event of a release of untreated sewage, the Grantee shall immediately test and assess the waters adjacent to any affected public beach in accordance with Health and Safety Code sections 115875 through 115915 and California Code of Regulations sections 7952 through 7962.
9. In the event of an untreated sewage release that is known to have reached recreational waters adjacent to a public beach, the Grantee shall immediately close those waters until it has been determined that the waters are in compliance Public Health Standards.

TABLE OF ITEMS FOR REVIEW

Item	DESCRIPTION	CRITICAL DUE DATE	ESTIMATED DUE DATE
EXHIBIT A – SCOPE OF WORK			
A.	PLANS AND COMPLIANCE REQUIREMENTS		
1.	Quality Assurance documents and procedures	Day 90 after execution of agreement	
2.	Land Owner Agreement(s) (If applicable)	Before work begins	
3.	Applicable Permits (If applicable)	Before work begins	
B.	WORK TO BE PERFORMED BY GRANTEE		
2.b.	Submit Testing and Assessment Data	15th of each month	15 th of each month
EXHIBIT B – INVOICING, BUDGET DETAIL, AND REPORTING PROVISIONS			
A.	INVOICING		Quarterly
E.	REPORTS		
1.	Progress Reports by the thirtieth (30 th) of the month following the end of the calendar quarter (March, June, September, and December)		Quarterly
2.	Final Project Summary	Before final invoice	
EXHIBIT D – SPECIAL CONDITIONS – BEACH GRANT REQUIREMENTS			
1.	Lobbying Certification		With final report
2.	MBE/WBE Documentation (http://www.epa.gov/osdbu/pdfs/5700_52a.pdf)		Quarterly

EXHIBIT B
INVOICING, BUDGET DETAIL AND REPORTING PROVISIONS

A. INVOICING

1. Invoices shall be submitted using the invoice template provided by the State Water Board. The invoice must be itemized based on the line items specified in the Budget. The original invoice shall be submitted to the Grant Manager on a quarterly basis consistent with the reporting schedule in Section E.1 of this Exhibit. The address for submittal is:

Michael Gjerde, Grant Manager
State Water Resources Control Board
1001 "I" Street, 15th Floor
Sacramento, CA 95814
2. Invoices submitted in any other format than the one provided by the State Water Board will cause an invoice to be disputed. In the event of an invoice dispute, the Grant Manager will notify the Grantee by initiating an "Invoice Dispute Notification" form. Payment will not be made until the dispute is resolved and a corrected invoice submitted. Failure to use the address exactly as provided above may result in return of the invoice to the Grantee. Payment shall be deemed complete upon deposit of the payment, properly addressed, postage prepaid, in the United States mail. The Grant Manager has the responsibility for approving invoices.
3. Supporting documentation (e.g., receipts) must be submitted with each invoice to request reimbursement for grant funds invoiced. The amount claimed for the Personnel Services line item and Professional and Consultant Services line item must include a calculation formula (i.e. hours or days worked times the hourly or daily rate = total amount claimed). Invoice payment shall be made only after receipt of a complete, adequately supported, properly documented and accurately addressed invoice.
4. The Grantee shall not request disbursement for any cost until such cost has been incurred and has been paid by or is due and payable by the Grantee. Although it is agreed that actual payment of such cost by the Grantee is not required as a condition of the grant disbursement, all grant disbursements received by the Grantee shall be paid to contractors and vendors within thirty (30) days from receipt of the funds. In the event that the Grantee fails to disburse grant funds to contractors or vendors within thirty (30) days from receipt of the funds, the Grantee shall immediately return such funds to the State Water Board. Interest shall accrue on such funds from the date of disbursement through the date of mailing of funds to the State Water Board. If the Grantee held such funds in interest-bearing accounts, any interest earned on the funds shall also be due to the State Water Board.
5. Notwithstanding any other provision of this Agreement, no disbursement shall be required at any time or in any manner which is in violation of, or in conflict with, federal or state laws, rules, or regulations, or guidelines.
6. Notwithstanding any other provision of this Agreement, the State Water Board may withhold all or any portion of the funds provided for by this Agreement in the event that:
 - a. The Grantee has materially violated, or threatens to materially violate, any term, provision, condition, or commitment of this Agreement; or
 - b. The Grantee fails to maintain reasonable progress toward completion of the Project.
7. Notwithstanding any other provision of this Agreement, the Grantee agrees that the State Water Board may retain an amount equal to ten percent (10%) of the grant amount specified in this Agreement until completion of the Project to the reasonable satisfaction of the State Water Board. Any retained amounts due to the Grantee will be promptly disbursed to the Grantee, without interest, upon completion of the Project.

8. The invoice shall contain the following information:
 - a. The date of the invoice;
 - b. The invoice number and State Water Board Agreement number;
 - c. The time period covered by the invoice, i.e., the term “from” and “to”;
 - d. The total amount due; and
 - e. Original signature and date (in ink) of Grantee or its authorized representative.
 - f. Final invoice shall be clearly marked “FINAL INVOICE” and submitted NO LATER THAN NOVEMBER 1, 2013.

B. PROHIBITION OF MANAGEMENT FEES AND INDIRECT COSTS

Management fees or similar charges in excess of the direct costs are prohibited. The term “management fees or similar charges” refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs which are not allowable under the Agreement. Similarly the payment of indirect costs is prohibited. “Indirect Costs” means those costs that are incurred for a common or joint purpose benefiting more than one cost objective and are not readily assignable to the Project (i.e., costs that are not directly related to the Project). Examples of Indirect Costs include, but are not limited to: central service costs; general administration of the Grantee; accounting and personnel services performed within the Grantee organization; depreciation or use allowances on buildings and equipment; the costs of operating and maintaining facilities; tuition and conference fees; and, generic overhead or markup. Any invoice submitted including Indirect Costs will cause that invoice, in its entirety, to be disputed and will not be paid until the dispute is resolved. This prohibition applies to the Grantee and any subcontract or sub-agreement for work on the Project that will be reimbursed pursuant to this Agreement.

C. BUDGET CONTINGENCY CLAUSE

The maximum amount to be encumbered under this Agreement for the 2012-13 fiscal year ending June 30, 2013 shall not exceed Fifty One thousand Nine hundred six dollars (\$51,906).

If the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no force and effect. This provision shall be construed as a condition precedent to the obligation of the State Water Board to make any payments under this Agreement. In this event, the State shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to perform any provisions of this Agreement. Nothing in this Agreement shall be construed to provide the Grantee with a right of priority for payment over any other Grantee.

If funding for any fiscal year is reduced or deleted by the Budget Act, by Executive Order, or by order of the Department of Finance, for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an Agreement amendment to Grantee to reflect the reduced amount.

C. LINE ITEM BUDGET

Position Title	WDPF State Funds	406(b) Federal Funds
Personnel Services		
Total Personnel Services	\$19,601	\$15,699
Operating Expenses (Prorated for Project – includes Travel)		
Total Operating Expenses	\$115	\$111
Laboratory Costs		
Total Laboratory Costs	\$8,190	\$8,190
TOTAL	\$27,906	\$24,000

Note: WDPF Funds may only reimburse for expenses incurred during the California Fiscal Year (i.e., July 1 through June 30). 406(b) Funds may only reimburse for expenses incurred during the Federal Fiscal Year (i.e., October 1 through September 30).

D. BUDGET LINE ITEM FLEXIBILITY

1. Line Item Adjustment(s). Subject to the prior review and approval of the Grant Manager, adjustments between existing line items(s) may be used to defray allowable costs up to fifteen percent (15%) of the total grant amount including any amendment(s) thereto.
2. Procedure to Request an Adjustment. The Grantee may submit a request for an adjustment to the Line Item Budget in writing to the State Water Board. Such adjustment may not increase or decrease the total grant amount allocated. The Grantee shall submit a copy of the original Agreement Budget sheet reflecting the requested changes. Changes shall be noted by striking the original amount(s) followed with revised change(s) in bold and underlined. Budget adjustments deleting a budget line item or adding a new budget line item requires a formal amendment and are not permissible under this provision. The State Water Board may also propose adjustments to the budget.
3. Remaining Balance. In the event the Grantee does not submit invoices requesting all of the funds encumbered under this Agreement, any remaining funds revert to the State. The State Water Board will mail a Notice of Project Completion letter to the Grantee stating that the project file is closed, the final invoice is being processed for payment, and any remaining balance will be disencumbered and unavailable for further use under the Grant Agreement.

E. REPORTS

1. PROGRESS REPORT. The Grantee shall submit quarterly progress reports to the State Water Board's Grant Manager by the thirtieth (30th) of the month following the end of the calendar quarter (March, June, September, and December).
 - a. The progress reports shall provide a brief description of the work performed, accomplishments during the quarter, milestones achieved, monitoring results, and any problems encountered in the performance of the work under this Agreement. The Grantee shall document all contractor and subcontractor activities and expenditures in progress reports. The description of activities and accomplishments of each task during the quarter shall be in sufficient detail to provide a basis for payment of invoices. Information to be provided shall include, but is not limited to:
 - i. the number and location of sampling stations monitored;
 - ii. the number of samples collected;
 - iii. the number of stations posted and/or closed;
 - iv. laboratory costs per sample; and,

- v. any applicable public notification expenses
 - b. The invoice should accompany the progress report. The invoice should reflect charges for the work completed during the reporting period covered by progress report. The invoice cannot be paid prior to submission of a progress report covering the invoice reporting period.
2. FINAL PROJECT SUMMARY. Prepare a brief summary including: (1) all of the information contained in the Progress Reports submitted; (2) estimated and actual costs of the Project, including a description and amount of any funds from sources other than this Agreement necessary to complete the Project; (3) any appropriate photos or graphics; and (4) any additional information deemed appropriate by the Project Director or Grant Manager.. Submit an electronic copy of the Final Project Summary in pdf format to the Grant Manager. A hard copy shall be submitted to the Program Analyst prior to final payment.
 3. The Grantee agrees to expeditiously provide, during work on the Project and throughout the term of this Agreement, such reports, data, information, and certifications that may be reasonably required by the State Water Board or to fulfill any reporting requirements of the federal government.

F. PAYMENT OF PROJECT COSTS

The Grantee agrees that it will provide for payment of its full share of Project costs and that all costs connected with the Project will be paid by the Grantee on a timely basis.

G. AUDIT DISALLOWANCES

The Grantee agrees it shall return any audit disallowances to the State Water Board.

H. FRAUD AND MISUSE OF PUBLIC FUNDS

All invoices submitted shall be accurate and signed under penalty of perjury. Any and all costs submitted pursuant to this Agreement shall only be for the tasks set forth herein. The Grantee shall not submit any invoice containing costs that are ineligible. Any eligible costs for which the Grantee is seeking reimbursement shall not be reimbursed from any other source. Double or multiple billing for time, services, or any other eligible cost is illegal and constitutes fraud. Any suspected occurrences of fraud, forgery, embezzlement, theft, or any other misuse of public funds may result in suspension of disbursements of grant funds and/or termination of this Agreement requiring the repayment of all funds disbursed hereunder. Additionally, the Deputy Director of the Division of Water Quality may request an audit pursuant to Exhibit C, paragraph 4 and refer the matter to the Attorney General's Office or the appropriate district attorney's office for criminal prosecution or the imposition of civil liability. (Civ. Code, §§ 1572-1573; Pen. Code, §§ 470, 489-490.)

I. ACCOUNTING STANDARDS AND FEDERAL SINGLE AUDIT ACT

The Grantee agrees to comply with federal standards for financial management systems. The Grantee agrees that, at a minimum, its fiscal control and accounting procedures will be sufficient to permit preparation of reports required by the federal government and tracking of Project funds to a level of expenditure adequate to establish that such funds have not been used in violation of federal or state law or the terms of this Agreement. To the extent applicable, the Grantee agrees to be bound by and to comply with, the provisions and requirements of the federal Single Audit Act of 1984 (Pub. L. 98-502) Office of Management and Budget (OMB) Circular No. A-133, and updates or revisions thereto. The Grantee will maintain separate Project accounts in accordance with generally accepted accounting principles. The Grantee shall comply with "Standards for Audit of Governmental Organizations, Programs, Activities and Functions" promulgated by the U.S. General Accounting Office. (40 C.F.R. § 35.3135[J]). The Grantee agrees it shall return any audit disallowances to the State Water Board.

EXHIBIT C
GENERAL TERMS & CONDITIONS

1. **AMENDMENT:** No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties, and approved as required. No oral understanding or agreement not incorporated in the Agreement is binding on any of the parties.
2. **APPROVAL:** The Grantee will not proceed with any work on the Project until authorized in writing by the State Water Board.
3. **ASSIGNMENT:** This Grant is not assignable by the Grantee, either in whole or in part, without the written consent of the State Water Board.
4. **AUDIT:** The Grantee agrees that the State Water Board, the Bureau of State Audits, the Governor of the State, the United States Environmental Protection Agency (USEPA), the Office of Inspector General, any member of Congress, the President of the United States, or any authorized representative of the foregoing shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. The Division of Water Quality (Division), at its option, may call for an audit of financial information relative to the Project, where the Division determines that an audit is desirable to assure program integrity or where such an audit becomes necessary because of federal requirements. Where such an audit is called for, the audit shall be performed by a certified public accountant independent of the Grantee and at the cost of the Grantee. The audit shall be in the form required by the Division. The Grantee agrees to maintain such records for a possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. The Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the Grantee agrees to include a similar right of the State or federal government to audit records and interview staff in any contract related to performance of this Agreement. The Grantee agrees it shall return any audit disallowances to the State Water Board.
5. **COMPLIANCE WITH LAW, REGULATIONS, ETC.:** The Grantee agrees that it will, at all times, comply with and require its consultants, contractors and subcontractors to comply with all applicable federal and state laws, rules, guidelines, regulations, and requirements.
6. **COMPUTER SOFTWARE:** The Grantee certifies that it has appropriate systems and controls in place to ensure that grant funds will not be used in the performance of this Agreement for the acquisition, operation or maintenance of computer software in violation of copyright laws.
7. **CONFLICT OF INTEREST:** The Grantee certifies that it is in compliance with applicable state and/or federal conflict of interest laws.
8. **DATA MANAGEMENT:** This Project includes appropriate data management activities so that Project data can be incorporated into appropriate statewide data systems.
9. **DISPUTES:** The Grantee shall continue with its responsibilities under this Agreement during any dispute. Any dispute arising under this Agreement which is not otherwise disposed of by agreement shall be decided by the Deputy Director of the Division, or his or her authorized representative. The decision shall be reduced to writing and a copy thereof furnished to the Grantee and to the State Water Board's Executive Director. The decision of the Division shall be final and conclusive unless, within thirty (30) calendar days after mailing of the Division decision to the Grantee, the Grantee mails or otherwise furnishes a written appeal of the decision to the State Water Board's Executive Director. The decision of the State Water Board's Executive Director shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, or capricious, or arbitrary, or so grossly erroneous as necessarily to imply bad faith, or not supported by substantial evidence. In connection with any appeal under this clause, the Grantee shall be afforded an opportunity to be heard and to offer evidence in support of its appeal. Pending final decision of a dispute hereunder, the Grantee shall continue to fulfill and comply with all the terms, provisions, commitments, and requirements of this Agreement. This clause does not preclude consideration of legal questions, provided that nothing herein shall be construed to make final the decision of the State Water Board, or any official or representative thereof, on any question of law.

10. **GOVERNING LAW:** This Grant Agreement is governed by and shall be interpreted in accordance with the laws of the State of California.
11. **GRANTEE'S RESPONSIBILITY FOR WORK:** The Grantee shall be responsible for all work and for persons or entities engaged in work performed pursuant to this Agreement, including, but not limited to, consultants, contractors, subcontractors, suppliers, and any provider of services. The Grantee shall be responsible for any and all disputes arising out of its contracts for work on the Project, including but not limited to payment disputes. The State will not mediate disputes between the Grantee and any other entity concerning responsibility for performance of work.
12. **INCOME RESTRICTIONS:** The Grantee agrees that any refunds, rebates, credits, or other amounts (including any interest thereon) accruing to or received by the Grantee under this Agreement shall be paid by the Grantee to the State, to the extent that they are properly allocable to costs for which the Grantee has been reimbursed by the State under this Agreement.
13. **INDEPENDENT ACTOR:** The Grantee, and its agents and employees, if any, in the performance of this Agreement, shall act in an independent capacity and not as officers, employees or agents of the State Water Board.
14. **INSPECTION:** The Grantee agrees to insure that the State Water Board, the Governor of the State, the USEPA, the Office of Inspector General, any member of Congress, the President of the United States, or any authorized representative of the foregoing, will have suitable access to the Project site at all reasonable times during Project implementation and thereafter for a minimum of three (3) years after final payment of Project funds. The Grantee acknowledges that the Project records and locations are public records.
15. **INSURANCE:** Throughout the life of the Project, the Grantee shall maintain a self-insurance program against fire, vandalism and other loss, damage, or destruction of the facilities or structures constructed pursuant to this Agreement, if any. Proof of such a program must be provided by the Grantee to the State Water Board. The Grantee shall notify the State Water Board in writing of any material amendment to the self-insurer's articles, charter, or agreement of incorporation, association or co-partnership which alters its coverage of the Project. In the event of any damage to or destruction of the Project or any larger system of which it is a part, the net proceeds of insurance shall be applied to the reconstruction, repair or replacement of the damaged or destroyed parts of the Project or its larger system. The Grantee shall begin such reconstruction, repair, or replacement as expeditiously as possible and shall pay out of such net proceeds all costs and expenses in connection with such reconstruction, repair or replacement so that the same shall be completed and the larger system shall be free of all claims and liens.
16. **NONDISCRIMINATION CLAUSE:**
 - a. During the performance of this Agreement, the Grantee and its consultants and contractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, sexual orientation, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, and denial of family care leave.
 - b. The Grantee, its consultants, and contractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment.
 - c. The Grantee, its consultants, and contractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code, § 12990) and the applicable regulations promulgated thereunder (Cal. Code Regs., tit. 2, § 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code section 12990, set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full.
 - d. The Grantee, its consultants, and contractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement, if any.

- e. The Grantee shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement. Failure by the Grantee to carry out these requirements and applicable requirements of 40 C.F.R. part 33 is a breach of a material provision of this Agreement which may result in its termination.
17. NO THIRD PARTY RIGHTS: The parties to this grant Agreement do not create rights in, or grant remedies to, any third party as a beneficiary of this Agreement, or of any duty, covenant, obligation or undertaking established herein.
18. NOTICE:
- a. The Grantee shall promptly notify the State Water Board of events or proposed changes that could affect the scope, budget, or work performed under this Agreement. The Grantee agrees that no substantial change in the scope of the Project will be undertaken until written notice of the proposed change has been provided to the State Water Board, and the State Water Board has given written approval for such change.
 - b. Any circumstance, combination of circumstances, or condition, which is expected to or does delay Completion of the Project for a period of ninety (90) days or more beyond the estimated date of Completion of the Project previously provided to the Division.
 - c. The Grantee shall notify the State Water Board at least ten (10) working days prior to any public or media event publicizing the accomplishments and/or results of this Agreement and provide the opportunity for attendance and participation by State Water Board's representatives.
 - d. The Grantee shall promptly notify the State Water Board in writing of completion of work on the Project.
19. PERMITS, CONTRACTING, AND DEBARMENT: The Grantee shall procure all permits and licenses necessary to accomplish the work contemplated in this Agreement, pay all charges and fees, and give all notices necessary and incidental to the due and lawful prosecution of the work. Any contractors, outside associates, or consultants required by the Grantee in connection with the services covered by this Agreement shall be limited to such individuals or firms as were specifically identified and agreed to during negotiations for this Agreement, if any, or as are specifically authorized by the State Water Board's Grant Manager during the performance of this Agreement. Any substitutions in, or additions to, such contractors, associates, or consultants, shall be subject to the prior written approval of the State Water Board's Grant Manager. The Grantee shall not contract with any party who is debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549, "Debarment and Suspension." The Grantee shall not contract with any individual or organization on USEPA's List of Violating Facilities. (40 C.F.R. § 31.35; Gov. Code, § 4477) www.epls.gov.
20. PROFESSIONALS: The Grantee agrees that only licensed professionals will be used to perform services under this Agreement where such services are called for.
21. RECORDS: Without limitation of the requirement to maintain Project accounts in accordance with generally accepted accounting principles, the Grantee agrees to:
- a. Establish an official file for the Project which shall adequately document all significant actions relative to the Project;
 - b. Establish separate accounts which will adequately and accurately depict all amounts received and expended on this Project, including all grant funds received under this Agreement;
 - c. Establish separate accounts which will adequately depict all income received which is attributable to the Project, especially including any income attributable to grant funds disbursed under this Agreement;

- d. Establish an accounting system which will adequately depict final total costs of the Project, including both direct and indirect costs;
 - e. Establish such accounts and maintain such records as may be necessary for the state to fulfill federal reporting requirements, including any and all reporting requirements under federal tax statutes or regulations; and,
 - f. If a Force Account is used by the Grantee for any phase of the Project, establish an account that documents all employee hours, and associated tasks charged to the Project per employee.
22. RELATED LITIGATION: Under no circumstances may a Grantee use funds from any disbursement under this Grant Agreement to pay costs associated with any litigation the Grantee pursues against the State Water Board or any Regional Water Board. Regardless of the outcome of any such litigation, and notwithstanding any conflicting language in this Agreement, the Grantee agrees to complete the Project funded by this Agreement or to repay all of the grant funds plus interest.
23. RIGHTS IN DATA: The Grantee agrees that all data, plans, drawings, specifications, reports, computer programs, operating manuals, audio and video recordings, notes, and other written or graphic work produced in the performance of this Agreement shall be in the public domain. The Grantee may disclose, disseminate and use in whole or in part, any final form data and information received, collected, and developed under this Agreement, subject to appropriate acknowledgement of credit to the State Water Board for financial support. The Grantee shall not utilize the materials for any profit-making venture or sell or grant rights to a third party who intends to do so.
24. STATE REVIEWS AND INDEMNIFICATION: The parties agree that review or approval of Project applications, documents, permits, plans and specifications or other Project information by the State Water Board is for administrative purposes only and does not relieve the Grantee of its responsibility to properly plan, design, construct, operate, maintain, implement, or otherwise carry out the Project. To the extent permitted by law, the Grantee agrees to indemnify, defend and hold harmless the State Water Board and the State against any loss or liability arising out of any claim or action brought against the State Water Board and/or the State from and against any and all losses, claims, damages, liabilities or expenses, of every conceivable kind, character and nature whatsoever arising out of, resulting from, or in any way connected with (1) the Project or the conditions, occupancy, use, possession, conduct or management of, work done in or about, or the planning, design, acquisition, installation or construction, of the Project or any part thereof; (2) the carrying out of any of the transactions contemplated by this Agreement or any related document; (3) any violation of any applicable law, rule or regulation, any environmental law (including, without limitation, the Federal Comprehensive Environmental Response, Compensation and Liability Act, the Resource Conservation and Recovery Act, the California Hazardous Substance Account Act, the Federal Water Pollution Control Act, the Clean Air Act, the California Hazardous Waste Control Law and California Water Code section 13304, and any successors to said laws), rule or regulation or the release of any toxic substance on or near the System; or, (4) any untrue statement or alleged untrue statement of any material fact or omission or alleged omission to state a material fact necessary to make the statements required to be stated therein, in light of the circumstances under which they were made, not misleading with respect to any information provided by the Grantee for use in any disclosure document utilized in connection with any of the transactions contemplated by this Agreement. To the fullest extent permitted by law, the Grantee agrees to pay and discharge any judgment or award entered or made against the State Water Board and/or the State with respect to any such claim or action, and any settlement, compromise or other voluntary resolution. The provisions of this section shall survive the term of this Agreement.
25. STATE WATER BOARD ACTION, COSTS, AND ATTORNEY FEES: The Grantee agrees that any remedy provided in this Agreement is in addition to and not in derogation of any other legal or equitable remedy available to the State Water Board as a result of breach of this Agreement by the Grantee, whether such breach occurs before or after completion of the Project, and exercise of any remedy provided by this Agreement by the State Water Board shall not preclude the State Water Board from pursuing any legal remedy or right which would otherwise be available. In the event of litigation between the parties hereto arising from this Agreement, it is agreed that each party shall bear its own filing costs and attorney fees.

26. **TERMINATION, IMMEDIATE REPAYMENT, INTEREST:** This Grant Agreement may be terminated by written notice at any time prior to completion of the Project, at the option of the State Water Board, upon violation by the Grantee of any material provision after such violation has been called to the attention of the Grantee and after failure of the Grantee to bring itself into compliance with the provisions of this Agreement within a reasonable time as established by the State Water Board. In the event of termination, the Grantee agrees, upon demand, to immediately repay to the State Water Board an amount equal to the amount of grant funds disbursed to the Grantee prior to such termination. In the event of termination, interest shall accrue on all amounts due at the highest legal rate of interest from the date that notice of termination is mailed to the Grantee to the date of full repayment by the Grantee.
27. **TIMELINESS:** Time is of the essence in this Agreement. The Grantee shall proceed with and complete the Project in an expeditious manner.
28. **TRAVEL AND PER DIEM:** Any reimbursement for necessary travel and per diem shall be at rates not to exceed those set by the Department of Personnel Administration. These rates may be found at <http://www.dpa.ca.gov/personnel-policies/travel/hr-staff.htm>. Reimbursement will be at the State travel and per diem amounts that are current as of the date costs are incurred by the Grantee. No travel outside the State of California shall be reimbursed unless prior written authorization is obtained from the Grant Manager.
29. **UNENFORCEABLE PROVISION:** In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement shall continue to have full force and effect and shall not be affected thereby.
30. **VENUE:** The State Water Board and the Grantee hereby agree that any action arising out of this Agreement shall be filed and maintained in the Superior Court in and for the County of Sacramento, California, or in the United States District Court in and for the Eastern District of California. The Grantee hereby waives any existing sovereign immunity for the purposes of this Agreement.
31. **WAIVER AND RIGHTS OF THE STATE WATER BOARD:** Any waiver of rights with respect to a default or other matter arising under the Agreement at any time by either party shall not be considered a waiver of rights with respect to any other default or matter. Any rights and remedies of the State provided for in this Agreement are in addition to any other rights and remedies provided by law.
32. **WATER RIGHTS:** The Grantee acknowledges that its eligibility for this Grant award is conditioned on its compliance with Water Code section 5103(e)(1), if applicable. The Grantee further certifies that it is not required to file a Statement of Diversion and Use pursuant to Water Code section 5101.
33. **WITHHOLDING OF GRANT DISBURSEMENTS:** The State Water Board may withhold all or any portion of the grant funds provided for by this Agreement in the event that the Grantee has materially violated, or threatens to materially violate, any term, provision, condition, or commitment of this Agreement; or the Grantee fails to maintain reasonable progress toward completion of the Project.

EXHIBIT D
SPECIAL CONDITIONS – BEACH GRANT REQUIREMENTS

1. The Grantee shall not use Project funds, including match funds, to engage in lobbying the federal or state governments or in litigation against the United States or the State of California. The Grantee's Chief Executive Officer agrees to provide a written statement certifying that none of the funds have been used to engage in the lobbying of the federal or state governments or in litigation against the United States or the State of California. The certification is due ninety (90) days after the end of the Project period and shall be submitted with the final report. The Grantee shall comply with 40 C.F.R. part 34, New Restrictions on Lobbying.
2. The Grantee shall comply with Small, Minority, and Women's Business (MBE/WBE) requirements as outlined in the State Water Board "Policy for Implementing the State Revolving Fund for Construction of Wastewater Treatment Facilities," including, but not limited to the following:
 - a. Include "fair share" percentages in bid documents, and
 - b. Follow the six affirmative steps stated in 40 C.F.R. sections 30.44(b), 31.36(e), 35.3145(d), or 35.6580(a), as appropriate.

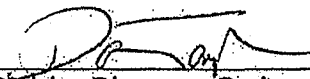
If applicable, the Grantee agrees to report DBE utilization to the Division on the DBE Utilization Report, State Water Board Form DBE UR334.

3. The Grantee shall comply with 40 C.F.R. part 34, New Restrictions on Lobbying, and include language of this provision in award documents for all sub-awards exceeding \$100,000, and require that sub-recipients submit certification and disclosure forms accordingly. Any sub-recipient who makes a prohibited expenditure under 40 C.F.R. part 34 or fails to file the required certification or lobbying forms shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure.
4. No grant funds may be used to engage in lobbying of the federal government or in litigation against the United States.
5. The Grantee shall use recycled paper for all reports which are prepared as a part of this Agreement. The Grantee shall comply with the requirements set forth in section 6002 of the Resource Conservation and Recovery Act (42 U.S.C. § 6962). Regulations issued under RCRA section 6002 apply to any acquisition of an item where the purchase price exceeds \$10,000 or where the quantity of such items acquired in the course of the preceding fiscal year was \$10,000 or more. RCRA section 6002 requires that preference be given in procurement programs to the purchase of specific products containing recycled materials identified in guidelines developed by the USEPA. These guidelines are listed in 40 C.F.R. part 247.
6. The salary rate paid to individual consultants retained by the Grantee or the Grantee's consultants or contractors shall be limited to the maximum daily rate for a Level IV of the Executive Schedule, to be adjusted annually. This limit applies to consultation services of designated individuals with specialized skills and if the terms of the contract provide the Grantee with the responsibility for the selection, direction, and control of the individuals who will be providing services under the contract at an hourly or daily rate of compensation. As of January 1, 2012, the rate is \$596.00 per day and \$74.50 per hour. This rate does not include overhead or travel costs. Sub-agreements with firms or individuals for services which are awarded using the procurement requirements in 40 C.F.R. parts 30 or 31, as applicable, are not affected by this limitation unless the terms of the contract provide the Grantee with responsibility for the selection, direction, and control of the individuals who will be providing services under the contract at an hourly or daily rate of compensation. Any reimbursement for necessary travel and per diem shall be pursuant to Exhibit C.
7. Any and all conferences, meetings, conventions, or training spaces funded in whole or in part by this Agreement shall comply with the Federal Hotel and Motel Fire Safety Act of 1990.
8. The Grantee shall fully comply with, and require contractors and subcontractors as applicable to comply with, Subpart C of 40 C.F.R. part 32, entitled "Responsibilities of Participants Regarding Transactions."

9. The Grantee agrees that water quality data collected under this Agreement shall be delivered to the State Water Board such that it may be entered into the Beach Watch Database and evaluated to determine the status and trends of coastal beach water quality in California.
10. The Grantee shall prevent fraud, waste, and the abuse of Project funds. The Grantee and any sub-recipient must promptly refer to the USEPA's Inspector General and the State Water Board any credible evidence that a principal, employee, agent, sub-grantee contractor, subcontractor, or other person, has submitted a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving funds provided under this Agreement or sub-agreements funded, in whole or in part, by this Agreement.
11. The Grantee certifies that it, its employees, its sub-recipients and its sub-recipients' employees receiving any funds pursuant to this Agreement, shall not engage in severe forms of trafficking in persons during the term of this Agreement; procure a commercial sex act during the term of this Agreement; or used forced labor in the performance of this Agreement or any subcontracts awarded pursuant to this Agreement.
12. The Grantee certifies that it is not a subsidiary of the Association of Community Organizations for Reform Now (ACORN). The Grantee further certifies that no funds provided pursuant to this Agreement may be used for sub-awards, sub-grants, and/or contracts to ACORN or any of its subsidiaries. The Grantee acknowledges that this condition is a material condition of this Agreement. Any violation of this paragraph shall result in termination of this Agreement and the Grantee shall repay any and all funds disbursed hereunder.
13. The Grantee certifies that is has received a Data Universal Numbering System (DUNS) number and has provided its DUNS number to the Grant Manager prior to execution of this Agreement.
14. The Grantee certifies that from during Federal Fiscal Year 2011-2012 (October 1, 2011 through September 30, 2012), it has not received eighty percent (80%) or more of its gross annual revenue and/or \$25,000,000 or more in annual gross revenue from federal financial assistance subject to the federal Transparency Act, as defined in Code of Federal Regulations, title 2, section 170.320.

**Supplemental Signature Page
For Agreement Between
State Water Resources Control Board and County of Sonoma
Agreement #12-050-250, Term: 7/1/2012 to September 30, 2013, Amount: \$51,906
Purpose: Beach water quality monitoring and public notification**

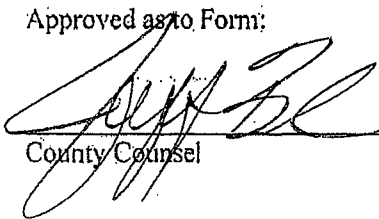
Approved as to Substance:



Division Director or Designee

Date 9/25/12

Approved as to Form:



County Counsel

Date 10/12/12



County of Sonoma Agenda Item Summary Report

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

Agenda Item Number: 15
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors of Sonoma County

Board Agenda Date: March 12, 2013

Vote Requirement: Majority

Department or Agency Name(s): Department of Health Services

Staff Name and Phone Number:

Rita Scardaci, 565-4700

Supervisorial District(s):

Countywide

Title: Safe Routes to School Engineering Contractor

Recommended Actions:

Authorize the Director of the Department of Health Services to execute an agreement with Whitlock and Weinberger Transportation, Inc. for engineering assessment services for the period March 12, 2013 through September 30, 2014 in an amount not to exceed \$120,000.

Executive Summary:

The Sonoma County Safe Routes to School Program (SRTS Program) is a collaborative initiative that seeks to implement sustainable Safe Routes to School (SRTS) education, encouragement, enforcement, and evaluation programs at a geographically diverse group of elementary, middle, and high schools throughout Sonoma County. The SRTS Program also seeks to support engineering efforts related to walking audits and prioritizing infrastructure and safety gaps around schools, which the contract with Whitlock and Weinberger Transportation, Inc. (W-Trans) will provide if approved. Similar engineering efforts over the past five years have helped the Sonoma County Transportation and Public Works Department (TPW) secure approximately \$3.5 million in funding to address needed infrastructure improvements in neighboring areas around schools in Santa Rosa, Petaluma, Healdsburg, Windsor, Sebastopol, and Cloverdale.

Background

Since 2007, a collaborative of residents and representatives from community-based organizations, the Sonoma County Department of Health Services (DHS), law enforcement, municipal public works departments, schools, and TPW have worked to develop a comprehensive, sustainable SRTS Program. Goals of the SRTS Program have been to: 1) increase the number of youth bicycling, walking, carpooling, and taking the bus or public transportation to and from school; 2) improve air quality by reducing greenhouse gas emissions, such as CO₂, related to vehicle trips to and from schools; 3) improve infrastructure around schools in order to calm traffic and promote alternative and active forms of transportation; and 4) improve safety around schools by reducing pedestrian, bicycle, and vehicle accidents.

In April of 2009, as a result of these efforts, Health Action (the local health planning council) selected the SRTS Program as one of its Priorities for Action (for years 2009-2012) to assist in achieving its 2020 Vision for Sonoma County to be the healthiest county in California. DHS convened a Safe Routes to School Workgroup to expand SRTS projects and services by coordinating fund development efforts, and securing additional resources to support and enhance existing SRTS projects and to add new school sites to the Countywide network of projects.

In October 2011, the Board of Supervisors authorized the director of TPW to accept \$1,034,000 from the California Department of Transportation (CalTrans) to expand the SRTS Program for a period of three years. The expanded program serves approximately 9,000 students each year in 18 schools: one in Cloverdale, two in Cotati/Rohnert Park, one in Healdsburg, three in Petaluma, five in Santa Rosa, one in Sebastopol, one in Windsor, and four in unincorporated Sonoma County (two in Sonoma Valley, one in Santa Rosa, and one in Guerneville). A portion of the accepted funds was designated for engineering assessment services in and around these sites. This work is to be accomplished by DHS through a memorandum of understanding between DHS and TPW. If the recommended agreement is approved, the SRTS evaluation component of the Community Transformation Grant (CTG) will be leveraged to assess the use of the “safer routes” school maps developed by W-Trans, and that assessment will inform future infrastructure investments.

Recommended Action

In October 2012, DHS released a competitive Request for Proposals (RFP) seeking an organization or individual to provide engineering assessment services in and around approximately eighteen schools in Sonoma County. The scope of work includes assessing existing conditions and identifying current engineering and enforcement needs at the schools in the Countywide SRTS Program and partnering with local public works, law enforcement, and SRTS Task Forces to provide tools for pursuing infrastructure and safety improvements.

Two proposals were received in response to the RFP. A review committee comprised of one DHS staff member, one TPW engineer and one Sonoma County Transit staff member with extensive SRTS knowledge evaluated the proposals. Based on the proposer’s capacity to provide services, experience coordinating engineering assessment projects, and references, DHS recommends contracting with W-Trans from March 12, 2013 through September 30, 2014 for an amount not to exceed \$120,000. W-Trans, established in 1995 in Santa Rosa, is an experienced provider of traffic engineering and transportation planning services with extensive experience in Sonoma County.

The work to be performed under the contract includes the following engineering assessment services:

- Gather background and existing conditions information related to infrastructure and traffic for eighteen schools to be used for the development of “safer routes” school maps and walking audits.
- Coordinate walking audits around ten schools in order to document safety and infrastructure factors that help or hinder safe walking and bicycling.
- Develop recommendations for safety and infrastructure improvements to be used by public works departments in pursuing infrastructure funding.

The proposed agreement with W-Trans, including a detailed scope of work, is included as an attachment to this Board Report.

Prior Board Actions:

In June 2012, the Board authorized the Director of Health Services to execute a grant agreement with Kaiser Foundation Hospitals to support implementation of the Sonoma County Safe Routes to School Program for the period of July 1, 2012 through June 30, 2013 in the amount of \$20,000.

In October 2011, the Board authorized the Director Transportation and Public Works to accept the California Department of Transportation’s Authorization to Proceed for the Sonoma County Safe Routes to School Program for the period of October 1, 2011 through September 30, 2014 in the amount of \$1,034,000.

In May 2011, the Board adopted a Resolution of Local Support authorizing the Director of Transportation and Public Works to submit an application to the Metropolitan Transportation Commission for funding from the Federal Congestion Mitigation and Air Quality Improvement (CMAQ) program to implement a SRTS Program.

Strategic Plan Alignment Goal 1: Safe, Healthy, and Caring Community

The Countywide Safe Routes to School Program’s engineering assessment project is consistent with County and DHS Strategic Plan goals of creating a safe, healthy, and caring community, and increasing civic services and engagement.

Fiscal Summary - FY 12-13

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 32,357	County General Fund	\$
Add Appropriations Req’d.	\$	State/Federal	\$ 28,645
	\$	Fees/Other	\$ 3,712
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 32,357	Total Sources	\$ 32,357

Narrative Explanation of Fiscal Impacts (If Required):

The FY 12-13 Proposed Budget includes \$32,357 for W-Trans. The \$87,643 balance for W-Trans will be included in future budgets (\$32,357 FY 12-13; \$71,799 FY 13-14; \$15,844 FY 14-15).

Funding is reimbursable at 88.53% and requires an 11.47% local funding match, totaling \$3,712 in FY12-13; \$8,235 in FY13-14; and \$1,817 in FY14-15. In June 2012, DHS received a grant award from Kaiser Foundation Hospital, Northern California Community Benefit Programs in the amount of \$20,000 for FY12-13, of which \$2,795 will be used to meet part of the required local funding match. The remaining \$917 will be covered by DHS Realignment. DHS will continue to seek funds for the required match from Measure M, Kaiser Foundation Hospital, and other sources.

Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
N/A			
Attachments:			
Agreement with Whitlock & Weinberger Transportation, Inc.			
Related Items “On File” with the Clerk of the Board:			
None			

COUNTY OF SONOMA
AGREEMENT FOR SERVICES

This agreement ("Agreement"), dated as of _____, 20____ ("Effective Date") is by and between the County of Sonoma, a political subdivision of the State of California (hereinafter "County"), and Whitlock & Weinberger Transportation, Inc., a California corporation, (hereinafter "Contractor").

R E C I T A L S

WHEREAS, Contractor represents that it is a duly qualified contractor, experienced in the preparation of safe routes to school traffic engineering and transportation planning that emphasize mobility and related services; and

WHEREAS, in the judgment of the County of Sonoma Board of Supervisors , it is necessary and desirable to employ the services of Contractor to provide engineering assessment services in and around approximately eighteen schools in Sonoma County.

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual covenants contained herein, the parties hereto agree as follows:

A G R E E M E N T

I. Scope of Services.

1.1 Contractor's Specified Services. Contractor shall perform the services described in "Exhibit A – Scope of Work" attached hereto and incorporated herein by this reference (hereinafter "Exhibit A"), and within the times or by the dates provided for in Exhibit "A" and pursuant to Article 7, Prosecution of Work. In the event of a conflict between the body of this Agreement and Exhibit A, the provisions in the body of this Agreement shall control. Without limiting the foregoing, Contractor expressly agrees to comply with all Disadvantaged Business Enterprise ("DBE") requirements imposed on this Agreement as more specifically described in Section 13.4, below and Exhibit D hereto.

1.2 Cooperation With County. Contractor shall cooperate with County and County staff in the performance of all work hereunder.

1.3 Performance Standard. Contractor shall perform all work hereunder in a manner consistent with the level of competency and standard of care normally observed by a person practicing in Contractor's profession. County has relied upon the professional ability and training of Contractor as a material inducement to enter into this Agreement. Contractor hereby agrees to provide all services under this Agreement in accordance with generally accepted professional practices and standards of care, as well as the requirements of applicable federal, state and local laws, it being understood that acceptance of Contractor's work by County shall not operate as a waiver or release. If County determines that any of Contractor's work is not in accordance with such level of competency and standard of care, County, in its sole discretion, shall have the right to do any or all of the following: (a) require Contractor to meet with County to review the quality

of the work and resolve matters of concern; (b) require Contractor to repeat the work at no additional charge until it is satisfactory; (c) terminate this Agreement pursuant to the provisions of Article 4; or (d) pursue any and all other remedies at law or in equity.

1.4 Assigned Personnel.

- a. Contractor shall assign only competent personnel to perform work hereunder. In the event that at any time County, in its sole discretion, desires the removal of any person or persons assigned by Contractor to perform work hereunder, Contractor shall remove such person or persons immediately upon receiving written notice from County.
- b. Any and all persons identified in this Agreement or any exhibit hereto as the project manager, project team, or other professional performing work hereunder are deemed by County to be key personnel whose services were a material inducement to County to enter into this Agreement, and without whose services County would not have entered into this Agreement. Contractor shall not remove, replace, substitute, or otherwise change any key personnel without the prior written consent of County.
- c. In the event that any of Contractor's personnel assigned to perform services under this Agreement become unavailable due to resignation, sickness or other factors outside of Contractor's control, Contractor shall be responsible for timely provision of adequately qualified replacements.

2. Payment. For all services and incidental costs required hereunder, Contractor shall be paid in accordance with the following terms:

For all services and incidental costs required hereunder, Contractor shall be paid on a time and material/expense basis in accordance with the budget set forth in Exhibit B, provided, however, that total payments to Contractor shall not exceed one hundred twenty thousand dollars (\$120,000), without the prior written approval of County. Any balance remaining at the end of federal fiscal year 2013 shall automatically be carried forward to the subsequent federal fiscal year. Contractor shall submit its bills in arrears on a monthly basis in a form approved by County's Auditor and the Head of the County Department receiving the services. The bills shall show or include: (i) the task(s) performed; (ii) the time in quarter hours devoted to the task(s); (iii) the hourly rate or rates of the persons performing the task(s); and (iv) copies of receipts and subcontractor invoices for reimbursable materials/expenses, if any. Expenses not expressly authorized by the Agreement shall not be reimbursed.

Unless otherwise noted in this Agreement, payments shall be made within the normal course of County business after presentation of an invoice in a form approved by the County for services performed. Payments shall be made only upon the satisfactory completion of the services as determined by the County.

Pursuant to California Revenue and Taxation code (R&TC) Section 18662, the County shall withhold seven percent of the income paid to Contractor for services performed within the State of California under this agreement, for payment and reporting to the California Franchise Tax Board, if Contractor does not qualify as: (1) a corporation with its principal place of business in

California, (2) an LLC or Partnership with a permanent place of business in California, (3) a corporation/LLC or Partnership qualified to do business in California by the Secretary of State, or (4) an individual with a permanent residence in the State of California.

If Contractor does not qualify, County requires that a completed and signed Form 587 be provided by the Contractor in order for payments to be made. If Contractor is qualified, then the County requires a completed Form 590. Forms 587 and 590 remain valid for the duration of the Agreement provided there is no material change in facts. By signing either form, the contractor agrees to promptly notify the County of any changes in the facts. Forms should be sent to the County pursuant to Article 12. To reduce the amount withheld, Contractor has the option to provide County with either a full or partial waiver from the State of California.

2.1 Overpayment. If County overpays Contractor for any reason, Contractor agrees to return the amount of such overpayment to County or at County's option, permit County to offset the amount of such overpayment against future payments owed to Contractor under this Agreement or any other agreement.

3. Term of Agreement. The term of this Agreement shall be from March 12, 2013 to September 30, 2014 unless terminated earlier in accordance with the provisions of Article 4 below.

4. Termination.

4.1 Termination Without Cause. Notwithstanding any other provision of this Agreement, at any time and without cause, County shall have the right, in its sole discretion, to terminate this Agreement by giving 5 days written notice to Contractor.

4.2 Termination for Cause. Notwithstanding any other provision of this Agreement, should Contractor fail to perform any of its obligations hereunder, within the time and in the manner herein provided, or otherwise violate any of the terms of this Agreement, County may immediately terminate this Agreement by giving Contractor written notice of such termination, stating the reason for termination.

4.3 Delivery of Work Product and Final Payment Upon Termination. In the event of termination, Contractor, within 14 days following the date of termination, shall deliver to County all materials and work product subject to Section 9.11 (Ownership and Disclosure of Work Product) and shall submit to County an invoice showing the services performed, hours worked, and copies of receipts for reimbursable expenses up to the date of termination.

4.4 Payment Upon Termination. Upon termination of this Agreement by County, Contractor shall be entitled to receive as full payment for all services satisfactorily rendered and expenses incurred hereunder, an amount which bears the same ratio to the total payment specified in the Agreement as the services satisfactorily rendered hereunder by Contractor bear to the total services otherwise required to be performed for such total payment; provided, however, that if services which have been satisfactorily rendered are to be paid on a per-hour or per-day basis, Contractor shall be entitled to receive as full payment an amount equal to the number of hours or days actually worked prior to the termination times the applicable hourly or daily rate; and further provided, however, that if County terminates the Agreement for cause pursuant to Section

4.2, County shall deduct from such amount the amount of damage, if any, sustained by County by virtue of the breach of the Agreement by Contractor.

4.5 Authority to Terminate. The Board of Supervisors has the authority to terminate this Agreement on behalf of the County. In addition, the Purchasing Agent or Health Services Department Head, in consultation with County Counsel, shall have the authority to terminate this Agreement on behalf of the County.

4.6 Obligations After Termination. The following shall remain in full force and effect after termination of this Agreement: (1) Article 5, Indemnification; (2) Section 9.5, Records Maintenance; (3) Section 9.5.1, Right to Audit, Inspect and Copy Records; (4) Section 9.5.2, Audit; (5) Section 9.15, Confidentiality; and (6) Section 13.5, Applicable Law and Forum.

4.7 Change in Funding. Contractor understands and agrees that County shall have the right to terminate this Agreement immediately upon written notice to Contractor in the event any state and/or federal agency and/or other funder(s) reduce, withhold or terminate funding which the County anticipated using to pay Contractor for services provided under this Agreement or County has exhausted all funds legally available for payments due under this Agreement.

5. Indemnification. Contractor agrees to accept responsibility for loss or damage to any person or entity, including County, and to defend, indemnify, hold harmless, and release County, its officers, agents, and employees, from and against any actions, claims, damages, liabilities, disabilities, or expenses, that may be asserted by any person or entity, including Contractor that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Contractor or its agents, employees, contractors, subcontractors, or invitees hereunder, whether or not there is concurrent negligence on County's part, but, to the extent required by law, excluding liability due to County's conduct. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Contractor or its agents, employees, contractors, subcontractors, or invitees under workers' compensation acts, disability benefits acts, or other employee benefit acts. This indemnity provision survives the Agreement.

6. Insurance. With respect to performance of work under this Agreement, Contractor shall maintain and shall require all of its subcontractors, Contractors, and other agents to maintain insurance as described in Exhibit C, which is attached hereto and incorporated herein by this reference.

7. Prosecution of Work. The execution of this Agreement shall constitute Contractor's authority to proceed immediately with the performance of this Agreement. Performance of the services hereunder shall be completed within the time required herein, provided, however, that if the performance is delayed by earthquake, flood, high water, or other Act of God or by strike, lockout, or similar labor disturbances, the time for Contractor's performance of this Agreement shall be extended by a number of days equal to the number of days Contractor has been delayed.

8. Extra or Changed Work. Extra or changed work or other changes to the Agreement may be authorized only by written amendment to this Agreement, signed by both parties. Minor changes,

which do not increase the amount paid under the Agreement, and which do not significantly change the scope of work or significantly lengthen time schedules may be executed by the Department Head in a form approved by County Counsel. The Board of Supervisors/Purchasing Agent must authorize all other extra or changed work. The parties expressly recognize that, pursuant to Sonoma County Code Section 1-11, County personnel are without authorization to order extra or changed work or waive Agreement requirements. Failure of Contractor to secure such written authorization for extra or changed work shall constitute a waiver of any and all right to adjustment in the Agreement price or Agreement time due to such unauthorized work and thereafter Contractor shall be entitled to no compensation whatsoever for the performance of such work. Contractor further expressly waives any and all right or remedy by way of restitution and quantum meruit for any and all extra work performed without such express and prior written authorization of the County.

9. Representations of Contractor.

9.1 Standard of Care. County has relied upon the professional ability and training of Contractor as a material inducement to enter into this Agreement. Contractor hereby agrees that all its work will be performed and that its operations shall be conducted in accordance with generally accepted and applicable professional practices and standards as well as the requirements of applicable federal, state and local laws, it being understood that acceptance of Contractor's work by County shall not operate as a waiver or release.

9.2 Status of Contractor. The parties intend that Contractor, in performing the services specified herein, shall act as an independent contractor and shall control the work and the manner in which it is performed. Contractor is not to be considered an agent or employee of County and is not entitled to participate in any pension plan, worker's compensation plan, insurance, bonus, or similar benefits County provides its employees. In the event County exercises its right to terminate this Agreement pursuant to Article 4, above, Contractor expressly agrees that it shall have no recourse or right of appeal under rules, regulations, ordinances, or laws applicable to employees.

9.3 No Suspension or Debarment. Contractor warrants that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency. Contractor also warrants that it is not suspended or debarred from receiving federal funds as listed in the List of Parties Excluded from Federal Procurement or Non-procurement Programs issued by the General Services Administration. If the Contractor becomes debarred, Contractor has the obligation to inform the County.

9.4 Taxes. Contractor agrees to file federal and state tax returns and pay all applicable taxes on amounts paid pursuant to this Agreement and shall be solely liable and responsible to pay such taxes and other obligations, including, but not limited to, state and federal income and FICA taxes. Contractor agrees to indemnify and hold County harmless from any liability which it may incur to the United States or to the State of California as a consequence of Contractor's failure to pay, when due, all such taxes and obligations. In case County is audited for compliance regarding any withholding or other applicable taxes, Contractor agrees to furnish County with proof of payment of taxes on these earnings.

9.5 Records Maintenance. Contractor shall keep and maintain full and complete documentation and accounting records concerning all services performed that are compensable under this Agreement and shall make such documents and records available to County for inspection at any reasonable time. Contractor shall maintain such records for a period of seven (7) years following completion of work hereunder.

9.5.1 Right to Audit, Inspect and Copy Records. Contractor agrees to permit County and any authorized state or federal agency to audit, inspect and copy all records, notes and writings of any kind in connection with the services provided by Contractor under this Agreement, to the extent permitted by law, for the purpose of monitoring the quality and quantity of services, accessibility and appropriateness of services, and ensuring fiscal accountability. All such audits, inspections, and copying shall occur during normal business hours. Upon request, Contractor shall supply copies of any and all such records to County. Failure to provide the above noted documents requested by county within the requested time frame indicated may result in County withholding payments due under this Agreement. In those situations required by applicable law(s), Contractor agrees to obtain necessary releases to permit county or governmental or accrediting agencies to access patient medical records.

9.5.2 Audits. Contractor agrees that all expenditures of state and federal funds furnished to the Contractor pursuant to this Agreement are subject to audit by County, State and/or Federal agencies. County agrees to provide fourteen (14) days notice of intent of County to audit Contractor. Contractors subject to the Single Audit Act of 1984 and Single Audit Act Amendments of 1996 shall annually submit an independent audit conforming to OMB Circular A-133, which applies to non-profit organizations.

9.5.2.1 Copy of Audit. Contractor agrees a copy of audits performed shall be submitted to County no later than thirty (30) days after completion of the audit report, or no later than nine (9) months after the end of Contractor's fiscal year, whichever comes first. The Contractor's agreement(s) with audit firms shall have a clause to permit access by the County and State and Federal agencies to the working papers of the external independent auditor.

9.5.2.2 Retention of Audit Report. Contractor agrees that audit reports and work papers shall be retained for a minimum of seven (7) years from the date of audit report, unless the auditor is notified in writing by the County, state or federal agency to extend the retention period.

9.5.2.3 Repayment. Contractor is responsible for the repayment of all audit exceptions and disallowances taken by County, State or Federal agencies related to service provided by Contractor under this Agreement. Where allowable costs have been claimed and reimbursed, they will be returned to the program that reimbursed the unallowable cost either by cash refund or by offset to subsequent claims.

9.6 Conflict of Interest. Contractor covenants that it presently has no interest and that it will not acquire any interest, direct or indirect, that represents a financial conflict of interest under state law or that would otherwise conflict in any manner or degree with the performance of its services hereunder. Contractor further covenants that in the performance of this Agreement no person having any such interests shall be employed. In addition, if requested to do so by County,

Contractor shall complete and file and shall require any other person doing work under this Agreement to complete and file a "Statement of Economic Interest" with County disclosing Contractor's or such other person's financial interests.

9.7 Statutory Compliance. Contractor agrees to comply with all applicable federal, state and local laws, regulations, statutes and policies applicable to the services provided under this Agreement as they exist now and as they are changed, amended or modified during the term of this Agreement. Without limiting the generality of the foregoing, Contractor expressly agrees, on behalf of itself and on behalf of all its agents, employees, subcontractor, and subcontractors, to comply with the all federal requirements including, but not limited to those set forth in Section 13 herein.

9.8 Nondiscrimination. Without limiting any other provision hereunder, Contractor shall comply with all applicable federal, state, and local laws, rules, and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, pregnancy, disability, sexual orientation or other prohibited basis, including without limitation, the County's Non-Discrimination Policy. All nondiscrimination rules or regulations required by law to be included in this Agreement are incorporated herein by this reference.

9.9 AIDS Discrimination. Contractor agrees to comply with the provisions of Chapter 19, Article II, of the Sonoma County Code prohibiting discrimination in housing, employment, and services because of AIDS or HIV infection during the term of this Agreement and any extensions of the term.

9.10 Assignment of Rights. Contractor assigns to County all rights throughout the world in perpetuity in the nature of copyright, trademark, patent, right to ideas, in and to all versions of the plans and specifications, if any, now or later prepared by Contractor in connection with this Agreement. Contractor agrees to take such actions as are necessary to protect the rights assigned to County in this Agreement, and to refrain from taking any action which would impair those rights. Contractor's responsibilities under this provision include, but are not limited to, placing proper notice of copyright on all versions of the plans and specifications as County may direct, and refraining from disclosing any versions of the plans and specifications to any third party without first obtaining written permission of County. Contractor shall not use or permit another to use the plans and specifications in connection with this or any other project without first obtaining written permission of County.

9.11 Ownership and Disclosure of Work Product. All reports, original drawings, graphics, plans, studies, and other data or documents ("documents"), in whatever form or format, assembled or prepared by Contractor or Contractor's subcontractors, Contractors, and other agents in connection with this Agreement shall be the property of County. County shall be entitled to immediate possession of such documents upon completion of the work pursuant to this Agreement. Upon expiration or termination of this Agreement, Contractor shall promptly deliver to County all such documents, which have not already been provided to County in such form or format, as County deems appropriate. Such documents shall be and will remain the property of County without restriction or limitation. Contractor may retain copies of the above-described documents but agrees not to disclose or discuss any information gathered, discovered,

or generated in any way through this Agreement without the express written permission of County.

9.12 Authority. The undersigned hereby represents and warrants that he or she has authority to execute and deliver this Agreement on behalf of Contractor.

9.13 Sanctioned Employee. Contractor agrees that it shall not employ in any capacity, or retain as a subcontractor in any capacity, any individual or entity that is listed on either the Suspended and Ineligible Contractor List published by the California Department of Health Services, or any list published by the Federal Office of Inspector General regarding the sanctioning, suspension or exclusion of individuals or entities from the federal Medicare and Medicaid programs. Contractor agrees to periodically review said State and Federal lists to confirm the status of current employees, subcontractor and contractors. In the event Contractor does employ such individual(s) or entity(s), Contractor agrees to assume full liability for any associated penalties, sanctions, loss or damage that may be imposed on County by the Medicare or Medicaid programs.

9.14 Compliance with County Policies and Procedures. Contractor agrees to comply with all County policies and procedures as they may relate to services provided hereunder.

9.15 Confidentiality. Contractor agrees to maintain the confidentiality of all patient medical records and client information in accordance with all applicable state and federal laws and regulations. This Paragraph 9.15 shall survive termination of this Agreement.

10. Demand for Assurance. Each party to this Agreement undertakes the obligation that the other's expectation of receiving due performance will not be impaired. When reasonable grounds for insecurity arise with respect to the performance of either party, the other may in writing demand adequate assurance of due performance and until such assurance is received may, if commercially reasonable, suspend any performance for which the agreed return has not been received. "Commercially reasonable" includes not only the conduct of a party with respect to performance under this Agreement, but also conduct with respect to other agreements with parties to this Agreement or others. After receipt of a justified demand, failure to provide within a reasonable time, but not exceeding thirty (30) days, such assurance of due performance as is adequate under the circumstances of the particular case is a repudiation of this Agreement. Acceptance of any improper delivery, service, or payment does not prejudice the aggrieved party's right to demand adequate assurance of future performance. Nothing in this Article limits County's right to terminate this Agreement pursuant to Article 4.

11. Assignment and Delegation. Neither party hereto shall assign, delegate, sublet, or transfer any interest in or duty under this Agreement without the prior written consent of the other, and no such transfer shall be of any force or effect whatsoever unless and until the other party shall have so consented.

12. Method and Place of Giving Notice, Submitting Bills and Making Payments. All notices, bills, and payments shall be made in writing and shall be given by personal delivery or by U.S. Mail or courier service. Notices, bills, and payments shall be addressed as follows:

TO: COUNTY: Anthony Taylor
Healthy Program Manager
County of Sonoma Department of Health Services
Healthy Policy, Planning and Evaluation Division
490 Mendocino Ave, Suite 202
Santa Rosa, CA 95401
PH: 707-565-6624
FAX: 707-565-6619
Anthony.Taylor@sonoma-county.org

TO: CONTRACTOR: Stephen Weinberger
W-Trans
490 Mendocino Ave, Suite 201
Santa Rosa, CA 95401
PH: 707-542-9500
FAX: 707-542-9590
sweinberger@w-trans.com

When a notice, bill or payment is given by a generally recognized overnight courier service, the notice, bill or payment shall be deemed received on the next business day. When a copy of a notice, bill or payment is sent by facsimile or email, the notice, bill or payment shall be deemed received upon transmission as long as (1) the original copy of the notice, bill or payment is promptly deposited in the U.S. mail and postmarked on the date of the facsimile or email (for a payment, on or before the due date), (2) the sender has a written confirmation of the facsimile transmission or email, and (3) the facsimile or email is transmitted before 5 p.m. (recipient's time). In all other instances, notices, bills and payments shall be effective upon receipt by the recipient. Changes may be made in the names and addresses of the person to whom notices are to be given by giving notice pursuant to this paragraph.

13. Federal Requirements.

13.1 Contract Assurance. Neither Contractor nor any subcontractor shall discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. Contractor shall carry out all applicable requirements of Part 26 of Title 49 of the Code of Federal Regulations in the award and administration of any United States Department of Transportation ("USDOT")-assisted contracts. Failure by Contractor to carry out these requirements shall constitute a material breach of this Agreement, which may result in the termination of this Agreement, or such other remedy as County deems appropriate. Contractor shall include the foregoing contract assurance statement in every subcontract entered into by Contractor in the performance of its obligations under this Agreement.

13.2 Prompt Progress Payments to Subcontractors. Attention is directed to Section 7108.5 of the California Business and Professions Code, which requires a prime contractor or subcontractor to pay any subcontractor not later than ten (10) days of receipt of each progress payment, unless otherwise agreed to in writing. In addition, federal regulations (Title 49 Code of Federal Regulations Part 26.29) require a prime contractor or subcontractor to pay a subcontractor no later than thirty (30) days of receipt of each payment, unless any delay or

postponement of payment among the parties takes place only for good cause and with the prior written approval of County. Section 7108.5 of the California Business and Professions Code also contains enforcement actions and penalties. The requirements apply to both Disadvantaged Business Entities (“DBE”) and non-DBE subcontractors. Contractor shall include the foregoing progress payment requirements in every subcontract entered into by Contractor in the performance of its obligations under this Agreement

13.3 Prompt Payment of Withheld Funds to Subcontractors. No retainage will be held by the County from progress payments due to Contractor. Any retainage held by the Contractor or subcontractors from progress payments due subcontractors shall be promptly paid in full to subcontractors within 30 days after the subcontractor’s work is satisfactorily completed. Federal law (49 CFR26.29) requires that any delay or postponement of payment over the 30 days may take place only for good cause and with the County’s prior written approval. Any violation of this provision shall subject the violating Contractor or subcontractor to the penalties, sanctions and other remedies specified in Section 7108.5 of the Business and Professions Code. These requirements shall not be construed to limit or impair any contractual, administrative, or judicial remedies, otherwise available to the Contractor or subcontractors in the event of a dispute involving late payment or nonpayment by the Contractor, deficient subcontractor performance, or noncompliance by a subcontractor. This provision applies to both DBE and non-DBE Contractor and subcontractors.

13.4 Disadvantaged Business Enterprise (DBE). This project is subject to Title 49 CFR 26.13(b). Contractor shall comply with all Federal regulations pertaining to Title 49 CFR 26.13(b), including but not limited to the information included in Exhibit E to this Agreement.

13.4.1. The Disadvantaged Business Enterprise (DBE) goal for this project is 6.45 percent (6.45%). It is Contractor’s responsibility to verify that the firm is certified as of the date of submittal.

13.4.2. Contractor shall submit DBE information on the Caltrans Bidder – DBE Commitment Form included as Exhibit E to this Agreement. If the Contractor is unable to meet the DBE goal set for this Agreement, the Good Faith Efforts Documentation form, included as Exhibit F must be submitted with the Agreement showing that adequate good faith efforts were made to meet the DBE goal.

13.4.3. Upon completion of the Agreement, a summary of all DBE records shall be prepared on "Final Report-Utilization of Disadvantaged Business Enterprise (DBE), First Tier Subcontractor's" Form CEM-2402(F), Exhibit G, and certified correct by the Contractor or the Contractor's authorized representative, and shall be furnished to the County Engineer.

13.4.4. Contractor acknowledges and agrees that it is its responsibility to comply with all DBE requirements imposed on this Agreement and the applicable provisions of Title 49 CFR 26.13(b). Contractor further warrants and represents to indemnify and hold County harmless from any and all assessments, penalties, and interest asserted against County by reason of the Contractor’s failure to fully comply with said DBE requirements and the applicable provisions of federal law.

14. Miscellaneous Provisions.

14.1 No Waiver of Breach. The waiver by County of any breach of any term or promise contained in this Agreement shall not be deemed to be a waiver of such term or provision or any subsequent breach of the same or any other term or promise contained in this Agreement.

14.2 Construction. To the fullest extent allowed by law, the provisions of this Agreement shall be construed and given effect in a manner that avoids any violation of statute, ordinance, regulation, or law. The parties covenant and agree that in the event that any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired, or invalidated thereby. Contractor and County acknowledge that they have each contributed to the making of this Agreement and that, in the event of a dispute over the interpretation of this Agreement, the language of the Agreement will not be construed against one party in favor of the other. Contractor and County acknowledge that they have each had an adequate opportunity to consult with counsel in the negotiation and preparation of this Agreement.

14.3 Consent. Wherever in this Agreement the consent or approval of one party is required to an act of the other party, such consent or approval shall not be unreasonably withheld or delayed.

14.4 No Third Party Beneficiaries. Nothing contained in this Agreement shall be construed to create and the parties do not intend to create any rights in third parties.

14.5 Applicable Law and Forum. This Agreement shall be construed and interpreted according to the substantive law of California, regardless of the law of conflicts to the contrary in any jurisdiction. Any action to enforce the terms of this Agreement or for the breach thereof shall be brought and tried in Santa Rosa or the forum nearest to the city of Santa Rosa, in the County of Sonoma.

14.6 Captions. The captions in this Agreement are solely for convenience of reference. They are not a part of this Agreement and shall have no effect on its construction or interpretation.

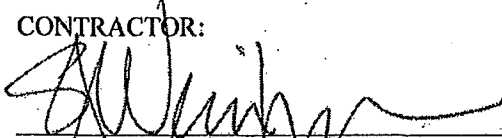
14.7 Merger. This writing is intended both as the final expression of the Agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement, pursuant to Code of Civil Procedure Section 1856. No modification of this Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.

14.8 Survival of Terms. All express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.

14.9 Time of Essence. Time is and shall be of the essence of this Agreement and every provision hereof.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date.

CONTRACTOR:



Stephen V. Weinberger, Principal, W-Trans

Date 2/8/13

COUNTY OF SONOMA:

Rita Scardaci, MPH, Director
Department of Health Services

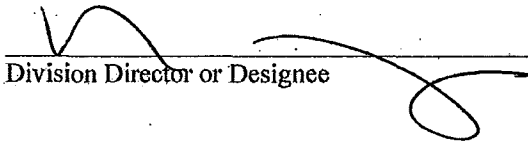
Date _____

N/A

Sonoma County Purchasing Agent (If Applicable)

Date _____

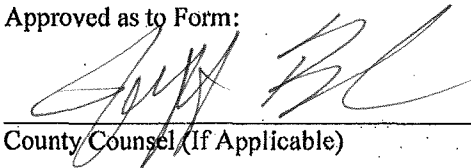
Certificates of Insurance on File with and Approved as to Substance:



Division Director or Designee

Date 2/15/13

Approved as to Form:



County Counsel (If Applicable)

Date 2/25/13

- SRTS Goals:**
- 1) Increase the number of children safely walking and bicycling to school
 - 2) Increase health and safety of children and community
 - 3) Reduce traffic congestion around schools and pollution
 - 4) Create safer, calmer streets and neighborhoods in Sonoma County
 - 5) Develop a sustainable Safe Routes to School program in the Sonoma County

Objective: Assess existing conditions and identify current engineering and enforcement needs at select schools participating in the Sonoma County SRTS Program and partner with local public works and law enforcement agencies to provide tools for pursuing infrastructure and safety improvements.				
Strategies	<u>Activities</u>	Person Responsible	<u>Timeline</u>	Outcomes & Deliverables
1. Work with DHS and local jurisdictions to gather background and existing conditions information for each of the 18 school sites participating in the Sonoma County SRTS Program and the roads and pathways within one mile of each site.	1a. Provide a background report and data for up to 18 school with, at minimum, the following information: <ul style="list-style-type: none"> • Aerial photos of school site (if available from local agencies) • Traffic volumes (available counts from local agencies). If no counts are available, radar trailer with counting capabilities may be deployed by DHS to obtain speed and volume data which are not available for key streets. • Posted speed limits and available speed surveys • Future planned improvements (at school and road ways) • Traffic control devices/traffic calming features • Inventory of bicycle and pedestrian infrastructure including: curb ramps, sidewalks, pathways, bicycle lanes, bike routes, way-finding signage, etc. • School arrival and departure circulation patterns • Collision data with special emphasis on bicycle and pedestrians using available data, such as the Statewide Integrated Traffic Records System (SWITRS) or the Transportation Injury Mapping System (TIMS) 	Steve Weinberger Allan Tilton Mary Jo Yung Tony Henderson Sam Lam Technical/Admin Alta Planning	March 2013 – November 2013	Background report and data for each of 18 schools in the Sonoma County SRTS program

Objective: Assess existing conditions and identify current engineering and enforcement needs at select schools participating in the Sonoma County SRTS Program and partner with local public works and law enforcement agencies to provide tools for pursuing infrastructure and safety improvements.				
Strategies	Activities	Person Responsible	Timeline	Outcomes & Deliverables
	<p>The 18 schools include the following elementary schools, which are subject to change:</p> <ul style="list-style-type: none"> • Cloverdale - Jefferson • Healdsburg - Healdsburg (at Fitch Mountain) • Rohnert Park - Evergreen and Monte Vista • Russian River - Guerneville • Santa Rosa - Helen Lehman, Mark West, RL Stevens, Proctor Terrace, Taylor Mountain, Roseland, Sheppard/RAMS, Strawberry, Kawana, JX Wilson, and Yulupa • Sonoma Valley – El Verano, Sonoma Charter 			
2. Provide “Safer Routes” School Maps data for a half-mile radius around each of the 18 school sites	<p>2a. Work with DHS to determine which GIS layers to include in a “Safer Routes” School map. At minimum, provide the following data, if applicable, located within a ½ mile radius of the 18 schools listed in Objective 1, Strategy 1 (baseline GIS maps with student addresses exist):</p> <ul style="list-style-type: none"> • Traffic signal locations • Crosswalk locations • Crossing guard locations • Posted speed limits • Steep Hills • Difficult Intersections (note if improvements scheduled) • Review of Recommended Routes to School, which will be provided by school teams • Higher traffic volume streets (based on available data)Off-Street Paths 	<p>Steve Weinberger</p> <p>AllanTilton</p> <p>Technical/Admin</p> <p>Alta Planning</p>	March 2013 – November 2013	Data for each of 18 schools

Objective: Assess existing conditions and identify current engineering and enforcement needs at select schools participating in the Sonoma County SRTS Program and partner with local public works and law enforcement agencies to provide tools for pursuing infrastructure and safety improvements.				
Strategies	Activities	Person Responsible	Timeline	Outcomes & Deliverables
	<i>Notes: Maps created for Objective 1, Strategy 2 would be produced by another source, such as an internal DHS GIS team. Information may not be provided in electronic format by Contractor.</i>			
3. Participate in walking audits at each of the 10 school sites and develop recommendations for improvements	<p>3a. Coordinate route for SRTS walking audit with SRTS program partners at up to 10 schools selected by DHS from the 18 schools listed in Objective 1, Strategy 1.</p> <p>3b. Participate in one (1) scheduled walking audit at each of the 10 school sites with representatives from the SRTS School Team, school administration, public works, and law enforcement. Take notes, photos, measurements, and discuss barriers, issues, opportunities, and travel patterns.</p> <p>3c. Develop a list of recommendations for safety improvements around each school, which can be based on results of walking audits and background reports.</p>	<p>Steve Weinberger</p> <p>AllanTilton</p> <p>Mary Jo Yung</p> <p>Alta Planning</p> <p>Parisi Associates</p>	<p>3a. May 2013</p> <p>3b. May 2013 - January 2014</p> <p>3c. October 2013 - January 2014</p>	<p>3a. Notes from planning meeting on file</p> <p>3b. Notes, photos, measurements from walking audit on file</p> <p>3c. One page bio of walking audit and recommendations for each school</p>
4. Develop resources for up to 10 schools and public works to use in pursuing infrastructure or safety improvements	<p>1a. Coordinate up to one meeting with each of the 10 schools' SRTS Task Forces and their respective public works agencies to review preliminary list of recommended infrastructure or safety improvements identified during the walking audits and obtain feedback to refine list.</p> <p>1b. Create resources described below for the 10 schools:</p> <ul style="list-style-type: none"> Maps: these maps are related to the outcome of walking audits and background report investigation. The format would be similar to the map concept shown on page 61-65 of the infrastructure grant application. The maps would identify: 1) location of the potential solutions and 	<p>Steve Weinberger</p> <p>AllanTilton</p> <p>Mary Jo Yung</p> <p>Sam Lam</p> <p>Technical/Admin</p> <p>Alta Planning</p>	<p>1a. May 2013-May 2014</p> <p>1b. October 2013- Sept 2014</p>	<p>1a. Communication notes on file</p> <p>1b. Maps, Narratives, and Summary Reports</p>

Objective: Assess existing conditions and identify current engineering and enforcement needs at select schools participating in the Sonoma County SRTS Program and partner with local public works and law enforcement agencies to provide tools for pursuing infrastructure and safety improvements.				
Strategies	Activities	Person Responsible	Timeline	Outcomes & Deliverables
	2) features of the improvements (if applicable), and 3) iconic concepts indicated on aerial of the study area. Scaled schematic designs of the recommendations are not included. <ul style="list-style-type: none"> • Narrative description of the improvements • Images of similar concepts, if applicable • Summary reports for each school consisting of background report, brief summary of the walking audit, narrative of recommendations and appendices of specified maps. 	Parisi Associates		
5. Complete required Caltrans forms, as necessary.	1. Submit a completed “Final Report – Utilization of Disadvantaged Business Enterprises, First-Tier Subcontractors” form (found in Attachment G).	Steve Weinberger	September 30, 2014	Utilization report submitted with final invoice.

REPORTING DELIVERABLE: Contractor is responsible for completing and submitting quarterly progress reports, as required by the County, concerning all activities, results and evaluation measures included in the above Scope of Work. A progress report form and instructions will be provided to the Contractor.

Budget:		Mar 16, 2013 - Sept 30, 2013		Oct 1, 2013- Sept 30, 2014		Total
		Hourly Rate	Hrs	Amount	Hrs	
February, 2012 - September 30, 2014						
PERSONNEL(include hourly rate)						
Steve Weinberger	\$200	54	\$10,800	52	\$10,400	\$21,200
Allan Tilton	\$165	61	\$10,065	16	\$2,640	\$12,705
Mary Jo Yung	\$155	40	\$6,200	16	\$2,480	\$8,680
Tony Henderson	\$110	45	\$4,950	0	\$0	\$4,950
Sam Lam or Smadar Boardman	\$95	102	\$9,690	5	\$475	\$10,165
Technician/Administrative	\$80	35	\$2,800	5	\$400	\$3,200
Personnel Subtotal			\$44,505		\$16,395	\$60,900
Fringe Benefits	0.0%		\$0		\$0	\$0
Total Personnel			\$44,505		\$16,395	\$60,900
NON-PERSONNEL / OPERATING EXPENSES						
Travel (0.565/mile x 486.7 miles)			\$275		\$0	\$275
Office Supplies						\$0
Printing/Duplication					\$256	\$256
Meeting Supplies						\$0
Stipends/Incentives						\$0
Educational Materials						\$0
Postage						\$0
Other						\$0
Total Non Personnel			\$275		\$256	\$531
OTHER COSTS – SUBCONTRACTS/CONSULTANTS						
<i>Alta Planning</i>			\$9,103		\$25,832	\$34,935
<i>Parisi Associates</i>			\$2,742		\$20,892	\$23,634
Total Other			\$11,845		\$46,724	\$58,569
Total Direct Costs (Personnel + Non-Personnel+Other)			\$56,625		\$63,375	\$120,000
Indirect Costs	0.0%		\$0		\$0	\$0
TOTAL BUDGET			\$56,625		\$63,375	\$120,000

Total Payment Not To Exceed \$120,000

PERSONNEL

Steve Weinberger

Manage engineering contract with DHS. Coordinate the development of background reports. Coordinate information for maps by others. Contribute to development of a list of recommendations based on walking audits and providing input on report. Develop resources to use in pursuing infrastructure or safety improvements.

Allan Tilton

Assist with the development of background reports, including data analysis of school site visits, traffic volumes, traffic control devices, bike and pedestrian infrastructure, school circulation patterns, collision data, and background reports. Provide information for the "safer routes" school maps. Contribute to development of a list of recommendations based on walking audits and providing input on report. Develop resources to use in pursuing infrastructure or safety improvements.

Mary Jo Yung

Assist with the development of background reports, including data analysis of school site visits, speed surveys, planned improvements, bike and pedestrian infrastructure and background reports. Assist with the development of recommendations based on walking audits. Provide input on the solutions and summary report that will be used in pursuing infrastructure or safety improvements.

Tony Henderson

Assist with the development of background reports, including data collection/analysis of planned improvements around schools, school circulation patterns, and collision data.

Sam Lam

Assist with the development of background reports, including data collection/analysis of school site visits, speed surveys, traffic control devices, school circulation patterns and background reports. Provide input on the summary report that will be used in pursuing infrastructure or safety improvements

Technician/Administrative

Assist with the development of background reports, including data collection/analysis of traffic volumes and speed surveys. Provide input on development to background reports and resource summary reports.

NON-PERSONNEL / OPERATING EXPENSES

Travel - Reimbursable mileage must be exclusively attributed to the services provided for the county and the mileage rate shall be reimbursable at the current federal "standard mileage rate." (Currently 56.5 cents/mile for 2013).

Printing/Duplication – Cost for printing program reports and documents.

OTHER COSTS – SUBCONTRACTS/CONSULTANTS

Alta Planning

Provide inventory of bike and pedestrian infrastructure within one mile of each school. Provide a review of “Safe Routes” School maps. Participate in the walking audits and provide input on a list of recommendations based on walking audits. Create summary report that can be used in pursuing infrastructure, including the development of maps.

Parisi Associates

Coordinate and lead walking audits and provide input on a list of recommendations based on walking audits and final walking audit reports. Provide input on summary report that can be used in pursuing infrastructure or safety improvements.

With respect to performance of work under this Agreement, Contractor shall maintain and shall require all of its subcontractors, Contractors, and other agents to maintain insurance as described below unless such insurance has been expressly waived by the attachment of a *Waiver of Insurance Requirements*. Any requirement for insurance to be maintained after completion of the work shall survive this agreement.

1. Workers Compensation and Employers Liability Insurance

- a. Required if Contractor has employees.
- b. Workers' Compensation insurance with statutory limits as required by the Labor Code of the State of California.
- c. Employers' Liability with limits of \$1,000,000 per Accident; \$1,000,000 Disease per employee; \$1,000,000 Disease per policy.
- d. *Required Evidence of Coverage:*
 - Certificate of Insurance

If Contractor currently has no employees, Contractor agrees to obtain the above-specified Workers' Compensation and Employers' Liability insurance should any employees be engaged during the term of this Agreement or any extensions of the term.

2. General Liability Insurance

- a. Commercial General Liability Insurance on a standard occurrence form, no less broad than ISO form CG 00 01.
- b. Minimum Limits: \$1,000,000 per Occurrence; 2,000,000 General Aggregate; \$2,000,000 Products/Completed Operations Aggregate.
- c. Contractor shall disclose any deductible or self-insured retention in excess of \$25,000 and such deductible or self-insured retention must be approved in advance by County. Contractor is responsible for any deductible or self-insured retention.
- d. County of Sonoma, its Officers, Agents and Employees shall be additional insureds for liability arising out of operations by or on behalf of the Contractor in the performance of this agreement.
- e. The insurance provided to County, et al. additional insureds shall apply on a primary and non-contributory basis with respect to any insurance or self-insurance program maintained by them.
- f. The policy definition of "insured contract" shall include assumptions of liability arising out of both ongoing operations and the products-completed operations hazard (broad form contractual liability coverage including the "f" definition of insured contract in ISO form CG 00 01, or equivalent).
- g. The policy shall cover inter-insured suits between County and Contractor and include a "separation of insureds" or "severability" clause which treats each insured separately.
- h. *Required Evidence of Coverage:*
 - i. Copy of the additional insured endorsement or policy language granting additional insured status, and
 - ii. Certificate of Insurance.

3. Automobile Liability Insurance

- a. Minimum Limits: \$1,000,000 combined single limit per accident.
- b. Coverage shall apply to all owned autos. If Contractor currently owns no autos, Contractor agrees to obtain such insurance should any autos be acquired during the term of this Agreement or any extensions of the term.
- c. Coverage shall apply to hired and non-owned autos.
- d. Required Evidence of Coverage:
 - i. Certificate of Insurance.

4. Professional Liability Insurance

- a. Minimum Limit: \$1,000,000.
- b. Contractor shall disclose any deductible or self-insured retention in excess of \$25,000 and such deductible or self-insured retention must be approved in advance by County. Contractor is responsible for any deductible or self-insured retention.
- c. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work.
- d. Coverage applicable to the work performed under this Agreement shall be continued for two (2) years after completion of the work. Such continuation coverage may be provided by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.
- e. Required Evidence of Coverage:
 - i. Certificate of Insurance.

5. Standards for Insurance Companies

Insurers shall have an A.M. Best's rating of at least A:VII.

6. Documentation

- a. All required Evidence of Coverage shall be submitted prior to the execution of this Agreement. Contractor agrees to maintain current Evidence of Coverage on file with County for the required period of insurance.
- b. The name and address for Additional Insured endorsements and Certificates of Insurance is: Department of Health Services, 490 Mendocino Ave, Suite 202, Santa Rosa, CA 95401.
- c. Required Evidence of Coverage shall be submitted for any renewal or replacement of a policy that already exists, at least ten (10) days before expiration or other termination of the existing policy.
- d. Contractor shall provide immediate written notice if: (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; or (3) the deductible or self-insured retention is increased.
- e. Upon written request, certified copies of required insurance policies must be provided within thirty (30) days.

7. Policy Obligations

Contractor's indemnity and other obligations shall not be limited by the foregoing insurance requirements.

8. Material Breach

If Contractor fails to maintain insurance coverage which is required pursuant to this Agreement, it shall be deemed a material breach of this Agreement. County, at its sole option, may terminate this Agreement and obtain damages from Contractor resulting from said breach. Alternatively, County may purchase the required insurance coverage, and without further notice to Contractor, County may deduct from sums due to Contractor any premium costs advanced by County for such insurance. These remedies shall be in addition to any other remedies available to County.

THIS PROJECT IS SUBJECT TO TITLE 49 CFR 26.13(B).

The consultant, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The consultant shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted agreements. Failure by the consultant to carry out these requirements is a material breach of this agreement, which may result in the termination of this agreement or such other remedy as the recipient deems appropriate.

Consultant must take necessary and reasonable steps to ensure that DBEs have opportunity to participate in the agreement (49 CFR 26).

To ensure equal participation of DBEs provided in 49 CFR 26.5, the Department shows a goal for DBEs. Consultant must make work available to DBEs and select work parts consistent with available DBE subcontractors and suppliers.

Consultant must meet the DBE goal shown in Section 13.4.1 of Agreement or demonstrate that adequate good faith efforts to meet this goal. It is the consultant's responsibility to verify that the DBE firm is certified as DBE at date of proposal opening. For a list of DBEs certified by the California Unified Certification Program, go to:

http://www.dot.ca.gov/hq/bep/find_certified.htm

All DBE participation will count toward the Department's federally mandated statewide overall DBE goal.

Credit for materials or supplies you purchase from DBEs counts towards the goal in the following manner:

1. 100 percent counts if the materials or supplies are obtained from a DBE manufacturer.
2. 60 percent counts if the materials or supplies are obtained from a DBE regular dealer.
3. Only fees, commissions, and charges for assistance in the procurement and delivery of materials or supplies count if obtained from a DBE that is neither a manufacturer nor regular dealer. 49 CFR 26.55 defines "manufacturer" and "regular dealer."

You receive credit towards the goal if you employ a DBE trucking company that performs a commercially useful function as defined in 49 CFR 26.55(d)(1) through (4) and (6).

DBE GOAL.

The Disadvantaged Business Enterprise (DBE) goal for this project is 6.45%.

DBE COMMITMENT SUBMITTAL.

Submit DBE information on the Caltrans Bidder – DBE Commitment form included as within this Agreement. The form must be completed and returned with the agreement.

Submit written confirmation from each DBE stating that it is participating in the contract.

Include confirmation with the DBE Commitment form. A copy of a DBE's quote will serve as written confirmation that the DBE is participating in the contract.

It is the consultant's responsibility to verify that the firm is certified as of the date of submittal. Listings of DBEs certified by the CUCP are available at <http://www.dot.ca.gov/hq/beq>. Click the "Find a Certified Firm" link.

GOOD FAITH EFFORTS SUBMITTAL.

If you have not met the DBE goal, complete and submit the Good Faith Efforts Documentation form with the proposal showing that you made adequate good faith efforts to meet the goal. Only good faith efforts directed towards obtaining participation by DBEs will be considered. If your DBE Commitment form shows that you have met the DBE goal or if you are required to submit the DBE Commitment form, you must also submit good faith efforts documentation. Good faith efforts documentation must include the following information and supporting documents, as necessary:

1. Items of work the consultant has made available to DBE firms. Identify those items of work you might otherwise perform with its own forces and those items that have been broken down into economically feasible units to facilitate DBE participation. For each item listed, show the dollar value and percentage of the total contract. It is your responsibility to demonstrate that sufficient work to meet the goal was made available to DBE firms.
2. Names of certified DBEs and dates on which they were solicited to bid on the project. Include the items of work offered. Describe the methods used for following up initial solicitations to determine with certainty if the DBEs were interested, and the dates of the follow-up. Attach supporting documents such as copies of letters, memos, facsimiles sent, telephone logs, telephone billing statements, and other evidence of solicitation. You are reminded to solicit certified DBEs through all reasonable and available means and provide sufficient time to allow DBEs to respond.
3. Name of selected firm and its status as a DBE for each item of work made available. Include name, address, and telephone number of each DBE that provided a quote and their price quote. If the firm selected for the item is not a DBE, provide the reasons for the selection.
4. Name and date of each publication in which you requested DBE participation for the project. Attach copies of the published advertisements.
5. Names of agencies and dates on which they were contacted to provide assistance in contacting, recruiting, and using DBE firms. If the agencies were contacted in writing, provide copies of supporting documents.
6. List of efforts made to provide interested DBEs with adequate information about the plans, specifications, and requirements of the contract to assist them in responding to a solicitation. If you have provided information, identify the name of the DBE assisted, the nature of the information provided, and date of contact. Provide copies of supporting documents, as appropriate.
7. List of efforts made to assist interested DBEs in obtaining bonding, lines of credit, insurance, necessary equipment, supplies, and materials, excluding supplies and equipment that the DBE subcontractor purchases or leases from the prime consultant or its affiliate. If such assistance is provided by you, identify the name of the DBE assisted, nature of the assistance offered, and date assistance was provided. Provide copies of supporting documents, as appropriate.
8. Any additional data to support demonstration of good faith efforts.

SUBCONTRACTOR AND DBE RECORDS.

The Consultant shall maintain records showing the name and business address of each first-tier subcontractor. The records shall also show the name and business address of every DBE subcontractor, DBE vendor of materials and DBE trucking company, regardless of tier. The records shall show the date of payment and the total dollar figure paid to all of these firms. DBE prime Consultants shall also show the date of work performed by their own forces along with the corresponding dollar value of the work.

Upon completion of the Agreement, a summary of these records shall be prepared on "Final Report-Utilization of Disadvantaged Business Enterprise (DBE), First Tier Subcontractor's" Form CEM-2402(F) and certified correct by the Consultant or the Consultant's authorized representative, and shall be furnished to the County Engineer. The form shall be furnished to the

Engineer within 90 days from the date of contract acceptance. The amount \$10,000 will be withheld from payment until a satisfactory form is submitted.

Prior to the fifteenth of each month, the Consultant shall submit documentation to the Engineer showing the amount paid to DBE trucking companies. The Consultant shall also obtain and submit documentation to the Engineer showing the amount paid by DBE trucking companies to all firms, including owner-operators, for the leasing of trucks. If the DBE who leases trucks from a non-DBE, the Consultant may count only for the fee or commission the DBE receives as a result of the lease arrangement.

The Consultant shall also obtain and submit documentation to the Engineer showing the truck number, owner's name, California Highway Patrol CA number, and if applicable, the DBE certification number of the owner of the truck for all trucks used during that month. This documentation shall be submitted on "Monthly DBE Trucking Verification" Form CEM- 2404 (F).

DBE CERTIFICATION STATUS.

If a DBE subcontractor is decertified during the life of the project, the decertified subcontractor shall notify the Consultant in writing with the date of decertification. If a subcontractor becomes a certified DBE during the life of the project, the subcontractor shall notify the Consultant in writing with the date of certification. The Consultant shall furnish the written documentation to the Engineer.

Upon completion of the contract, "Disadvantaged Business Enterprise (DBE) Certification Status Change" Form CEM-2403 (F) indicating the DBE's existing certification status shall be signed and certified correct by the Consultant. The certified form shall be furnished to the Engineer within 90 days from the date of contract acceptance.

PERFORMANCE OF DBE SUBCONTRACTORS AND SUPPLIERS.

The DBEs listed by the Consultant in response to the provisions in Section 2-1.02B, "Submission of DBE Information," and Section 3, "Award and Execution of Contract," of these special provisions, which are determined by the Department to be certified DBEs, shall perform the work and supply the materials for which they are listed, unless the Consultant has received prior written authorization to perform the work with other forces or to obtain the materials from other sources.

Authorization to use other forces or sources of materials may be requested for the following reasons:

- A. The listed DBE, after having had a reasonable opportunity to do so, fails or refuses to execute a written contract, when such written contract, based upon the general terms, conditions, plans and specifications for the project, or on the terms of such subcontractor's or supplier's written bid, is presented by the Consultant.
- B. The listed DBE becomes bankrupt or insolvent.

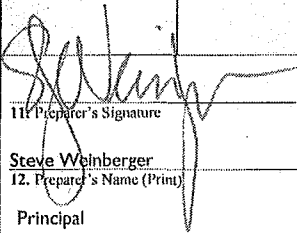
- C. The Listed DBE fails or refuses to perform the subcontract or furnish the listed materials.
- D. The Consultant stipulated that a bond was a condition of executing a subcontract and the listed DBE subcontractor fails or refuses to meet the bond requirements of the Consultant.
- E. The work performed by the listed subcontractor is substantially unsatisfactory and is not in substantial conformance with the plans and specifications, or the subcontractor is substantially delaying or disrupting the progress of the work.
- F. It would be in the best interest of the County.

The Consultant shall not be entitled to any payment for such work or material unless it is performed or supplied by the listed DBE or by other forces (including those of the Consultant) pursuant to prior written authorization of the Engineer.

EXHIBIT 10-01: LOCAL AGENCY CONSULTANT DBE COMMITMENT

(Inclusive of all DBEs at time of proposal)

NOTE: Please refer to instructions on the reverse side of this form.

Consultant to Complete this Section			
1. Local Agency Name: <u>County of Sonoma, Department of Health Services</u>			
2. Project Location: <u>County of Sonoma</u>			
3. Project Description: <u>Safe Routes to School (SR2S) Program</u>			
4. Consultant Name: <u>Whitlock & Weinberger Transportation, Inc. (dba W-Trans)</u>			
5. Contract DBE Goal %: <u>6.45%</u>			
DBE Commitment Information			
6. Description of Services to be Provided	7. DBE Firm Contact Information	8. DBE Cert Number	9. DBE %
Traffic engineering and transportation planning services	W-Trans 490 Mendocino Avenue, Suite 201 Santa Rosa, CA 95401	26209	51%
Local Agency to Complete this Section		10. Total % Claimed	51 %
16. Local Agency Contract Number: _____		 11. Preparer's Signature	
17. Federal-aid Project Number: _____			
18. Proposed Contract Execution Date: _____		Steve Weinberger 12. Preparer's Name (Print) Principal	
Local Agency certifies that all DBE certifications are valid and the information on this form is complete and accurate:			
19. Local Agency Representative Name (Print) _____		13. Preparer's Title 2/8/13 (707) 542-9500 14. Date 15. (Area Code) Tel. No.	
20. Local Agency Representative Signature _____	21. Date _____		
22. Local Agency Representative Title _____		23. (Area Code) Tel. No. _____	

Distribution: (1) Original -- Submit with Award Package
 (2) Copy -- Local Agency files

INSTRUCTIONS - LOCAL AGENCY CONSULTANT DBE COMMITMENT

Consultant Section

The Consultant shall:

1. **Local Agency Name** – Enter the name of the local or regional agency that is funding the contract.
2. **Project Location** - Enter the project location as it appears on the project advertisement.
3. **Project Description** - Enter the project description as it appears on the project advertisement (Bridge Rehab, Seismic Rehab, Overlay, Widening, etc)..
4. **Consultant Name** - Enter the consultant's firm name.
5. **Contract DBE Goal %** - Enter the contract DBE goal percentage, as it was reported on the Exhibit 10-I form. See LAPM Chapter 10.
6. **Description of Services to be Provided** - Enter item of work description of services to be provided. Indicate all work to be performed by DBEs including work performed by the prime consultant's own forces, if the prime is a DBE. If 100% of the item is not to be performed or furnished by the DBE, describe the exact portion to be performed or furnished by the DBE. See LAPM Chapter 9 to determine how to count the participation of DBE firms.
7. **DBE Firm Contact Information** - Enter the name and telephone number of all DBE subcontracted consultants. Also, enter the prime consultant's name and telephone number, if the prime is a DBE.
8. **DBE Cert. Number** - Enter the DBEs Certification Identification Number. All DBEs must be certified on the date bids are opened. (DBE subcontracted consultants should notify the prime consultant in writing with the date of the decertification if their status should change during the course of the contract.)
9. **DBE %** - Percent participation of work to be performed or service provided by a DBE. Include the prime consultant if the prime is a DBE. See LAPM Chapter 9 for how to count full/partial participation.
10. **Total % Claimed** – Enter the total participation claimed. If the Total % Claimed is less than item "6. Contract DBE Goal", a Good Faith Effort (GFE) is required.
11. **Preparer's Signature** – The person completing this section of the form for the consultant's firm must sign their name.
12. **Preparer's Name (Print)** – Clearly enter the name of the person signing this section of the form for the consultant.
13. **Preparer's Title** - Enter the position/title of the person signing this section of the form for the consultant.
14. **Date** - Enter the date this section of the form is signed by the preparer.
15. **(Area Code) Tel. No.** - Enter the area code and telephone number of the person signing this section of the form for the consultant.

Local Agency Section:

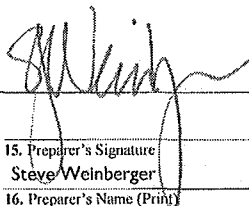
The Local Agency representative shall:

16. **Local Agency Contract Number** - Enter the Local Agency Contract Number.
 17. **Federal-Aid Project Number** - Enter the Federal-Aid Project Number.
 18. **Contract Execution Date** - Enter the date the contract was executed and Notice to Proceed issued. See LAPM Chapter 10, page 23.
 19. **Local Agency Representative Name (Print)** - Clearly enter the name of the person completing this section.
 20. **Local Agency Representative Signature** - The person completing this section of the form for the Local Agency must sign their name to certify that the information in this and the Consultant Section of this form is complete and accurate.
 21. **Date** - Enter the date the Local Agency Representative signs the form.
 22. **Local Agency Representative Title** - Enter the position/title of the person signing this section of the form.
 23. **(Area Code) Tel. No.** - Enter the area code and telephone number of the Local Agency representative signing this section of the form.
-

EXHIBIT 10-O2: LOCAL AGENCY CONSULTANT DBE INFORMATION

(Inclusive of all DBEs listed at bid proposal)

NOTE: Please refer to instructions on the reverse side of this form.

Consultant to Complete this Section			
1. Local Agency Name: <u>County of Sonoma, Department of Health Services</u>			
2. Project Location: <u>County of Sonoma</u>			
3. Project Description: <u>Safe Routes to School (SR2S) Program</u>			
4. Total Contract Award Amount: \$ <u>120,000</u>			
5. Consultant Name: <u>Whitlock & Weinberger Transportation, Inc. (dba W-Trans)</u>			
6. Contract DBE Goal %: <u>6.45%</u>			
7. Total Dollar Amount for <u>all</u> Subcontractors: \$ <u>58,569</u>			
8. Total Number of <u>all</u> Subcontractors: <u>two</u>			
Award DBE Information			
9. Description of Services to be Provided	10. DBE Firm Contact Information	11. DBE Cert. Number	12. DBE Dollar Amount
Traffic engineering and transportation planning services	W-Trans 490 Mendocino Avenue, Suite 201 Santa Rosa, CA 95401	26209	\$61,431
Local Agency to Complete this Section		13. Total Dollars Claimed	\$ <u>61,431</u>
20. Local Agency Contract Number: _____		14. Total % Claimed	<u>51</u> %
21. Federal-aid Project Number: _____		Local Agency certifies that all DBE certifications are valid and the information on this form is complete and accurate:	
22. Contract Execution Date: _____		23. Local Agency Representative Name (Print) _____	
24. Local Agency Representative Signature _____		25. Date _____	
26. Local Agency Representative Title _____		27. (Area Code) Tel. No. _____	
		15. Preparer's Signature 	
		16. Preparer's Name (Print) Steve Weinberger Principal	
		17. Preparer's Title	
		18. Date <u>2/8/13</u>	
		19. (Area Code) Tel. No. <u>(707) 542-9500</u>	
Caltrans to Complete this Section			
Caltrans District Local Assistance Engineer (DLAE) certifies that this form has been reviewed for completeness:			
28. DLAE Name (Print)	29. DLAE Signature	30. Date	

Distribution: (1) Copy -- Email a copy to the Caltrans District Local Assistance Engineer (DLAE) within 30 days of contract award. Failure to send a copy to the DLAE within 30 days of contract award may result in delay of payment.
 (2) Copy -- Include in award package sent to Caltrans DLAE (3) Original -- Local agency files

INSTRUCTIONS - LOCAL AGENCY CONSULTANT DBE INFORMATION

Consultant Section

The Consultant shall:

1. **Local Agency Name** – Enter the name of the local or regional agency that is funding the contract.
2. **Project Location** - Enter the project location as it appears on the project advertisement.
3. **Project Description** - Enter the project description as it appears on the project advertisement (Bridge Rehab, Seismic Rehab, Overlay, Widening, etc).
4. **Total Contract Award Amount** - Enter the total contract award dollar amount for the prime consultant.
5. **Consultant Name** - Enter the consultant's firm name.
6. **Contract DBE Goal %** - Enter the contract DBE goal percentage, as it was reported on the Exhibit 10-I form. See LAPM Chapter 10.
7. **Total Dollar Amount for all Subcontractors** – Enter the total dollar amount for all subcontracted consultants. SUM = (DBE's + all Non-DBE's). Do **not** include the prime consultant information in this count.
8. **Total number of all subcontractors** – Enter the total number of all subcontracted consultants. SUM = (DBE's + all Non-DBE's). Do **not** include the prime consultant information in this count.
9. **Description of Services to be Provided** - Enter item of work description of services to be provided. Indicate all work to be performed by DBEs including work performed by the prime consultant's own forces, if the prime is a DBE. If 100% of the item is not to be performed or furnished by the DBE, describe the exact portion to be performed or furnished by the DBE. See LAPM Chapter 9 to determine how to count the participation of DBE firms.
10. **DBE Firm Contact Information** - Enter the name and telephone number of all DBE subcontracted consultants. Also, enter the prime consultant's name and telephone number, if the prime is a DBE.
11. **DBE Cert. Number** - Enter the DBE's Certification Identification Number. All DBEs must be certified on the date bids are opened. (DBE subcontracted consultants should notify the prime consultant in writing with the date of the decertification if their status should change during the course of the contract.)
12. **DBE Dollar Amount** - Enter the subcontracted dollar amount of the work to be performed or service to be provided. Include the prime consultant if the prime is a DBE, and include DBEs that are not identified as subcontractors on the Exhibit 10-01 form. See LAPM Chapter 9 for how to count full/partial participation.
13. **Total Dollars Claimed** – Enter the total dollar amounts for columns 12 and 13.
14. **Total % Claimed** – Enter the total participation claimed for columns 12 and 13. SUM = (item "14. Total Participation Dollars Claimed" divided by item "4. Total Contract Award Amount"). If the Total % Claimed is less than item "6. Contract DBE Goal", a Good Faith Effort (GFE) is required.
15. **Preparer's Signature** – The person completing this section of the form for the consultant's firm must sign their name.
16. **Preparer's Name (Print)** – Clearly enter the name of the person signing this section of the form for the consultant.
17. **Preparer's Title** - Enter the position/title of the person signing this section of the form for the consultant.
18. **Date** - Enter the date this section of the form is signed by the preparer.
19. **(Area Code) Tel. No.** - Enter the area code and telephone number of the person signing this section of the form for the consultant.

Local Agency Section:

The Local Agency representative shall:

20. **Local Agency Contract Number** - Enter the Local Agency Contract Number.
21. **Federal-Aid Project Number** - Enter the Federal-Aid Project Number.
22. **Contract Execution Date** - Enter the date the contract was executed and Notice to Proceed issued. See LAPM Chapter 10, page 23.
23. **Local Agency Representative Name (Print)** - Clearly enter the name of the person completing this section.
24. **Local Agency Representative Signature** - The person completing this section of the form for the Local Agency must sign their name to certify that the information in this and the Consultant Section of this form is complete and accurate.
25. **Date** - Enter the date the Local Agency Representative signs the form.
26. **Local Agency Representative Title** - Enter the position/title of the person signing this section of the form.
27. **(Area Code) Tel. No.** - Enter the area code and telephone number of the Local Agency representative signing this section of the form.

Caltrans Section:

Caltrans District Local Assistance Engineer (DLAE) shall:

28. **DLAE Name (Print)** – Clearly enter the name of the DLAE.
29. **DLAE Signature** – DLAE must sign this section of the form to certify that it has been reviewed for completeness.
30. **Date** - Enter the date that the DLAE signs this section the form.

- C. The items of work which the bidder made available to DBE firms including, where appropriate, any breaking down of the contract work items (including those items normally performed by the bidder with its own forces) into economically feasible units to facilitate DBE participation. It is the bidder's responsibility to demonstrate that sufficient work to facilitate DBE participation was made available to DBE firms.

Items of Work	Bidder Normally Performs Item (Y/N)	Breakdown of Items	Amount (\$)	Percentage Of Contract

- D. The names, addresses and phone numbers of rejected DBE firms, the reasons for the bidder's rejection of the DBEs, the firms selected for that work (please attach copies of quotes from the firms involved), and the price difference for each DBE if the selected firm is not a DBE:

Names, addresses and phone numbers of rejected DBEs and the reasons for the bidder's rejection of the DBEs:

Names, addresses and phone numbers of firms selected for the work above:

- E. Efforts made to assist interested DBEs in obtaining bonding, lines of credit or insurance, and any technical assistance or information related to the plans, specifications and requirements for the work which was provided to DBEs:

F. Efforts made to assist interested DBEs in obtaining necessary equipment, supplies, materials or related assistance or services, excluding supplies and equipment the DBE subcontractor purchases or leases from the prime contractor or its affiliate:

G. The names of agencies, organizations or groups contacted to provide assistance in contacting, recruiting and using DBE firms (please attach copies of requests to agencies and any responses received, i.e., lists, Internet page download, etc.):

Name of Agency/Organization	Method/Date of Contact	Results
<hr/>		
<hr/>		

H. Any additional data to support a demonstration of good faith efforts (use additional sheets if necessary):

NOTE: USE ADDITIONAL SHEETS OF PAPER IF NECESSARY.

**STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION
 FINAL REPORT-UTILIZATION OF DISADVANTAGED BUSINESS ENTERPRISES
 (DBE), FIRST-TIER SUBCONTRACTORS**

ADA Notice
 For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814

CEM-2402F (REV 02/2008)

CONTRACT NUMBER		COUNTY	ROUTE	POST MILES	FEDERAL AID PROJECT NO.	ADMINISTERING AGENCY	CONTRACT COMPLETION DATE
PRIME CONTRACTOR				BUSINESS ADDRESS			ESTIMATED CONTRACT AMOUNT \$
ITEM NO.	DESCRIPTION OF WORK PERFORMED AND MATERIAL PROVIDED	COMPANY NAME AND BUSINESS ADDRESS	DBE CERT. NUMBER	CONTRACT PAYMENTS			DATE OF FINAL PAYMENT
				NON-DBE	DBE	DATE WORK COMPLETE	
				\$	\$		
				\$	\$		
				\$	\$		
				\$	\$		
				\$	\$		
				\$	\$		
				\$	\$		
				\$	\$		
				\$	\$		
				\$	\$		
ORIGINAL COMMITMENT							
\$			TOTAL	\$	\$		
DBE							
List all First-Tier Subcontractors, Disadvantaged Business Enterprises (DBEs) regardless of tier, whether or not the firms were originally listed for goal credit. If actual DBE utilization (or item of work) was different than that approved at time of award, provide comments on back of form. List actual amount paid to each entity.							

I CERTIFY THAT THE ABOVE INFORMATION IS COMPLETE AND CORRECT

CONTRACTOR REPRESENTATIVE'S SIGNATURE		BUSINESS PHONE NUMBER	DATE
TO THE BEST OF MY INFORMATION AND BELIEF, THE ABOVE INFORMATION IS COMPLETE AND CORRECT			
RESIDENT ENGINEER'S SIGNATURE		BUSINESS PHONE NUMBER	DATE

Copy Distribution-Caltrans contracts: **Original** - District Construction **Copy**- Business Enterprise Program **Copy**- Contractor **Copy** Resident Engineer

Copy Distribution-Local Agency contracts: **Original** - District Local Assistance Engineer (submitted with the Report of Expenditure) **Copy**- District Local Assistance Engineer **Copy**- Local Agency file

FINAL REPORT – UTILIZATION OF DISADVANTAGED BUSINESS
ENTERPRISES (DBE), FIRST-TIER SUBCONTRACTORS
CEM 2402(F) (Rev. 02/2008)

The form requires specific information regarding the construction project: Contract Number, County, Route, Post Miles, Federal-aid Project No., the Administering Agency, the Contract Completion Date and the Estimated Contract Amount. It requires the prime contractor name and business address. The focus of the form is to describe who did what by contract item number and descriptions, asking for specific dollar values of item work completed broken down by subcontractors who performed the work both DBE and non-DBE work forces. DBE prime contractors are required to show the date of work performed by their own forces along with the corresponding dollar value of work.

The form has a column to enter the Contract Item No. (or Item No's) and description of work performed or materials provided, as well as a column for the subcontractor name and business address. For those firms who are DBE, there is a column to enter their DBE Certification Number. The DBE should provide their certification number to the contractor and notify the contractor in writing with the date of the decertification if their status should change during the course of the project.

The form has six columns for the dollar value to be entered for the item work performed by the subcontractor.

The Non-DBE column is used to enter the dollar value of work performed for firms who are not certified DBE.

The decision of which column to be used for entering the DBE dollar value is based on what program(s) status the firm is certified. This program status is determined by the California Unified Certification Program by ethnicity, gender, ownership, and control issues at time of certification. To confirm the certification status and program status, access the Department of Transportation Civil Rights web site at: <http://www.dot.ca.gov/hq/bep> or by calling (916) 324-1700 or the toll free number at (888) 810-6346.

Based on this DBE Program status, the following table depicts which column to be used:

DBE Program Status	Column to be used
If program status shows DBE only with no other programs listed	DBE

If a contractor performing work as a DBE on the project becomes decertified and still performs work after their decertification date, enter the total dollar value performed by this contractor under the appropriate DBE identification column.

If a contractor performing work as a non-DBE on the project becomes certified as a DBE, enter the dollar value of all work performed after certification as a DBE under the appropriate identification column.

Enter the total of each of the six columns in Form CEM-2402(F).

Any changes to DBE certification must also be submitted on Form-CEM 2403(F).

Enter the Date Work Completed as well as the Date of Final Payment (the date when the prime contractor made the “final payment” to the subcontractor for the portion of work listed as being completed).

The contractor and the resident engineer sign and date the form indicating that the information provided is complete and correct.



County of Sonoma Agenda Item Summary Report

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

Agenda Item Number: 17
(This Section for use by Clerk of the Board Only.)

To: Sonoma County Board of Supervisors

Board Agenda Date: March 12, 2013

Vote Requirement: Majority

Department or Agency Name(s): Human Services Department

Staff Name and Phone Number:

Diane Kaljian 707-565-5950

Supervisorial District(s):

County-wide

Title: Contract Amendment for Senior Advocacy Services Health Insurance Counseling & Advocacy Program (HICAP) and Ombudsman Programs

Recommended Actions:

Authorize the Director of Human Services to execute Amendment No. 1 to an existing FY 12-13 agreement with Senior Advocacy Services for the Health Insurance Counseling & Advocacy Program (HICAP) and the Ombudsman Program increasing the contract by \$63,012 resulting in a total contract amount not to exceed \$603,256, through June 30, 2013.

Executive Summary:

The Sonoma County Area Agency on Aging (AAA), a program within the Adult & Aging Services Division of the Human Services Department, is required to plan for the coming fiscal year prior to receiving allocations from the California Department of Aging (CDA). The prior year's allocations are used for planning purposes with the anticipation that adjustments can be made during contract amendments for One Time Only (OTO) funding. OTO funds come from unallocated federal funding, penalties charged to California AAAs during the audit processes, and a redistribution of unspent AAA funding statewide on an annual basis.

In November 2012 the AAA received one time only funding in the amount of \$44,974 dedicated by the California Department of Aging to the Health Insurance Counseling & Advocacy Program (HICAP). This funding cannot be allocated to any other program. Additionally, previously unallocated funds for FY 2012-13 in the amount of \$20,000 as well as \$685 in one time only funds are being added to the Ombudsman Program as recommended by the AAA Advisory Council. This amendment also incorporates the reductions necessary to adjust the baseline allocation due to the difference in planning numbers versus actual funding. Both of these programs are contracted to Senior Advocacy Services for the term of July 1, 2012 through June 30, 2013. Senior Advocacy Services was selected through a request for proposals process conducted by the Area Agency on Aging.

HICAP provides assistance to seniors and other Medicare beneficiaries such as the younger disabled population seeking options for medical insurance coverage. Additional funds will be used for program operations. Requests have increased over 50% in the current fiscal year for HICAP services. This

increase illustrates a growing need for assistance by seniors and other Medicare beneficiaries in understanding their health care options.

The Ombudsman Program investigates and resolves complaints made by, or on behalf of, seniors who are residents of long-term care facilities, including nursing homes, assisted living facilities, board and care homes, and other similar adult residential care settings. Additional funding will be used for program support.

Non-approval of this adjustment would result in the program specific one time only funding being returned to the State and subsequent reduced program benefit to vulnerable older adults in Sonoma County. The unallocated funding in the amount of \$20,000 is being dedicated to the Ombudsman Program to support the prevention of elder abuse in long term care as a result of public process conducted by the AAA Advisory Council. Non-approval of these funds would be counter to the recommendations of the Advisory Council.

Prior Board Actions: The Board has approved state contracts for operation of Area Agency on Aging programs every fiscal year since 1980 and for the Health Insurance Counseling and Advocacy Program (HICAP) and Ombudsman Programs since 1997.

Strategic Plan Alignment Goal 1: Safe, Healthy, and Caring Community

Health coverage is a major concern for every citizen in our community. Seniors' health coverage is critical due to increased health needs occurring from the aging process, as well other Medicare beneficiaries such as the younger disabled population. Understanding health care options can be overwhelming and not being completely informed could have devastating consequences if an incorrect health care option is chosen. Senior Advocacy Services through HICAP provides counseling and advocacy services to assist the most vulnerable populations in making informed decisions which promotes improved health, safety, and increased quality of life. Ombudsman services assist seniors residing in long term care facilities who may be in dire situations, helping many who may not be able to advocate for themselves. Having the service increases quality of life and supports resident's rights.

Fiscal Summary - FY 12-13

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 63,012		\$
Add Appropriations Req'd.	\$	State/Federal	\$ 63,012
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 63,012	Total Sources	\$ 63,012

Narrative Explanation of Fiscal Impacts (If Required):

Adjustments to budget for these funds are included in the FY 2012-13, Quarter 3 consolidated adjustments.

Staffing Impacts

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

None.

Attachments:

None.

Related Items "On File" with the Clerk of the Board:

Health Insurance Counseling & Advocacy Program Standard Agreement , Amendment 1



County of Sonoma Agenda Item Summary Report

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

Agenda Item Number: 18
(This Section for use by Clerk of the Board Only.)

To: County of Sonoma Board of Supervisors

Board Agenda Date: March 12, 2013

Vote Requirement: Majority

Department or Agency Name(s): Information Systems Department

Staff Name and Phone Number:

Trisha Griffus, 565-3745

Supervisorial District(s):

Countywide

Title: Social Media Training and Consultation Services Agreement

Recommended Actions:

Authorize the Chair to execute an Amendment to the Agreement with Kerry Rego Consulting to provide social media training and consultation services for the period of April 15, 2012, through April 14, 2015, for an amount not to exceed \$80,000.

Executive Summary:

The Board approved the [County Social Media Policy](#) on April 26, 2011, establishing consistent standards for the appropriate use of social media administered by County departments and agencies. The new policy and social media readiness guidelines require training in order to successfully apply the policy to social media campaigns including instruction in the use of social media, record retention, regulation and management of social media campaigns.

The Information Systems Department conducted a Request for Proposal in March 2012 for the purpose of selecting a qualified social media trainer and consultant to conduct trainings and consult with departments wishing to align their social media practices with County policy and the best practices suggested by that consultant. The Request for Proposal allowed for the expansion of the scope of work and amount as required by the County. Kerry Rego Consulting was selected and was given a contract in the amount not to exceed \$24,000 to develop social media curriculum and conduct approximately eight social media classes during a two year period. Since that time, three training classes have been completed and a fourth is scheduled. The contract also provides consultation services including social media benchmarking, monitoring and assessment of existing social media channels.

There is a growing interest in the use of social media as a tool to provide timely and relevant information to the public. As a result, more departments such as Health Services and the Economic Development Board are requesting an increase in social media training and consultation services. Twelve departments/agencies were represented in the February 6th training. The Information Systems Department recommends an increase in the value of this Agreement to \$80,000, and extension of the

term by an additional year in order to meet this need and ensure that the services are centralized and in accordance with the County's policy.

Prior Board Actions:

4/26/11: Board Action #23 approved Policy for Official Use of Social Media Sites

Strategic Plan Alignment Goal 4: Civic Services and Engagement

Social Media is a communication tool to provide current information to the public and engage the public in discussion of a broad range of topics.

Fiscal Summary - FY 12-13

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 20,000		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$ 20,000
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 20,000	Total Sources	\$ 20,000

Narrative Explanation of Fiscal Impacts (If Required):

Staff estimates \$20,000 in expenditures during the current FY, \$20,000 in FY 13-14 and the remainder in FY 14-15. Departments pay for the services, as needed, to provide training and/or consultation services by the vendor.

Staffing Impacts

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

n/a

Attachments:

Related Items “On File” with the Clerk of the Board:

Amendment to agreement between the County of Sonoma and Kerry Rego Consulting.
Agreement between the County of Sonoma and Kerry Rego Consulting dated May 16, 2012.



County of Sonoma Agenda Item Summary Report

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

Agenda Item Number: 19
(This Section for use by Clerk of the Board Only.)

To: Sonoma County Board of Supervisors

Board Agenda Date: March 12, 2013

Vote Requirement: 4/5

Department or Agency Name(s): Permit and Resource Management Department

Staff Name and Phone Number:

Nathan Quarles 565-3507

Supervisorial District(s):

All

Title: Roiling Permit (Ordinance No. 3836R) and Permit Extensions.

Recommended Actions:

Adopt a resolution issuing a roiling permit (Ordinance No. 3836R) for in channel work and necessary permit extensions to the Sonoma County Water Agency for Annual Stream Maintenance Activities. A 4/5ths vote is required.

Executive Summary:

Section VIII of Ordinance No. 3836R requires that an application for a permit be filed with the Board of Supervisors prior to the performance of certain prescribed work or operations in a river, stream or channel which may decrease the clarity of these waterways.

Concurrent Resolution No. 88-1220 of the Board of Supervisors requires that applications for permits describe the work or operations to be done, the purpose of the work or operations, the manner in which the work or operations will be carried out, and the time within which the work or operations will be completed. Pursuant to the Resolution, applications must be accompanied by a copy of the agreement required by Section 1601 et seq. of the California Fish and Game Code and water discharge permits applicable to the work or operations, if any, pursuant to the Porter-Cologne Water Quality Control Act. Applications by public agencies must also be accompanied by evidence of compliance with the California Environmental Quality Act.

The application submitted by the Sonoma County Water Agency complies with the requirements of the 3836R Ordinance. The applicant proposes to perform routine maintenance work in various rivers, streams and channels in the County. It should be noted that the work described in the application has been performed in accordance with permit requirements in past years. It should also be noted that Sonoma County Water Agency staff work closely with the Department of Fish and Game biologist to ensure regulatory compliance for site-specific and activity-specific work.

The routine maintenance work is proposed to commence on March 12th, and is scheduled to be

completed by December 31, 2013. Lower bank vegetation management work outside the flow channel may be done within the period June 1st through October 31st. Emergency removal of dead wood and debris piles threatening a bridge or other structure may be done at any time during the year. As described in the application and as demonstrated in practice in previous permitting periods, the work requires greater than 30 days to complete. To accomplish this, the permit may be extended for additional 30-day periods if such permit period extensions are approved by the Board of Supervisors. The Director of P.R.M.D. shall confirm the need for each permit extension immediately prior to the expiration of the current permit period to ensure that the work is not yet completed and an additional 30-day period extension is necessary. Nine 30-day permit extensions may be required.

The 3836R permit and 30-day extensions require a 4/5 approval vote by the Board according to the requirements of the 1988 ballot measure creating the 3836R Ordinance.

Prior Board Actions:

Resolutions issuing permits and permit extensions for this work to Sonoma County Water Agency annually, including 2012.

Strategic Plan Alignment Goal 2: Economic and Environmental Stewardship

Fiscal Summary - FY 12-13

Expenditures		Funding Source(s)	
Budgeted Amount	\$		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$	Total Sources	\$

Narrative Explanation of Fiscal Impacts (If Required):

No fiscal impacts will result from the roiling permit application by the Sonoma County Water Agency to perform routine maintenance work in streams and rivers in the county.

Staffing Impacts

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

No staffing impacts will result from the Sonoma County Water Agency roiling permit application.

Attachments:

- Resolution
- A) Application
- B) Location map

Related Items "On File" with the Clerk of the Board:

A copy of the permit application package is on file with the Clerk of the Board of Supervisors. Please return the Clerk's package to Nancy Loomis at PRMD.



County of Sonoma

State of California

Date: March 12, 2013

Resolution Number: _____

4/5 Vote Required

Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Issuing A Permit And Permit Extensions Pursuant To Section VIII Of Ordinance No. 3836R Of The County Of Sonoma To Sonoma County Water Agency To Perform Routine Maintenance Work In Various Channels. (4/5 Vote Required.)

Whereas, Section VIII of Ordinance No. 3836R requires that an application for a permit be filed with the Board of Supervisors prior to the performance of certain prescribed work or operations in a river, stream, or channel which may decrease the clarity of a river or stream; and

Whereas, an application was filed by the Sonoma County Water Agency for an Ordinance No. 3836R permit for routine maintenance work in various rivers, streams, and channels at the Permit and Resource Management Department in the manner prescribed by Resolution No. 88-1220 as amended by Resolution No. 89-0746 of the Board of Supervisors; and

Whereas, the Board of Supervisors has reviewed said application; and

Whereas, the work requires greater than 30 days to complete, as described in the application and demonstrated in practice in past years; and

Whereas, the requirements of section VIII of the Sonoma County Code includes a restriction to perform permitted activities within a period of 30 days, except that additional 30-day permit periods may be granted by the Board of Supervisors, and a requirement that all approval votes be by a 4/5th majority of the Board of Supervisors.

Now, Therefore, Be It Resolved

1. That the Board of Supervisors finds and determines that the work and operations described on said application is necessary and that the work and operations will be performed in a manner which will not unreasonably decrease the clarity of the waters of the rivers or streams of the County of Sonoma;
2. That a permit is hereby granted to applicant to perform the work and operations described in the aforementioned application;
3. That the work shall be completed within 30 days from the date hereof and any additional 30-day extensions which may be required to complete the work;
4. That permit extensions are hereby granted to the applicant to perform the work described herein for additional 30-day periods commencing on April 11, 2013, subject to the Director of PRMD confirming the need for the permit extension immediately prior to the expiration of the permit period;

Resolution #
Date: March 12, 2013
Page 2

5. That the work and operations shall be performed in the manner described in the application and in accordance with the terms and conditions of any applicable agreement required by Section 1601 et seq. of the California Fish and Game Code, any applicable waste discharge permit issued pursuant to the Porter-Cologne Water Quality Control Act (commencing at Section 13000 of the California Water Code), and Chapter 26A of the Sonoma County Code and any plans adopted pursuant thereto.

Be It Further Resolved that the permit and permit extensions are hereby granted to the applicant pursuant to Section 25526.6 of the Government Code.

Supervisors:

Gorin:	Zane:	McGuire:	Carrillo:	Rabbitt:
Ayes:	Noes:	Absent:	Abstain:	

So Ordered.

Roiling Permit Application

DRN-003

The Board of Supervisors approves all roiling permits under Section VIII of the Water Clarity Ordinance of the County of Sonoma, Ordinance No. 3836R (Chapter 23 of the Sonoma County Code).

A complete application must be submitted to the Permit and Resource Management Department a minimum of eight weeks before the start of project.

Applicant Owner Architect \ Engineer

Project Site Information

Sonoma COunty Water Agency

VARIOUS STREAMS

Name

Address(es)

4004 AVIATION BLVD

SONOMA COUNTY

Mailing Address

City/Town

SANTA ROSA

CA 95403

VARIOUS

City/Town

State/Zip

Assessor's Parcel Number(s)

707-521-1865

VARIOUS (SEE ATTACHED)

Phone

Fax

River or Stream Name

MARCH 1, 2013

DECEMBER 2013

Work start date

Estimated completion date

Signature

Date

Types of work (check one):

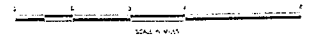
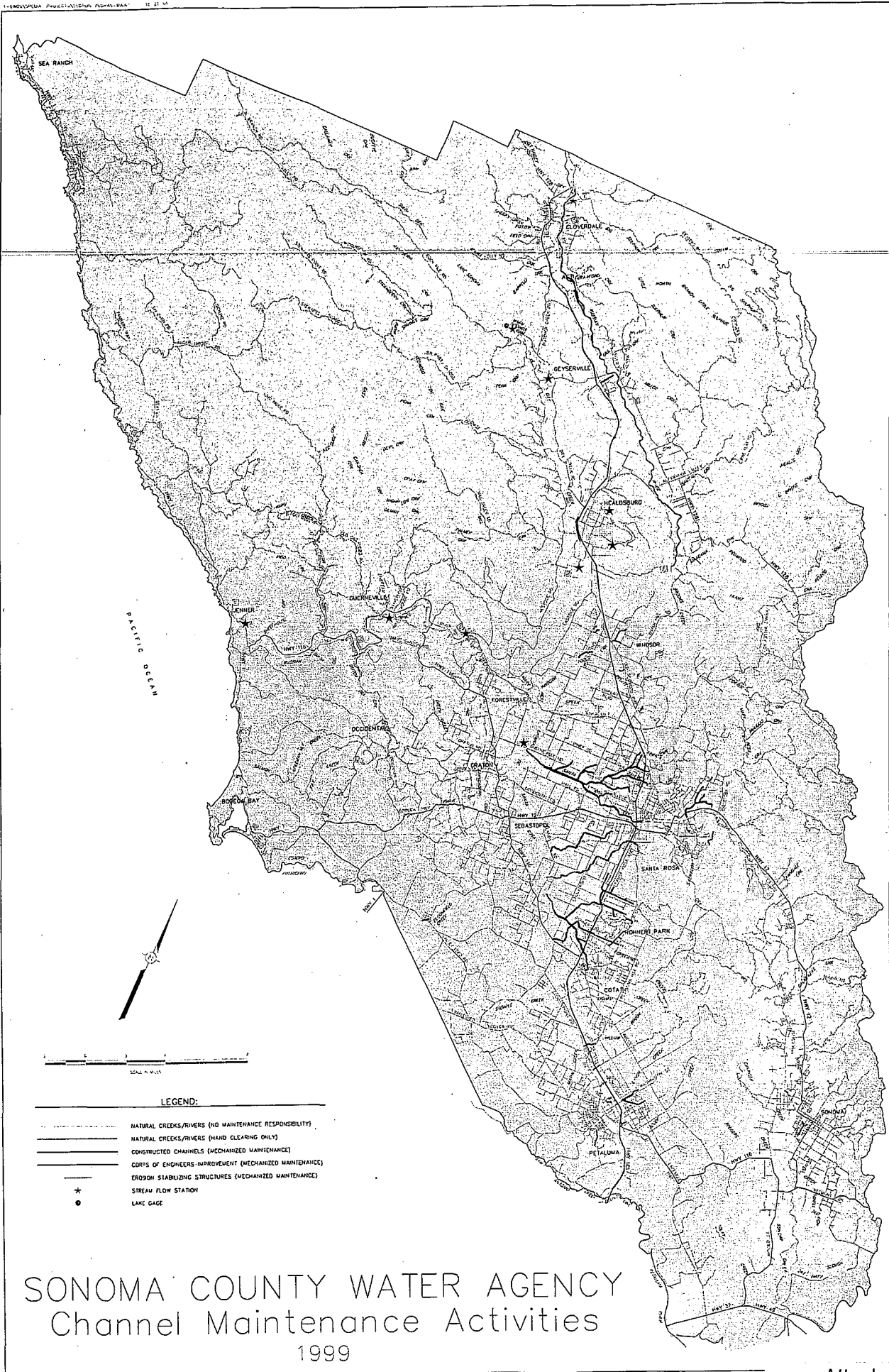
- To protect riparian property adjacent to a river or stream.
- To construct recreational dams.
- To perform construction work on riparian property, the nature of which may decrease the clarity of the waters of the river or stream.
- To construct temporary bridges, dikes, dams and settling ponds in connection with mining operations, or for agricultural uses.

Application Requirements:

- A. A detailed statement describing the work or operations to be done and the manner in which they will be carried out to avoid unreasonably decreasing the clarity of the river or stream, including any proposed monitoring or mitigation measures.
- B. A location/vicinity map (8 ½ in. X 11 in.) showing where the project is located in relation to nearby lots, streets, highways and/or major natural features (e.g., locator maps & road maps).
- C. A copy of the Fish and Game permit or waiver.
- D. A copy of the Army Corps of Engineers permit for this project, if required.
- E. A copy of the California Regional Water Quality Control Board water quality certification, if required.
- F. A copy of the last roiling permit, if any.
- G. A check payable to "PRMD" (see current fee schedule). This fee includes any requested extensions for the calendar year.
- H. A copy of the California Environmental Quality Act (CEQA) document.
- I. A copy of any approved County permit conditions (e.g. mining approval).

Sonoma County Permit and Resource Management Department

2550 Ventura Avenue ❖ Santa Rosa, CA ❖ 95403-2829 ❖ (707) 565-1900 ❖ Fax (707) 565-1103



LEGEND:

	NATURAL CREEKS/RIVERS (NO MAINTENANCE RESPONSIBILITY)
	NATURAL CREEKS/RIVERS (HAND CLEARING ONLY)
	CONSTRUCTED CHANNELS (MECHANIZED MAINTENANCE)
	CORPS OF ENGINEERS IMPROVEMENT (MECHANIZED MAINTENANCE)
	EROSION STABILIZING STRUCTURES (MECHANIZED MAINTENANCE)
	STREAM FLOW STATION
	LAKE GAGE

SONOMA COUNTY WATER AGENCY
 Channel Maintenance Activities
 1999



County of Sonoma Agenda Item Summary Report

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

Agenda Item Number: 20
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors of Sonoma County

Board Agenda Date: March 12, 2013

Vote Requirement: Majority

Department or Agency Name(s): Sheriff's Office

Staff Name and Phone Number:

Monique Chapman

Supervisorial District(s):

All Supervisorial Districts

Title: Amendment No. 1 to Agreement for Automated Civil Case Management Services

Recommended Actions:

Authorize the Sheriff to execute Amendment No. 1 to Agreement for Automated Civil Case Management Services, to extend the term of the agreement through September 9, 2015, for an additional cost of \$27,250.

Executive Summary:

The Sheriff's Office is requesting authorization to amend the Agreement for the Automated Civil Case Management Services, to extend the term through September 9, 2015, at an additional cost of \$27,250.

The Sheriff's Civil Bureau has relied upon an automated case management system to manage day-to-day operations since the early 1990s. A Request for Proposal (RFP) was issued in October, 2009 to solicit proposals for an automated civil case management system. Two proposals were received and Sirron Software Corp. was selected by the evaluation committee based on their ability to meet the needs of the Sheriff's Civil Bureau. An Agreement for Automated Civil Management Services with Sirron Software Corporation was approved by the Board on March 16, 2010 for software purchase and implementation and three years of software maintenance and support. The Sirron system was not fully implemented until August, 2010, and the annual maintenance service period commenced September 11, 2010. The Agreement allowed for a 2% annual increase in maintenance and support costs.

The Sheriff's Office has been satisfied with Sirron's software and software support for the past three years. Implementation of an automated case management system requires a considerable amount of staff time and resources as integration with County systems is necessary for Civil check processing. Maintaining the current automated case management system will allow the Sheriff's Office Civil Bureau to perform the following without interruption: manage Civil cases; process Civil fees; integrate with County ISD for check issuance; and generate Civil documents necessary for Civil processes. If the amendment is approved, Sirron Software Corp. has committed to waiving the 2% annual increase to maintenance and support costs allowing a cost savings of \$535 for the remaining term of the proposed

agreement. Extending the term of the current agreement for a two-and-a-half year term will allow the Sheriff's Office to select a provider of automated Civil case management services through the County RFP process, prior to the termination of the agreement with Sirron Software Corp.

Government Code § 26731 allows a \$15 on all fees collected by the Sheriff's Office for duties performed by the Civil Bureau on behalf of plaintiffs. Funds collected are deposited into the AB 709 Special Fund for the "exclusive use of the sheriff's civil division." Per GC § 26731, these funds shall be appropriated for "automated systems or other nonautomated operational equipment and furnishings deemed necessary by the sheriff's civil division." Using this revenue source to offset the system related expenses and extend the term of the Agreement, will result in a zero net cost to the County General Fund.

Prior Board Actions:

3/16/2010: Approved Agreement for Sheriff's Civil Bureau Case Management System with Sirron Software Corporation for the term of 3/2/2010 to 3/1/2013.

11/19/2002: Approved Agreement with SoftCode, Inc. for a Civil Case Management System.

Strategic Plan Alignment Goal 1: Safe, Healthy, and Caring Community

The Sirron case management system supports the day-to-day operations Sheriff's Civil Bureau, which processes orders issued by a Civil Court.

Fiscal Summary - FY 12-13

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 13,500		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$ 13,500
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 13,500	Total Sources	\$ 13,500

Narrative Explanation of Fiscal Impacts (If Required):

We anticipate expenditures will be \$13,500 in FY 12-13, which includes the annual maintenance service cost of \$13,250 and software escrow cost of \$250 for the period of September 10, 2012 through September 9, 2013. This amount is included in the Sheriff's Office FY 12-13 adopted budget. No annual increases are anticipated for the extended term of the agreement; therefore, anticipated expenditures are not expected to exceed \$27,250. These costs will be fully offset by fees collected under Government Code § 26731, and no impact on General Funds is anticipated.

Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
Attachments:			
Related Items “On File” with the Clerk of the Board:			
Amendment No. 1 to Agreement for Automated Civil Case Management Services			



County of Sonoma Agenda Item Summary Report

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

Agenda Item Number: 21
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors

Board Agenda Date: March 12, 2013

Vote Requirement: Unanimous

Department or Agency Name(s): Transportation and Public Works

Staff Name and Phone Number:

Thomas F. O’Kane, Jr. (707) 565-3585

Supervisorial District(s):

Fourth District

Title: Adopt Ordinance to Set Speed Limit on Somers Street in the community of Fulton (#88009) - Adopt

Recommended Actions:

Adopt an ordinance to set a speed limit on Somers Street in the community of Fulton between D Street and River Road. (#88009) (Fourth District)

Executive Summary:

Staff received a request to establish a 25 mile per hour speed zone in the community of Fulton, on Somers Street between D Street and River Road. The concern expressed was that some motorists use this roadway to by-pass the signal at Fulton and River Roads and travel northerly toward River Road at speeds that could be unsafe. As this roadway currently has no posted speed limit, options for enforcement by the California Highway Patrol (CHP) are extremely limited, and as a practical matter, non-existent. Staff conducted a radar speed study and found that the measurements obtained would support the establishment of a 25 mile per hour speed zone. Once established, the CHP would be able to use radar as an enforcement tool. The estimated cost of labor and materials for sign installation is \$500 and appropriations are available within the 2012-13 Road Maintenance Budget.

Prior Board Actions:

02/26/13: The Board adopted a Resolution introducing, reading the title of, and waiving further reading of a proposed Ordinance establishing a speed limit parking restrictions on Somers Street (#88009).

Strategic Plan Alignment Goal 1: Safe, Healthy, and Caring Community

By establishing the speed limit on this local road, the CHP will be able to enforce it with radar. It will continue to be a bypass or relief route for traffic on Fulton Road, but the speeding should be more controlled.

Fiscal Summary - FY 12-13

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 500.00		\$
Add Appropriations Req'd.	\$	State/Federal	\$ 500.00
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 500.00	Total Sources	\$ 500.00

Narrative Explanation of Fiscal Impacts (If Required):

Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

Attachments:
Ordinance; Location Map.

Related Items "On File" with the Clerk of the Board:

ORDINANCE NO. _____

AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SONOMA, STATE OF CALIFORNIA, ESTABLISHING A PRIMA FACIE SPEED LIMIT ON SOMERS STREET AND AMENDING SONOMA COUNTY ORDINANCE NO. 664

THE BOARD OF SUPERVISORS OF THE COUNTY OF SONOMA, STATE OF CALIFORNIA, ORDAINS AS FOLLOWS:

SECTION I:

Pursuant to the authority provided by California Vehicle Code Section 22358, the Board of Supervisors hereby determines, on the basis of an Engineering and Traffic Survey completed in compliance with the requirements set forth in California Vehicle Code Section 627 made upon those certain portions of the County highways as set out in this Ordinance and upon the basis of the findings of these investigations, that each portion of the County highway as set out in this Ordinance should have a prima facie speed limit as herein designated. The Board further determines that these prima facie speed limits are reasonable and safe and are most appropriate to facilitate the safe and orderly movement of traffic on the portions of the County highways as are herein listed under each of the prima facie speed limits.

SECTION II:

Subsection 119 is hereby added to Section IV of Sonoma County Ordinance No. 664 (said Section establishes a prima facie speed limit of 25 miles per hour on certain highways in the County of Sonoma) to read:

Somers Street (#88009) from the northerly right of way of D Street (#88012) to the southerly right of way of River Road (#8802B), Post Miles 10.03 to 10.21.

SECTION III:

The Board of Supervisors finds and determines that this ordinance is exempt from the California Environmental Quality Act ("CEQA") pursuant to Section 15061(b)(3) of the State CEQA Guidelines because it can be seen with certainty that there is no possibility that the ordinance may have a significant effect on the environment. The Director of Transportation and Public Works is directed to file a notice of determination that this ordinance is exempt from CEQA and the State CEQA Guidelines.

SECTION IV:

This Ordinance shall be, and the same is hereby declared to be in full force and effect from and after thirty (30) days after its passage, and shall be published once before the expiration of fifteen (15) days after said passage, with the names of the Supervisors voting for or against the same, in a newspaper of general circulation published in the County of Sonoma, State of California.

SECTION V:

If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this ordinance. The Board of Supervisors hereby declares that it would have passed this ordinance and every section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared unconstitutional or invalid.

SECTION VI:

This Ordinance shall not be codified.

In regular session of the Board of Supervisors of the County of Sonoma introduced on the ____ day of _____, 2013, and finally passed and adopted this ____ day of _____, 2013, on regular roll call of the members of said Board by the following vote:

Supervisors:

Gorin: ____ **Zane:** ____ **McGuire:** ____ **Carrillo:** ____ **Rabbitt:** ____

Ayes: ____ **Noes:** ____ **Absent:** ____ **Abstain:** ____

Whereupon, the Chair declared the above and foregoing ordinance duly adopted and

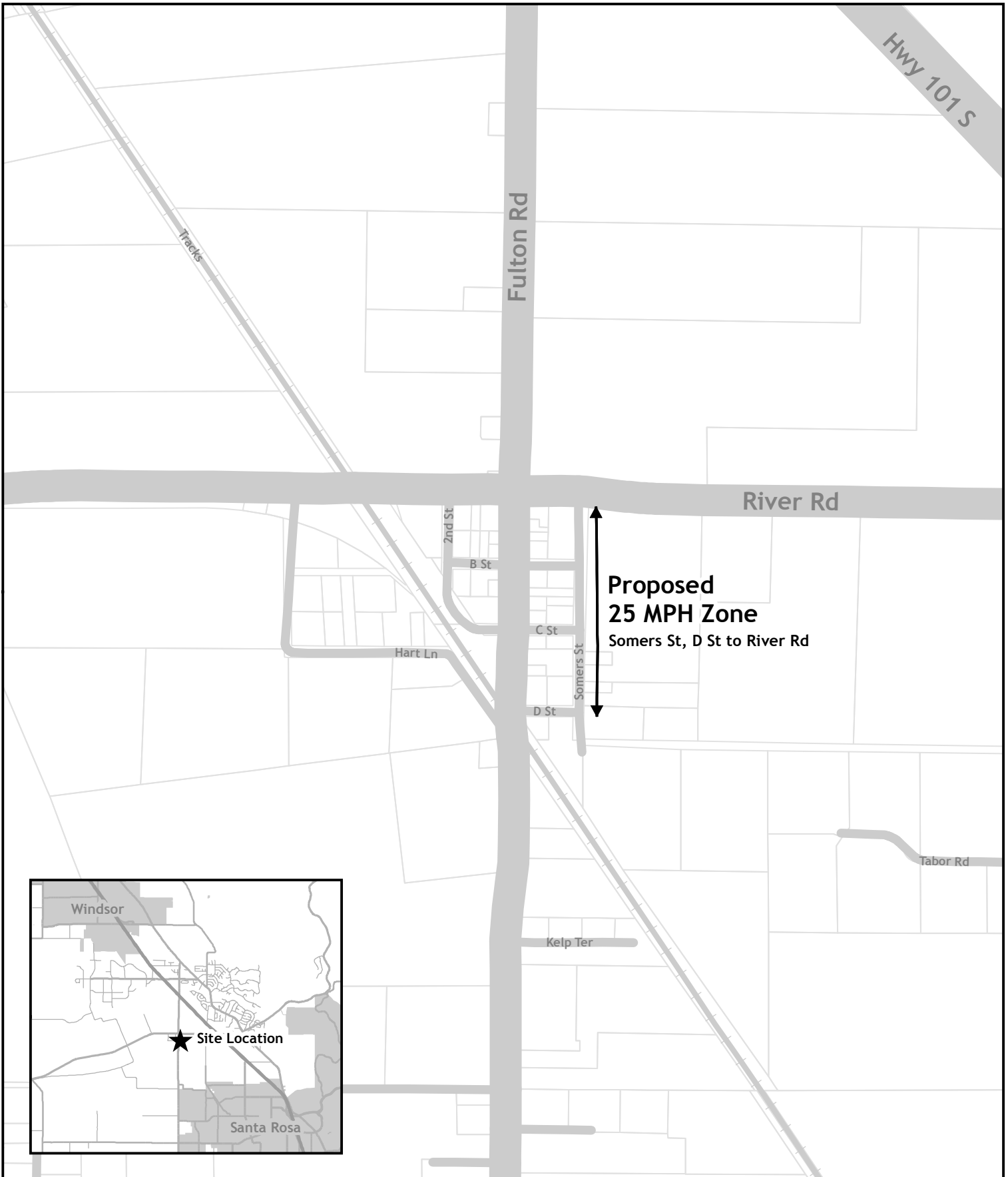
So Ordered.

By: _____
Chair, Board of Supervisor
County of Sonoma, State of California

ATTEST:

By: _____
Veronica A. Ferguson, Clerk of the
Board of Supervisors of said County

Location Map





County of Sonoma Agenda Item Summary Report

Agenda Item Number: 22

(This Section for use by Clerk of the Board Only.)

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

To: Board of Supervisors

Board Agenda Date: March 12, 2013

Vote Requirement: Majority

Department or Agency Name(s): Transportation and Public Works

Staff Name and Phone Number:

Bryan Albee, 585-7516

Supervisory District(s):

Countywide

Title: Federal Transit Funding Authorizations for FY 2012-13 and 2013-14

Recommended Actions:

Approve resolution authorizing the Director of Transportation and Public Works to execute and file applications and provide required assurances on behalf of the County of Sonoma/Sonoma County Transit for federal transit assistance.

Executive Summary:

Sonoma County Transit seeks federal transit assistance, under various applicable programs, for capital and operating purposes. Sonoma County Transit receives federal assistance directly from the Federal Transportation Administration or as a subrecipient of the State through Caltrans. Federal funds are programmed by the Metropolitan Transportation Commission.

Moving Ahead for Progress in the 21st Century (MAP-21) continues and establishes new Federal Transit Administration formula programs and continues the Surface Transportation Program. This resolution provides Board authorization for the County of Sonoma/Sonoma County Transit to file applications for federal transit operating and capital assistance through Federal Transit Administration funding programs during federal fiscal years 2012-13 and 2013-14.

Specific projects are identified in the Transit Division budget, Capital Improvement Plan and Short-Range Transit Plan. Local match sources are identified annually to meet funding requirements associated with these projects. No General Fund monies are used as a local match.

Prior Board Actions:

04/26/11: Resolution adopted by the Board of Supervisors authorizing filing of applications with the U.S. Department of Transportation and providing required assurances for federal transit assistance. Resolution No. 11-0214.

Strategic Plan Alignment: Goal 1: Safe, Healthy, and Caring Community

Federal transit assistance will help to ensure the provision of a safe, reliable, comfortable and cost-effective public transit

system for residents and visitors.

Fiscal Summary - FY 12-13

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 2,868,256	Select an item.	\$
Add Appropriations Req'd.	\$	State/Federal	\$ 2,868,256
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 2,868,256	Total Sources	\$ 2,868,256

Narrative Explanation of Fiscal Impacts (If Required):

The current FY 12-13 Transit division budget includes \$2,868,256 in expenditures funded with federal transit assistance dollars. This amount may vary depending on grants applied for in any given time period.

Staffing Impacts

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

Attachments:

Resolution

Related Items "On File" with the Clerk of the Board:



County of Sonoma

State of California

Date: March 12, 2013

Resolution Number: _____

4/5 Vote Required

Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Authorizing The Filing Of Applications For FTA Formula Program Funding For Transit Capital Projects And Committing The Necessary Local Match For The Projects And Stating The Assurance Of The County Of Sonoma/Sonoma County Transit To Complete The Projects.

Whereas, Moving Ahead for Progress in the 21st Century (MAP-21, Public Law Public Law 112-141) continues and establishes new Federal Transit Administration formula programs (23 U.S.C. §53) and continues the Surface Transportation Program (23 U.S.C. § 133); and

Whereas, pursuant to MAP-21, and the regulations promulgated thereunder, eligible project sponsors wishing to receive Federal Transit Administration (FTA) Section 5303, Section 5307, Section 5311, Section 5337 State of Good Repair, or Section 5339 Bus and Bus Facilities (collectively, FTA Formula Program) grants for a project shall submit an application first with the appropriate metropolitan transportation planning organization (MPO), for review and inclusion in the MPO's Transportation Improvement Program (TIP); and

Whereas, the Metropolitan Transportation Commission is the MPO for the San Francisco Bay region; and

Whereas, the County of Sonoma/Sonoma County Transit is an eligible project sponsor for FTA Formula Program or STP funds; and

Whereas, the County of Sonoma/Sonoma County Transit wishes to submit a grant application to MTC for funds from the FY 2012-13 and FY 2013-14 FTA Formula Program, for the following transit capital projects:

Replacement Buses

Preventive Maintenance Expenses

Bus Stop Enhancements

Transit Facility Rehabilitation

Resolution #

Date:

Page 2

Whereas, MTC requires, as part of the application, a resolution stating the following:

- 1) the commitment of necessary local matching funds of at least of 20% for FTA Formula Program funds; and
- 2) that the sponsor understands that the FTA Formula Program funding is fixed at the programmed amount, and therefore any cost increase cannot be expected to be funded from FTA Formula Program funds; and
- 3) the assurance of the sponsor to complete the project as described in the application, and if approved, as programmed in MTC's TIP; and
- 4) that the sponsor understands that FTA Formula Program funds must be obligated within three years of programming in the TIP, or the project may be removed from the program.

Now, Therefore, Be It Resolved by the Board of Supervisors, County of Sonoma:

1. That the County of Sonoma/Sonoma County Transit is an eligible sponsor of projects in the program for FTA Formula Program funds.
2. That the County of Sonoma/Sonoma County Transit is authorized to submit applications for FTA Formula Program funds for transit capital projects.
3. That there is no legal impediment to the County of Sonoma/Sonoma County Transit making applications for FTA Formula Program funds.
4. That there is no pending or threatened litigation which might in any way adversely affect the proposed project, or the ability of County of Sonoma/Sonoma County Transit to deliver such projects.

Now, Therefore, Be It Further Resolved by the Board of Supervisors, County of Sonoma:

1. That the Director of Transportation and Public Works is authorized to execute and file applications on behalf of the County of Sonoma/Sonoma County Transit for funding under the FTA Formula Program for transit capital projects.
2. That the County of Sonoma/Sonoma County Transit will provide local matching funds.
3. That the County of Sonoma/Sonoma County Transit understands that the FTA Formula Program funding for the projects is fixed, and that any cost increases must be funded by the County of Sonoma/Sonoma County Transit from local matching funds, and that the County of Sonoma/Sonoma County Transit does not expect any cost increases to be funded with FTA Formula Program funds.
4. That transit capital projects will be completed as described in this resolution and for the amount shown in the Metropolitan Transportation Commission (MTC) Transportation Improvement Program (TIP) with obligation occurring within the timeframe established.
5. That the program funds are expected to be obligated by September 30 of the year the project is programmed for in the TIP.

Resolution #

Date:

Page 3

Now, Therefore, Be It Further Resolved by the Board of Supervisors, County of Sonoma:

1. That the County of Sonoma/Sonoma County Transit agrees to comply with the requirements of MTC's Transit Coordination Implementation Plan as set forth in MTC Resolution 3866.
2. That a copy of this resolution will be transmitted to MTC for the programming of FTA Formula Program funded projects in the Transportation Improvement Program (TIP).
3. That MTC is requested to support the application for the projects described in this resolution and to program the projects in MTC's TIP.

Supervisors:

Gorin:

Zane:

McGuire:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.



County of Sonoma Agenda Item Summary Report

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

Agenda Item Number: 23

(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors

Board Agenda Date: March 12, 2013

Vote Requirement: Majority

Department or Agency Name(s): Transportation and Public Works

Staff Name and Phone Number:

Thomas F. O’Kane Jr., (707) 565-3583

Supervisorial District(s):

Fourth District

Title: Brickway Bridge Traffic Study

Recommended Actions:

Approve and Authorize Chair to sign an Agreement with Omni-Means, Ltd. for the Brickway Bridge Extension Traffic Study

Executive Summary:

The staff of the Department of Transportation and Public Works (TPW) is requesting the Board to authorize and award an Agreement for a traffic study for the Brickway Bridge Extension Project to Omni Means, Ltd. for an amount not to exceed \$43,613 with a term ending June 30, 2014. This Agreement is part of overall larger project to extend Brickway Boulevard, creating a direct route between Airport Boulevard and River Road. The total cost of the project is estimated between \$6,000,000 and \$7,000,000 and is part of the Sonoma County General Plan 2020 Circulation and Transit Element and Measure M Airport Area Projects. In order for the County Permit and Resource Management Department to complete the environment review process for the project, a traffic study must be conducted to identify potential impacts from a change in traffic patterns that may occur as a result of project implementation.

On May 7, 2012, the Department released a Request for Proposals (RFP). The availability of the RFP was published in a newspaper of general circulation, and published on the TPW website. Local Preference was not a consideration for this Agreement as it is not allowed for contracts that utilize Federal funds. The Department received five responses to the RFP with Omni-Means, Ltd. being ranked as the best proposal. This winning proposal included the utilization of traffic counters with “Bluetooth” sensors that can anonymously identify a vehicle and allow the traffic engineer to identify the location and time a vehicle entered the Airport Business Park. The gathered information may then be linked with the same vehicle passing other “Bluetooth” sensors located in the study area. This type of traffic study will allow the identification of existing routes used by Airport visitors and subsequently project new traffic

patterns once the Brickway Boulevard Extension project is complete. There has been a delay in the release of the RFP and the award of the contract to allow negotiations with Caltrans related to the Scope of Work for the overall project and to allow Department staff and County Counsel time to integrate new Disadvantaged Business Enterprises language into the standard Professional Services Agreement.

Project is funded with federal bridge program and countywide traffic mitigation funds. Appropriations are available within the FY 12-13 Bridge Index Budget.

Prior Board Actions:

06/21/2011: Board Action #44 approved an Agreement with Creegan +D'Angelo for consulting engineering service for design of the project

Strategic Plan Alignment Goal 1: Safe, Healthy, and Caring Community

The project will relieve traffic congestion in the Airport Business Park.

Fiscal Summary - FY 12-13

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 46,613		\$
Add Appropriations Req'd.	\$	State/Federal	\$ 41,266
	\$	Fees/Other	\$ 5,347
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 46,613	Total Sources	\$ 46,613

Narrative Explanation of Fiscal Impacts (If Required):

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Staffing Impacts

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):
Attachments:
Related Items "On File" with the Clerk of the Board:
Agreement



County of Sonoma Agenda Item Summary Report

Agenda Item Number: 24

(This Section for use by Clerk of the Board Only.)

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

To: Board of Supervisors

Board Agenda Date: March 12, 2013

Vote Requirement: Majority

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number:

Supervisorial District(s):

Board of Supervisors – (707) 565-2241

Title: Minutes

Recommended Actions:

Approval of Minutes –

- (1) Approve the Minutes of the Board of Supervisors Special Study Session on February 8, 2013 and
- (2) Approve the Minutes of the Board of Directors of the Sonoma County Water Agency Strategic Planning Workshop on February 19, 2013.

Executive Summary:

Prior Board Actions:

Strategic Plan Alignment: Not Applicable

Fiscal Summary - FY 12-13

Expenditures		Funding Source(s)	
Budgeted Amount	\$	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$	Total Sources	\$

Narrative Explanation of Fiscal Impacts (If Required):

Staffing Impacts

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

Attachments:

Minutes of February 8, 2013 and February 19, 2013

Related Items "On File" with the Clerk of the Board:

ACTION SUMMARY

**SONOMA COUNTY
BOARD OF SUPERVISORS
SPECIAL STUDY SESSION
FRIDAY, FEBRUARY 8, 2013**
Department of Health Services
Rotunda Conference Room
3313 Chanate Road
Santa Rosa, CA 95404

The Board of Supervisors of the County of Sonoma met this date in adjourned session with the following members present: Susan Gorin, Shirlee Zane, Mike McGuire, Efren Carrillo

Chairman David Rabbitt presiding

Present: Bruce Goldstein, County Counsel
Veronica A. Ferguson, County Administrator
Jeanette Feldman, Facilitator

I. Call to Order
9:12 A.M. Chairman Rabbitt called the meeting to order.

II. Pledge of Allegiance

III. Public comment on matters not listed on the agenda
9:13 A.M. Public Comment open
Sonia Taylor
Donna Gallagher
Ernie Carpenter
9:16 A.M. Public comment closed

IV. Board Study Session

Chairman Rabbitt made opening remarks and provided an overview of the day.

Streamlining Board Meetings

Chairman Rabbitt led Board members in a discussion concerning streamlining Board meetings. Board members were given the opportunity to make comments and made the following recommendations:

Limit Board Announcements to 3 minutes.
Consider posting AB1234 Announcements online in lieu of announcing at the meeting.
Limit Gold Resolution presentations to 3 per meeting, encourage off site presentations whenever possible, and have Departments work with their Board liaison to place Gold Resolutions on the agenda.

Move Adjournments to the last order of business in the afternoon and explore the adjournment process of the Golden Gate Bridge Highway and Transportation District. Consider having Board members inform the Chair and the County Administrator which Consent items will be commented on. For Regular Calendar items, Board members should consider waiting until after the public has had an opportunity to speak to state their position.

Pursuant to the Board Rules of Procedures (Rule 16) the Board shall conduct business in the order specified in the posted agenda or as modified at the discretion of the Chair. Chair Rabbitt indicated he will work with the County Administrator to incorporate the recommendations into the Agenda.

Speakers:

Ernie Carpenter

Board Roles

County Administrator Ferguson described Department/Agency Liaisons roles and the historical purpose as defined by Board adopted Resolution No. 56467. She also led the Board in a discussion regarding Board member referrals to staff (Rule 43 of the Board Rules of Procedure).

Counsel Goldstein provided an overview of Ad-Hoc and Standing Committees and reviewed Brown Act requirements.

Chairman Rabbitt led a discussion regarding the formation and structure of Ad-Hoc and Standing Committees. The Board discussed which current Ad-Hoc Committees could be disbanded and which should remain.

The Board will consider making appointments to Board Ad-Hoc and revising Standing Committees and Assignments on February 26, 2013.

11:38 A.M. The Board recessed

11:50 A.M. The Board reconvened

The Board engaged in a dialog regarding Board courtesies as it relates to how communication should be handled when a Board member is invited to speak at an event that is in the District of another member. The Board agreed that communication should be coordinated between District Directors.

Board Priorities for 2013

Jim Leddy, Community and Governmental Affairs Manager and Jennifer Murray, Deputy County Administrator made a presentation on past Board approved priorities, projects and major initiatives for 2013, and other priorities to be considered.

The Board participated in a facilitated discussion on the following individual priorities for 2013.

- ♦ Roads/Infrastructure
- ♦ Fiscal Stability – General Fund, Line Management Ratio, Pensions, Comprehensive County Facilities Plan Technology
- ♦ Governance – Fire and Emergency Services, Southwest Santa Rosa and Roseland Annexation, Library JPA, Animal Care and Control
- ♦ Food-Regional Hub
- ♦ Board mentoring in schools
- ♦ Integration of Health/Human Services – Affordable Health Care Act, Cost to County, Mental Health Services focus
- ♦ Clean River Initiative
- ♦ Immigrant Issues – Policy, impact on service delivery, public safety, services/shelter for farm workers
- ♦ Homelessness – Sheltering capacity
- ♦ Constituent Services
- ♦ Past Board Approved Work/Efforts/Relevancy
- ♦ Project Labor Agreements
- ♦ Expand Community Engagement

Speakers:

Ernie Carpenter

12:50 P.M. The Board recessed

1:19 P.M. The Board reconvened

The Board agreed on the following priorities for 2013:

1. Build Organizational and Fiscal Stability
2. Ensure Governance
3. Invest in Infrastructure, Jobs, and Economic Development
4. Become the Healthiest County 2020

Staff will capture some level of ongoing work and identify the items brought forth by the Board under each category.

Counsel Goldstein clarified that the Board would only make recommendations and would not be taking action today.

The Board requested that staff return to the Board with 2013 Priorities for consideration in March 2013.

2:18 P.M. The Board adjourned the meeting to February 26, 2013 at 8:30 a.m.

Respectfully submitted,

Michelle Arellano, Chief Deputy Clerk of the Board

ACTION SUMMARY

SONOMA COUNTY WATER AGENCY

BOARD OF DIRECTORS

TUESDAY, FEBRUARY 19, 2013

Sonoma County Water Agency Strategic Plan Workshop:

Our Organization & Energy

404 Aviation Boulevard, Santa Rosa

The Board of Directors the Sonoma County Water Agency met this date in adjourned session with the following members present: Susan Gorin, Shirlee Zane, Mike McGuire, Efred Carrillo

Chairman David Rabbitt presiding

Present: Steve Shupe, County Counsel

I. Call to Order

3:06 p.m. Chairman Rabbitt called the meeting to order and made opening remarks.

II. Pledge of Allegiance

III. Public comment on matters not listed on the Agenda - None

IV. Introduction & Overview

Grant Davis, Sonoma County Water Agency General Manager, provided an overview of the Water Agency's strategic plan. He outlined the strategic goals developed to address the following areas of need: Organizational Operations, Energy, Sanitation, Water Supply, and Flood Control.

Mike Thompson, Sonoma County Water Agency Assistant General Manager of Business Operations, highlighted the Water Agency's accomplishments and explained that today's workshop would focus on Organizational and Energy goals.

V. Our Organization

Lori Armbrust, Sonoma County Water Agency Department Analyst made a presentation on the following Organizational Goals:

Organizational Goal #1: Increase organizational efficiency, effectiveness and resilience to natural disasters

Organizational Goal #2: Responsively manage Water Agency finances

Brad Sherwood, Sonoma County Water Agency Public Information Officer made a presentation on the following Organizational Goals:

Organizational Goal #3: Increase outreach to the community and employees

Organizational Goal #4: Ensure that organizational culture emphasized information sharing and collaboration

Organizational Goal #5: Enhance workforce capabilities

Mr. Davis led the Board in a discussion concerning organizational goals and strategies. The Board was provided with an opportunity to make comments and ask questions.

VI. Energy

Sonoma County Water Agency Deputy Chief Engineer Cordel Stillman made a presentation of the following Energy Goals:

Energy Goal #1: Provide “Carbon Free Water” (by 2015) by reducing overall energy use, improving system efficiencies, and developing and utilizing renewable energy sources

Energy Goal #2: Projects of Regional Benefit; track, advocate and support legislative and regulatory aspects of energy and the energy-water nexus

Amy Boltenm, Sonoma County Water Agency Public Information Officer, outlined projects that the Agency is working:

- Airport Solar
- Landfill Solar
- Tubbs Island Solar
- Inland Hydro
- Geothermal
- Biomass
- Sonoma County Efficiency Financing program

The Board engaged in a discussion regarding energy and water supply. Board members made comments and expressed interest on potential investment opportunities, resource limitations, facilitate conversations with smaller entities moving forward, strategic partnerships, initiatives completed by other regional entities, and collaboration with strategic partnerships and other key legislative officials to accomplish the San Francisco Bay Restoration Act.

VII. Public Comment

Speaker:

Jake Mackenzie, Rohnert Park City Councilmember

VIII. Next Steps - Sanitation, Water Supply, and Flood Control goals will be discussed on Tuesday, April 2, 2013 3:00 p.m., Petaluma Community Center.

4:36 P.M. the Board adjourned the meeting to February 26, 2013 at 8:30 a.m.



County of Sonoma
Agenda Item
Summary Report

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

Agenda Item Number: 25
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors

Board Agenda Date: March 12, 2013

Vote Requirement: Majority

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number:

Mike McGuire 565-2241

Supervisorial District(s):

Fourth

Title: Appointment

Recommended Actions:

Appoint Don Elsbree to the Mental Health Board representing the Fourth District for a three-year term from March 12, 2013 to December 31, 2016.

Executive Summary:

Prior Board Actions:

Strategic Plan Alignment Goal 4: Civic Services and Engagement

Fiscal Summary - FY 12-13

Expenditures		Funding Source(s)	
Budgeted Amount	\$		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$	Total Sources	\$

Narrative Explanation of Fiscal Impacts (If Required):

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Staffing Impacts

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

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Attachments:

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Related Items “On File” with the Clerk of the Board:

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County of Sonoma Agenda Item Summary Report

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

Agenda Item Number: 26
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors

Board Agenda Date: March 12, 2013

Vote Requirement: Majority

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number:

Board of Supervisors 565-2241

Supervisorial District(s):

All

Title: Appointment

Recommended Actions:

Appoint Gina Belforte to the Golden Gate Bridge, Highway and Transportation District, representing the Mayors' and Councilmembers' Association of Sonoma County for a two-year term from March 12, 2013 to March 12, 2015.

Executive Summary:

At its meeting on February 28, 2013, the City Selection Committee of the County of Sonoma, considered selecting a representative, for recommendation to the Board of Supervisors, to fill the vacancy on the Golden Gate Bridge, Highway and Transportation District. Gabe Kearney, City of Petaluma, and Gina Belforte, City of Rohnert Park, were the applicants for this position. With a unanimous vote, the City Selection Committee recommended that the Board of Supervisors appoint Gina Belforte to the Golden Gate Bridge, Highway and Transportation District.

Streets and Highways Code Section 27510(c) states that the Board of Supervisors must appoint the three representatives that sit on the Board of Directors of the District, one of which shall be an elected member of a city council or a city within Sonoma County.

Prior Board Actions:

Strategic Plan Alignment Goal 4: Civic Services and Engagement

Fiscal Summary - FY 12-13

Expenditures		Funding Source(s)	
Budgeted Amount	\$		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$	Total Sources	\$

Narrative Explanation of Fiscal Impacts (If Required):

Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

Attachments:

Related Items "On File" with the Clerk of the Board:



County of Sonoma
Agenda Item
Summary Report

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

Agenda Item Number: 27
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors

Board Agenda Date: March 12, 2013

Vote Requirement: Majority

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number:

Supervisor David Rabbitt (707) 565-2241

Supervisorial District(s):

Second District

Title: Appointment

Recommended Actions:

Reappoint Richard Stabler to the Marin/Sonoma Mosquito and Vector Control District as a Sonoma County at large member for a 4 year term, effective March 1, 2013 expiring December 31, 2017. (Countywide)

Executive Summary:

Prior Board Actions:

Strategic Plan Alignment Not Applicable

Fiscal Summary - FY 12-13

Expenditures		Funding Source(s)	
Budgeted Amount	\$	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$	Total Sources	\$

Narrative Explanation of Fiscal Impacts (If Required):

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Staffing Impacts

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

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Attachments:

None.

Related Items “On File” with the Clerk of the Board:

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County of Sonoma
Agenda Item
Summary Report

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

Agenda Item Number: 28
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors

Board Agenda Date: March 12, 2013

Vote Requirement: Select a Vote Requirement.

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number:

Mike McGuire, 565-3758

Supervisorial District(s):

Fourth

Title: Reappointment.

Recommended Actions:

Reappoint Gail Jonas to the Sonoma County Commission on Human Rights for a two year term, effective 3/12/2013 through 3/11/2015.
(Fourth District)

Executive Summary:

Prior Board Actions:

Appointment Reso # 11-0015, 01/11/2011

Strategic Plan Alignment Goal 4: Civic Services and Engagement

Fiscal Summary - FY 12-13

Expenditures		Funding Source(s)	
Budgeted Amount	\$		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$	Total Sources	\$

Narrative Explanation of Fiscal Impacts (If Required):			
Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
Attachments:			
Related Items “On File” with the Clerk of the Board:			



County of Sonoma Agenda Item Summary Report

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

Agenda Item Number: 29
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors

Board Agenda Date: March 12, 2013

Vote Requirement: Majority

Department or Agency Name(s): Transportation and Public Works

Staff Name and Phone Number:

Thomas F. O’Kane, Jr. (707) 565-3585

Supervisorial District(s):

First District

Title: Buena Vista Road Parking Restrictions- First Read (#66015)

Recommended Actions:

Adopt resolution introducing and waiving first reading of an ordinance establishing a no Parking Zone on Buena Vista Road as a safety measure. (#66015)

Executive Summary:

Staff of Transportation and Public Works received a complaint and request to install a no parking area on Buena Vista Road in the Boyes Hot Springs community (#66015). The area of concern is on the outside shoulder at the apex of a hairpin turn. At this location, there is an area approximately 22 feet long between two driveways where vehicles have been parking. The roadway is approximately 23 feet wide and with a car parked at the apex of the curve, there is insufficient width for two-way traffic to negotiate the turn. Staff contacted the two residents adjacent to this area, explained the concern and informed them that parking was going to be prohibited in this area. As of the date of the submittal of this report, the staff had not received any comments from the residents. The approximate cost will be \$400 and appropriations are available in the FY 12-13 Road Maintenance Budget.

Prior Board Actions:

No Prior Board Actions.

Strategic Plan Alignment Goal 1: Safe, Healthy, and Caring Community

Establishment of the no parking zone will help to ensure safe two-way vehicle traffic on roadway.

Fiscal Summary - FY 12-13

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 400		\$
Add Appropriations Req'd.	\$	State/Federal	\$ 400
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 400	Total Sources	\$ 400

Narrative Explanation of Fiscal Impacts (If Required):

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Staffing Impacts

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

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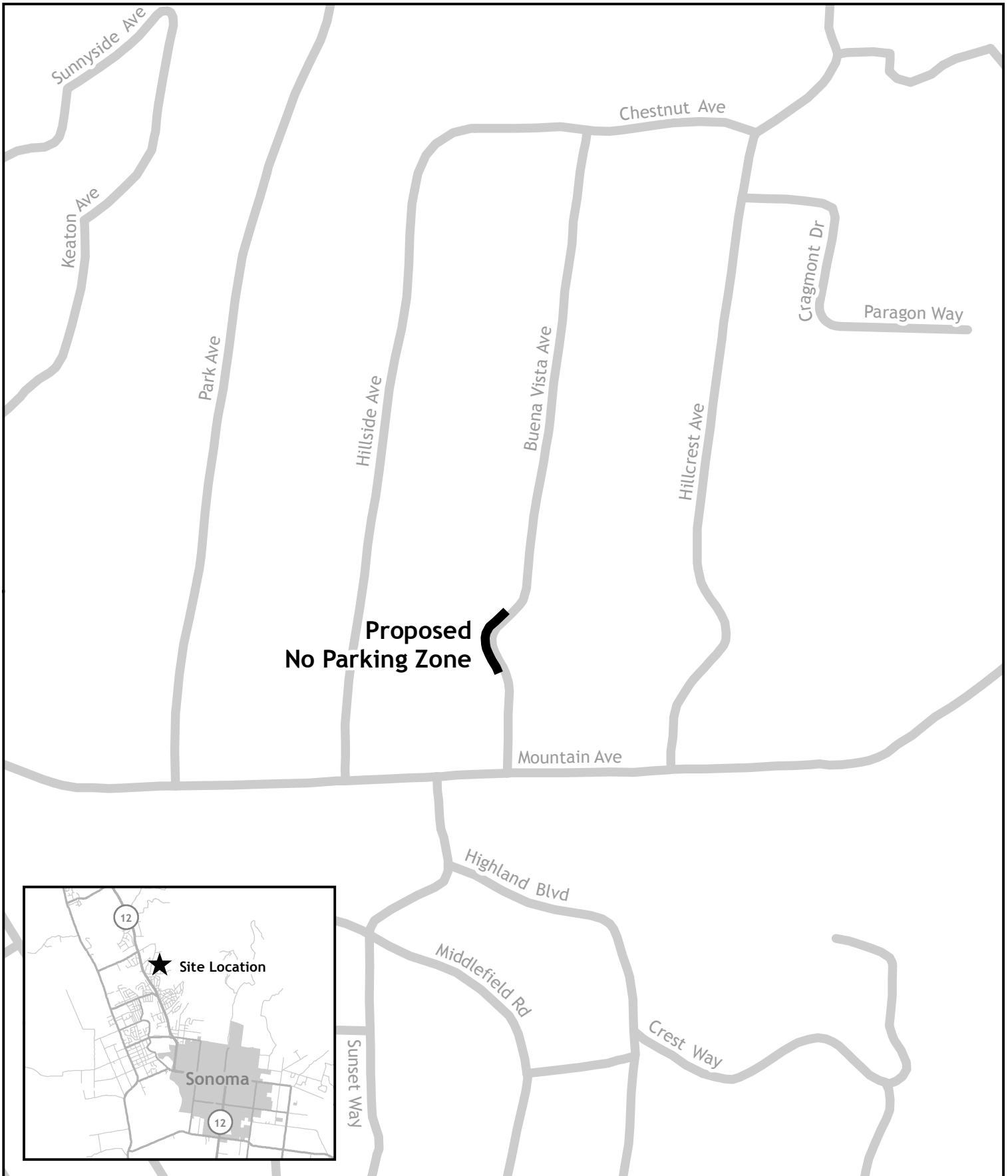
Attachments:

Location Map; Resolution; Ordinance

Related Items "On File" with the Clerk of the Board:

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Location Map





County of Sonoma
State of California

Date: March 12, 2013

Resolution Number: _____

4/5 Vote Required

Resolution of the Board of Supervisors of the County of Sonoma, State of California,
introducing, reading the title of, and waiving further reading of an ordinance of the County of
Sonoma establishing restrictions along a portion of Buena Vista Avenue. (#66015)

Whereas, a proposed ordinance establishing restrictions along a portion of Buena Vista Avenue
has been introduced and the title read;

Now, Therefore, Be It Resolved that further reading of the ordinance is waived.

Supervisors:

Gorin:

Zane:

McGuire:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.

ORDINANCE NO. _____

AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SONOMA, STATE OF CALIFORNIA, ESTABLISHING PARKING RESTRICTIONS ON BUENA VISTA AVENUE.

THE BOARD OF SUPERVISORS OF THE COUNTY OF SONOMA, STATE OF CALIFORNIA, ORDAINS AS FOLLOWS:

SECTION I:

Subsection 547 is hereby added to Section VII of Sonoma County Ordinance No. 2300 (said Section establishes No Parking zones) to read:

Buena Vista Avenue (#66015) beginning at a point 256 feet northerly of the centerline of Mountain Avenue (#66006) and extending in a northerly direction along the westerly side of the road for a distance of 46 feet, postmiles 20.048 to 20.057.

SECTION II:

This Ordinance shall be, and the same is hereby declared to be in full force and effect from and after thirty days after its passage, and shall be published once before the expiration of fifteen days after said passage, with the names of the Supervisors voting for or against the same, in a newspaper of general circulation published in the County of Sonoma, State of California.

In regular session of the Board of Supervisors of the County of Sonoma introduced on the ____ day of _____, 201_, and finally passed and adopted this ____ day of _____, 201_, on regular roll call of the members of said Board by the following vote:

SUPERVISORS:

Gorin _____ Zane _____ McGuire _____ Carrillo _____ Rabbitt _____

Ayes _____ Noes _____ Abstain _____ Absent _____

SO ORDERED.

By: _____
Chairman, Board of Supervisors
County of Sonoma, State of California

ATTEST:

By: _____
County Clerk and Ex-officio Clerk of the
Board of Supervisors of said County



County of Sonoma Agenda Item Summary Report

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

Agenda Item Number: 30
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors

Board Agenda Date: March 19, 2013

Vote Requirement: Majority

Department or Agency Name(s): Transportation and Public Works

Staff Name and Phone Number:

Thomas F. O’Kane, Jr. (707) 565-3585

Supervisorial District(s):

Fourth District

Title: Adopt Ordinance establishing a Parking Restriction on Dry Creek Road at Lambert Bridge Road-
Adopt

Recommended Actions:

Adopt an ordinance establishing a no parking zone along the east side of Dry Creek Road, beginning 188 feet southerly of the centerline of Lambert Bridge Road and extending southerly for a distance of 172 feet.

Executive Summary:

It was recently brought to the attention of the staff of Transportation and Public Works that there are a number of traffic conflicts in the vicinity of the Dry Creek Store located at the intersection of Dry Creek Road and Lambert Bridge Road. The issues are primarily related to overflow parking from the market, which creates some potential sight distance problems. Field observations revealed that implementation of parking restriction at critical locations would improve the situation. This parking restriction includes a portion of the service drive from Dry Creek Road past the first private drive. The approximate cost will be \$1,000 and appropriations are available in the FY 2012-13 Road Maintenance budget.

Prior Board Actions:

3/12/13: The Board adopted a Resolution introducing, reading the title of, and waiving further reading of a proposed Ordinance establishing

Strategic Plan Alignment Goal 1: Safe, Healthy, and Caring Community

Restricting parking along the roadway will help ensure visibility for drivers in the area.

Fiscal Summary - FY 12-13

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 1,000		\$
Add Appropriations Req'd.	\$	State/Federal	\$ 1,000
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 1,000	Total Sources	\$ 1,000

Narrative Explanation of Fiscal Impacts (If Required):

Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

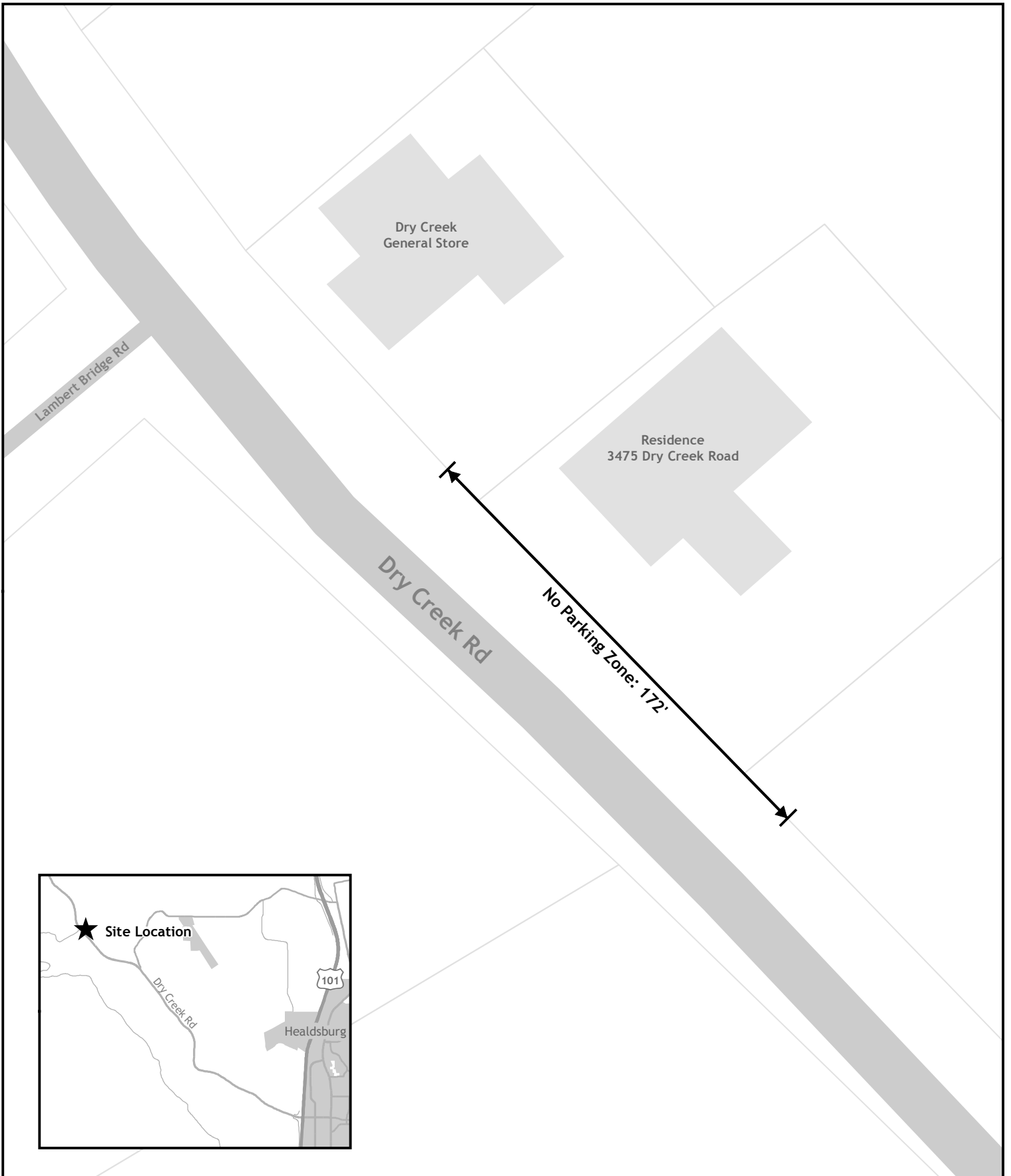
Narrative Explanation of Staffing Impacts (If Required):

Attachments:

Location Map; Resolution; Ordinance

Related Items "On File" with the Clerk of the Board:

Location Map





County of Sonoma

State of California

Date: March 12, 2013

Resolution Number: _____

4/5 Vote Required

Resolution of the Board of Supervisors of the County of Sonoma, State of California,
introducing, reading the title of, and waiving further reading of an ordinance of the County of
Sonoma (#9901)

Whereas, a proposed ordinance establishing parking restrictions along a portion of Dry Creek Road has been introduced and the title read;

Now, Therefore, Be It Resolved that further reading of the ordinance is waived.

Supervisors:

Gorin:

Zane:

McGuire:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.

ORDINANCE NO. _____

AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SONOMA, STATE OF CALIFORNIA, ESTABLISHING PARKING RESTRICTIONS ON DRY CREEK ROAD.

THE BOARD OF SUPERVISORS OF THE COUNTY OF SONOMA, STATE OF CALIFORNIA, ORDAINS AS FOLLOWS:

SECTION I:

Subsection 546 is hereby added to Section VII of Sonoma County Ordinance No. 2300 (said Section establishes No Parking zones) to read:

Dry Creek Road (#9901) beginning at a point 188 feet southerly of the centerline of Lambert Bridge Road (#90002) and extending in a southerly direction along the easterly side of the road for a distance of 172 feet, postmiles 13.55 to 13.58.

SECTION II:

This Ordinance shall be, and the same is hereby declared to be in full force and effect from and after thirty days after its passage, and shall be published once before the expiration of fifteen days after said passage, with the names of the Supervisors voting for or against the same, in a newspaper of general circulation published in the County of Sonoma, State of California.

In regular session of the Board of Supervisors of the County of Sonoma introduced on the ___ day of ____, 20__, and finally passed and adopted this ___ day of ____, 20__, on regular roll call of the members of said Board by the following vote:

SUPERVISORS:

Gorin _____ Zane _____ McGuire _____ Carrillo _____ Rabbitt _____

Ayes _____ Noes _____ Abstain _____ Absent _____

SO ORDERED.

By: _____
Chairman, Board of Supervisors
County of Sonoma, State of California

ATTEST:

By: _____
County Clerk and Ex-officio Clerk of the
Board of Supervisors of said County



County of Sonoma Agenda Item Summary Report

Agenda Item Number: 31
(This Section for use by Clerk of the Board Only.)

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

To: Sonoma County Board of Supervisors

Board Agenda Date: March 12, 2013

Vote Requirement: Majority

Department or Agency Name(s): General Services

Staff Name and Phone Number:

Supervisory District(s):

Gene Clark 565-2978

All Districts

Title: Amendments to Chapter 18 of the County code, Parking and Traffic

Recommended Actions:

Adopt a Resolution introducing, reading the title of and waiving further reading of a proposed ordinance to amend Article 1, Section 18-1 and Articles II, III and IV of the County Code to revise parking requirements and restrictions, identify other ordinances addressing County requirements concerning speed restrictions and parking, and revise requirements concerning abandoned vehicles and adopt at next meeting of the Board. (First Reading)

Executive Summary:

The General Services Department and County Counsel recommend updating various parking requirements in Article 1, Section 18-1 and Articles II - IV of Chapter 18 of the County Code.

Article 1, Section 18-1 of the Sonoma County Code

Section 18-1 addresses regulation of traffic on County owned and controlled property. The proposed amendments update the Code by augmenting and more clearly defining terms used in the Code, more clearly identifying areas subject to parking restrictions, expanding and clarifying the General Services Director's authority to erect signs and meters and issue parking permits, and removing language that is out-of-date and restrictions that are no longer relevant. Finally, the proposed amendments authorize the "booting" of vehicles in which the vehicle owner has more than five unpaid parking citations, in accordance with the California Vehicle Code 22651.7.

Section 18-1 was last updated in 1993. Since then, it has become clear that clarifications and refinements proposed in this action are appropriate and needed to ensure adequate parking is available to the public at County facilities, and to provide the County with the authority to enforce regulations to ensure the public's safety.

Section 18-1 governs County property and primarily affects the County Administration Center, the County Airport, and County Parks, but it also applies to other locations subject to County jurisdiction. The proposed changes clarify that the requirements apply where the County has a property interest or other legal interest. Properties owned by non-County special districts such as the Sonoma County Water Agency, the Community Development Commission and the Sonoma County Open Space District are not governed by Section 18-1. County Counsel has conferred with the above-

referenced special districts, and the only significant parking issue raised concerns occasional parking by the public in lots or other areas designated as No Parking. The California Vehicle Code contains a provision which allows local entities to adopt a resolution authorizing the towing of vehicles parked in No Parking areas where signage to this effect is erected. County Counsel will work with the special districts interested in adopting such a resolution to address this issue on special district property. .

Section 18-1 will continue to delegate authority to establish parking restrictions to the Director of General Services, so long as the restrictions are consistent with the Board-approved parking plan.

Articles II – IV of Chapter 18 of the County Code

The proposed amendments revise Articles II and III to more accurately refer to non-codified County Ordinances which address other parking and speed restrictions. The amendments also propose revisions to Article IV which addresses abandoned vehicles to include updated Vehicle Code language, clarify the definitions of “Vehicle” and “Abandoned Vehicle,” and authorize the approval of administrative costs by Resolution of the Board of Supervisors.

Prior Board Actions:

8/4/09 – Approved Resolution No. 09-0709, amending the schedule of parking fines and penalties.
 9/14/93 – Adoption of Ordinance No. 4717 Repealing and Reenacting Section 18-1 of the Sonoma County Code.

Strategic Plan Alignment: Goal 1: Safe, Healthy, and Caring Community

The adoption of this ordinance will help to safeguard both the public and County staff by improving the ability of the County to enforce both parking and traffic laws.

Fiscal Summary - FY 12-13

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 0	Select an item.	\$ 0
Add Appropriations Req'd.	\$ 0	State/Federal	\$ 0
	\$ 0	Fees/Other	\$ 0
	\$ 0	Use of Fund Balance	\$ 0
	\$ 0	Contingencies	\$ 0
	\$ 0		\$ 0
Total Expenditure	\$ 0	Total Sources	\$ 0

Narrative Explanation of Fiscal Impacts (If Required):
 None.

Staffing Impacts

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

None.

Attachments:

Resolution
Attachment 1 – 3-12-13 GS Parking Ordinance Amendment
Attachment 2 – 3-12-13 GS Parking Ordinance Amendment with Underline Strikeout

Related Items “On File” with the Clerk of the Board:

Resolution No.

**County of Sonoma
Santa Rosa, CA 95403**

Date: 3/12/13

Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, An Ordinance Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Amending Chapter 18, Motor Vehicles And Traffic. (Majority Vote Required.)

Whereas, a proposed ordinance has been introduced and the title read; now

Therefore, Be It Resolved that further reading of the ordinance is waived.

Supervisors:

Brown: Rabbitt: McGuire: Carrillo: Zane:

Ayes: Noes: Absent: Abstain:

So Ordered.

ORDINANCE NO. ____

AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SONOMA, STATE OF CALIFORNIA, AMENDING CHAPTER 18, MOTOR VEHICLES AND TRAFFIC.

The Board of Supervisors of the County of Sonoma, State of California, ordains as follows:

SECTION I. (1) Article I, In General, of Chapter 18 of the Sonoma County Code, Section 18-1, Regulation of traffic on County owned and controlled property, (2) Article II of Chapter 18 of the Sonoma County Code, Footnote (105), Editor's note, Speed Restrictions, (3) Article III of Chapter 18 of the Sonoma County Code, Footnote (106), Editor's note, Parking Regulations Generally, and (4) Article IV, Abandoned, Wrecked, Dismantled or Inoperative Vehicles, of Chapter 18 of the Sonoma County Code are hereby amended as set forth in Exhibit A, incorporated herein by this reference.

SECTION II. If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be unconstitutional and invalid, such decision shall not affect the validity of the remaining portion of this ordinance. The Board of Supervisors hereby declares that it would have passed this ordinance and every section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional or invalid.

SECTION III. This ordinance shall be and the same is hereby declared to be in full force and effect from and after thirty (30) days after the date of its passage and shall be published as follows: either (1) once before the expiration of fifteen (15) days after said passage, or (2) a summary shall be published once at least five (5) days before proposed date of passage and a summary published once within fifteen (15) days after the date of passage. All publications shall include the names of the Supervisors voting for or against the same, and shall be in a newspaper of general circulation published in the County of Sonoma, State of California, and the Clerk of the Board shall post in the office of the Clerk, a certified copy of the full text of this ordinance along with the names of those Directors voting for or against the Ordinance.

In regular session of the Board of Supervisors of the County of Sonoma introduced on the ____ day of _____, 2013, and finally passed and adopted this ____ day of _____, 2013,

(Ord. No ____ , 2013)

Exhibit A

**to Ordinance ____ Amending Chapter 18, Motor
Vehicles and Traffic of the Sonoma County Code**

I. Article 1, Sec. 18-1, Regulation of traffic on County Owned and Controlled Property, is amended to read as follows.

(a) Definitions. For the purposes of this Section 18-1 (“section”), the following words and phrases shall have the meanings respectively ascribed to them by this section unless the provision or context requires otherwise:

(1) “Bicycle” means a device upon which any person may ride, propelled exclusively by human power through a belt, chain or gears, and having one or more wheels.

(2) “Bicycle Rack” means any device installed for the purpose of securing bicycles only.

(3) “Block” means a section of roadway, including the area immediately adjacent to the curb, between two intersections.

(4) “Boot” describes a device that is attached to the wheel of a Vehicle to restrict movement, allowing fines to be cleared before removal. Device must be manually removed from authorizing personnel.

(5) “Camper” means a structure designed to be mounted upon a motor Vehicle (as defined by Section 670 of the California Vehicle Code) and to provide facilities for Human Habitation or camping purposes.

(6) “Camping” means sleeping, cooking, setting up housekeeping, pitching a tent or other temporary shelter, and/or using camp paraphernalia, includes the verb, to “camp”.

(7) “County Administration Center” means all that real property owned or controlled by the County commonly known as the Sonoma County Administration Center and being the lands describe in the documents recorded in the Official Records in Book 2083, Page 514, Book 2272, Page 56, Book 2379, Page 535, Book 2535, Page 546, Book 2927, Page 924, and recorded as document numbers 81038465 and 85078119 of Official Records, Sonoma County Records, and more particularly described as follows:

Beginning at the intersection of the westerly line of Mendocino Avenue with the centerline of Paulin Creek, said point being the southeast corner of the lands of the County of Sonoma; thence westerly along the centerline of Paulin Creek to the northeasterly right-of-way line of the U.S. 101 Freeway; thence northwesterly along the

northeasterly right-of-way line of said U.S. 101 Freeway to the northwest corner of the land of the County of Sonoma; thence easterly along the northerly line of said lands of the County of Sonoma to the southwesterly line of Mendocino Avenue; thence southeasterly along the southwesterly line of Mendocino to the point of beginning.

(8) "County Affiliated Employee" means a County Employee, an employee of a special district or agency in which the majority of directors is composed of members of the Sonoma County Board of Supervisors, or a state of California employee receiving monetary compensation for such employment through the State of California Superior Court System.

(9) "County Employee" means any individual who is currently employed by the County of Sonoma and who is receiving monetary compensation for such employment through the Auditor/Controller Payroll division of the County of Sonoma. A contractor who receives compensation through contract is not considered a "County Employee."

(10) "County Property" means any and all real property, including but not limited to roads, owned or directly controlled by the County pursuant to a property interest or other legal mechanism, and includes but may not be limited to the County Administration Center, the Sonoma County Airport, and all parks owned or operated by the County ("County Park" or "Park").

(11) "County Parking Plan" or "Parking Plan" means that certain plan in diagram form entitled "Sonoma County Parking Plan" prepared and from time to time revised by the Director of General Services pursuant to this section.

(12) "Director of General Services" means the Director of General Services of the County, or his designee.

(13) "Employee Recognition Parking Program" means the special recognition parking program for County Affiliated Employees established by the Management Advisory Council and administered by the Director of General Services.

(14) "Freight" means any object weighing ten or more pounds.

(15) "Human Habitation" means spending three or more consecutive hours in a single or nearby location for the purpose of cooking, eating, cleaning, resting, recreating and/or sleeping.

(16) "Management Advisory Council" means the Sonoma County Management Advisory Council selected by the department heads of the County from among their membership.

(17) "Overnight" means a period of over 30 minutes between the hours of 12:00 a.m. to 5:00 a.m.

(18) "Parking Enforcement Officer" means the Director of General Services or a County Employee or duly authorized representative designated by the Director of General Services.

(19) "Parking Meter Zone" means a portion or portions of streets or lots described and established as zones within which the parking of Vehicles shall be controlled, regulated and inspected with the aid of timing devices or meters, here in referred to as "parking meters" or "meters."

(20) "Reserved Parking Permit" means a written permit issued by the Director of General Services to park in an assigned, unassigned or special parking zone or zones.

(21) "Ridesharing Program" means the ridesharing program for County Affiliated Employees established by the Management Advisory Council and administered by the Director of General Services.

(22) "Routine and Frequent" means a minimum of multiple times per day, and/or multiple days per regular workweek. Personal time (i.e. lunch, break, etc.) is excluded from this definition.

(23) "Satellite Offices" means a facility or group of facilities that are operated by the County located off the grounds of the County Administration Center.

(24) "Sheriff's Office" means the Sonoma County Sheriff's Office".

(25) "Temporary Parking Permit" means a permit limited in time to park in a timed parking zone during the time limit without citation.

(26) "Traffic" includes pedestrians, ridden animals, Vehicles, street cars, and other conveyances (including bicycles and skateboards), either singly or together, while using any highway .

(27) "Vehicle" means a device by which any person or property may be propelled, moved or drawn upon a highway, excepting a device moved exclusively by human power or used exclusively upon stationary rails or tracks. "Vehicle" includes but is not limited to an automobile, motorcycle, trailer, or boat or other property on a trailer.

(28) "Vehicle Code" means the California Vehicle Code.

(29) "Visitor" means any individual who is not a County Affiliated Employee or other person performing work duties for the County during the relevant time period. County Affiliated Employees or other persons who are conducting personal business during the relevant time period fall

within the definition of “Visitor.”

(b) Applicability of Vehicle Code. All the provisions of the Vehicle Code relating to Traffic upon the highways shall be applicable to the Traffic upon the driveways, paths, parking facilities, and grounds of County Property. Such provisions are additive to the provisions of this section and may be enforced as a violation of this section.

(c) Parking Regulations. No person shall stop, park, or leave standing any Vehicle, whether attended or unattended, upon the driveways, paths, parking facilities, or grounds of County Property, except upon and subject to the following regulations and special conditions. Violation of the following parking regulations is subject to enforcement, including but not limited to, issuance of a traffic citation and payment of a penalty, and/or towing of the Vehicle at the owner’s expense, in accordance with requirements specified in or authorized by this section.

(1) The Director of General Services shall have the authority to erect signs, place parking meters and cause the curbs and parking facilities on County Property to be marked in accordance with these Parking Regulations, the County Parking Plan and Vehicle Code sections 21400, 21458, 22511.7, and 22511.8. When authorized signs, parking meters or curb markings have been determined by the Director of General Services to be necessary and are in place giving notice thereof, no operator of any Vehicle shall stop, stand or park such Vehicle in the area designated by such sign, parking meter or curb marking in violation thereof. The Parking Plan shall be prepared and may from time to time be revised by the Director of General Services consistent with this section and the policies, procedures, and programs of the County pertaining to Traffic regulation and enforcement on County Property. The Parking Plan in its present or hereafter current form is hereby adopted and incorporated by reference as fully as if set out at full length herein. The Director of General Services shall designate the areas on County Property subject to the following parking regulations. Such designated areas shall be specified on the Parking Plan.:- Parking signs may address but are not limited to the following parking situations:

(i) No Parking. In those areas so designated, parking shall be prohibited at all times. When such curb markings or signs are in place, no operator of any Vehicle shall stop, stand or park such Vehicle adjacent to any such curb markings or sign.

(ii) Freight Loading. In those areas so designated, parking shall be restricted to Vehicles engaged in loading or unloading freight, and then only for the time actually necessary for the same, but not to exceed a maximum period of thirty (30) consecutive minutes. Freight loading zones shall have yellow curb markings. No person shall stop, stand, or park a Vehicle in any Freight loading zone for any purpose other than loading or unloading Freight. Vehicles loading or unloading Freight must also have a permit or valid commercial licensed plates.

(iii) Passenger Loading. In those areas so designated, parking shall be restricted to Vehicles engaged in loading or unloading passengers, and then only for the time actually necessary for the same, but not to exceed a maximum period of thirty (30) consecutive minutes, unless another time is specified. Passenger loading zones shall have white curb markings. No person shall stop, stand, or park a Vehicle in any passenger loading zone for any purpose other than loading or unloading passengers. The driver of the Vehicle must stay with the Vehicle while parked in the passenger loading area.

(iv) Visitor Parking. In those areas so designated, only Visitors are allowed to park, subject to any times designated.

(v) Timed Parking Zones. Parking shall be limited to the times designated in the following time limited parking zones. Green curb markings shall indicate that a timed parking zone is applicable, and signs shall specify the time limit. Such limitations shall apply between the hours of 7:00 a.m. and 6:00 p.m., except Saturdays, Sundays, and County-observed holidays, unless further designated as applying for a longer period up to twenty-four (24) hours or further designated as applying during weekend days or holidays. In all parking time zones, a Vehicle must leave the Block and timed parking zone after parking once the posted time has expired and may not return to this Block/zone for a minimum of two (2) hours.

- a. Fifteen (15) Minutes.
- b. Thirty (30) Minutes.
- c. One (1) Hour.
- d. Ninety (90) Minutes.
- e. Two (2) Hours.
- f. Three (3) Hours.
- g. Four (4) Hours.

(vi) Handicapped or Disabled. In those areas so designated, parking shall be limited exclusively to the Vehicles of physically handicapped or disabled persons as described in Vehicle Code section 22511.5.

(vii) Reserved Permit Required. In those areas so designated, parking shall be limited exclusively to Vehicles issued Reserved Parking Permits pursuant to this section. A Reserved Parking Permit is only valid in reserved lot(s) and/or space(s) assigned to the permit. "Reserved Permit -Assigned" describes a permit to park in a specific parking space or may be used to designate a specific parking space. "Reserved Permit -Unassigned" describes a permit to park anywhere in a specific parking

area, or may be used to designate a parking area.

(viii) Authorized Emergency Vehicles Only. In those areas so designated, parking shall be limited exclusively to authorized emergency Vehicles of the Sheriff's Office and other authorized law enforcement agencies.

(2) Vehicles on County Property must comply with the following additional parking requirements.

(i) No Overnight Parking. Overnight parking means stopping, standing or parking a Vehicle for a period of over thirty (30) minutes between the hours of 12:00 p.m. and 5:00 a.m. No overnight parking is permitted on County Property, except in those areas designated as reserved for County Affiliated Employees with the proper permit that work evening or night shift, or in those areas designated for County owned Vehicles, or for those persons with a valid County overnight parking permit which is displayed on the Vehicle.

(ii) Illegal Parking. No operator of any Vehicle shall stop, stand, park or leave standing such Vehicle in any of the following places, except when necessary to avoid a conflict with other traffic or in compliance with the direction of a peace officer or other authorized officer or traffic sign or signal:

a. Within any divisional island unless authorized and clearly indicated with appropriate signs or markings;

b. On either side of any street between the projected property lines of any public walk, public steps, street or thoroughfare terminating at such street, when such area is indicated by appropriate signs or red paint upon the curb surface;

c. In an area where the Director of General Services or designee determine that the parking or stopping of a Vehicle would constitute a traffic hazard or would endanger life or property, when such area is indicated by appropriate signs or by red paint upon the curb surface;

d. In any area designated by the Director of General Services or designee as a no parking area, when such area is indicated by appropriate signs or by red paint upon the surface;

e. Upon, along or across any railway track in such manner as to hinder, delay or obstruct the movement of any Vehicle traveling upon such track;

f. In any area where the parking, standing or stopping of any Vehicle would constitute a traffic hazard or would endanger life or property;

g. On any street or highway where the use of such street or highway or a portion thereof is necessary for the cleaning, repair or construction of the street or highway or the installation of underground utilities or where the use of the street or highway or any portion thereof is authorized for a purpose other than the normal flow of traffic or where the use of the street or highway or any portion thereof is necessary for the movement of equipment, articles or structures of unusual size, and the parking of such Vehicle would prohibit or interfere with such use or movement; provided, that the signs giving notice of such no parking are erected or placed at least twenty-four hours prior to the effective time of such no parking;

h. At any place within twenty feet of a point on the curb immediately opposite the middle Block end of a safety zone, when such place is indicated by appropriate signs or by red paint upon the curb surface;

i. At any place within twenty feet of a crosswalk at an intersection except that a bus may stop at a designated bus stop;

j. Within twenty feet of the approach to any traffic signal, stop sign or official electric flashing device.

(iii) Parallel Parking.

a. Where otherwise permitted, parking must be parallel to the roadway unless diagonal parking is designated.

b. Every Vehicle stopped or parked upon a roadway where there are adjacent curbs shall be stopped or parked within 18 inches of the right-hand curb, except that motorcycles shall be parked with at least one wheel or fender touching the right-hand curb.

c. For slopes above 15%, the front wheels must be turned at an angle of 30% toward the right side of the roadway/curb for down hill slopes and away from the right side of the roadway/curb for up hill slopes.

d. No parking opposite the flow of traffic on the roadway is permitted.

(iv) Diagonal Parking. No diagonal parking along roadways is permitted unless diagonal parking is specifically designated. On any street or lot when signs or pavement markings are in place indicating diagonal parking, parking of Vehicles must be in accordance with the following requirements.

a. The Vehicle must be parked at the angle to the curb indicated by signs or pavement markings allotting space to park Vehicles and entirely within the limits of said allotted space.

b. The Vehicle must be parked with the front wheel nearest the curb within six (6) inches of said curb.

c. The Vehicle must be parked in the same direction as traffic flow.

(v) Unattended Vehicle – Engine Running and Emergency Brake Not Engaged. No person driving, or in control of, or in charge of, a motor Vehicle shall permit it to stand on any street or lot unattended without first effectively setting the brakes thereon and stopping the motor thereof.

(vi) Parking within fifteen (15) feet of a Fire Hydrant. No person shall stop, park, or leave standing any Vehicle within 15 feet of a fire hydrant except if the Vehicle is owned or operated by a fire department and is clearly marked as a fire department Vehicle.

(vii) Not Within a Designated Space. Vehicles parked on County Property must be parked in such a way that all wheels are within the delineators that are painted on the road surface designating the parking space. It is unlawful to park any Vehicle across any such line or marking, or to park a Vehicle in such a position that it will not be entirely within the space designated by such lines or markings regardless if a space is adjacent to another parking space or not. This includes no parking off pavement, on vegetation or on dirt areas.

(viii) Use of Streets for Repairing Vehicles. No person shall construct or cause to be constructed, repair or cause to be repaired, grease or cause to be greased, dismantle or cause to be dismantled any Vehicle or any part thereof upon County Property, which includes but is not limited to any street, driveway or roadway falling within the definition of County Property. Temporary emergency repairs may be made.

(ix) Parking in/on Crosswalk. No person shall stop, park or leave standing any Vehicle whether attended or unattended within 20 ft of a crosswalk.

(x) Parking on Sidewalk. No person shall stop, park or leave standing any Vehicle whether attended or unattended on any portion of a sidewalk or with the body of the Vehicle extended over any portion of a sidewalk.

(xi) Obstructing Traffic. No person shall stop, park or leave standing any Vehicle whether attended or unattended alongside or opposite any street, when stopping, standing or parking would obstruct traffic.

(xii) Double Parking. No person shall stop, park or leave standing any Vehicle whether attended or unattended on the roadway side of any Vehicle

stopped, parked or standing at the curb edge of a street/roadway except for a school bus when stopped to load or unload pupils.

(xiii) Parking in a Red Zone. Red curb or red painting shall mean no stopping, standing or parking at any time except that a bus may stop in a red zone marked or signed as a bus zone.

(xiv) Parking in a Fire Lane. No person shall stop, park or leave standing any Vehicle whether attended or unattended at any curb, or in any location in a publicly or privately owned and operated off-street parking facility designated as a fire lane. The designation shall be indicated by a sign posted or by outlining or painting the place in red and in contrasting color marking the place with the words “fire lane”.

(xv) Removing a Chalk Mark or Other Designation. It is unlawful for any person to remove, obstruct or obscure a chalk mark or other mark or designation with the intent to restart the time in a posted time zone or on any street where the officer needs to ensure a Vehicle has not been parked over 72-hours. Removing a chalk mark can be, but is not limited to; physically wiping the chalk mark off, moving Vehicle in or out of a space enough to block the chalk mark from view, moving the Vehicle into another space in the same Block or zone.

(xvi) Blocking an Intersection. A driver shall not enter an intersection or marked crosswalk unless there is sufficient space on the other side of the intersection or marked crosswalk to accommodate the Vehicle driven without obstructing the through passage of Vehicles from either side.

(xvii) Parking within 7 1/2 ft of Train Track. No person shall stop, stand or park a Vehicle upon any railroad track or within 7 1/2 feet of the nearest rail.

(xviii) Parking within 15 feet of Fire Driveway. No person shall stop, park or leave standing any Vehicle attended or unattended within fifteen (15) feet of a fire station or emergency services driveway.

(xix) Obstruct Sight Distance Over Six Feet Or More Within 100 Feet Of Intersection. No person shall stop, stand, or park any Vehicle any part of which, including any load thereon, exceeds six feet in height at any time during the day or night at any location on County Property within 100 feet of any intersecting street or alley.

(xx) Parking in a Closed County Park. No person shall stop, stand, or park a Vehicle after posted County Park closing times, unless the person has a valid overnight parking permit which must be displayed on the Vehicle.

(xxi) Parking Off Pavement. No person shall stop, stand or park a Vehicle off pavement, on vegetation, on beach areas or on dirt areas in a County Park or other County Property, unless such parking is specifically designated.

(xxii) Non-Payment of Overnight Fees in a County Park.

No person shall stop, stand or park any Vehicle overnight without paying overnight fees prior to overnight stay in a County Park.

(xxiii) Non-Payment of Day Use Fees in a County Park.

No person shall stop, stand or park any Vehicle in a County Park without paying the day use fee upon entrance or visibly displaying a valid parking permit issued by the County. If an County Employee or authorized representative is not available at the entrance, the day use fee must be paid by using the self-pay iron ranger or automated pay station prior to using the park facilities.

(xxiv) Non-Payment of Airport Fees. No person shall stop, stand, or park any Vehicle at the Sonoma County Airport without paying lot usage fees (on lots posted) upon exiting.

(xxv) Commercial Vehicle upon Residential Street. No person shall stop, stand, park or otherwise leave unattended any truck or trailer type Vehicle upon any residential street except during the loading or unloading thereof. This restriction shall apply to those trucks or trailers that are larger in size or carrying capacity than the standard pick-up truck type Vehicle which is defined as 10,000 pounds in the California Vehicle Code.

(xxvi) Parked in Excess of 72-hours. No person who owns or has possession, custody or control of any Vehicle shall park such Vehicle upon any street, roadway or parking lot for more than a consecutive period of seventy-two hours.

(xxvii) No Parking in a Bus Zone. No person shall stop, park or leave standing any Vehicle whether attended or unattended alongside curb space authorized for the loading and unloading of passengers of a bus engaged as a common carrier in local transportation when indicated by a sign or red paint on the curb.

(xxviii) Parked within 3-ft of Sidewalk/Crosswalk Ramp. No person shall stop, stand or park a Vehicle within 3 feet of that portion of a curb that has been cut down, lowered or constructed to provide wheelchair accessibility to the sidewalk.

(xxix) Use of Bike Racks. Only Bicycles may be parked in Bike Racks. Motorized Vehicles are prohibited.

(xxx) Parking Meter Zone Marking and Use of Spaces. Parking spaces shall have lines or markings painted upon the curb, street or lot adjacent to each parking meter, designating the parking space for which said meter is to be used and each Vehicle parked adjacent to any parking meter shall park within said lines or marking. It is unlawful to park any Vehicle across any such line or marking, or to park a Vehicle in such a position that it will not be entirely within the space designated by such lines or markings.

(xxxii) Parking Meter Zone Overtime Parking Prohibited. No person shall stop, park or leave standing any Vehicle whether attended or unattended upon any street or parking lot within a parking meter zone, next to which a parking meter is established, for more than the time indicated by proper signs placed on said meters or in such parking meter zone indicating the maximum parking time allowed in such parking space, or at any time as is necessary to operate the meter to show legal parking; parking is prohibited for more than the time so indicated.

(xxxiii) Meter Slugs Prohibited. It is unlawful to deposit or cause to be deposited in any parking meter any slug, device or metallic substitute for a coin of the United States; provided, however, that the use of tokens, lawfully issued by the County, in any parking meter where their use is so designated shall not be deemed to be a violation of the provisions of this section.

(xxxiv) Tampering with Meters. It is unlawful for any unauthorized person to open, or for any person to deface, injure, tamper with or willfully break, destroy or impair the usefulness of any parking meter installed pursuant to this chapter or to hitch and animals thereto.

(xxxv) Parking Vehicles Advertised "For Sale" Prohibited. It is unlawful for any person to park a Vehicle on any street for the purpose of displaying the same for sale unless the Vehicle is parked within (400) feet of the residence of the registered owner of the Vehicle.

(3) The Director of General Services is authorized to cause any Vehicle parked illegally in any area on County Property to be towed to a garage designated or maintained by the Director of General Services and there impounded subject to a lien on the Vehicle for the compensation of towage and storage costs incurred by the County as provided in Vehicle Code sections 22850 through 22851.12. The Director of General Services shall establish a schedule of maximum towing and storage costs that may be assessed against the registered owner. The registered owner shall be notified within forty-eight (48) hours that the Vehicle has been impounded and provided an opportunity for post-towing hearing as provided in Vehicle Code Sections 22852 through 22853.

(4) The Director of General Services may from time to time issue reserved parking permits for parking in those parking spaces marked "RESERVED PERMIT REQUIRED" and designated as such on the County Parking Plan. "Reserved

Permit Required” parking shall include Reserved Permit Only-Assigned, and Reserved Permit Only-Unassigned parking. Application for a Reserved Parking Permit shall be made in writing to the Director of General Services by the requesting individual. Such application shall be on a form approved by the Director of General Services, signed by the individual’s department director or designee, or in the case of a non-County Affiliated Employee, the County department director or designee requesting the permit for the individual, and shall be accompanied by a Reserved Parking Permit fee, the amount of which shall be established pursuant to subsection (h). All Reserved Parking Permits shall be for up to two years, expiring on the thirty-first (31st) day of December of their expiration year, unless specified otherwise below. The procedure for renewal of a Reserved Parking Permit shall be the same as for obtaining an original permit. Reserved Parking Permits shall consist of a receipt and a serially numbered permit stamped with an identifying number, the year of issue, the parking space for which the permit is valid, the words "County of Sonoma Reserved Parking Permit", and such other information as the Director of General Services may require. Reserved Parking Permits may incorporate necessary conditions, including the dates, times, and purposes for which the permit is valid. Reserved Parking Permits shall be issued on the basis of the availability of Reserved Permit Required parking spaces and the determination of the Director of General Services that the requesting individual falls into one of the following categories, subject to additional conditions as specified below. Reserved Parking Permits issued pursuant to this section may be rescinded by the Director of General Services at any time if the Director determines that the requirements of this section have been violated or that such action is necessary to meet a parking regulation objective.

(i) Elected County officials, County department heads, superior court judges, superior court commissioners, and County grand jury members. Such persons are eligible to receive one Reserved Permit Required parking permit unless they are a member of the Board of Supervisors, in which case they shall be eligible for two (2) Reserved Parking permits, one (1) for the Board Member and one (1) for his or her supervisory aide;

(ii) County Affiliated Employees with assigned County Vehicles who have significant field responsibility which requires close access to a specific building on County Property and/or frequent trips to and from County Property during normal business hours;

(iii) County Affiliated Employees who use their personal Vehicles for County business on a routine and frequent basis (minimum of three (3) days a week);

(iv) County Affiliated Employees who work late shifts and whose safety might be compromised by parking in a remote location. Such persons may be eligible for an unassigned-reserved permit during such times that safety might be compromised;

(v) County Affiliated Employees participating in the Ridesharing Program. Such individuals are eligible for an Reserved Permit Required

permit which may be used only when the Vehicle transports two (2) or more people to and from the County Administration Center a minimum of three (3) days a week;

(vi) County Affiliated Employees who have a temporary physical disability which requires close access to a specific building on County Property and whose treating physician provides written verification of need to the Director of General Services. Such permit may be issued for a time period of up to three months and may be renewed;

(vii) Commercial vendors and private contractors providing goods and services to the County whose functions require close and continuous access to a specific building on County Property. A Reserved Parking Permit may be issued to such persons for a limited time. Applications will be considered for approval on a case-by-case basis, pending provision of sufficient evidence that the requested permit will only be used for County business and in compliance with the requirements of this section. Any Reserved Parking Permit issued pursuant to this section will be void if used for any purpose unrelated to County business;

(viii) Duly accredited representatives of the press or other news media who attend and report on meetings of the Board of Supervisors as part of their job assignment; A Reserved Parking Permit may be issued to such persons for a limited time or for a period of time during the day. Applications will be considered for approval on a case-by-case basis, and the total overall number may be limited. Any Reserved Parking Permit issued pursuant to this section will be void if used for any purpose unrelated to attending and reporting on meetings of the Board of Supervisors as part of press representative's job assignment.

(ix) County Affiliated Employees who work at satellite offices and need to come to the County Administration Center to conduct County business;

(x) Such other categories of County Affiliated Employees or other persons designated by the Board of Supervisors pursuant to subsection of this section.

(5) The Director of General Services may from time to time issue temporary parking permits for parking in timed parking zones without citation. Application for a temporary parking permit shall be made in writing to the Director of General Services by the requesting individual. Such application shall be on a form approved by the Director of General Services and shall be accompanied by a temporary parking permit fee, the amount of which shall be established pursuant to subsection (h) of this section. All temporary parking permits shall be temporary, valid only for the dates shown on the permit. The procedure for renewal of a temporary parking permit shall be the same as for obtaining an original permit. Temporary parking permits shall consist of a receipt and a serially numbered permit stamped with an identifying number,

the dates for which the permit is valid, the words "County of Sonoma Temporary Parking Permit," and such other information as the Director of General Services may require. Temporary parking permits may incorporate necessary conditions, including the locations and purposes for which the permit is valid. Temporary parking permits shall be issued on the basis of the availability of timed parking zone spaces and the determination of the Director of General Services that the requesting individual falls into one of the following categories:

(i) Members of County boards and commissions, administrative hearing officers, jurors, and persons participating in legal or administrative proceedings at the request of the County;

(ii) County Affiliated Employees who are being recognized as part of the Employee Recognition Parking Program;

(iii) County Affiliated Employees who have a temporary physical disability which requires close access to a specific building on County Property and whose treating physician provides written verification of need to the Director of General Services;

(iv) Commercial vendors and private contractors providing goods and services to the county whose functions require close and continuous access to a specific building on County Property;

(v) Any other person who can demonstrate to the satisfaction of the Director of General Services that he or she has a temporary need for close and continuous access to a specific building on County Property;

(6) The Director of General Services may from time to time grant permission to the Sheriff's Office and other bona fide law enforcement agencies to park in those areas marked with a sign or other marking indicating "Sheriff's Vehicles Only and/or Emergency Vehicles Only and/or Transporting Officers Only and designated as such on the county parking plan.

(7) The Director of General Services shall cause copies of this section and the County Parking Plan to be maintained and available for public inspection at the office of the Director of General Services.

(8) The Director of General Services shall report to the Management Advisory Council on a regular basis concerning the status of parking regulation and enforcement on County Property. The Management Advisory Council shall provide advice and assistance to the Director of General Services in developing and recommending parking regulation and enforcement policies, procedures and programs to the Board of Supervisors, and in resolving parking regulation and enforcement disputes involving County Affiliated Employees.

(d) No person shall occupy or permit the use of occupancy of any Vehicle or Camper for Human Habitation, including, but not limited to, sleeping, eating, or resting, either singly or in groups, upon the sidewalks, driveways, paths, parking facilities, or grounds of County Property, without a permit or in designated areas.

(e) No person shall engage in roller skating or ride or propel any skateboard upon the sidewalks, driveways, paths, parking facilities, or grounds of County Property without the prior written consent of the Director of General Services.

(f) The Director of General Services shall cause signs giving notice of the regulations and special conditions imposed under this section to be erected and maintained in appropriate locations on County Property.

(g) The Board of Supervisors shall establish, by resolution, fines for parking violations on County Property.

(h) The Board of Supervisors may from time to time by resolution establish a schedule of fees and charges for parking permits issued under this section and for public parking on County Property.

(i) The Board of Supervisors may from time to time by ordinance, resolution, or other legislative enactments, whichever may be appropriate, adopt additional parking regulation and enforcement standards and criteria for County Property.

(j) The Parking Enforcement Officer shall be responsible for enforcing this section and for issuing citations for violations of its provisions.

(k) Any person who violates or fails to comply with any provision of this section is guilty of an infraction as provided in Vehicle Code Section 40000.1.

(l) Any person with more than five (5) unpaid parking citations will be subject to their Vehicle being “booted”. All fees must be cleared before boot is removed.

(Ord. No. 4717 §1, 1993; Ord. No. _____ §1, 2013)

II. Footnote (105), Editor’s note to Article II, Speed Restrictions, is amended as follows:

***Editor’s Note:** Ordinances pertaining to vehicular speed restrictions are not set forth in this code but have been adopted as Ordinance 664 and amendments thereto. Such ordinances will be found on file in the office of the clerk of the Board of supervisors. For state law as to decreasing local speed limits on state highways, see Veh. C. § 22358.*

III. Footnote (106), Editor’s note to Article III, Parking Regulations Generally, is amended to read as follows:

Editor's note: In addition to Chapter 18 of this code, Ordinance 2300 and amendments thereto have been adopted by the County as uncodified ordinances-not set forth in this code; to address and implement vehicular parking regulations and requirements, among other things, specified in the California Vehicle Code. Such ordinances will be found on file in the office of the clerk of the Board of Supervisors.

IV. Article IV, Abandoned, Wrecked, Dismantled or Inoperative Vehicles, Sections 18-4, *et seq.*, is amended to read as follows:

Sec. 18-4. - Findings and declarations.

In addition to and in accordance with the determination made and the authority granted by the state under section 22660 of the Vehicle Code to remove abandoned, wrecked, dismantled or inoperative Vehicles or parts thereof as public nuisances, the Board of Supervisors of the county hereby make the following findings and declarations:

The accumulation and storage of abandoned, wrecked, dismantled or inoperative Vehicles or parts thereof on private or public property not including highways is hereby found to create a condition tending to reduce the value of private property, to promote blight and deterioration, to invite plundering, to create fire hazards, to constitute an attractive nuisance creating a hazard to the health and safety of minors, to create a harborage for rodents and insects and to be injurious to the health, safety and general welfare. Therefore the presence of an abandoned, wrecked, dismantled or inoperative Vehicle or part thereof, on private or public property not including highways, except as expressly hereinafter permitted, is hereby declared to constitute a public nuisance which may be abated as such in accordance with the provisions of this article.

(Ord. No. 1176 § 1.)

Sec. 18-5. - Definitions.

For the purposes of this article, the following words and phrases shall have the meanings respectively ascribed to them by this section:

“Abandoned Vehicle”. A Vehicle or parts thereof that is parked, stored or left on public or private property within the County which is abandoned, wrecked, dismantled or in inoperative condition for a period in excess of seventy-two or more consecutive hours, unless falling within an exemption specified in Section 18-14.

“County abandoned Vehicle hearing officer”. The county abandoned Vehicle hearing officer shall be that person designated by the Board of Supervisors by resolution.

“Highway”. A way or place of whatever nature, publicly maintained and open to the use of the public for purposes of vehicular travel. The term includes street.

“Public property”. The term does not include "highway."

“Vehicle”. A device by which any person or property may be propelled, moved or drawn upon a highway, except a device moved by human power or used exclusively upon stationary rails or tracks. “Vehicle” includes but is not limited to an automobile, motorcycle, trailer, or boat or other property on a trailer.

(Ord. No. 1806 § 1; Ord. No. _____ §3, 2013)

Sec. 18-6. - Authority to enter property.

The county zoning enforcement officer, or any person authorized by him, shall be authorized to enter upon private property or public property to remove or cause the removal of a Vehicle or parts thereof declared to be a nuisance pursuant to this article.

(Ord. No. 1806 § 2.)

Sec. 18-7. - Administrative costs.

The county abandoned Vehicle hearing officer shall from time to time determine and fix and amount to be assessed as administrative costs and removal costs under this article. Such costs shall be approved by resolution of the Board of Supervisors.

(Ord. No. 1806 § 3; Ord. No. _____ §3, 2013)

Sec. 18-8. - Required notices.

Not less than a ten day notice of intention to abate and remove a Vehicle or part thereof as a public nuisance shall be required prior to abatement and removal, unless the property owner and the owner of the Vehicle have signed releases authorizing removal and waiving further interest in the Vehicle or part thereof. Such notice shall contain a statement of the hearing rights of the owner of the property on which the Vehicle is located and the owner of the Vehicle. The statement shall include notice to the property owner that he may appear in person at a hearing or may present a sworn written statement denying responsibility for the presence of the Vehicle of the land, and that he or she has not subsequently acquiesced to the presence of the Vehicle, with his reasons for such denial, in lieu of appearing. If the County abandoned Vehicle hearing officer determines at the hearing that the Vehicle was placed on the land without the consent of the landowner and that he or she has not subsequently acquiesced to its presence, then the County abandoned hearing officer shall not assess costs of administration or removal of the Vehicle against the property upon which the Vehicle is located or otherwise attempt to collect those costs from the landowner. The notice of intention to abate shall be mailed, by registered or certified mail, to the owner of the land as shown on the last equalized assessment roll and to the last registered and legal owner of record unless the

Vehicle is in such condition that identification numbers are not available to determine ownership.

(Ord. No. 1806 § ; Ord. No. _____ §3, 2013)

Sec. 18-9. - Hearing—Notice to owner.

A public hearing shall be held on the question of abatement and removal of the Vehicle or part thereof as an abandoned, wrecked, dismantled or inoperative Vehicle and the assessment of the administrative costs and the cost of removal of the Vehicle or part thereof against the property on which it is located if (1) a written request for such a hearing is made by the owner of the Vehicle or the owner of the land upon which the Vehicle was located to the Sonoma County zoning enforcement officer and (2) such written request is made within ten days after the mailing of notice of intention to abate and remove the Vehicle. If the owner of the land on which the Vehicle is located submits a sworn written statement denying responsibility for the presence of the Vehicle on his or her land within that time period, this statement shall be construed as a request for hearing that does not require the presence of the owner submitting the request. If the request is not received within that period, the appropriate public body, agency or officer shall have the authority to remove the Vehicle. Notice of hearing shall be mailed at least ten days before the hearing by certified mail, with a five-day return requested, to the owner of the land as shown on the last equalized county assessment roll and to the last registered and legal owner of record unless the Vehicle is in such condition that identification numbers are not available to determine ownership.

(Ord. No. 1806 § 5; Ord. No. _____ §3, 2013)

Sec. 18-10. - Same—County abandoned Vehicle hearing officer to hear facts and testimony, impose conditions, etc.

All hearing under this article shall be held before the county abandoned Vehicle hearing officer who shall hear all facts and testimony he deems pertinent. Such facts and testimony may include testimony on the condition of the Vehicle or part thereof and the circumstances concerning its location on private property or public property. The abandoned Vehicle hearing officer shall not be limited by the technical rules of evidence. The owner of the land on which the Vehicle is located may appear in person at the hearing or present a written statement for consideration at the hearing, and deny responsibility for the presence of the Vehicle on the land, with his reasons for such denial.

The abandoned Vehicle hearing officer may impose such conditions and take such other action as he deems appropriate, under the circumstances to carry out the purpose of this article. He may delay the time for removal of the Vehicle or part thereof if, in his

opinion, the circumstances justify it. At the conclusion of the public hearing, the abandoned Vehicle hearing officer may find that a Vehicle or part thereof has been abandoned, wrecked, dismantled or is inoperative on private or public property and order the same removed from the property as a public nuisance and dispose of as hereafter provided and determine the administrative cost and the cost of removal to be charged against the owner of the parcel of land on which the Vehicle or part thereof is located. The order requiring removal shall include a description of the Vehicle or part thereof and the correct identification number and license number of the Vehicle if available.

If it is determined at the hearing that the Vehicle was placed on the land without the consent of the landowner and that he has not subsequently acquiesced in its presence, the abandoned Vehicle hearing officer shall not assess costs of administration or removal of the Vehicle against the property upon which the Vehicle is located or otherwise attempt to collect such cost from such land owner.

(Ord. No. 1806 § 6.)

Sec. 18-11. - Disposal; removed Vehicles not to be reconstructed or made operable.

Five days after adoption of the order declaring the Vehicle or part thereof to be a public nuisance, the Vehicles or parts thereof may be disposed of by removal to a scrapyard or automobile dismantler's yard. After a Vehicle has been removed it shall not thereafter be reconstructed or made operable, unless it is a Vehicle that qualifies for either horseless carriage license plates or historical Vehicle license plates, pursuant to Section 5004 of the Vehicle Code, in which case the Vehicle may be reconstructed or made operable.

(Ord. No. 1806 § 7; Ord. No. _____ §3, 2013)

Sec. 18-12. - Notice and transmission of evidence of registration to department of motor Vehicles.

Within five days after the date of removal of the Vehicle or part thereof, notice shall be given to the department of motor Vehicles identifying the Vehicle or part thereof removed. At the same time there shall be transmitted to the department of motor Vehicles any evidence of registration available, including registration certificates, certificates of title and license plates.

(Ord. No. 1176 § 11.)

Sec. 18-13. - Delinquent costs assessed against land; collection and priority of assessment.

If the administrative costs and the removal and fines which are charged against the owner of a parcel of land pursuant to section 18-7 or section 18-40 are not paid within thirty days of the date of the order, or the final disposition of an appeal therefrom, such costs shall be assessed against the parcel of land pursuant to section 25845 of the Government Code and shall be transmitted to the auditor and tax collector for collection. Such assessment shall have the same priority as other taxes.

(Ord. No. 1176 § 12; Ord. No. _____ §3, 2013)

Sec. 18-14. - Exemptions.

This article shall not apply to:

- (a) A Vehicle or part thereof which is completely enclosed within a building in a lawful manner where it is not visible from the street or other public or private property.
- (b) A Vehicle or part thereof which is stored or parked in a lawful manner on private property in connection with the business of a licensed dismantle; licensed Vehicle dealer a junk dealer, or when such storage or parking is necessary to the operation of a lawfully conducted business or commercial enterprise.

Nothing in this section shall authorize the maintenance of a public or private nuisance as defined under provisions of law other than chapter 10 (commencing with section 22650) of division 11 of the Vehicle Code and this article.

(Ord. No. 1176 § 2; Ord. No. _____ §3, 2013)

Sec. 18-15. - Administration and enforcement of article.

Except as otherwise provided herein, the provisions of this article shall be administered and enforced by the county zoning enforcement officer or his authorized assistants. In the enforcement of this article such officer and his assistant may enter upon private or public property to examine a Vehicle or parts thereof, or obtain information as to the identity of a Vehicle and to remove or cause the removal of a Vehicle or part thereof, declared to be a nuisance pursuant to this article. (Ord. No. 1806 § 8.). This chapter may also be enforced by the California Highway Patrol.

(Ord. No. 1667 § 2.)

Sec. 18-16. - Article not exclusive.

This article is not the exclusive regulation of abandoned, wrecked, dismantled or inoperative Vehicles within the unincorporated area of the county. It shall supplement and be in addition to the other regulatory codes, statues, and ordinances heretofore or hereafter enacted by the county, the state, or any other legal entity or agency having jurisdiction.

(Ord. No. 1176 § 3.)

ORDINANCE NO. ____

AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SONOMA, STATE OF CALIFORNIA, AMENDING CHAPTER 18, MOTOR VEHICLES AND TRAFFIC.

The Board of Supervisors of the County of Sonoma, State of California, ordains as follows:

SECTION I. (1) Article I, In General, of Chapter 18 of the Sonoma County Code, Section 18-1, Regulation of traffic on County owned and controlled property, (2) Article II of Chapter 18 of the Sonoma County Code, Footnote (105), Editor's note, Speed Restrictions, (3) Article III of Chapter 18 of the Sonoma County Code, Footnote (106), Editor's note, Parking Regulations Generally, and (4) Article IV, Abandoned, Wrecked, Dismantled or Inoperative Vehicles, of Chapter 18 of the Sonoma County Code are hereby amended as set forth in Exhibit A, incorporated herein by this reference.

SECTION II. If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be unconstitutional and invalid, such decision shall not affect the validity of the remaining portion of this ordinance. The Board of Supervisors hereby declares that it would have passed this ordinance and every section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional or invalid.

SECTION III. This ordinance shall be and the same is hereby declared to be in full force and effect from and after thirty (30) days after the date of its passage and shall be published as follows: either (1) once before the expiration of fifteen (15) days after said passage, or (2) a summary shall be published once at least five (5) days before proposed date of passage and a summary published once within fifteen (15) days after the date of passage. All publications shall include the names of the Supervisors voting for or against the same, and shall be in a newspaper of general circulation published in the County of Sonoma, State of California, and the Clerk of the Board shall post in the office of the Clerk, a certified copy of the full text of this ordinance along with the names of those Directors voting for or against the Ordinance.

In regular session of the Board of Supervisors of the County of Sonoma introduced on the ____ day of _____, 2013, and finally passed and adopted this ____ day of _____, 2013,

(Ord. No ____ , 2013)

Exhibit A

to Ordinance ____ Amending Chapter 18, Motor Vehicles and Traffic of the Sonoma County Code

I. Article 1, Sec. 18-1, Regulation of traffic on County Owned and Controlled Property, is amended to read as follows.

(a) Definitions. For the purposes of this Section 18-1 (“section”), the following words and phrases shall have the meanings respectively ascribed to them by this section ~~subdivision~~ unless the provision or context requires otherwise:

(1) “Bicycle” means a device upon which any person may ride, propelled exclusively by human power through a belt, chain or gears, and having one or more wheels.

(2) “Bicycle Rack” means any device installed for the purpose of securing bicycles only.

(3) “Block” means a section of roadway, including the area immediately adjacent to the curb, between two intersections.

(4) “Boot” describes a device that is attached to the wheel of a Vehicle to restrict movement, allowing fines to be cleared before removal. Device must be manually removed from authorizing personnel.

(4)(5) “Camper” means a structure designed to be mounted upon a motor Vehicle (as defined by Section 670 of the California Vehicle Code) and to provide facilities for human habitation or camping purposes.

(6) “Camping” means sleeping, cooking, setting up housekeeping, pitching a tent or other temporary shelter, and/or using camp paraphernalia, includes the verb, to “camp”.

(7) “County Administration Center” means all that real property owned or controlled by the County commonly known as the Sonoma County Administration Center and being the lands describe in the documents recorded in the Official Records in Book 2083, Page 514, Book 2272, Page 56, Book 2379, Page 535, Book 2535, Page 546, Book 2927, Page 924, and recorded as document numbers 81038465 and 85078119 of Official Records, Sonoma County Records, and more particularly described as follows:

Beginning at the intersection of the westerly line of Mendocino Avenue with the centerline of Paulin Creek, said point being the southeast corner of the lands of the County of Sonoma; thence westerly along the centerline of Paulin Creek to the

northeasterly right-of-way line of the U.S. 101 Freeway; thence northwesterly along the northeasterly right-of-way line of said U.S. 101 Freeway to the northwest corner of the land of the County of Sonoma; thence easterly along the northerly line of said lands of the County of Sonoma to the southwesterly line of Mendocino Avenue; thence southeasterly along the southwesterly line of Mendocino to the point of beginning.

(8) “County Affiliated Employee” means a County Employee, an employee of a special district or agency in which the majority of directors is composed of members of the Sonoma County Board of Supervisors, or a state of California employee receiving monetary compensation for such employment through the State of California Superior Court System.

(9) “County Employee” means any individual who is currently employed by the County of Sonoma and who is receiving monetary compensation for such employment through the Auditor/Controller Payroll division of the County of Sonoma. A contractor who receives compensation through contract is not considered a “County Employee.”

(2)(10) "County Property" means any and all real property, including but not limited to roads, owned or directly controlled by the County pursuant to a property interest or other legal mechanism, and includes but may not be limited to the County Administration Center, the Sonoma County Airport, and all parks owned or operated by the County (“County Park” or “Park”).

(3)(11) "County Parking Plan" or "Parking Plan" means that certain plan in diagram form entitled "Sonoma County Parking Plan" prepared and from time to time revised by the Director of General Services pursuant to this section.

(4)(12) "Director of General Services" means the Director of General Services of the County, or his designee.

(5)(13) "Employee Recognition Parking Program" means the special recognition parking program for County Affiliated Employees established by the Management Advisory Council and administered by the Director of General Services.

(14) “Freight” means any object weighing ten or more pounds.

(14) “General Parking” means parking for the general public, which includes but is not limited to County Employees, State employees, and private citizens.

~~(6)~~(15) "Management Advisory Council" means the Sonoma County Management Advisory Council selected by the department heads of the County from among their membership.

(16) "Overnight" means a period of over 30 minutes between the hours of 12:00 a.m. to 5:00 a.m.

~~(7)~~(17) "Parking Enforcement Officer" means the Director of General Services or the a County Employee or duly authorized representative Employees of a private security firm engaged by the county to perform parking regulation and enforcement services for county property designated by the Director of General Services.

(18) "Parking Meter Zone" means a portion or portions of streets or lots described and established as zones within which the parking of Vehicles shall be controlled, regulated and inspected with the aid of timing devices or meters, here in referred to as "parking meters" or "meters."

(19) "Reserved Parking Permit" means a written permit issued by the Director of General Services to park in an assigned, unassigned or special parking zone or zones.

~~(8)~~(20) "Ridesharing Program" means the ridesharing program for County Affiliated Employees established by the Management Advisory Council and administered by the Director of General Services.

(21) "Routine and Frequent" means a minimum of multiple times per day, and/or multiple days per regular workweek. Personal time (i.e. lunch, break, etc.) is excluded from this definition.

(22) "Satellite Offices" means a facility or group of facilities that are operated by the County located off the grounds of the County Administration Center.

~~(9)~~(23) "Sheriff's ~~Department~~ Office" means the Sonoma County Sheriff's ~~Department~~ Office".

(24) "Temporary Parking Permit" means a permit limited in time to park in a timed parking zone during the time limit without citation.

(25) "Traffic" includes pedestrians, ridden animals, Vehicles, street cars, and other conveyances (including bicycles and skateboards), either singly or together, while using any highway .

(26) "Vehicle" means a device by which any person or property may be propelled, moved or drawn upon a highway, excepting a

device moved exclusively by human power or used exclusively upon stationary rails or tracks. "Vehicle" includes but is not limited to an automobile, motorcycle, trailer, or boat or other property on a trailer.

(27) "Vehicle Code" means the California Vehicle Code.

(28) "Visitor" means any individual who is not a County Affiliated Employee or other person performing work duties for the County during the relevant time period. County Affiliated Employees or other persons who are conducting personal business during the relevant time period fall within the definition of "Visitor."

(b) Applicability of Vehicle Code. All the provisions of the Vehicle Code relating to Traffic upon the highways shall be applicable to the Traffic upon the driveways, paths, parking facilities, and grounds of County Property. Such provisions are additive to the provisions of this section and may be enforced as a violation of this section.

(c) Parking Regulations. No person shall stop, park, or leave standing any Vehicle, whether attended or unattended, upon the driveways, paths, parking facilities, or grounds of County Property, except upon and subject to the following regulations and special conditions. Violation of the following parking regulations is subject to enforcement, including but not limited to, issuance of a parking citation and payment of a penalty, and/or towing of the Vehicle at the owner's expense, in accordance with requirements specified in or authorized by this section.

(1) The Director of General Services shall have the authority to erect signs, place parking meters and cause the curbs and parking facilities on County Property to be marked in accordance with these Parking Regulations, the County Parking Plan and Vehicle Code sections 21400, 21458, 22511.7, and 22511.8. When authorized signs, parking meters or curb markings have been determined by the Director of General Services to be necessary and are in place giving notice thereof, no operator of any Vehicle shall stop, stand or park such Vehicle in the area designated by such sign, parking meter or curb marking in violation thereof. The Parking Plan shall be prepared and may from time to time be revised by the Director of General Services consistent with this section and the policies, procedures, and programs of the County pertaining to Traffic regulation and enforcement on County Property. The Parking Plan in its present or hereafter current form is hereby adopted and incorporated by reference as fully as if set out at full length herein. ~~On the Parking Plan,~~ The Director of General Services shall designate the areas on County Property subject to the following parking regulations. Such designated areas shall be specified on the Parking Plan.:- Parking signs may address but are not limited to the following parking situations:

(i) ~~Tow Away.~~ No Parking. In those areas so designated, parking shall be prohibited at all times. When such curb markings or signs are in place, no operator of any Vehicle shall stop, stand or park such Vehicle adjacent to any such curb markings or

sign.

~~(ii) No Overnight Parking. In those areas so designated, parking overnight shall be prohibited.~~

~~(iii) No Early Morning Parking. In those areas so designated, parking shall be prohibited between the hours of 2:00 a.m. and 6:30 a.m.~~

~~(ii) (iv) Freight Loading. In those areas so designated, parking shall be restricted to Vehicles engaged in loading or unloading freight, and then only for the time actually necessary for the same, but not to exceed a maximum period of thirty (30) consecutive minutes. Freight loading zones shall have yellow curb markings. No person shall stop, stand, or park a Vehicle in any Freight loading zone for any purpose other than loading or unloading Freight. Vehicles loading or unloading Freight must also have a permit or valid commercial licensed plates.~~

~~(iii) Passenger Loading. In those areas so designated, parking shall be restricted to Vehicles engaged in loading or unloading passengers, and then only for the time actually necessary for the same, but not to exceed a maximum period of thirty (30) consecutive minutes, unless another time is specified. Passenger loading zones shall have white curb markings. No person shall stop, stand, or park a Vehicle in any passenger loading zone for any purpose other than loading or unloading passengers. The driver of the Vehicle must stay with the Vehicle while parked in the passenger loading area.~~

~~(iv) Visitor Parking. In those areas so designated, only Visitors are allowed to park, subject to any times designated.~~

~~(v) Timed Parking Zones. Parking shall be limited to the times designated in the following time limited parking zones. Green curb markings shall indicate that a timed parking zone is applicable, and signs shall specify the time limit. Such limitations shall apply between the hours of 7:00 a.m. and 6:00 p.m., except Saturdays, Sundays, and County-observed holidays, unless further designated as applying for a longer period up to twenty-four (24) hours or further designated as applying during weekend days or holidays. In all parking time zones, a Vehicle must leave the Block and timed parking zone after parking once the posted time has expired and may not return to this Block/zone for a minimum of two (2) hours.~~

~~a. (v) LIMITED TIME Fifteen (15) Minutes. In those areas so designated, parking shall be restricted to not to exceed a maximum period of fifteen (15) consecutive minutes between the hours of 7:00 a.m. and 6:00 p.m., except Saturdays, Sundays, and holidays, unless further designated as twenty four (24) hour enforcement.~~

~~b. (vi) LIMITED TIME Thirty (30) Minutes. In those~~

areas so designated, parking shall be restricted to not to exceed a maximum period of thirty (30) consecutive minutes between the hours of 7:00 a.m. and 6:00 p.m., except Saturdays, Sundays, and holidays, unless further designated as twenty four (24) hour enforcement.

c. One (1) Hour.

d. Ninety (90) Minutes.

e. ~~(vii) LIMITED TIME~~ Two (2) Hours. ~~In those areas so designated, parking shall be restricted to not to exceed a maximum period of two (2) consecutive hours between the hours of 7:00 a.m. and 6:00 p.m., except Saturdays, Sundays, and holidays, unless further designated as twenty four (24) hour enforcement.~~

f. ~~(viii) LIMITED TIME~~ Three (3) Hours. ~~In those areas so designated, parking shall be restricted to not to exceed a maximum period of two (2) consecutive hours between the hours of 7:00 a.m. and 6:00 p.m., except Saturdays, Sundays, and holidays, unless further designated as twenty four (24) hour enforcement. ;~~

g. Four (4) Hours.

~~(ix) TWENTY-FOUR (24) HOUR ENFORCEMENT.~~ In those areas so designated, time limit restrictions shall be effective at all times.

~~(vi)(x)~~ Handicapped or Disabled. In those areas so designated, parking shall be limited exclusively to the Vehicles of physically handicapped or disabled persons as described in Vehicle Code section 22511.5.

~~(vii)(xi)~~ Reserved Permit Required. In those areas so designated, parking shall be limited exclusively to Vehicles issued Reserved Parking Permits pursuant to this section. A Reserved Parking Permit is only valid in reserved lot(s) and/or space(s) assigned to the permit. "Reserved Permit -Assigned" describes a permit to park in a specific parking space or may be used to designate a specific parking space. "Reserved Permit -Unassigned" describes a permit to park anywhere in a specific parking area, or may be used to designate a parking area.

~~(xii) PERMIT ONLY.~~ In those areas so designated, parking shall be limited exclusively to Vehicles issued county parking permits pursuant to this section.

~~(i)(xiii)~~ PUBLIC GENERAL PARKING. In those areas so designated, parking shall be available to the general public.

~~(viii)(xiv)~~ SHERIFF'S VEHICLES AND OTHER Authorized Emergency Vehicles Only. In those areas so designated, parking shall be limited exclusively to authorized emergency Vehicles of the Sheriff's Department Office and other authorized law enforcement agencies.

~~.0(xv) RESTRICTED AREA. In those areas so designated, parking shall be limited exclusively to the posted restriction(s) (type of Vehicle, type of occupant of Vehicle, type of visit required, etc.) pursuant to this section.~~

(2) Vehicles on County Property must comply with the following additional parking requirements.

(i) No Overnight Parking. Overnight parking means stopping, standing or parking a Vehicle for a period of over thirty (30) minutes between the hours of 2:00 a.m. and 6:00 a.m. No overnight parking is permitted on County Property, except in those areas designated as reserved for County Affiliated Employees with the proper permit that work evening or night shift, or in those areas designated for County owned Vehicles, or for those persons with a valid County overnight parking permit which is displayed on the Vehicle.

(ii) Illegal Parking. No operator of any Vehicle shall stop, stand, park or leave standing such Vehicle in any of the following places, except when necessary to avoid a conflict with other traffic or in compliance with the direction of a peace officer or other authorized officer or traffic sign or signal:

a. Within any divisional island unless authorized and clearly indicated with appropriate signs or markings;

b. On either side of any street between the projected property lines of any public walk, public steps, street or thoroughfare terminating at such street, when such area is indicated by appropriate signs or red paint upon the curb surface;

c. In an area where the Director of General Services or designee determine that the parking or stopping of a Vehicle would constitute a traffic hazard or would endanger life or property, when such area is indicated by appropriate signs or by red paint upon the curb surface;

d. In any area designated by the Director of General Services or designee as a no parking area, when such area is indicated by appropriate signs or by red paint upon the surface;

e. Upon, along or across any railway track in such manner as to hinder, delay or obstruct the movement of any Vehicle traveling upon such track;

f. In any area where the parking, standing or stopping of any Vehicle would constitute a traffic hazard or would endanger life or property;

g. On any street or highway where the use of such street or highway or a portion thereof is necessary for the cleaning, repair or construction of the street or highway or the installation of underground utilities or where the use of the street or highway or any portion thereof is authorized for a purpose other than the normal flow of traffic or where the use of the street or highway or any portion thereof is necessary for the movement of equipment, articles or structures of unusual size, and the parking of such Vehicle would prohibit or interfere with such use or movement; provided, that the signs giving notice of such no parking are erected or placed at least twenty-four hours prior to the effective time of such no parking;

h. At any place within twenty feet of a point on the curb immediately opposite the middle Block end of a safety zone, when such place is indicated by appropriate signs or by red paint upon the curb surface;

i. At any place within twenty feet of a crosswalk at an intersection except that a bus may stop at a designated bus stop;

j. Within twenty feet of the approach to any traffic signal, stop sign or official electric flashing device.

(iii) Parallel Parking.

a. Where otherwise permitted, parking must be parallel to the roadway unless diagonal parking is designated.

b. Every Vehicle stopped or parked upon a roadway where there are adjacent curbs shall be stopped or parked within 18 inches of the right-hand curb, except that motorcycles shall be parked with at least one wheel or fender touching the right-hand curb.

c. For slopes above 15%, the front wheels must be turned at an angle of 30% toward the right side of the roadway/curb for down hill slopes and away from the right side of the roadway/curb for up hill slopes.

d. No parking opposite the flow of traffic on the roadway is permitted.

(iv) Diagonal Parking. No diagonal parking along roadways is permitted unless diagonal parking is specifically designated. On any street or lot when signs or pavement markings are in place indicating diagonal parking, parking of Vehicles must be in accordance with the following requirements.

a. The Vehicle must be parked at the angle to the curb indicated by signs or pavement markings allotting space to park Vehicles and entirely within the limits of said allotted space.

b. The Vehicle must be parked with the front wheel nearest the curb within six (6) inches of said curb.

c. The Vehicle must be parked in the same direction as traffic flow.

(v) Unattended Vehicle – Engine Running and Emergency Brake Not Engaged). No person driving, or in control of, or in charge of, a motor Vehicle shall permit it to stand on any street or lot unattended without first effectively setting the brakes thereon and stopping the motor thereof.

(vi) Parking within fifteen (15) feet of a Fire Hydrant. No person shall stop, park, or leave standing any Vehicle within 15 feet of a fire hydrant except if the Vehicle is owned or operated by a fire department and is clearly marked as a fire department Vehicle.

(vii) Not Within a Designated Space. Vehicles parked on County Property must be parked in such a way that all wheels are within the delineators that are painted on the road surface designating the parking space. It is unlawful to park any Vehicle across any such line or marking, or to park a Vehicle in such a position that it will not be entirely within the space designated by such lines or markings regardless if a space is adjacent to another parking space or not. This includes no parking off pavement, on vegetation or on dirt areas.

(viii) Use of Streets for Repairing Vehicles. No person shall construct or cause to be constructed, repair or cause to be repaired, grease or cause to be greased, dismantle or cause to be dismantled any Vehicle or any part thereof upon County Property, which includes but is not limited to any street, driveway or roadway falling within the definition of County Property. Temporary emergency repairs may be made.

(ix) Parking in/on Crosswalk. No person shall stop, park or leave standing any Vehicle whether attended or unattended within 20 ft of a crosswalk.

(x) Parking on Sidewalk. No person shall stop, park or leave standing any Vehicle whether attended or unattended on any portion of a sidewalk or with the body of the Vehicle extended over any portion of a sidewalk.

(xi) Obstructing Traffic. No person shall stop, park or leave standing any Vehicle whether attended or unattended alongside or opposite any street, when stopping, standing or parking would obstruct traffic.

(xii) Double Parking. No person shall stop, park or leave standing any Vehicle whether attended or unattended on the roadway side of any Vehicle stopped, parked or standing at the curb edge of a street/roadway except for a school bus when stopped to load or unload pupils.

(xiii) Parking in a Red Zone. Red curb or red painting shall mean no stopping, standing or parking at any time except that a bus may stop in a red zone marked or signed as a bus zone.

(xiv) Parking in a Fire Lane. No person shall stop, park or leave standing any Vehicle whether attended or unattended at any curb, or in any location in a publicly or privately owned and operated off-street parking facility designated as a fire lane. The designation shall be indicated by a sign posted or by outlining or painting the place in red and in contrasting color marking the place with the words “fire lane”.

(xv) Removing a Chalk Mark or Other Designation. It is unlawful for any person to remove, obstruct or obscure a chalk mark or other mark or designation with the intent to restart the time in a posted time zone or on any street where the officer needs to ensure a Vehicle has not been parked over 72-hours. Removing a chalk mark can be, but is not limited to; physically wiping the chalk mark off, moving Vehicle in or out of a space enough to block the chalk mark from view, moving the Vehicle into another space in the same Block or zone.

(xvi) Blocking an Intersection. A driver shall not enter an intersection or marked crosswalk unless there is sufficient space on the other side of the intersection or marked crosswalk to accommodate the Vehicle driven without obstructing the through passage of Vehicles from either side.

(xvii) Parking within 7 1/2 ft of Train Track. No person shall stop, stand or park a Vehicle upon any railroad track or within 7 1/2 feet of the nearest rail.

(xviii) Parking within 15 feet of Fire Driveway. No person shall stop, park or leave standing any Vehicle attended or unattended within fifteen (15) feet of a fire station or emergency services driveway.

(xix) Obstruct sight distance over six feet or more within 100 feet of intersection. No person shall stop, stand, or park any Vehicle any part of which, including any load thereon, exceeds six feet in height at any time during the day or night at any location on County Property within 100 feet of any intersecting street or alley.

(xx) Parking in a Closed County Park. No person shall stop, stand, or park a Vehicle after posted County Park closing times, unless the person has a valid overnight parking permit which must be displayed on the Vehicle.

(xxi) Parking Off Pavement. No person shall stop, stand or park a Vehicle off pavement, on vegetation, on beach areas or on dirt areas in a County Park or other County Property, unless such parking is specifically designated.

(xxii) Non-Payment of Overnight Fees in a County Park.

No person shall stop, stand or park any Vehicle overnight without paying overnight fees prior to overnight stay in a County Park.

(xxiii) Non-Payment of Day Use Fees in a County Park.

No person shall stop, stand or park any Vehicle in a County Park without paying the day use fee upon entrance or visibly displaying a valid parking permit issued by the County. If a County Employee or authorized representative is not available at the entrance, the day use fee must be paid by using the self-pay iron ranger or automated pay station prior to using the park facilities.

(xxiv) Non-Payment of Airport Fees. No person shall stop, stand, or park any Vehicle at the Sonoma County Airport without paying lot usage fees (on lots posted) upon exiting.

(xxv) Commercial Vehicle upon Residential Street. No person shall stop, stand, park or otherwise leave unattended any truck or trailer type Vehicle upon any residential street except during the loading or unloading thereof. This restriction shall apply to those trucks or trailers that are larger in size or carrying capacity than the standard pick-up truck type Vehicle which is defined as 10,000 pounds in the California Vehicle Code.

(xxvi) Parked in Excess of 72-hours. No person who owns or has possession, custody or control of any Vehicle shall park such Vehicle upon any street, roadway or parking lot for more than a consecutive period of seventy-two hours.

(xxvii) No Parking in a Bus Zone. No person shall stop, park or leave standing any Vehicle whether attended or unattended alongside curb space authorized for the loading and unloading of passengers of a bus engaged as a common carrier in local transportation when indicated by a sign or red paint on the curb.

(xxviii) Parked within 3-ft of Sidewalk/Crosswalk Ramp. No person shall stop, stand or park a Vehicle within 3 feet of that portion of a curb that has been cut down, lowered or constructed to provide wheelchair accessibility to the sidewalk.

(xxix) Use of Bike Racks. Only Bicycles may be parked in Bike Racks. Motorized Vehicles are prohibited.

(xxx) Parking Meter Zone Marking and Use of Spaces. Parking spaces shall have lines or markings painted upon the curb, street or lot adjacent to each parking meter, designating the parking space for which said meter is to be used and each Vehicle parked adjacent to any parking meter shall park within said lines or marking. It is unlawful to park any Vehicle across any such line or marking, or to park a Vehicle in such a position that it will not be entirely within the space designated by such lines or markings.

(xxxii) Parking Meter Zone Overtime Parking Prohibited. No person shall stop, park or leave standing any Vehicle whether attended or unattended upon any street or parking lot within a parking meter zone, next to which a parking meter is established, for more than the time indicated by proper signs placed on said meters or in such parking meter zone indicating the maximum parking time allowed in such parking space, or at any time as is necessary to operate the meter to show legal parking; parking is prohibited for more than the time so indicated.

(xxxiii) Meter Slugs Prohibited. It is unlawful to deposit or cause to be deposited in any parking meter any slug, device or metallic substitute for a coin of the United States; provided, however, that the use of tokens, lawfully issued by the County, in any parking meter where their use is so designated shall not be deemed to be a violation of the provisions of this section.

(xxxiv) Tampering with Meters. It is unlawful for any unauthorized person to open, or for any person to deface, injure, tamper with or willfully break, destroy or impair the usefulness of any parking meter installed pursuant to this chapter or to hitch and animals thereto.

(xxxv) Parking Vehicles Advertised "For Sale" Prohibited. It is unlawful for any person to park a Vehicle on any street for the purpose of displaying the same for sale unless the Vehicle is parked within (400) feet of the residence of the registered owner of the Vehicle.

(23) The Director of General Services is authorized to cause any Vehicle parked illegally in any area on County Property to be towed to a garage designated or maintained by the Director of General Services and there impounded subject to a lien on the Vehicle for the compensation of towage and storage costs incurred by the County as provided in Vehicle Code sections 22850 through 22851.12. The Director of General Services shall establish a schedule of maximum towing and storage costs that may be assessed against the registered owner. The registered owner shall be notified within forty-eight (48) hours that the Vehicle has been impounded and provided an opportunity for post-towing hearing as provided in Vehicle Code Sections 22852 through 22853.

(34) The Director of General Services may from time to time issue reserved parking permits for parking in those parking spaces marked "RESERVED PERMIT REQUIRED" and designated as such on the County Parking Plan. "Reserved Permit Required" parking shall include Reserved Permit Only-Assigned, and Reserved Permit Only-Unassigned parking. Application for a Reserved Parking Permit shall be made in writing to the Director of General Services by the requesting individual. Such application shall be on a form approved by the Director of General Services, signed by the individual's department director or designee, or in the case of a non-County Affiliated Employee, the County department director or designee requesting the permit for the individual, and shall be accompanied by a Reserved Parking Permit fee, the amount of which shall be established pursuant to subsection (h). All Reserved Parking Permits shall be

annual for up to two years, expiring on the last thirty-first (31st) day of December of their expiration year, unless specified otherwise below. The procedure for renewal of a Reserved Parking Permit shall be the same as for obtaining an original permit. Reserved Parking Permits shall consist of a receipt and a serially numbered permit stamped with an identifying number, the year of issue, the parking space for which the permit is valid, the words "County of Sonoma Reserved Parking Permit", and such other information as the Director of General Services may require. Reserved Parking Permits may incorporate necessary conditions, including the dates, times, and purposes for which the permit is valid. Reserved Parking Permits shall be issued on the basis of the availability of Reserved Permit Required parking spaces and the determination of the Director of General Services that the requesting individual falls into one of the following categories, subject to additional conditions as specified below. Reserved Parking Permits issued pursuant to this section may be rescinded by the Director of General Services at any time if the Director determines that the requirements of this section have been violated or that such action is necessary to meet a parking regulation objective.

(i) Elected County officials, County department heads, superior court judges, superior court commissioners, and County grand jury members. Such persons are eligible to receive one Reserved Permit Required parking permit unless they are a member of the Board of Supervisors, in which case they shall be eligible for two (2) Reserved Parking permits, one (1) for the Board Member and one (1) for his or her supervisorial aide;

(ii) County Affiliated Employees with assigned County Vehicles who have significant field responsibility which requires close access to a specific building on County Property and/or frequent trips to and from County Property during normal business hours;

(iii) County Affiliated Employees who use their personal Vehicles for County business on a routine and frequent basis (minimum of three (3) days a week);

(iv) County Affiliated Employees who work late shifts and whose safety might be compromised by parking in a remote location. Such persons may be eligible for an unassigned-reserved permit during such times that safety might be compromised;

(v) County Affiliated Employees participating in the Ridesharing Program. Such individuals are eligible for an Reserved Permit Required permit which may be used only when the Vehicle transports two (2) or more people to and from the County Administration Center a minimum of three (3) days a week;

(vi) County Affiliated Employees who have a temporary physical disability which requires close access to a specific building on County Property and whose treating physician provides written verification of need to the Director of General Services. Such permit may be issued for a time period of up to three months and may be renewed;

(vii) Commercial vendors and private contractors providing goods and services to the County whose functions require close and continuous access to a specific building on County Property. A Reserved Parking Permit may be issued to such persons for a limited time. Applications will be considered for approval on a case-by-case basis, pending provision of sufficient evidence that the requested permit will only be used for County business and in compliance with the requirements of this section. Any Reserved Parking Permit issued pursuant to this section will be void if used for any purpose unrelated to County business;

(viii) Duly accredited representatives of the press or other news media who attend and report on meetings of the Board of Supervisors as part of their job assignment; A Reserved Parking Permit may be issued to such persons for a limited time or for a period of time during the day. Applications will be considered for approval on a case-by-case basis, and the total overall number may be limited. Any Reserved Parking Permit issued pursuant to this section will be void if used for any purpose unrelated to attending and reporting on meetings of the Board of Supervisors as part of press representative's job assignment.

(ix) County Affiliated Employees who work at satellite offices and need to come to the County Administration Center to conduct County business;

(ix) Such other categories of County Affiliated Employees or other persons designated by the Board of Supervisors pursuant to subsection (hi) of this section.

~~Members of the Board of Supervisors shall be eligible for two (2) reserved parking permits, one (1) for the Board Member and one (1) for his or her supervisory aide. All other qualified individuals shall be eligible for one (1) reserved parking permit.~~

(45) The Director of General Services may from time to time issue temporary parking permits for parking in timed parking zones without citation. Application for a temporary parking permit shall be made in writing to the Director of General Services by the requesting individual. Such application shall be on a form approved by the Director of General Services and shall be accompanied by a temporary parking permit fee, the amount of which shall be established pursuant to subsection (h) of this section. All temporary parking permits shall be temporary, valid only for the dates shown on the permit. The procedure for renewal of a temporary parking permit shall be the same as for obtaining an original permit. Temporary parking permits shall consist of a receipt and a serially numbered permit stamped with an identifying number, the dates for which the permit is valid, the words "County of Sonoma Temporary Parking Permit," and such other information as the Director of General Services may require. Temporary parking permits may incorporate necessary conditions, including

the locations and purposes for which the permit is valid. Temporary parking permits shall be issued on the basis of the availability of timed parking zone spaces and the determination of the Director of General Services that the requesting individual falls into one of the following categories:

(i) Members of County boards and commissions, administrative hearing officers, jurors, and persons participating in legal or administrative proceedings at the request of the County;

(ii) County Affiliated Employees who are being recognized as part of the Employee Recognition Parking Program;

(iii) County Affiliated Employees who have a temporary physical disability which requires close access to a specific building on County Property and whose treating physician provides written verification of need to the Director of General Services;

(iv) Commercial vendors and private contractors providing goods and services to the county whose functions require close and continuous access to a specific building on County Property;

(v) Any other person who can demonstrate to the satisfaction of the Director of General Services that he or she has a temporary need for close and continuous access to a specific building on County Property;

~~(5) — The director of general services may from time to time issue county parking permits for parking in those areas marked "PERMIT ONLY" and designated as such on the County Parking Plan. Application for a county parking permit shall be made in writing to the director of general services by the requesting individual. Such application shall be on a form approved by the director of general services and shall be accompanied by a county parking permit fee, the amount of which shall be established pursuant to subsection (h) of this section. All county parking permits shall be annual, expiring on the last day of December next following their date of issue. The procedure for renewal of a county parking permit shall be the same as for obtaining an original permit. County parking permits shall consist of a receipt and a serially numbered permit stamped with an identifying number, the year of issue, the words "County of Sonoma Parking Permit," and such other information as the director of general services may require. County parking permits shall be issued on the basis of the availability of permit only parking spaces and the determination of the director of general services that the requesting individual falls into a category of county employees or other persons designated by the Board of Supervisors pursuant to subsection (i) of this section.~~

(6) The Director of General Services may from time to time grant permission to the Sheriff's department Office and other bona fide law enforcement agencies to park in those areas marked with a sign or other marking indicating "Sheriff's Vehicles Only

~~HERIFF'S VEHICLES and/or OTHER AUTHORIZED Emergency Vehicles Only~~
~~EMERGENCY VEHICLES ONLY" and/or OR Transporting Officers Only~~
~~"TRANSPORTING OFFICERS ONLY"~~ and designated as such on the county parking plan.

(7) The Director of General Services shall cause copies of this section and the County Parking Plan to be maintained and available for public inspection at the office of the Director of General Services.

(8) The Director of General Services shall report to the Management Advisory Council on a regular basis concerning the status of parking regulation and enforcement on County Property. The Management Advisory Council shall provide advice and assistance to the Director of General Services in developing and recommending parking regulation and enforcement policies, procedures and programs to the Board of Supervisors, and in resolving parking regulation and enforcement disputes involving County Affiliated Employees.

(d) No person shall occupy or permit the use of occupancy of any Vehicle or Camper for human habitation, including, but not limited to, sleeping, eating, or resting, either singly or in groups, upon the sidewalks, driveways, paths, parking facilities, or grounds of County Property, without a permit or in designated areas.

(e) No person shall engage in roller skating or ride or propel any skateboard upon the sidewalks, driveways, paths, parking facilities, or grounds of County Property without the prior written consent of the Director of General Services.

(f) The Director of General Services shall cause signs giving notice of the regulations and special conditions imposed under this section to be erected and maintained in appropriate locations on County Property.

(g) The Board of Supervisors shall establish, by resolution, fines for parking violations on County Property.

(h) The Board of Supervisors may from time to time by resolution establish a schedule of fees and charges for parking permits issued under this section and for public parking on County Property.

(i) The Board of Supervisors may from time to time by ordinance, resolution, or other legislative enactments, whichever may be appropriate, adopt additional parking regulation and enforcement standards and criteria for County Property.

(j) The Parking Enforcement Officer shall be responsible for enforcing this section and for issuing citations for violations of its provisions.

(k) Any person who violates or fails to comply with any provision of this section is guilty of an infraction as provided in Vehicle Code Section 40000.1.

(1) Any person with more than five (5) unpaid parking citations will be subject to their Vehicle being “booted” in accordance with Vehicle Code section 22651.7. All fees must be cleared before boot is removed.

(Ord. No. 4717 §1, 1993; Ord. No. _____ §1, 2013)

II. Footnote (105), Editor’s note to Article II, Speed Restrictions, is amended as follows:

***Editor’s Note:** Ordinances pertaining to vehicular speed restrictions are not set forth in this code but have been adopted as Ordinance 664 and amendments thereto ~~were saved from repeal by the adopting ordinance.~~ Such ordinances will be found on file in the office of the clerk of the Board of supervisors. For state law as to decreasing local speed limits on state highways, see Veh. C. § 22358.*

III. Footnote (106), Editor’s note to Article III, Parking Regulations Generally, is amended to read as follows:

***Editor’s note:** In addition to Chapter 18 of this code, Ordinance 2300 and amendments thereto have been adopted by the County as uncodified ordinances ~~Ordinances pertaining to, vehicular parking regulations, loading zones, bus zones, etc., are not set forth in this code; but were saved from repeal by the adopting ordinance to~~ address and implement vehicular parking regulations and requirements, among other things, specified in the California Vehicle Code. Such ordinances will be found on file in the office of the clerk of the Board of Supervisors.*

IV. Article IV, Abandoned, Wrecked, Dismantled or Inoperative Vehicles, Sections 18-4 *et seq.*, is amended to read as follows:

Sec. 18-4. - Findings and declarations.

In addition to and in accordance with the determination made and the authority granted by the state under section 22660 of the Vehicle Code to remove abandoned, wrecked, dismantled or inoperative Vehicles or parts thereof as public nuisances, the Board of Supervisors of the county hereby make the following findings and declarations:

The accumulation and storage of abandoned, wrecked, dismantled or inoperative Vehicles or parts thereof on private or public property not including highways is hereby found to create a condition tending to reduce the value of private property, to promote blight and deterioration, to invite plundering, to create fire hazards, to constitute an attractive nuisance creating a hazard to the health and safety of minors, to create a harborage for rodents and insects and to be injurious to the health, safety and general welfare. Therefore the presence of an abandoned, wrecked, dismantled or inoperative

Vehicle or part thereof, on private or public property not including highways, except as expressly hereinafter permitted, is hereby declared to constitute a public nuisance which may be abated as such in accordance with the provisions of this article.

(Ord. No. 1176 § 1.)

Sec. 18-5. - Definitions.

For the purposes of this article, the following words and phrases shall have the meanings respectively ascribed to them by this section:

“Abandoned Vehicle”. A Vehicle or parts thereof that is parked, stored or left on public or private property within the County (a) without the express or implied consent of the owner or person in lawful possession or control of the property; or (b) which is abandoned, wrecked, dismantled or in inoperative condition for a period in excess of seventy-two or more consecutive hours, unless falling within an exemption specified in Section 18-14 shall be an exemption to condition (b) only.

“County abandoned Vehicle hearing officer”. The county abandoned Vehicle hearing officer shall be that person designated by the Board of Supervisors by resolution.

“Highway”. A way or place of whatever nature, publicly maintained and open to the use of the public for purposes of vehicular travel. The term includes street.

“Public property”. The term does not include "highway."

“Vehicle”. A device by which any person or property may be propelled, moved or drawn upon a highway, except a device moved by human power or used exclusively upon stationary rails or tracks. “Vehicle” includes but is not limited to an automobile, motorcycle, trailer, or boat or other property on a trailer.

(Ord. No. 1806 § 1; Ord. No. _____ §3, 2013)

Sec. 18-6. - Authority to enter property.

The county zoning enforcement officer, or any person authorized by him, shall be authorized to enter upon private property or public property to remove or cause the removal of a Vehicle or parts thereof declared to be a nuisance pursuant to this article.

(Ord. No. 1806 § 2.)

Sec. 18-7. - Administrative costs.

The county abandoned Vehicle hearing officer shall from time to time determine and fix and amount to be assessed as administrative costs and removal costs under this article. Such costs shall be approved by resolution of the Board of Supervisors.

(Ord. No. 1806 § 3; Ord. No. _____ §3, 2013)

Sec. 18-8. - Required notices.

Not less than a ten day notice of intention to abate and remove a Vehicle or part thereof as a public nuisance shall be required prior to abatement and removal, unless the property owner and the owner of the Vehicle have signed releases authorizing removal and waiving further interest in the Vehicle or part thereof. Such notice shall contain a statement of the hearing rights of the owner of the property on which the Vehicle is located and the owner of the Vehicle. The statement shall include notice to the property owner that he may appear in person at a hearing or may present a sworn written statement denying responsibility for the presence of the Vehicle of the land, and that he or she has not subsequently acquiesced to the presence of the Vehicle, with his reasons for such denial, in lieu of appearing. If the County abandoned Vehicle hearing officer determines at the hearing that the Vehicle was placed on the land without the consent of the landowner and that he or she has not subsequently acquiesced to its presence, then the County abandoned hearing officer shall not assess costs of administration or removal of the Vehicle against the property upon which the Vehicle is located or otherwise attempt to collect those costs from the landowner. The notice of intention to abate shall be mailed, by registered or certified mail, to the owner of the land as shown on the last equalized assessment roll and to the last registered and legal owner of record unless the Vehicle is in such condition that identification numbers are not available to determine ownership.

(Ord. No. 1806 § ; Ord. No. _____ §3, 2013)

Sec. 18-9. - Hearing—Notice to owner.

A public hearing shall be held on the question of abatement and removal of the Vehicle or part thereof as an abandoned, wrecked, dismantled or inoperative Vehicle and the assessment of the administrative costs and the cost of removal of the Vehicle or part thereof against the property on which it is located if (1) a written request for such a hearing is made by the owner of the Vehicle or the owner of the land upon which the Vehicle was located to the Sonoma County zoning enforcement officer and (2) such written request is made within ten days after the mailing of notice of intention to abate and remove the Vehicle. If the owner of the land on which the Vehicle is located submits a sworn written statement denying responsibility for the presence of the Vehicle on his or her land within that time period, this statement shall be construed as a request for hearing that does not require the presence of the owner submitting the request. If the request is not received within that period, the appropriate public body, agency or officer shall have the authority to remove the Vehicle. Notice of hearing shall be mailed at least ten days

before the hearing by certified mail, with a five-day return requested, to the owner of the land as shown on the last equalized county assessment roil and to the last registered and legal owner of record unless the Vehicle is in such condition that identification numbers are not available to determine ownership.

(Ord. No. 1806 § 5; Ord. No. _____ §3, 2013)

Sec. 18-10. - Same—County abandoned Vehicle hearing officer to hear facts and testimony, impose conditions, etc.

All hearing under this article shall be held before the county abandoned Vehicle hearing officer who shall hear all facts and testimony he deems pertinent. Such facts and testimony may include testimony on the condition of the Vehicle or part thereof and the circumstances concerning its location on private property or public property. The abandoned Vehicle hearing officer shall not be limited by the technical rules of evidence. The owner of the land on which the Vehicle is located may appear in person at the hearing or present a written statement for consideration at the hearing, and deny responsibility for the presence of the Vehicle on the land, with his reasons for such denial.

The abandoned Vehicle hearing officer may impose such conditions and take such other action as he deems appropriate, under the circumstances to carry out the purpose of this article. He may delay the time for removal of the Vehicle or part thereof if, in his opinion, the circumstances justify it. At the conclusion of the public hearing, the abandoned Vehicle hearing officer may find that a Vehicle or part thereof has been abandoned, wrecked, dismantled or is inoperative on private or public property and order the same removed from the property as a public nuisance and dispose of as hereafter provided and determine the administrative cost and the cost of removal to be charged against the owner of the parcel of land on which the Vehicle or part thereof is located. The order requiring removal shall include a description of the Vehicle or part thereof and the correct identification number and license number of the Vehicle if available.

If it is determined at the hearing that the Vehicle was placed on the land without the consent of the landowner and that he has not subsequently acquiesced in its presence, the abandoned Vehicle hearing officer shall not assess costs of administration or removal of the Vehicle against the property upon which the Vehicle is located or otherwise attempt to collect such cost from such land owner.

(Ord. No. 1806 § 6.)

Sec. 18-11. - Disposal; removed Vehicles not to be reconstructed or made operable.

Five days after adoption of the order declaring the Vehicle or part thereof to be a public nuisance, the Vehicles or parts thereof may be disposed of by removal to a scrapyard or automobile dismantler's yard. After a Vehicle has been removed it shall not thereafter be reconstructed or made operable, unless it is a Vehicle that qualifies for either horseless carriage license plates or historical Vehicle license plates, pursuant to

Section 5004 of the Vehicle Code, in which case the Vehicle may be reconstructed or made operable.

(Ord. No. 1806 § 7; Ord. No. _____ §3, 2013)

Sec. 18-12. - Notice and transmission of evidence of registration to department of motor Vehicles.

Within five days after the date of removal of the Vehicle or part thereof, notice shall be given to the department of motor Vehicles identifying the Vehicle or part thereof removed. At the same time there shall be transmitted to the department of motor Vehicles any evidence of registration available, including registration certificates, certificates of title and license plates.

(Ord. No. 1176 § 11.)

Sec. 18-13. - Delinquent costs assessed against land; collection and priority of assessment.

If the administrative costs and the removal and fines which are charged against the owner of a parcel of land pursuant to section 18-7 or section 18-40 are not paid within thirty days of the date of the order, or the final disposition of an appeal therefrom, such costs shall be assessed against the parcel of land pursuant to section 25845 of the Government Code and shall be transmitted to the auditor and tax collector for collection. Such assessment shall have the same priority as other taxes.

(Ord. No. 1176 § 12; Ord. No. _____ §3, 2013)

Sec. 18-14. - Exemptions.

This article shall not apply to:

- (a) A Vehicle or part thereof which is completely enclosed within a building in a lawful manner where it is not visible from the street or other public or private property.
- (b) A Vehicle or part thereof which is stored or parked in a lawful manner on private property in connection with the business of a licensed dismantle; licensed Vehicle dealer a junk dealer, or when such storage or parking is necessary to the operation of a lawfully conducted business or commercial enterprise.

Nothing in this section shall authorize the maintenance of a public or private nuisance as defined under provisions of law other than chapter 10 (commencing with section 22650) of division 11 of the Vehicle Code and this article.

(Ord. No. 1176 § 2; Ord. No. _____ §3, 2013)

Sec. 18-15. - Administration and enforcement of article.

Except as otherwise provided herein, the provisions of this article shall be administered and enforced by the county zoning enforcement officer or his authorized assistants. In the enforcement of this article such officer and his assistant may enter upon private or public property to examine a Vehicle or parts thereof, or obtain information as to the identity of a Vehicle and to remove or cause the removal of a Vehicle or part thereof, declared to be a nuisance pursuant to this article. (Ord. No. 1806 § 8.) This chapter may also be enforced by the California Highway Patrol.

(Ord. No. 1667 § 2.)

Sec. 18-16. - Article not exclusive.

This article is not the exclusive regulation of abandoned, wrecked, dismantled or inoperative Vehicles within the unincorporated area of the county. It shall supplement and be in addition to the other regulatory codes, statues, and ordinances heretofore or hereafter enacted by the county, the state, or any other legal entity or agency having jurisdiction.

(Ord. No. 1176 § 3.)



County of Sonoma Agenda Item Summary Report

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

Agenda Item Number: 32
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors for the County of Sonoma

Board Agenda Date: March 12, 2013

Vote Requirement: Majority

Department or Agency Name(s): County Administrator's Office / County Counsel

Staff Name and Phone Number:

Michael Gossman, 565-3782

Supervisorial District(s):

All

Title: Ordinance Prohibiting the Civil Harassment of Bicyclists and Pedestrians

Recommended Actions:

1. Adopt a resolution to introduce and waive the reading of an ordinance adding Chapter 19, Article 4 of the Sonoma County Code to Prohibit Civil Harassment of Bicyclists and Pedestrians.
2. Consider the proposed ordinance.

Executive Summary:

One of the County's strategic goals is to create a safe, healthy, and caring community. Encouraging people to walk or ride their bicycles lessens traffic congestion, improves public health, and improves air quality. Studies indicate a key deterrent to bicycling or walking for transportation is that people feel unsafe while doing so.

Bicycling is a major part of life in Sonoma County. The County's prowess as a bicycling destination has been highlighted by the fact that the Amgen Tour of California (an elite level professional bicycle race) has included a Sonoma County stage six times out of the last seven years. Additionally, each year Levi Leipheimer's Gran Fondo charity ride attracts over 7,000 cyclists from all over the world for a one day event.

Those who walk or ride their bikes are vulnerable users of roads, sidewalks, and pathways and are periodically subject to harassment by other road, sidewalk, and pathway users. Harassment makes bicycling and walking a more hazardous activity and endangers bicyclists and pedestrians.

This proposed ordinance is intended to discourage the civil harassment of bicyclists and pedestrians by prohibiting people from doing the following activities:

- Physically assaulting or attempting to physically assault a bicyclist or pedestrian.

- Intentionally injuring, attempting to injure, or threatening to physically injure, either by words, vehicle or other object, a bicyclist or pedestrian.
- Intentionally distracting or attempting to distract a bicyclist.
- Intentionally forcing or attempting to force a bicyclist or pedestrian off a street for purposes unrelated to public safety.

A person damaged by any violation of this ordinance would be able to institute a civil proceeding for monetary damages, and for any other or additional relief the court deems appropriate. The prevailing party would also be entitled to reasonable attorneys’ fees and costs pursuant to order of the court.

Similar ordinances, primarily focused on bicyclist safety, have been adopted by cities across the country and throughout the State, including: Los Angeles, Sunnyvale, Berkeley, and Washington D.C. If the Board were to adopt this ordinance, Sonoma County would be the first county in the country to adopt such an ordinance. The County’s proposed ordinance goes a step further than these other municipalities in that it includes protections for pedestrians as well as bicyclists.

Staff conducted outreach to garner input from various stakeholders including: the Sonoma County Bicycle Coalition, the District Attorney’s Office, several law enforcement agencies across the county, the Department of Transportation of Public Works, and the Department of Health Services.

By adopting this ordinance the County would highlight the fact that bicyclists and pedestrians have a right to use roads, sidewalks, and pathways. Furthermore, it emphasizes to the community that harassment of bicyclists and pedestrians is not tolerated in Sonoma County thereby making walking and riding a bike safer activities for all.

Prior Board Actions:

None.

Strategic Plan Alignment Goal 1: Safe, Healthy, and Caring Community

This ordinance keeps bicyclists and pedestrians safe from other road users, thereby encouraging these healthy activities.

Fiscal Summary - FY 12-13

Expenditures		Funding Source(s)	
Budgeted Amount	\$		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$	Total Sources	\$

Narrative Explanation of Fiscal Impacts (If Required):

There are no fiscal impacts associated with adoption of this ordinance.

Staffing Impacts

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

There are no staffing impacts associated with adoption of this ordinance.

Attachments:

Resolution
Attachment A – 3-12-13 Ordinance Prohibiting the Civil Harassment of Bicyclists and Pedestrians
(Changes to code underlined)
Attachment B - 3-12-13 Ordinance Prohibiting the Civil Harassment of Bicyclists and Pedestrians (Clean Copy)

Related Items “On File” with the Clerk of the Board:

None.



County of Sonoma
State of California

Date: March 12, 2013

Resolution Number: _____

4/5 Vote Required

**Resolution of the Board of Supervisors of the County of Sonoma, State of California,
Introducing and Waiving Reading the Title of, and Waiving Further Reading of a Proposed
Ordinance Adding Chapter 19, Article 4 of the Sonoma County Code to Prohibit Civil
Harassment of Bicyclists and Pedestrians**

Whereas, an ordinance entitled “An Ordinance of the Board of Supervisors of the County of Sonoma, State of California, Adding Chapter 19, Article 4 of the Sonoma County Code to Prohibit Civil Harassment of Bicyclists and Pedestrians” has been introduced and read;

Now, Therefore, Be It Resolved that further reading of the proposed ordinance is waived.

Be It Further Resolved that the Sonoma County Board of Supervisors will consider adoption of the proposed ordinance on March 19, 2013 in the Board of Supervisors Chambers, 575 Administration Drive, Room 102A, Santa Rosa, California.

Be It Further Resolved that the Clerk of the Board shall cause a summary of the proposed ordinance to be published five (5) days in advance of the board meeting to consider adoption of the ordinance in a newspaper of general circulation published in the County of Sonoma, State of California.

Supervisors:

Gorin:

Zane:

McGuire:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.

ORDINANCE NO. _____

AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SONOMA, STATE OF CALIFORNIA, ADDING CHAPTER 19, ARTICLE 4 OF THE SONOMA COUNTY CODE TO PROHIBIT CIVIL HARASSMENT OF BICYCLISTS AND PEDESTRIANS.

The Board of Supervisors of the County of Sonoma, State of California, ordains as follows:

SECTION I. Chapter 19 of the Sonoma County Code is hereby amended as follows:

(a) Chapter 19, table of contents, is amended to read:

Article I. General Provisions.

Article II. AIDS Discrimination.

Article III. Notice of Options in the Rental of Mobilehome Park Spaces and Subsequent Reporting Obligations.

Article IV. Prohibition against Civil Harassment of Bicyclists and Pedestrians

§ 19-57 Findings and purpose.

§ 19-58 Definitions.

§ 19-59 Prohibition against civil harassment of bicyclists and pedestrians.

§ 19-60 Remedies.

(b) Article IV, Prohibition against Civil Harassment of Bicyclists and Pedestrians, is added as follows:

Sec. 19-57. Findings and purpose.

The Board of Supervisors of the County of Sonoma, State of California, does find that:

- (1) The County encourages people to walk and ride bicycles rather than drive motor vehicles in order to lessen traffic congestion, improve air quality and improve public health;
- (2) People walking and riding bicycles are vulnerable users of roads, sidewalks and pathways;
- (3) Harassment of people on the basis of their status as pedestrians and/or persons riding bicycles exists in the unincorporated area of the County;

- (4) Riding a bicycling and walking may become hazardous activities when people harass and endanger bicyclists and pedestrians; and
- (5) People have a right to walk, run and/or ride a bicycle in the unincorporated area of the County in a safe manner and in compliance with laws. It is against the public policy of the County of Sonoma to permit harassment due to an individual's status as a pedestrian and/or a person riding a bicycle.

Sec. 19-58. Definitions.

The following words and phrases, whenever used in this article, shall be construed as defined in this section.

"Bicycle" is a device upon which any person may ride, propelled exclusively by human power through a belt, chain or gears and having one or more wheels.

"Bicyclist" is a person riding a bicycle.

"Pedestrian" is any person who is afoot or who is using a means of conveyance propelled by human power, other than a bicycle, on a sidewalk or pathway that is authorized for such use.

Sec. 19-59. Prohibition against civil harassment of bicyclists and pedestrians.

A person shall not do or attempt to do any of the following:

- (a) Physically assault or attempt to physically assault a bicyclist because of, in whole or in part, the bicyclist's status as a bicyclist.
- (b) Physically assault or attempt to physically assault a pedestrian because of, in whole or in part, the pedestrian's status as a pedestrian.
- (c) Threaten to physically injure a bicyclist because of, in whole or in part, the bicyclist's status as a bicyclist.
- (d) Threaten to physically injure a pedestrian because of, in whole or in part, the pedestrian's status as a pedestrian.
- (e) Intentionally injure, attempt to injure, or threaten to physically injure, either by words, vehicle or other object, a bicyclist because of, in whole or in part, the bicyclist's status as a bicyclist.
- (f) Intentionally injure, attempt to injure, or threaten to physically injure, either by words, vehicle or other object, a pedestrian because of, in whole or in part, the pedestrian's status as a pedestrian.
- (g) Intentionally distract or attempt to distract a bicyclist because of, in whole or in part, the bicyclist's status as a bicyclist.
- (h) Intentionally force or attempt to force a bicyclist off a street for purposes unrelated to public safety because of, in whole or in part, the bicyclist's status as a bicyclist.

(i) Intentionally force or attempt to force a pedestrian off a street for purposes unrelated to public safety because of, in whole or in part, the pedestrian's status as a pedestrian.

Sec. 19-60. Remedies.

(a) Private Cause of Action. Any person damaged by any violation of Section 19-59 of this code may institute a civil proceeding for money damages, and for whatever other or additional relief the court deems appropriate. In any action brought pursuant to this section, the prevailing party shall be entitled to reasonable attorneys' fees and costs pursuant to order of the court. The remedies available under this section shall be in addition to, and shall not in any way restrict, any other rights or remedies available under law.

(b) Remedies not exclusive. The remedies provided by the provisions of this section are in addition to all other remedies provided by law and do not supersede or limit any and all other remedies. The remedies provided in this section shall be cumulative and not exclusive. Nothing in this section shall preclude any aggrieved person from pursuing any other remedy provided by law.

SECTION II. If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be unconstitutional and invalid, such decision shall not affect the validity of the remaining portion of this ordinance. The Board of Supervisors hereby declares that it would have passed this ordinance and every section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional or invalid.

SECTION III. This ordinance shall be and the same is hereby declared to be in full force and effect from and after thirty (30) days after the date of its passage and shall be published once before the expiration of fifteen (15) days after said passage, with the names of the Supervisors voting for or against the same, in _____, a newspaper of general circulation published in the County of Sonoma, State of California.

In regular session of the Board of Supervisors of the County of Sonoma introduced on the ____ day of _____, 20__, and finally passed and adopted this ____ day of _____ 20__, on regular roll call of the members of said Board by the following vote:

Supervisors:

Gorin:_____ Zane:_____ McGuire:_____ Carrillo:_____ Rabbitt:_____

Ayes:_____ Noes:_____ Absent:_____ Abstain:

WHEREUPON, the Chair declared the above and foregoing ordinance duly adopted and

SO ORDERED.

Chair, Board of Supervisors
County of Sonoma

ATTEST:

Clerk of the Board of Supervisors

ORDINANCE NO. _____

AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SONOMA,
STATE OF CALIFORNIA, ADDING CHAPTER 19, ARTICLE 4 OF THE SONOMA
COUNTY CODE TO PROHIBIT CIVIL HARASSMENT OF BICYCLISTS AND
PEDESTRIANS.

The Board of Supervisors of the County of Sonoma, State of California, ordains as follows:

SECTION I. Chapter 19 of the Sonoma County Code is hereby amended as follows:

(a) Chapter 19, table of contents, is amended to read:

Article I. General Provisions.

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§ 19-57 Findings and purpose.

§ 19-58 Definitions.

§ 19-59 Prohibition against civil harassment of bicyclists and pedestrians.

§ 19-60 Remedies.

(b) Article IV, Prohibition against Civil Harassment of Bicyclists and Pedestrians, is added as follows:

Sec. 19-57. Findings and purpose.

The Board of Supervisors of the County of Sonoma, State of California, does find that:

- (1) The County encourages people to walk and ride bicycles rather than drive motor vehicles in order to lessen traffic congestion, improve air quality and improve public health;
- (2) People walking and riding bicycles are vulnerable users of roads, sidewalks and pathways;
- (3) Harassment of people on the basis of their status as pedestrians and/or persons riding bicycles exists in the unincorporated area of the County;

- (4) Riding a bicycling and walking may become hazardous activities when people harass and endanger bicyclists and pedestrians; and
- (5) People have a right to walk, run and/or ride a bicycle in the unincorporated area of the County in a safe manner and in compliance with laws. It is against the public policy of the County of Sonoma to permit harassment due to an individual's status as a pedestrian and/or a person riding a bicycle.

Sec. 19-58. Definitions.

The following words and phrases, whenever used in this article, shall be construed as defined in this section.

“Bicycle” is a device upon which any person may ride, propelled exclusively by human power through a belt, chain or gears and having one or more wheels.

“Bicyclist” is a person riding a bicycle.

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A person shall not do or attempt to do any of the following:

- (a) Physically assault or attempt to physically assault a bicyclist because of, in whole or in part, the bicyclist's status as a bicyclist.
- (b) Physically assault or attempt to physically assault a pedestrian because of, in whole or in part, the pedestrian's status as a pedestrian.
- (c) Threaten to physically injure a bicyclist because of, in whole or in part, the bicyclist's status as a bicyclist.
- (d) Threaten to physically injure a pedestrian because of, in whole or in part, the pedestrian's status as a pedestrian.
- (e) Intentionally injure, attempt to injure, or threaten to physically injure, either by words, vehicle or other object, a bicyclist because of, in whole or in part, the bicyclist's status as a bicyclist.
- (f) Intentionally injure, attempt to injure, or threaten to physically injure, either by words, vehicle or other object, a pedestrian because of, in whole or in part, the pedestrian's status as a pedestrian.
- (g) Intentionally distract or attempt to distract a bicyclist because of, in whole or in part, the bicyclist's status as a bicyclist.
- (h) Intentionally force or attempt to force a bicyclist off a street for purposes unrelated to public safety because of, in whole or in part, the bicyclist's status as a bicyclist.

(i) Intentionally force or attempt to force a pedestrian off a street for purposes unrelated to public safety because of, in whole or in part, the pedestrian's status as a pedestrian.

Sec. 19-60. Remedies.

(a) Private Cause of Action. Any person damaged by any violation of Section 19-59 of this code may institute a civil proceeding for money damages, and for whatever other or additional relief the court deems appropriate. In any action brought pursuant to this section, the prevailing party shall be entitled to reasonable attorneys' fees and costs pursuant to order of the court. The remedies available under this section shall be in addition to, and shall not in any way restrict, any other rights or remedies available under law.

(b) Remedies not exclusive. The remedies provided by the provisions of this section are in addition to all other remedies provided by law and do not supersede or limit any and all other remedies. The remedies provided in this section shall be cumulative and not exclusive. Nothing in this section shall preclude any aggrieved person from pursuing any other remedy provided by law.

SECTION II. If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be unconstitutional and invalid, such decision shall not affect the validity of the remaining portion of this ordinance. The Board of Supervisors hereby declares that it would have passed this ordinance and every section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional or invalid.

SECTION III. This ordinance shall be and the same is hereby declared to be in full force and effect from and after thirty (30) days after the date of its passage and shall be published once before the expiration of fifteen (15) days after said passage, with the names of the Supervisors voting for or against the same, in _____, a newspaper of general circulation published in the County of Sonoma, State of California.

In regular session of the Board of Supervisors of the County of Sonoma introduced on the ____ day of _____, 20__, and finally passed and adopted this ____ day of _____ 20__, on regular roll call of the members of said Board by the following vote:

Supervisors:

Gorin:_____ Zane:_____ McGuire:_____ Carrillo:_____ Rabbitt:_____

Ayes:_____ Noes:_____ Absent:_____ Abstain:

WHEREUPON, the Chair declared the above and foregoing ordinance duly adopted and

SO ORDERED.

Chair, Board of Supervisors
County of Sonoma

ATTEST:

Clerk of the Board of Supervisors

Ordinance Prohibiting the Civil Harassment of Bicyclists and Pedestrians

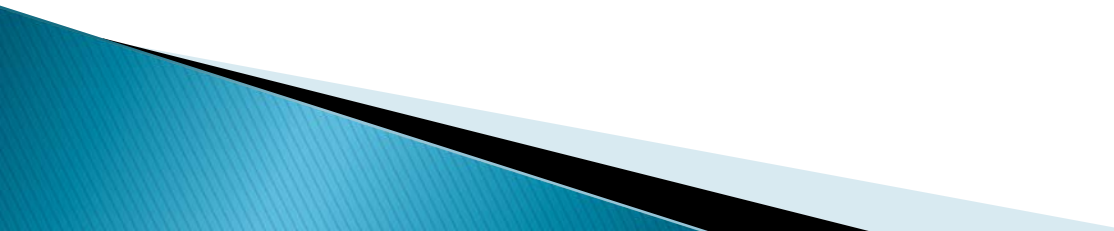
Michael Gossman, County Administrator's Office
Linda Schiltgen, County Counsel

March 12, 2013

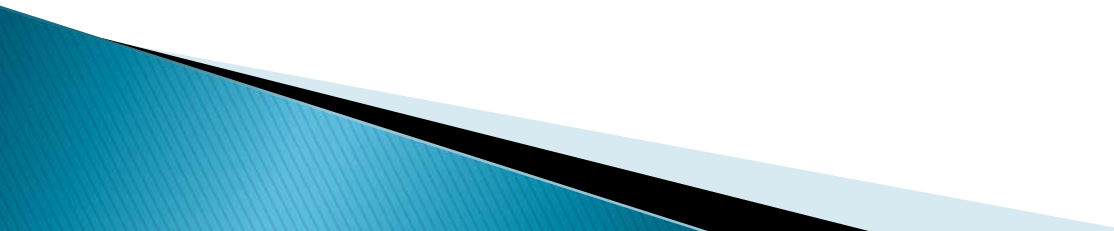
Prohibited Activities

- ▶ The Proposed Ordinance would prohibit:
 - Physically assaulting or attempting to physically assault a bicyclist or pedestrian.
 - Intentionally injuring, attempting to injure, or threatening to physically injure, either by words, vehicle or other object, a bicyclist or pedestrian.
 - Intentionally distracting or attempting to distract a bicyclist.
 - Intentionally forcing or attempting to force a bicyclist or pedestrian off a street for purposes unrelated to public safety.

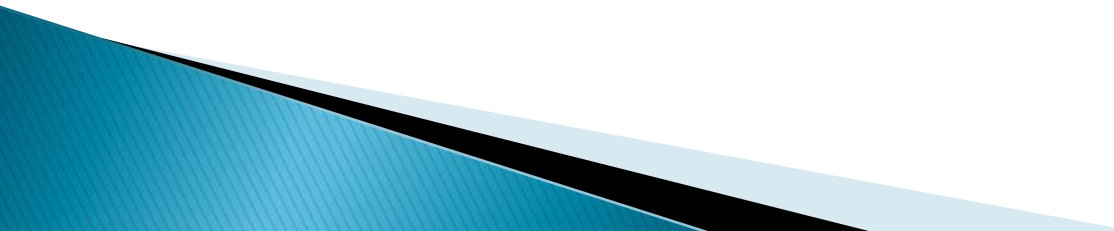
Remedies

- ▶ A person damaged by any violation of this ordinance would be able to sue in civil court for monetary damages and for any other relief the court deems appropriate.
 - ▶ The prevailing party would also be entitled to reasonable attorneys' fees and costs pursuant to order of the court.
- 

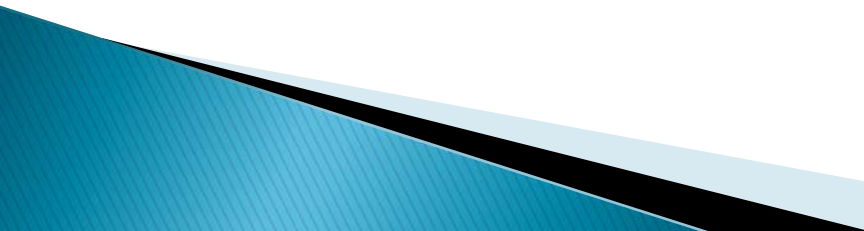
Why Enact Such an Ordinance?

- ▶ One of the County's strategic goals is to create a safe, healthy, and caring community.
 - Encouraging people to walk or ride their bicycles lessens traffic congestion, improves public health, and improves air quality.
 - ▶ Bicycling is a major part of life in Sonoma County.
- 

Other Jurisdictions With Similar Ordinances

- ▶ City of Los Angeles
 - ▶ City of Sunnyvale
 - ▶ City of Berkeley
 - ▶ City of Sebastopol
 - ▶ Washington D.C.
- 

Stakeholders Engaged

- ▶ Sonoma County Bicycle Coalition
 - ▶ Sonoma County District Attorney
 - ▶ Law enforcement agencies from across the County
 - ▶ Department of Transportation and Public Works
 - ▶ Department of Health Services
 - ▶ Sonoma County Bicycle and Pedestrian Advisory Committee
- 

Questions?





County of Sonoma Agenda Item Summary Report

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

Agenda Item Number: 33
(This Section for use by Clerk of the Board Only.)

To: Board of Directors of the Sonoma County Agricultural Preservation and Open Space District

Board Agenda Date: March 12, 2013

Vote Requirement: 4/5

Department or Agency Name(s): Agricultural Preservation and Open Space District

Staff Name and Phone Number:

Sara Press, 565-7368

Supervisorial District(s):

1

Title: Montini Open Space Preserve Transfer

Recommended Actions:

Approve resolution of the Board of Directors of the Sonoma County Agricultural Preservation and Open Space District (District)

1. Taking the necessary actions to execute the transfer of the Montini Open Space Preserve Property from the District to the City of Sonoma subject to a conservation easement and recreation conservation covenant to be held by the District.
2. Approving plans and specifications for construction of the Montini Open Space Preserve Trail Project (Trail Project).
3. Approving contractor minimum qualification requirements and authorize District staff to solicit bids for the Trail Project.
4. Authorizing the General Manager to execute a right-of-entry permit with the State of California.
5. Authorizing the General Manager to assign existing District agreements with the State Department of Parks and Recreation and the State Coastal Conservancy to the City of Sonoma.
6. Approving and authorizing the General Manager to execute a memorandum of understanding with the City of Sonoma.

Executive Summary:

Since its inception, the Sonoma County Agricultural Preservation and Open Space District has worked to protect the prominent hillside that forms the scenic backdrop to the City of Sonoma. As a part of this effort, the District protected 151 acres of the Montini property in 2005. Of these 151 acres, 53 acres are protected by a conservation easement and 98 acres are owned by the District in fee title. The 98-acre property comprises the Montini Open Space Preserve (Preserve or Property). On October 6, 2009, the Directors adopted an Initial Study and Mitigated Negative Declaration (I.S./M.N.D) in accordance with C.E.Q.A. and approved the Montini Open Space Preserve Management Plan (Management Plan), which set forth plans for the Preserve, including the development of approximately two miles of trail that will connect the Preserve's trailhead to a neighborhood access on the west side of the City of Sonoma. The proposed trail, which includes vistas of Mt. Burdell, Sonoma Mountain, the Hayward Fault, and San Pablo Baylands, also connects to the City of Sonoma's Overlook Trail.

The District intends to transfer fee title of the 98-acre Preserve to the City of Sonoma (City) after the District constructs the trail on the Preserve. In exchange, the District will retain a conservation easement (Conservation Easement) to preserve the conservation values of the Property, and a recreation conservation covenant (Recreation Covenant) to ensure the Property is open to the public for low-intensity outdoor recreational purposes. Both the Conservation Easement and the Recreation Covenant will be effective in perpetuity. The transfer of the Preserve is anticipated to occur in 2014.

Transfer Agreement

The Transfer Agreement outlines the responsibilities of each entity in the transfer process. More specifically, the Transfer Agreement stipulates that the District will complete the trail system prior to the transfer. Upon completion of the trail, the City will accept fee title to the land subject to the Conservation Easement and Recreation Covenant to be held by the District. Thereafter, the City will operate and maintain the Preserve consistent with the Management Plan, and the District will provide the City with up to \$70,000 towards the operation and maintenance costs of the Preserve for the first three years.

Upon execution of the Transfer Agreement, the City will have 45 days to inspect the Property. During this due diligence period, the District will solicit bids to construct the Trail Project (see below for explanation of the Trail Project). If the City finds the Preserve to be in acceptable condition, the District will commence construction of the project. The transfer will occur 45 days after the construction is complete, which will likely be in 2014. At that time, the Conservation Easement and Recreation Covenant (see below for explanation of these documents) will be recorded.

Montini Open Space Preserve Trail Project

Since July 2005, the District has worked cooperatively with the City of Sonoma, California State Parks, and the Sonoma Overlook Trail Task Force, along with other partners and individuals to develop a trail plan, which was incorporated into the Management Plan adopted in 2009. Minor technical changes to the alignment of trail at its western access point were made by the District in 2010. (See Addendum, on file with the Clerk). In total, approximately two miles of trail will connect the Preserve's spectacular views, wildflower fields, wildlife, and oak woodlands to the Sonoma Plaza and Sonoma Overlook Trail to the east, the regional bike trail to the south, and the Vallejo Home and a neighborhood access to the west (Trail Project). A short access spur will connect a City parking lot to the trail on the Preserve. The trail will have a permeable trail surface of primarily native soil that will be a full bench cut, will not exceed sustainable grade, and will be outsloped. These features will provide the most durable, sustainable, and low-maintenance trail possible. In addition, the trail will include an accessible segment, including a vista point, that will comply with design guidelines as identified in the 2009 Draft-Final Accessibility Guidelines for Outdoor Developed Areas (by the Outdoor Recreation Negotiated Rulemaking Committee of the Access Board of the United States Architectural and Transportation Barriers Compliance Board).

A portion of the Trail Project will be constructed on adjacent property owned by the California Department of Parks and Recreation (D.P.R.). The D.P.R. requires the District to obtain a right-of-entry permit that allows the District to access and construct a segment of the trail on the Vallejo Home Unit of Sonoma State Historic Park. D.P.R. and the District have entered into a Memorandum of Understanding (M.O.U.) regarding the parties' respective responsibilities for the trail segment on D.P.R. property after

construction (on file with the Clerk). Upon transfer of the Property to the City, the City will assume the District's responsibilities for the maintenance and operation of the trail as provided in the M.O.U. Thus, the District seeks Board approval to assign its rights and obligations under the M.O.U. to the City of Sonoma.

Trail Construction Bidding Process

Back-country trail construction requires a unique set of skills and equipment designed for steep slopes, small corridors, and non-standard construction techniques. In the case of the Montini Open Space Preserve Trail Project, the contractor has to be able to quarry on-site rock and construct retaining walls and other structures primarily using special equipment, hand crews and tools. Therefore, the successful bidder must meet minimum qualifications set forth in the bidding documents. These qualifications include:

- Contractor must have a General Engineering "A" license.
- Contractor must have completed at least three trail projects of a similar nature and complexity in the last ten years, each with a contract dollar amount of at least \$100,000. For a project to be considered of similar nature and complexity, it must have involved construction of full bench cut trails 3- to 4-feet wide in native soils primarily using hand tools and crews in remote areas and steep terrain inaccessible to large motorized equipment.
- In addition, the Contractor must have demonstrated experience in the following areas in at least one of the similar projects listed:
 - Trails involving rock excavation and hauling rock using power carriers with a maximum width of 3 feet for dry stone masonry work, such as rock retaining walls and steps.
 - Trails involving rock creek crossings that have withstood flood conditions.
 - Trails that required end-hauling spoils at least 100 feet from the trail cut due to sensitive environmental conditions such as wetlands or riparian areas.

Upon Board approval of Trail Project plans and specifications and contractors minimum qualifications today, staff will solicit bids for construction with assistance from Regional Parks. The District and Regional Parks have an existing agreement by which Regional Parks will administer the public bidding process and oversee construction. The District will return to the Board later in the spring to award the construction contract.

Conservation Easement and Recreation Conservation Covenant

After construction of the trail and upon transfer of the Property to the City, the District will retain a Conservation Easement and Recreation Covenant. The Conservation Easement that the District will retain limits uses and activities on the Preserve to natural resource protection, habitat restoration and enhancement, recreation and education. The Recreation Covenant obligates the City to provide low-intensity public outdoor recreation consistent with the Management Plan and Conservation Easement in perpetuity. In connection with the Recreation Covenant, the City will record an irrevocable offer of dedication that will allow the District to lease the Property for up to 25 years should, in the future, the City, for any reason, be unable to keep the property open to the public.

State Coastal Conservancy Funding

The State Coastal Conservancy ("the Conservancy") provided funds to the District to assist with the

purchase of the Property in 2005. The associated grant agreement with the Conservancy (on file with the Clerk) requires the District to maintain the Property for open space and viewshed protection as well as public recreational use and agricultural preservation. These obligations are secured by an Irrevocable Offers to Dedicate Title in Fee and a Declaration of Restrictive Covenants. As the District's duties under the grant agreement will survive the transfer of the Property to the City, the District is required to secure the Conservancy's consent to the transfer of title. The Conservancy is willing to consent to the transfer, provided the District's obligations under the grant agreement are assigned to the City. Thus, the District seeks Board approval to assign its rights and obligations under the grant agreement to the City of Sonoma.

Memorandum of Understanding with City

The District and the City propose to enter into a Memorandum of Understanding (on file with the Clerk) that confirms, without a commitment to the result, that if the City submits a request to revise the Management Plan so as to allow for dogs on leash on the Property, the District would review that request for its consistency with the terms, conditions and Conservation Purpose of the Conservation Easement in accordance with the provisions set forth in the Conservation Easement.

Fiscal Oversight Commission Determination

On December 6, 2012, the District's Fiscal Oversight Commission determined that it can be reasonably concluded that the cumulative value of the Conservation Easement and Recreation Covenant is not less than the fair market value of the fee interest the District is conveying.

2020 Sonoma County General Plan

Acquisition of the Conservation Easement and Recreation Covenant is consistent with the 2020 Sonoma County General Plan. The property is within a General Plan-identified Scenic Landscape Unit, and is identified as a future park on the Open Space Plan map. Specific General Plan goals the Master Plan supports include:

- Maintaining important open spaces around the county's cities in a largely open or natural character. (LU-5)
- Preserving important biotic resource areas and scenic features with consistent uses and intensities. (LU-10)
- Retaining the largely open, scenic character of important Scenic Landscape Units. (OSRC-2)
- Protecting and enhancing the county's natural habitats and diverse plant and animal communities. (OSRC-7)
- Establishing a countywide park and trail system that meets future recreational needs of the county's residents while protecting agricultural uses, with an emphasis on trails near urban areas and on public lands. (OSRC-17)

District Acquisition Plan: Connecting Communities and the Land

Acquisition of the conservation easement is consistent with the District's Acquisition Plan, *Connecting Communities and the Land*, in the Greenbelts and Scenic Hillside category, the Water, Wildlife and Natural Areas category, and the Recreation and Education category, specifically in policies to:

- Protect scenic lands and prominent natural features that contribute to the unique identify of communities; and

- Preserve natural systems and lands that support diverse biological resources and protect lands that provide viable habitat linkages for wildlife; and
- Protect lands that promote public access in proximity to urban communities and ensure that District-protected lands are managed to protect conservation values while allowing compatible public recreational and educational uses.

California Environmental Quality Act

As noted above, on October 6, 2009, the Board approved the Management Plan and Initial Study and Mitigated Negative Declaration to guide and direct the permanent conservation, resource management, recreational uses and operations of the Property. A Notice of Determination was posted in accordance with Public Resources Code section 21152 and 14 California Code of Regulations section 15075. Minor technical changes to the alignment of trail at its western access point were made by the District in 2010, and an Addendum to the Mitigated Negative Declaration was issued on October 28, 2010.

The construction of the trail and the subsequent transfer of the Property to the City and the retention of the Conservation Easement and Recreation Covenant are in furtherance of implementation of the Management Plan. Since approval of the Management Plan and I.S./M.N.D, there have been no substantial changes to the project that would require revisions to the M.N.D.; there have been no substantial changes in the circumstances under which the project will be undertaken that would require revisions to the M.N.D.; and there is no new information of any substantial importance that shows that the project would have any significant effect not discussed in the M.N.D., that any of the effects previously examined would be substantially more severe than shown in the M.N.D., that any mitigation measures previously found infeasible would in fact be feasible, or that any mitigation measures considerably different from those previously analyzed would substantially reduce any significant effects on the environment. Thus, no further environmental review under C.E.Q.A. is required at this time.

Moreover, to the extent, if any, that the District’s construction of the trail and transfer of the Property and receipt of the Conservation Easement and Recreation Covenant fall outside the scope of the Master Plan and I.S./M.N.D., they are categorically exempt from C.E.Q.A. pursuant to Title 14 of California Code of Regulations sections 15313(a) and (c) (acquisition of land for conservation purposes), 15317 (easements and contracts to maintain open space character of the area), and 15325(a), (b), (c), and (f) (acquisitions and transfers of interests in land to preserve natural conditions, to allow continued agricultural use, to allow restoration of natural conditions, and to preserve lands for park purposes).

A Notice of Determination will be filed by the District upon approval by the Board.

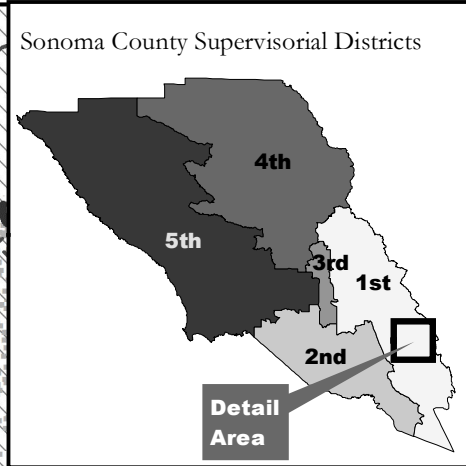
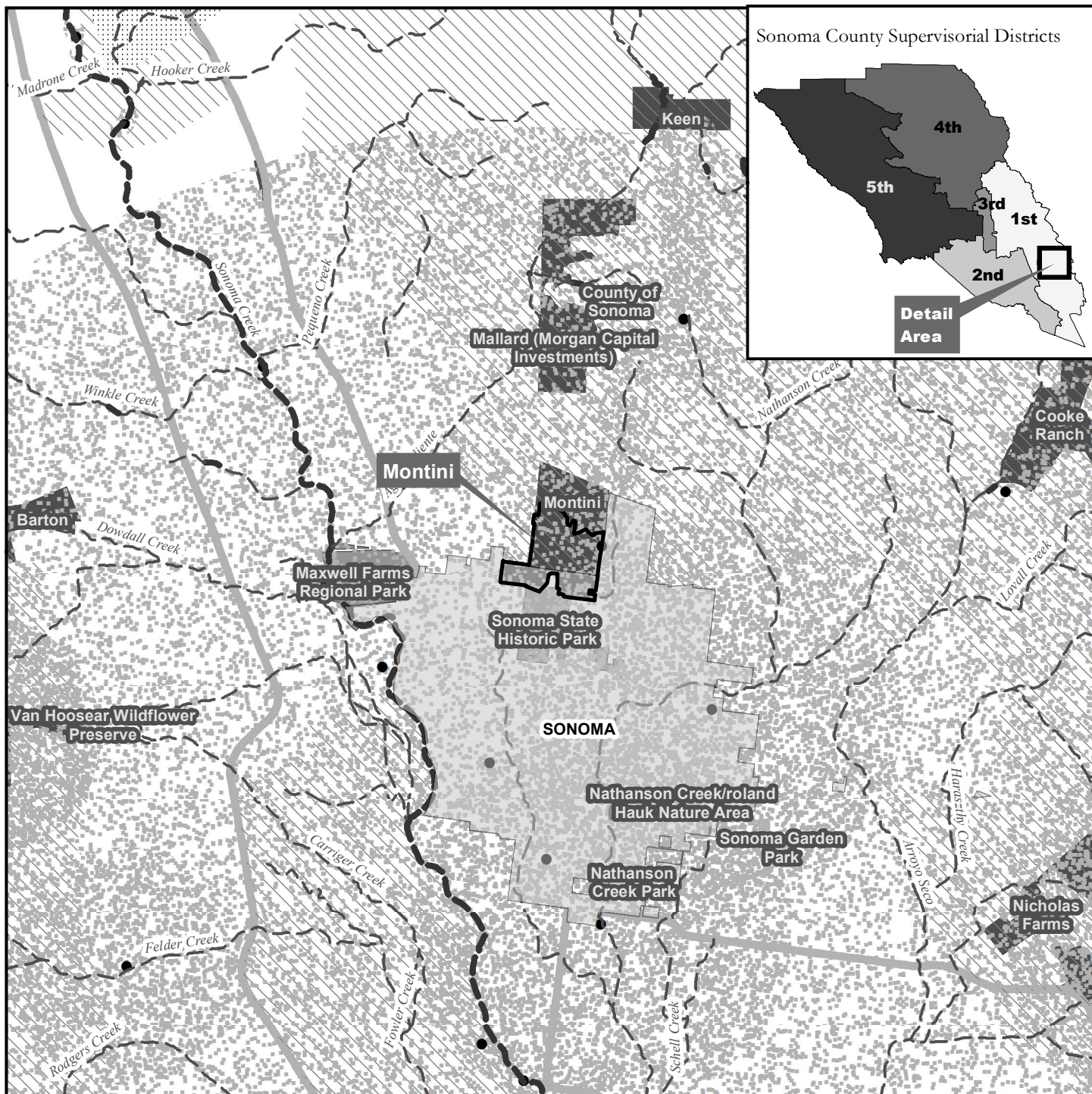
Prior Board Actions:

September 11, 2012, approved an Agreement with Regional Parks to provide trail construction contract and oversight assistance. December 6, 2011, approved a license agreement with the City of Sonoma and the Field of Dreams organization to allow the District to plan, design, and construct the necessary trail connections over City property. February 9, 2010, approved an agreement with Bay Area Ridge Trail Council (BARTC) to provide technical assistance to the District for several projects, including the Montini Open Space Preserve, and approved amendments on January 18, 2011 and May 8, 2012. October 6, 2009, approved the Montini Open Space Preserve Management Plan and adopted its related CEQA document. August 2, 2005, approved the lease purchase of 98 acres of the Montini Property.

Strategic Plan Alignment Goal 1: Safe, Healthy, and Caring Community			
Approval of the transfer will allow creation of an open space preserve at the edge of the City of Sonoma, providing recreational and educational opportunities for county residents and visitors. Construction of the Preserve trail system will provide a trail over varied terrain with beautiful scenery and wildlife for people of all abilities to enjoy.			
Fiscal Summary - FY 12-13			
Expenditures		Funding Source(s)	
Budgeted Amount	\$ 70,000		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$ 70,000
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 70,000	Total Sources	\$ 70,000
Narrative Explanation of Fiscal Impacts (If Required):			
These funds are budgeted in the FY 2012-13 budget; expending these funds will occur beginning in FY 2013-14. The funding source is sales tax revenue.			
Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
Attachments:			
<ol style="list-style-type: none"> 1. General Plan 2020 Location Map 2. Site Map 3. Notice of Determination 4. Resolution 5. Memorandum of Understanding with City of Sonoma 			

Related Items “On File” with the Clerk of the Board:

1. Transfer Agreement
2. Grant Deed
3. Conservation Easement
4. Recreation Conservation Covenant
5. Certificate of Acceptance – Conservation Easement
6. Certificate of Acceptance – Recreation Conservation Covenant
7. Irrevocable Offer of Dedication
8. Trail Project Manual, including plans and specifications and bidding documents
9. Right-of-Entry Permit
10. Memorandum of Understanding with State Department of Parks and Recreation
11. Grant Agreement with State Coastal Conservancy
12. Montini Open Space Preserve Management Plan and Initial Study, November 2008
13. Addendum to a Previously Adopted Mitigated Negative Declaration, October 2010



Montini Open Space Preserve

LOCATION / GENERAL PLAN MAP

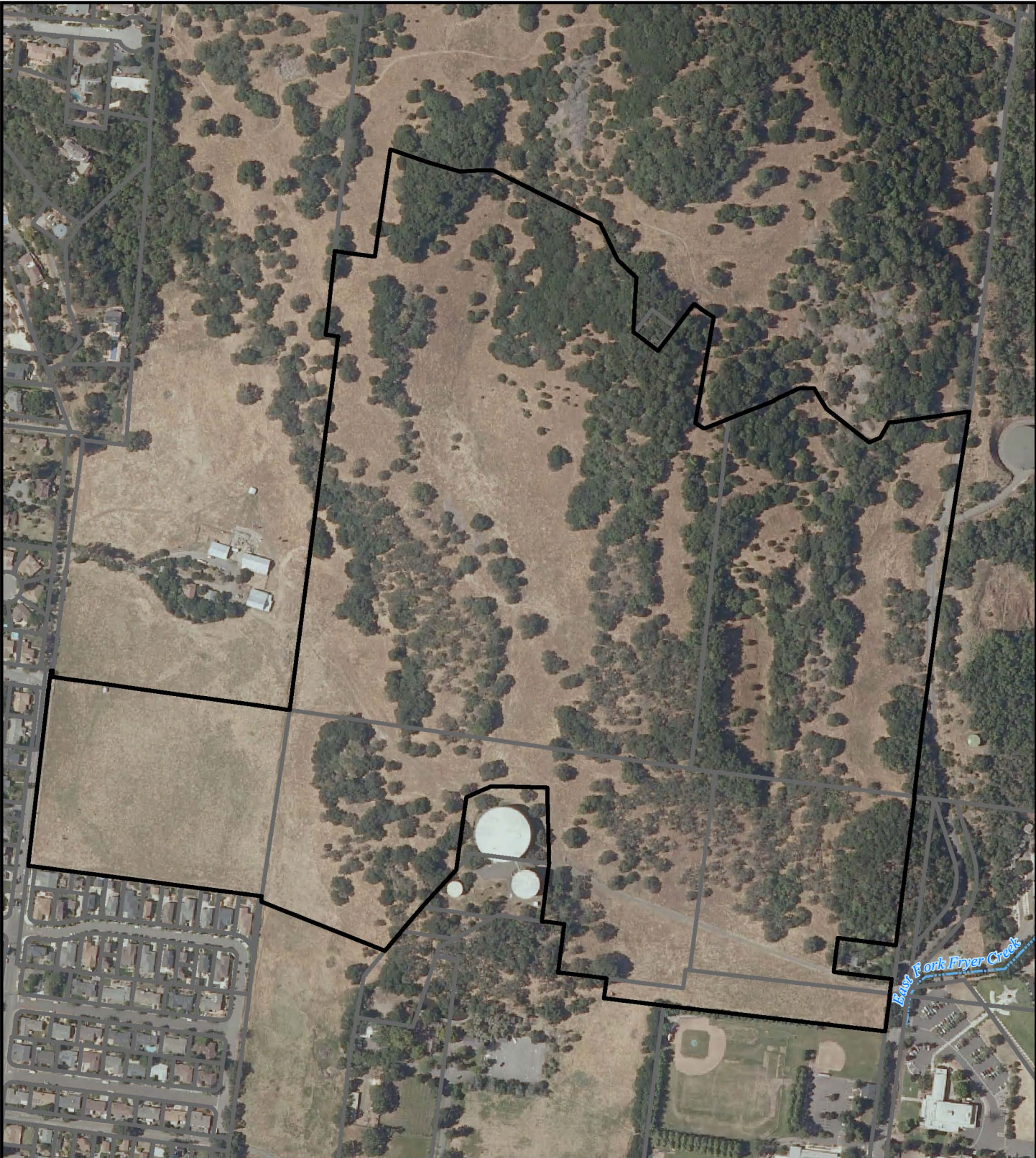
0 0.5 1
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SONOMA COUNTY
AGRICULTURAL PRESERVATION
AND OPEN SPACE DISTRICT


Map Date: 2/6/2013
Sources: Sonoma County GIS Group; Sonoma County General Plan 2020, Open Space and Resource Conservation Element.
Note: This map is for illustrative purposes only. It is not intended to be a definitive property description.

Open Space and Resource Conservation Element

<p>OUTDOOR RECREATION</p> <ul style="list-style-type: none"> Planned Future Park * Property Incorporated City Land District Holding Public Land <p>SCENIC RESOURCES</p> <ul style="list-style-type: none"> Community Separator Scenic Landscape Unit Scenic Corridor 	<p>BIOTIC RESOURCES</p> <ul style="list-style-type: none"> Special Status Species Special Status Species Habitat Marshes and Wetlands * Critical Habitat Area * Habitat Connectivity Corridor * Riparian Corridor (Intermittent) Riparian Corridor (Perennial) <p style="text-align: right; font-size: small;">* Not on this map.</p>
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Montini Open Space Preserve Site Map

-  Montini Property
-  Parcels



0 250 500
Feet



SONOMA COUNTY
AGRICULTURAL PRESERVATION
AND OPEN SPACE DISTRICT

Map Date: 11/27/2012

Sources: NAIP 2010 (aerial imagery); Sonoma County GIS (roads, parcels); Sonoma County Water Agency (streams).
This map is for illustrative purposes only and is not intended to be a definitive property description.



**Notice of Determination
Montini Open Space Preserve**

TO:

County Clerk, Sonoma County
2300 County Center Drive, Suite B177
Santa Rosa, CA 95403

FROM:

Sonoma County Agricultural Preservation
and Open Space District
747 Mendocino Avenue, Suite 100
Santa Rosa, CA 95401

CONTACT:

Bill Keene, General Manager
Phone: (707) 565-7360

Subject: Filing of Notice of Determination in compliance with the Public Resources Code
Section 21152

State Clearinghouse Number: 2008122009

Project Title: Montini Open Space Preserve Transfer

Lead Agency: Sonoma County Agricultural Preservation and Open Space District

Project Location: City of Sonoma, Sonoma County

Project Description: The Sonoma County Agricultural Preservation and Open Space District is proposing to enter into a transfer agreement with the City of Sonoma pursuant to which the District will transfer in fee the approximately 98-acre Montini Open Space Preserve located within the city of Sonoma, subject to a conservation easement and recreation conservation covenant held by the District, for the purposes of preserving the open space, natural and scenic values of the property and to support low-intensity public recreational use, subject to a Management Plan that has been adopted by the District in accordance with CEQA. In accordance with the Management Plan and Addendum dated October 28, 2010, the District is proposing to construct an approximately 1.8-mile trail for low-intensity public recreational use on the property prior to transfer of the property to the City of Sonoma.

Action: This is to advise that the Sonoma County Agricultural Preservation and Open Space District, acting in its capacity as Lead Agency, approved the above-described project on February 26, 2013 and has made the following determinations regarding said project:

1. The project will not have a significant effect on the environment.
2. A Mitigated Negative Declaration was prepared for the Montini Open Space Preserve Management Plan pursuant to the provisions of the California Environmental Quality Act (CEQA) (State Clearinghouse No. 2008122009).
3. That Mitigated Negative Declaration was adopted by the District on October 6, 2009.
4. An Addendum to the Management Plan was issued on October 28, 2010, making minor technical changes to the Plan that required no additional environmental review.
5. The project falls within the scope of the Mitigated Negative Declaration and Addendum.
6. There have been no changes in the project, no changes in the circumstances of the project, and no new information that would necessitate further review under CEQA.

ATTACHMENT 3

7. Moreover, to the extent, if any, that the project falls outside of the Mitigated Negative Declaration, it is exempt from CEQA pursuant to Title 14 of the California Code of Regulations section 15313 (a) and (c) (acquisition of lands for wildlife conservation purposes, and to preserve access to public lands in its natural conditions; alternatively section 15317 (easements and contracts in order to maintain the open space character of the area); and alternatively section 15325(a), (b), (c) and (f) (transfer of ownership of interests in land in order to preserve existing natural conditions, to allow continued agricultural use, to allow restoration of natural conditions, and to preserve open space or lands for park purposes).

This is to certify that the Mitigated Negative Declaration prepared for the Montini Open Space Preserve Management Plan and the record of project approval is available at: Sonoma County Agricultural Preservation and Open Space District, 747 Mendocino Avenue, Suite 100, Santa Rosa, CA 95401.

Signature

Date

Date: March 12, 2013

Resolution Number: _____

4/5 Vote Required

Resolution of the Board of Directors of the Sonoma County Agricultural Preservation and Open Space District, Authorizing and Directing the President to Execute a Transfer Agreement and a Grant Deed; Authorizing and Directing the President to Execute and Accept a Conservation Easement and a Recreation Conservation Covenant; Consenting to the Recordation of an Irrevocable Offer; Determining that the Transaction is Consistent with the General Plan; Authorizing Execution of Certificates of Acceptance; Directing the Preparation of Escrow Instructions and the Filing of a Notice of Determination; Authorizing All Other Actions Necessary to Complete the Transfer; Approving Plans and Specifications for Construction; Approving Contractor Minimum Qualification Requirements; Authorizing Solicitation of Bids for Trail Construction Work; Authorizing the General Manager to Execute a Right-of-Entry Permit with the State of California; and Authorizing the General Manager to Assign Existing Agreements with the State of California and the State Coastal Conservancy to the City of Sonoma. (4/5 Vote Required.)

Whereas, the District owns approximately 98 acres of land located at 5th Street West, Sonoma and environs (APNs: 018-011-017, 018-021-006, 018-071-007, 018-031-003, 127-051-105 and -106), known as the Montini Open Space Preserve (the Property); and

Whereas, the District's General Manager has negotiated and is recommending the transfer of the fee title interest in Property to the City of Sonoma subject to a conservation easement (Conservation Easement), a recreation conservation covenant (Recreation Covenant), and an irrevocable offer of dedication after completion of a 1.8-mile trail (Trail) (collectively, the Project); and

Whereas, as a component of the Project, the District's General Manager is recommending payment to the City of Sonoma of up to a total of \$70,000 over a period of three years for reimbursement of its costs of operations and management of the Property; and

Whereas, plans and specifications have been prepared for construction of the Trail and the District is preparing to invite construction bids; and

Whereas, the Project fulfills policies of the District's acquisition plan, Connecting Communities and the Land in the categories of Greenbelts and Scenic Hillside, Water, Wildlife and Natural Areas, and Recreation and Education, including policies to protect the scenic ridgelines that surround the City of Sonoma and contribute to the area's rural identity; to preserve natural systems and lands that support diverse biological resources and protect lands that provide viable habitat linkages for wildlife; and to protect conservation values while allowing compatible public recreational and educational uses, respectively;

Now, Therefore, Be It Resolved that this Board of Directors hereby finds, determines, declares and orders as follows:

1. *Truth of Recitals.* That the foregoing recitations are true and correct.
2. *General Plan Consistency.* That the Project furthers goals in the Land Use and

Open Space and Resource Conservation Elements of the 2020 Sonoma County General Plan in that it will maintain important open space around the county's cities in a largely open or natural character; it will preserve important biotic resource areas and scenic features; it will retain the largely open, scenic character of important Scenic Landscape Units; it will protect and enhance the county's natural habitats and diverse plant and animal communities; and it will establish a countywide park and trail system that meets future recreational needs of the county's residents while protecting agricultural uses, with an emphasis on trails near urban areas and on public lands.

3. *Expenditure Plan Consistency.* That the transfer of fee title of the Property to the City of Sonoma and the retention of a Conservation Easement and Recreation Covenant over the Property are consistent with the Expenditure Plan approved by the voters of Sonoma County in 2006 in Measure F.

4. *Fair Market Value.* That by its Resolution No. 2012-03 dated December 6, 2012 the Sonoma County Open Space Fiscal Oversight Commission determined that it can be reasonably concluded that the cumulative value of the Conservation Easement and Recreation Covenant is not less than the fair market value of the fee interest the District is conveying.

5. *Transfer Agreement.* That the President is authorized and directed to execute, on behalf of the District, the Transfer Agreement by and between the City of Sonoma and the District.

6. *Grant Deed.* That the President is authorized and directed to execute, on behalf of the District and in a form approved by County Counsel, a grant deed to transfer fee title in the Property to the City of Sonoma.

7. *Authority to Sign Contracts.* That the President is authorized and directed to execute, on behalf of the District those certain agreements entitled "Deed and Agreement by and between the City of Sonoma and the Sonoma County Agricultural Preservation and Open Space District Conveying a Conservation Easement and Assigning Development Rights" and "Montini Open Space Preserve Recreation Conservation Covenant", together with the certificates of acceptance required by Government Code Section 27281.

8. *Consent to Recordation of Irrevocable Offer.* That the District hereby consents to the recordation on the Property of that certain agreement entitled "Irrevocable Offer of Dedication" from the City of Sonoma.

9. *Escrow Instructions; Necessary Documents.* That the District's Counsel is directed to prepare and deliver appropriate joint escrow instructions and other necessary documents to Fidelity National Title Company to complete the transaction as described. The General Manager is authorized to sign all closing documents and to execute any other documents necessary to complete this transaction as described, including, without limitation, making any technical, non-substantive changes in closing documents with the prior approval of the District's Counsel.

10. *Costs of Escrow.* That at the request of the General Manager, the County Auditor draw a warrant or warrants against available funds in the County's Open Space Special Tax Account in an amount not to exceed \$15,000 payable to Fidelity National Title Company (Escrow No. Escrow No. 12-490510445) for the proposed transfer of fee title and acquisition of a Conservation Easement and Recreation Covenant and in such other amounts necessary to close escrow and for associated transactional costs requested by the General Manager.

11. *Dedication.* That the Conservation Easement and Recreation Covenant to be acquired by the District are hereby dedicated to open space purposes pursuant to Public Resources Code Section 5540.

12. *Funding for Operations and Management.* That after transfer of fee title of the Property to the City and recordation of the Conservation Easement and Recreation Covenant, and at the request of the General Manager, the County Auditor shall draw a warrant or warrants against available funds in the County's Open Space Special Tax Account in amounts not to exceed a total of \$70,000 over a period of three years for reimbursement to the City for its costs of operation and management of the Property.

13. *Approval of Plans and Specifications and Authorization to Solicit Bids.* That the Trail construction plans and specifications on file with the Clerk are approved and the General Manager is authorized to solicit bids for construction of the Trail as therein described.

14. *Approval of Minimum Qualifications.* That the minimum qualifications for the Trail construction contractor as described in the bid documents on file with the Clerk are approved.

15. *Authorization to Execute a Right-of-Entry Permit.* That the General Manager is authorized to execute, on behalf of the District, that certain permit, entitled "Right of Entry Permit" with the California Department of Parks and Recreation for construction activities to occur on the Vallejo Home Unit of Sonoma State Historic Park.

16. *Assignment of District Agreements to the City of Sonoma.* That the General Manager is authorized to assign, on behalf of the District and in a form approved by County Counsel, the existing Memorandum of Understanding between the State of California Department of Parks and Recreation and the District, and the State Coastal Conservancy Grant Agreement 04-108 dated June 10, 2004 to the City of Sonoma.

17. *Memorandum of Understanding.* That the General Manager is authorized to execute, on behalf of the District, that certain agreement, entitled "Memorandum of Understanding" with the City of Sonoma.

18. *California Environmental Quality Act.* That on October 6, 2009, the Board approved the Montini Open Space Preserve Management Plan and Initial Study and Mitigated Negative Declaration. A Notice of Determination was posted in

accordance with Public Resources Code section 21152 and Title 14 of California Code of Regulations section 15075. In 2010, the District made minor technical changes to the Management Plan that required no additional environmental review. An Addendum to the Mitigated Negative Declaration was issued on October 28, 2010. The Project contemplated herein falls within the scope of the Management Plan and Mitigated Negative Declaration and the Addendum. Since approval of the Management Plan and Mitigated Negative Declaration, there have been no substantial changes to the project that would require revisions to the Mitigated Negative Declaration; there have been no substantial changes in the circumstances under which the project will be undertaken that would require revisions to the Mitigated Negative Declaration; and there is no new information of any substantial importance that shows that the project would have any significant effect not discussed in the Mitigated Negative Declaration, that any of the effects previously examined would be substantially more severe than shown in the Mitigated Negative Declaration, that any mitigation measures previously found infeasible would in fact be feasible, or that any mitigation measures considerably different from those previously analyzed would substantially reduce any significant effects on the environment. Thus, no further environmental review under C.E.Q.A. is required at this time. Moreover, to the extent, if any, that the Project falls outside the scope of the Master Plan and Initial Study and Mitigated Negative Declaration, it is categorically exempt from C.E.Q.A. pursuant to Title 14 of California Code of Regulations sections 15313(a) and (c) (acquisition of land for conservation purposes), 15317 (easements and contracts to maintain open space character of the area), and 15325(a), (b), (c), and (f) (acquisitions and transfers of interests in land to preserve natural conditions, to allow continued agricultural use, to allow restoration of natural conditions, and to preserve lands for park purposes).

19. *Notice of Determination.* That, immediately upon the adoption of this resolution, the General Manager is directed to post and to maintain the posting of a notice of determination pursuant to Public Resources Code 21152.

20. *Validation.* The agreements authorized by this resolution are contracts within the definition of Government Code Section 53511 and as such, any action challenging the validity of any or all of the contracts must be commenced within sixty (60) days of the adoption of this resolution pursuant to Section 863 of the Code of Civil Procedure.

Directors:

Gorin:

Zane:

McGuire:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.

Resolution #

Date:

Page 5

MEMORANDUM OF UNDERSTANDING

THIS AGREEMENT is entered into as of _____, 2013, by and between the Sonoma County Agricultural Preservation and Open Space District (“the District”) and the City of Sonoma, a municipal corporation, (“the City”) in reference to the following facts:

Recitals

WHEREAS, by that certain Land Transfer Agreement (“Transfer Agreement”) of even date herewith, the District is conveying to the City an approximately 98-acre property (“Property”) to be owned, held and used by the City for open space and conservation purposes, all as is more particularly described in the Deed and Agreement Conveying to the District a Conservation Easement and Assigning Development Rights (“Conservation Easement”) and the Montini Open Space Preserve Recreation Conservation Covenant (“Recreation Covenant”) also of even date herewith;

WHEREAS, all uses of the Property must be consistent with and not violate the terms and conditions of the Montini Open Space Preserve Management Plan (“Management Plan”) adopted by the District on October 13, 2009, and referenced in the Conservation Easement at Section 5.1.7 and the Recreation Covenant at Section 2.C, among other provisions;

WHEREAS, the City has, for several years, expressed interest in allowing dogs on the Property provided that the dogs were on leashes;

WHEREAS, the Management Plan expressly prohibits pets from being present on any part of the Property but under the Conservation Easement, it is acknowledged that the Management Plan may be amended by the District under certain procedures and if certain criteria are met; and

WHEREAS, by this Agreement the parties wish to affirm the willingness of the District to review and consider, without a commitment to the result, an application by the City to amend the Management Plan in the particulars set forth above:

Agreement

NOW, THEREFORE, the parties agree as follows:

1. As specified in Section 6.1 of the Conservation Easement, at any time after the Property is conveyed to the City, the City shall have the right to submit a Revised Plan to the District seeking to amend the Management Plan to permit dogs to be present on and to move about the Property provided that the dogs are on leash controlled by the dogs’ owners or guardians.

2. Without a commitment to the result, the District agrees to review and consider said submittal in accordance with Section 6.1 of the Conservation Easement. In accordance with that Section 6.1, the District's determination shall be based solely on the Revised Plan's consistency with the terms, conditions and Conservation Purpose (as defined in the Conservation Easement) of the Conservation Easement. If the City follows all of the procedures attendant to the submittal of a Revised Plan and the District finds the Revised Plan consistent with the terms, conditions and Conservation Purpose (as defined in the Conservation Easement) of the Conservation Easement, the District shall approve the Revised Plan. Said approval shall not be unreasonably withheld, conditioned or delayed.

3. The persons executing this Agreement warrant and represent that they have been duly authorized to execute this Agreement on behalf of the party that they represent and that this Agreement legally binds the party s/he represents in accordance with its terms and conditions.

IN WITNESS WHEREOF, the parties hereto execute this agreement on the date first appearing above.

Sonoma County Agricultural Preservation and Open Space District

By: _____
William Keene
General Manager

City of Sonoma

By: _____
Ken Brown
Mayor



County of Sonoma Agenda Item Summary Report

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

Agenda Item Number: 34
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors

Board Agenda Date: March 12, 2013

Vote Requirement: Majority

Department or Agency Name(s): County Administrator's Office

Staff Name and Phone Number:

Jim Leddy, 565-2190
Lori Norton, 565-3345

Supervisorial District(s):

All

Title: Board of Supervisors 2013 Draft Work Plan

Recommended Actions:

1. Affirm Board priorities for 2013 which emerged from the February 8th Board Study Session;
2. Receive update on the status of 2012 priority projects which are already underway;

Executive Summary:

On February 8, 2013, the Board of Supervisors held its annual Goal setting study session where issues and projects of interest for 2013 were discussed. The Board crafted a draft list of four (4) broad goals as the basis for further discussion and possible adoption. Attachment A identifies the four broad goals, and a number of initiatives and projects that support the goals, and for which significant work will be accomplished in calendar year 2013. At the study session, the Board also reiterated their commitment to expanded community engagement, across all of the goals, projects and initiatives.

The Board in its public deliberations on February 8th identified a number of critical issues for 2013. Staff has summarized the proposed Board Goals. Attachment B reflects these goals in the context of the County adopted Strategic Plan. They include:

- 1) **Becoming the Healthiest County is California by 2020** - Continuing the Path on being the healthiest County in California in 2020 through enhanced integration of Health and Human Services, effective implementation of the Affordable Care Act and focus on Immigrant related issues and services;
- 2) **Investing in Infrastructure, Jobs and Economic Development** – Complete the Long term Roads Funding Plan; Continue the efforts on water and energy sustainability including Community Choice Aggregation, Carbon Free water efforts, Ground water study, and detail the Comprehensive Facilities Plan;

3) **Building Organizational and Fiscal Stability** – Continue the prudent and responsible financial management of the County; Increase General Fund reserves through policy; Continue Pension reform efforts for compensation resetting and take next steps in launching the Enterprise Financial system to increase accounting and budget transparency;

4) **Ensuring Effective Governance** – Examine current governance structure for local fire services in unincorporated areas to include an analysis of – potential contracting, consolidations, regionalization, or increased support for the status quo as a means of ensuring effective and efficient fire services throughout the county; Increase efforts to complete Southwest Santa Rosa Annexation in collaboration with City of Santa Rosa; Complete updating the Library Joint Powers Agreement; and, review the Animal Care & Control Shared Services Model.

A similar goal setting process was followed by the Board in 2012 which led to the establishment of eight (8) top Board Goals. All of the Board’s 2012 Goals saw significant accomplishment. Attachment B is a brief summary of each of the Board’s 2012 Goal which also provides actions taken and next steps.

Prior Board Actions: On February 7, 2012, the Board Adopted the 2012 Annual Work Plan; February 8, 2011, the Board Adopted the 2011 Work Plan.

- (A) Draft 2013 Board Goals
- (B) Updated list of achievements on Board 2013 Goals

Strategic Plan Alignment The Board goals advance all of the Strategic Planning areas.

Fiscal Summary - FY 12-13

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 0		\$ 0
Add Appropriations Req'd.	\$ 0	State/Federal	\$ 0
	\$ 0	Fees/Other	\$ 0
	\$	Use of Fund Balance	\$ 0
	\$	Contingencies	\$ 0
	\$		\$ 0
Total Expenditure	\$ 0	Total Sources	\$ 0

Narrative Explanation of Fiscal Impacts (If Required):

The Board work plan is budgeted as part of the existing resources

Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
Attachments:			
Attachment A – 2013 Proposed Board Goals Matrix Attachment B – Summary of 2012 Board Goals			
Related Items “On File” with the Clerk of the Board:			

Board of Supervisors 2012 Goals - Attachment B



Goal 1) Roads – Develop a detailed Funding, Operations and Maintenance and resident Involvement plan to improve the conditions of Sonoma County Roads;

Accomplishments:

- January 2012 – The Board identified Roads as top priority;
- February 2012 – Board Ad Hoc Committee consisting of Supervisors Zane and Rabbitt started Roads Plan development;
- June 19, 2012 – Board Ad Hoc, with support from CAO and Transportation and Public Works, presented their report which contained a comprehensive set of short and long-term recommendations to the full Board which were unanimously adopted;
- June 26, 2012 – The Board budgeted \$8 million in local funds for road improvements;
- October 23, 2012 -- \$8 million previously allocated is assigned to critical categories by the Board

Next Steps:

- Seek out additional state and federal funding sources for local road systems
- Explore other local funding sources – i.e. Extending Measure M or seeking other local revenue source

Goal 2) Economic Development and Jobs Creation – Continue efforts to bolster local private sector economy through enactment of Board adopted Economic Development and Jobs Plan;

Accomplishments:

- **Transportation and Public Works** launched the Sonoma County Airport Safety Improvement Project launched and the Master Plan was completed and the Environmental Impact report was certified;
- The **Sonoma County Workforce Investment Board (WIB)** and **Human Services Department** staff hosted six sessions of the Workforce Strategy Taskforce May through August 2012 in partnership with Economic Development Board's Innovation Action Council.
- **University of California Cooperative Extension (UCCE)** piloted an Agricultural Ombudsman program to work with local agricultural producers to navigate through the permitting process and facilitate meetings between the different county, state and federal agencies.
- Agri-tourism meetings were organized by UCCE, along with Farm Trails, for agriculture professionals and tour industry leaders, as a follow up to the successful 2011 Sonoma County Food Forum.
- The **Sonoma County Energy Independence Program** continued clean energy financing mechanism resulting in over \$60 million investment in local property upgrades of energy efficiency, water conservation and renewable generation;
- **The Permit & Resource Management Department (PRMD)** hired a Customer Service Ombudsman to help facilitate a speedier and easier permitting process to enable new and expanding businesses to get up and running.

Next Steps:

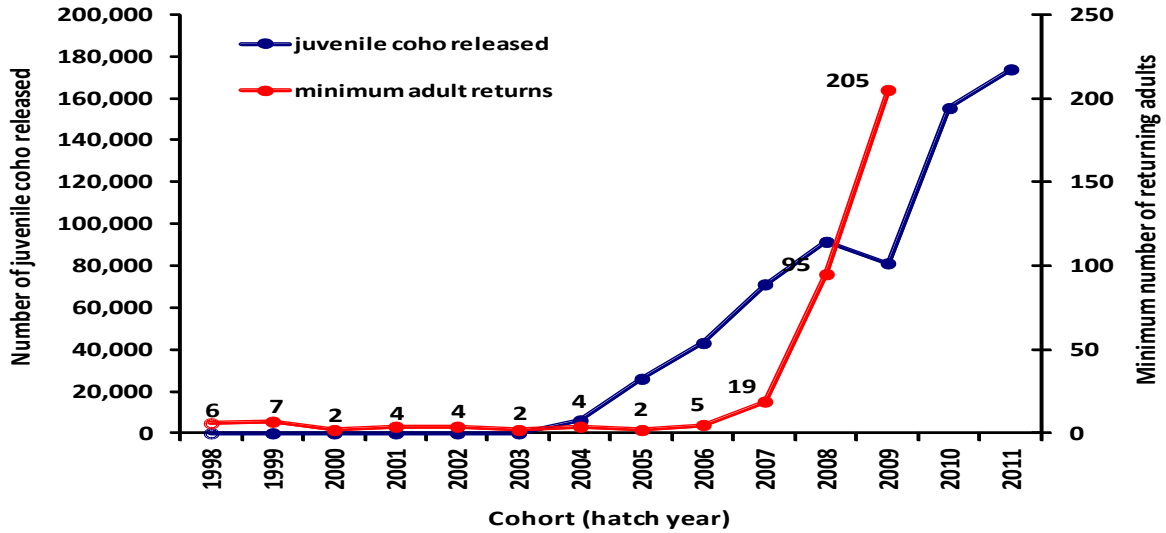
- **Transportation and Public Works**, working with the Federal Aviation Administration, will complete the federal environmental process for the airport, Right-of-Way acquisitions and construction will begin in 2013;
- The **Workforce Investment Board** will review five workforce initiatives for further action developed by the **Human Services Department**: employee gap; soft skills curriculum development; work-based learning; emerging labor populations; and metrics.
- **UCCE** will seek resources to assist more agricultural producers to expand their operations and increase economic development in the County.
- **UCCE** will host more of these programs in an effort to increase economic viability to both the agricultural and the tourism industries in Sonoma County.
- **General Services** will expand the Energy Independence contractor training services and financing options for consumers;

Goal 3) Energy and Water Sustainability – Continue the pursuit of the Community Choice aggregation program (Sonoma Clean Power), further the Russian River Biological Opinion and efforts around water pipeline/aqueduct projects, and ensure achievement of climate protection goals;

Accomplishments:

- **General Services** completed machined a zero net energy campus at the Los Guilicos Campus through: (a) interior and exterior lighting efficiency retrofits, (b) several water heater upgrades, and (c) installation of a second photovoltaic (PV) system resulting in on-site production of all electrical need;
- **General Services** completed the direct installation of interior and exterior lighting projects at 53% of the County's leased and owned facilities;
- **General Services** completed a Direct Access agreement with 3 Phases Renewables to purchase and supply 100% renewable power to seven county facilities in Santa Rosa and Petaluma;
- **General Services** launched the shared services effort for Windsor's PAYS Program and Healdsburg Electric residential energy efficiency programs;
- General Services oversaw \$1.9 million energy efficiency projects (American Reinvestment and Recovery Act funds_ completed;
- **UCCE** completed research led by UC, which showed increasing returns of adult coho salmon and evidence that they are straying into streams other than program streams that are stocked with juveniles, thereby naturally expanding their range. This research documented 5,000 wild offspring this summer, up from an average of 4 fish/year from 1998-2006.
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Juvenile releases and minimum adult returns to Russian River aligned by cohort



- The **Water Agency** made significant progress in implementation of the Biological Opinion, with construction started on the first mile of habitat enhancement in Dry Creek; the completion of four tributary enhancement projects; and extensive fisheries monitoring in the estuary, Dry Creek and the Russian River. All permits, with the exception of the Coastal Commission, were received for implementation of the estuary lagoon management plan;
- **Sonoma Clean Power** developed a feasibility study, issued a draft Implementation Plan and interviewed potential energy service providers. In December 2012 Sonoma Clean Power formalized as a joint power authority;
- The **Sonoma County Efficiency Financing Program** launched and engaged dozens of schools, two cities and a hospital in a joint effort to fund and install energy and water efficiency retrofits. A list of pre-qualified energy service companies was developed via an RFQ process to perform the work;
- The **Water Agency** issued an RFP for a developer to build a 20 MW solar facility at the Sonoma County Airport. Selected solar photovoltaic project developer, Sun Edison, through competitive selection process. Submitted Conditional Use Permit (CUP) application to Permit and Resources Management Department (PRMD) so that CEQA work can begin.
- **The Water Agency** worked to secure the water transmission system against natural hazards, such as an earthquake, is a top priority. The Santa Rosa Aqueduct Seismic Upgrade Project, partially funded by a \$1.3 million Federal Emergency Management Agency Hazard Mitigation grant, broke ground in 2013. The project will secure a major water supply pipeline by replacing 2,000 linear feet of pipe within the Rodgers Creek Fault zone with new, state of the art pipe that can flex with the shifting earth. Water Agency wholesale customers, including the cities of Santa Rosa and Sonoma, and the Valley of the Moon Water District are coordinating with the Water Agency on the project's implementation.

Next Steps:

- **General Services** will bring forward for Board review an Energy and Sustainability Policy for County of Sonoma operations;
- **General Services** will work to expand small business services through Energy Watch and Energy Independence Programs;

- **Water Agency/General Services** - Continue to seek funding (Prop. 39) for additional retrofit and generation projects;
- **General Services** will contribute energy and emission information and expertise to the County Comprehensive Facility Planning process;
- **UCCE** will continue research and monitoring of coho species, working closely with **Water Agency** and other departments.
- In 2013, the **Water Agency** construction on the first mile of Dry Creek habitat enhancement will continue, while design work will begin on the second and third mile;
- In 2013, **Sonoma Clean Power** will issue an RFP for energy service providers, hire an outreach and education consultant and undertake a national search for a chief executive officer;
- In spring of 2013 preliminary results of the scale of retrofits for Sonoma County Energy Financing Program projects will be available and bond counsel will be engaged. Bond issuance to fund the retrofit work is anticipated to occur in late 2013;
- In 2013, **Permit and Resource Management Department** will act as Lead Agency through the CEQA process for Airport solar. Sun Edison will begin interconnection agreement negotiations with PG&E;
- The Santa Rosa Aqueduct Seismic Upgrade Project began in February 2013 with completion scheduled in August 2013.

Goal 4)Agricultural and Environment Stewardship - Bring together all elements of County organization and community to protect, enhance and strengthen agricultural and environmental resources and quality of life and better coordinate the many policy efforts impacting Agriculture and Environmental issues;

Accomplishments:

- **Board of Supervisors** authorized the acceptance of new Agricultural Preserve (Williamson Act) contracts after a nearly 3-year hiatus due to the state’s elimination of subvention payments for this program. The Williamson Act program helps strengthen the economic viability of farming and ranching operations in Sonoma County.
- **Regional Parks** assumed management of Annadel State Park in partnership with California State Parks and other groups and expanded partnerships between Regional Parks and **Agricultural Preservation and Open Space District**;
- **Regional Parks** Secured more than \$12 million in federal, state, private, and local sources for Regional Park projects and opened the Laguna Trail and Taylor Mountain Regional Park and Open Space Preserve to full public use;
- **Regional Parks** Developed Marinas improvement plan
- **UCCE** launched United States Department of Agriculture (USDA) Beginning Farmer & Rancher Development Program: Year 1 results are 23 graduates completing the program, starting or expanding their agricultural operations. The program reaches 25% “underserved” population (minorities, women, low-income). The participants have opportunities to connect and learn from local “master farmers and ranchers”, and work individually with Santa Rosa Junior College, Shone Farm, and the Latino Service Providers. The program will increase the number of farmers and ranchers in the Sonoma with the goal of increasing agriculture businesses while providing local food access to the residents of Sonoma County and surrounding counties. This 3-year program will train up to 75 beginning farmers and ranchers in agriculture and business;

- **UCCE** provided over 500 people affiliated with the county's wine grape industry were presentations regarding control of European Grapevine Moth (EGVM). Enhanced the capacity to manage EGVM in an environmentally sound way was incorporated into EGVM regulations.

Next Steps:

- **Regional Parks** will develop Sonoma County Integrated Parks Plan;
- **Regional Parks** Marinas improvement plan implementation will begin in 2013;
- **Regional Parks** will collaborate with **Sonoma County Open Space District** on fee land strategy;
- **UCCE** launches Year 2 of the Beginning Farmer & rancher Development Program on May 17, 2013 and the program will run through August 2014;
- **UCCE** is exploring the development of an incubator farm to provide additional land opportunities for aspiring farmers and ranchers;
- **UCCE** research will continue to help reduce the impact from invasive species, along with reducing the amount of pesticides used to control them.

Goal 5) Become Healthiest County in California by 2020 - Coordinate Health Services and Human Services efforts to establish path for achieving Health Action 2020 Goal of being healthiest County in the State within eight (8) years;

Accomplishments:

- **Upstream Investments** provided technical assistance through workshops one-on-one sessions to 94 organizations;
- **Upstream Investments** had 10 local funders test the use of upstream principles in funding activities including incorporating Upstream in their Requests for Proposals, requiring contracted programs to be on the Upstream Portfolio, and providing technical assistance to grantees about evidence-based practices;
- May 2012 – the **Area Agency on Aging (AAA)** and **Human Services** staff published the *Aging and Living Well in Sonoma County* report;
- September 2012 – In partnership with the **Department of Health Services**, the **Human Services Department** funded a nutrition education program with the Northern California Center for Well-Being;
- In 2012, **Child Support Services** actively worked to get health insurance orders in all cases. In 2012, the Department obtained 8,167 orders on its 12,411 cases for an order rate of 66%;
- **UCCE** launched the ***Every Child, Every Day-Summer Hunger Initiative which*** makes it possible for thousands of Sonoma County low-income children who rely on free and reduced-price school lunches for a major portion of their nutrition during the school year to have nutritious free lunches when school closes for summer vacation;
- **UCCE 4-H** provided enrichment arts and crafts activities for children in the Redwood Empire food Bank *Summer Lunch Program* which is not in its fifth year.

Next Steps:

- **Human Services** will continue nutrition education in 2013.

- **Upstream Investments** will develop standardized language and processes for the use of upstream principles in funding activities as well as identifying and reporting the amount of funding currently dedicated to programs utilizing upstream principles.
- **Upstream Investments** will expand the breadth and depth of technical assistance to expand program evaluation capacity in both the County and community-based organizations.
- **UCCE** has launched a Diversity and Leadership initiative to expand outreach efforts to reach more youth in Sonoma County and will work with programs like Cradle to Career, the first model will explore expanding the program into the Latino community.

Goal 6) State Involvement Plan – Support Board led efforts to strengthen critical state and federal relationships to ensure Sonoma County has access to state and federal decision making process;

Accomplishments:

- Board members strengthen leadership roles with national, state and regional organizations;
- **Supervisor Carrillo** elected second Vice Chair of California State Association of Counties;
- **Supervisor Zane** appointed to National Association of Counties Health Steering Committee;
- **CAO Ferguson** active in AB 109 (realignment) funding taskforce for CAOs;
- **Supervisor Zane** and **Supervisor Rabbitt** champion County pension reform efforts including meeting with Governor’s Office to ensure Sonoma County Pension reform elements are addressed by Public Employees Pension Reform Act of 2012;
- **CAO Ferguson** Co-Chairs CAO Pension Reform taskforce for CSAC;
- **Supervisor McGuire** working with Water Agency staff successfully achieved legislation for Quagga invasion prevention funds.
- **PRMD Director Pete Parkinson** has taken a leadership role on CEQA reform and Housing Element streamlining initiatives through the California State Associations of Counties.

Next Steps:

- Continue to support Board leadership and active membership on state, federal and regional policy making bodies
- Review current Advocacy contract and issue RFP for potential enhanced services

Goal 7) Strengthen Organizational Stability – Continue the efforts to bring greater fiscal stability by increasing Budget information for policy makers; continue Pension Reform efforts; Further pursue Shared Services opportunities, and; Strengthen the County Family by investing in the people through professional development and educational opportunities through effective succession planning.

Accomplishments:

- January 2012 – Budget Policy workshop established tight fiscal parameters for Budget development;
- April 2012 – as part of ongoing labor negotiations, the Board established goals for first steps of pension and compensation reform;
- May 2012 – Board adopted first ever County Debt Policy developed by Auditor, Controller, Treasurer and Tax Collector’s Office;
- June 2012 – CAO issues Recommended Budget which is fully balanced; Board adopts balanced budget while increasing investments in roads, public safety and health & human services
- October 2012 - Board held first ever full Review of all reserve funds;

- Information Services Department partnered with other agencies and departments to reduce central service costs and share resources; examples include: shared mail processing exceeding \$200,000 savings through bulk sort and mail processing; shared print/copy services; and sharing costs for GIS aerial photography.

Next Steps:

- Negotiate labor contracts to continue pension reform efforts;
- Seek new efficiencies in system delivery across all departments;
- Continue Shared Services efforts with other jurisdictions;
- Provide regularly budget reports to Board and public;
- Continue Enterprise Finance System launch Tools for linkage of finances and performance by objective management and to strengthen decision making processes;

Goal 8) Supporting Students and Youth – Develop County efforts to directly support youth through education while aligning with County strategic initiatives including Health Action, Upstream Investments and the Board’s Economic Development and Jobs Plan.

- Continued support of the Sonoma County Youth Ecology Corps, which to-date, has provided jobs, paychecks, and physical, outdoor work to more than 900 young people (at least half whom are at-risk)
- February 2012 -- the Board of Supervisors created an Ad Hoc Committee on Mentoring, Youth and Education consisting of **Supervisor Carrillo** and **Supervisor McGuire**;
- April, June and August 2012 -- The Ad Hoc convened stakeholders including representatives of Sonoma State University, the Sonoma County Office of Education, Department of Human Services, the Economic Development Department, Santa Rosa Junior College, Department of Health Services, United Way of the Wine Country, and Community Action Partnership of Sonoma County;
- August 2012 – The **Human Services Department**, in collaboration with the **Sonoma County Office of Education (SCOE)**, received a grant for an education liaison who is co-located at the offices of Family, Youth & Children’s services and works with social workers to ensure that youth are placed in the appropriate educational environment. The liaison navigates the myriad of school districts in Sonoma County. The grant also funds tutoring at VOICES, Sonoma County’s one-stop service center for transitional-age foster youth;
- January 2013 – Ad Hoc presented report to full Board recommending support for the United Way’s Schools to Hope volunteer program; funding for Career Technical Education at the Sonoma County Office of Education and funding to support Scholarship Sonoma County;

Next Steps:

- Fully implement Schools of Hope employee participation effort;
- Support ongoing efforts to find private funding for the Career Technical Education;
- The **Human Services Department** will continue to work with **SCOE** to ensure that youth receive the academic support that they need to succeed in school.
- Continue support of Sonoma County Youth Ecology Corps program.

Board of Supervisors 2012 Goals - Attachment B



Goal 1) Roads – Develop a detailed Funding, Operations and Maintenance and resident Involvement plan to improve the conditions of Sonoma County Roads;

Accomplishments:

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- **The Permit & Resource Management Department (PRMD)** hired a Customer Service Ombudsman to help facilitate a speedier and easier permitting process to enable new and expanding businesses to get up and running.
- The **Sonoma County Economic Development Board (EDB)** developed a business retention and expansion program and visited over 75 businesses throughout the unincorporated area of the county in the first seven months of operation.

- The **EDB** launched the Business Assistance Program and Hotline to assist businesses in navigating the regulatory environment and troubleshooting any roadblocks to doing business and assisted 22 businesses through a suite of FREE business development tools to assist in providing 1) access to industry trends, 2) market demographics, 3) site selection and 4) reaching new markets.
- The **Permit Resource Management Department** created a Customer Service Ombudsman dedicated to resolving permitting issues for homeowners and business customers.

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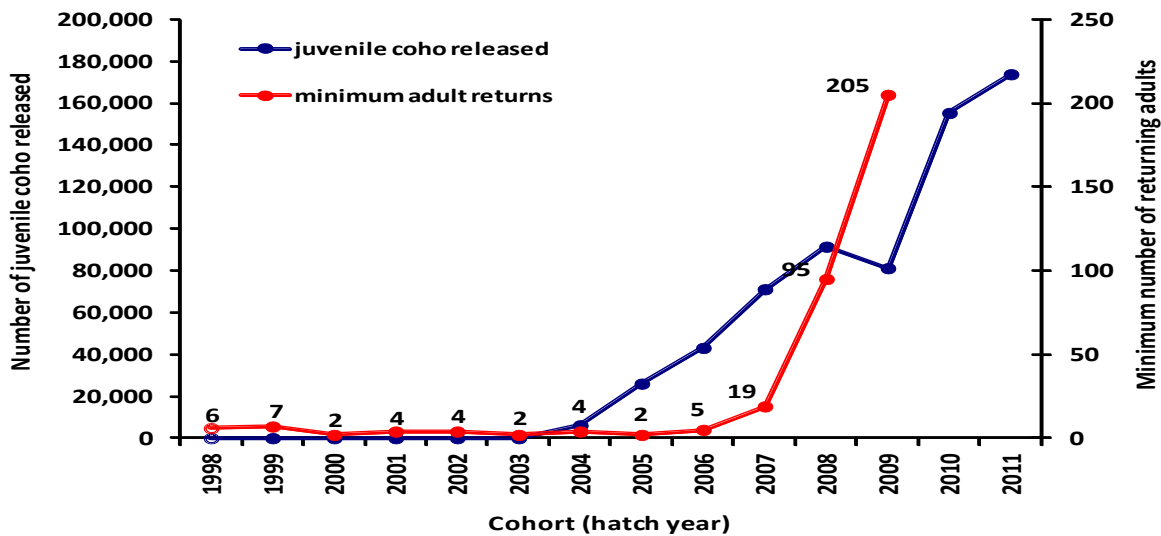
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- **Board of Supervisors** authorized the acceptance of new Agricultural Preserve (Williamson Act) contracts after a nearly 3-year hiatus due to the state’s elimination of subvention payments for this program. The Williamson Act program helps strengthen the economic viability of farming and ranching operations in Sonoma County.

Next Steps:

- **Regional Parks** will develop Sonoma County Integrated Parks Plan;
- **Regional Parks** Marinas improvement plan implementation will begin in 2013;
- **Regional Parks** will collaborating with **Sonoma County Open Space District** on fee land strategy;
- **UCCE** launches Year 2 of the Beginning Farmer & rancher Development Program on May 17, 2013 and the program will run through August 2014;
- **UCCE** is exploring the development of an incubator farm to provide additional land opportunities for aspiring farmers and ranchers;
- **UCCE** research will continue to help reduce the impact from invasive species, along with reducing the amount of pesticides used to control them.

Goal 5) Become Healthiest County in California by 2020 - Coordinate Health Services and Human Services efforts to establish path for achieving Health Action 2020 Goal of being healthiest County in the State within eight (8) years;

Accomplishments:

- **Upstream Investments** provided technical assistance through workshops one-on-one sessions to 94 organizations;
- **Upstream Investments** had 10 local funders test the use of upstream principles in funding activities including incorporating Upstream in their Requests for Proposals, requiring contracted programs to be on the Upstream Portfolio, and providing technical assistance to grantees about evidence-based practices;
- May 2012 – the **Area Agency on Aging (AAA)** and **Human Services** staff published the *Aging and Living Well in Sonoma County* report;
- September 2012 – in partnership with the **Department of Health Services**, the **Human Services Department** funded a nutrition education program with the Northern California Center for Well-Being;
- In 2012, **Child Support Services** actively worked to get health insurance orders in all cases. In 2012, the Department obtained 8,167 orders on its 12,411 cases for an order rate of 66%;
- **UCCE** launched the ***Every Child, Every Day-Summer Hunger Initiative*** which makes it possible for thousands of Sonoma County low-income children who rely on free and reduced-price school lunches

for a major portion of their nutrition during the school year to have nutritious free lunches when school closes for summer vacation;

- **UCCE 4-H** provided enrichment arts and crafts activities for children in the Redwood Empire food Bank *Summer Lunch Program* which is not in its fifth year.

Next Steps:

- **Human Services** will continue nutrition education in 2013.
- **Upstream Investments** will develop standardized language and processes for the use of upstream principles in funding activities as well as identifying and reporting the amount of funding currently dedicated to programs utilizing upstream principles.
- **Upstream Investments** will expand the breadth and depth of technical assistance to expand program evaluation capacity in both the County and community-based organizations.
- **UCCE** has launched a Diversity and Leadership initiative to expand outreach efforts to reach more youth in Sonoma County and will work with programs like Cradle to Career, the first model will explore expanding the program into the Latino community.

Goal 6) State Involvement Plan – Support Board led efforts to strengthen critical state and federal relationships to ensure Sonoma County has access to state and federal decision making process;

Accomplishments:

- Board members strengthen leadership roles with national, state and regional organizations;
- **Supervisor Carrillo** elected second Vice Chair of California State Association of Counties;
- **Supervisor Zane** appointed to National Association of Counties Health Steering Committee;
- **CAO Ferguson** active in AB 109 (realignment) funding taskforce for CAOs;
- **Supervisor Zane** and **Supervisor Rabbitt** champion County pension reform efforts including meeting with Governor’s Office to ensure Sonoma County Pension reform elements are addressed by Public Employees Pension Reform Act of 2012;
- **CAO Ferguson** Co-Chairs CAO Pension Reform taskforce for CSAC;
- **Supervisor McGuire** working with Water Agency staff successfully achieved legislation for Quagga invasion prevention funds.
- **PRMD Director Pete Parkinson** has taken a leadership role on CEQA reform and Housing Element streamlining initiatives through the California State Associations of Counties.

Next Steps:

- Continue to support Board leadership and active membership on state, federal and regional policy making bodies
- Review current Advocacy contract and issue RFP for potential enhanced services

Goal 7) Strengthen Organizational Stability – Continue the efforts to bring greater fiscal stability by increasing Budget information for policy makers; continue Pension Reform efforts; Further pursue Shared Services opportunities, and; Strengthen the County Family by investing in the people through professional development and educational opportunities through effective succession planning.

Accomplishments:

- January 2012 – Budget Policy workshop established tight fiscal parameters for Budget development;
- April 2012 – as part of ongoing labor negotiations, the Board established goals for first steps of pension and compensation reform;
- May 2012 – Board adopted first ever County Debt Policy developed by Auditor, Controller, Treasurer and Tax Collector’s Office;
- June 2012 – CAO issues Recommended Budget which is fully balanced; Board adopts balanced budget while increasing investments in roads, public safety and health & human services
- October 2012 - Board held first ever full Review of all reserve funds;
- Information Services Department partnered with other agencies and departments to reduce central service costs and share resources; examples include: shared mail processing exceeding \$200,000 savings through bulk sort and mail processing; shared print/copy services; and sharing costs for GIS aerial photography.

Next Steps:

- Negotiate labor contracts to continue pension reform efforts;
- Seek new efficiencies in system delivery across all departments;
- Continue Shared Services efforts with other jurisdictions;
- Provide regularly budget reports to Board and public;
- Continue Enterprise Finance System launch Tools for linkage of finances and performance by objective management and to strengthen decision making processes;

Goal 8) Supporting Students and Youth – Develop County efforts to directly support youth through education while aligning with County strategic initiatives including Health Action, Upstream Investments and the Board’s Economic Development and Jobs Plan.

- Continued support of the Sonoma County Youth Ecology Corps, which to-date, has provided jobs, paychecks, and physical, outdoor work to more than 900 young people (at least half whom are at-risk)
- February 2012 -- the Board of Supervisors created an Ad Hoc Committee on Mentoring, Youth and Education consisting of **Supervisor Carrillo** and **Supervisor McGuire**;
- April, June and August 2012 -- The Ad Hoc convened stakeholders including representatives of Sonoma State University, the Sonoma County Office of Education, Department of Human Services, the Economic Development Department, Santa Rosa Junior College, Department of Health Services, United Way of the Wine Country, and Community Action Partnership of Sonoma County;
- August 2012 – The **Human Services Department**, in collaboration with the **Sonoma County Office of Education (SCOE)**, received a grant for an education liaison who is co-located at the offices of Family, Youth & Children’s services and works with social workers to ensure that youth are placed in the appropriate educational environment. The liaison navigates the myriad of school districts in Sonoma County. The grant also funds tutoring at VOICES, Sonoma County’s one-stop service center for transitional-age foster youth;
- January 2013 – Ad Hoc presented report to full Board recommending support for the United Way’s Schools to Hope volunteer program; funding for Career Technical Education at the Sonoma County Office of Education and funding to support Scholarship Sonoma County;

Next Steps:

- Fully implement Schools of Hope employee participation effort;
- Support ongoing efforts to find private funding for the Career Technical Education;
- The **Human Services Department** will continue to work with **SCOE** to ensure that youth receive the academic support that they need to succeed in school.
- Continue support of Sonoma County Youth Ecology Corps program.



County of Sonoma Agenda Item Summary Report

Agenda Item Number: 41 2:10 P.M.
(This Section for use by Clerk of the Board Only.)

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

To: Sonoma County Board of Supervisors

Board Agenda Date: March 12, 2013

Vote Requirement: Majority

Department or Agency Name(s): Permit and Resource Management Department

Staff Name and Phone Number:

Supervisorial District(s):

Traci Tesconi (707) 565-1903

Fourth

Title: Addition of 20 acres to an existing Agricultural Preserve and execution of a new Land Conservation (Williamson Act) Contract, PRMD File No. AGP12-0027.

Recommended Actions:

- (1) Hold a public hearing and adopt a resolution approving the addition of 20 acres to Agricultural Preserve 1-454 (Dry Creek Valley).
- (2) Authorize the Chair to execute the Land Conservation Contract (Williamson Act Contract) and attached Land Conservation Plan for Andrews Sonoma Vineyard, LLC.

Executive Summary:

Action Requested of the Board of Supervisors: Pursuant to state law, all Land Conservation Contracts (Williamson Act Contracts) must be located within an "Agricultural Preserve." (Government Code Section 51230, *et seq*; Sonoma County Uniform Rule 3.0). For this application, Andrews Sonoma Vineyard, LLC seeks approval of a new Williamson Act contract on land that is not currently within an Agricultural Preserve. Your Board is requested to conduct a public hearing on the request to expand an existing Agricultural Preserve and, at the conclusion of the hearing, adopt a resolution adding 20 acres to Agricultural Preserve 1-454 and authorizing the Chair to execute a new Williamson Act Contract.

Location, Zoning and Project Description: The project site is located in the Dry Creek Valley at 180 Westside Road, Healdsburg. The project site is 20 acres with a well and 18.04 acres of vineyard (Chardonnay and Sauvignon Blanc). There are no structures on the project site. The parcel is zoned LIA (Land Intensive Agriculture), B6-20 acre density with two combining districts of SR (Scenic Resource) and VOH (Valley Oak Habitat).

Background:

As authorized under the Land Conservation Act of 1965 (the Williamson Act), the County of Sonoma has established Agricultural Preserves in various agricultural areas. This included the establishment of

Agricultural Preserve 1-454 in the Dry Creek Valley in 1970. The establishment of Agricultural Preserves allows the County to enter into Land Conservation Contracts on property within the preserves. State law also allows the County to consider expanding an established agricultural preserve in order to enter into a new or revised Land Conservation Contract.

In June 2012, the Board lifted the moratorium on new Land Conservation Contracts (Williamson Act Contracts) and began allowing new contracts to be executed.

In December 2011, the Board adopted the *Sonoma County Uniform Rules for Agricultural Preserves and Farmland Security Zones* ("Uniform Rules") which updated and expanded the existing program and established procedures allowing administrative approval of revised Land Conservation Plans. Land Conservation Plans are attached and incorporated into all new and replacement contracts to show locations of various agricultural, open space, permitted, and compatible land uses on contracted land.

Enlargement of the Agricultural Preserve:

Before the requested Land Conservation Contract and the attached Land Conservation Plan can be approved and executed, the land must be included within an Agricultural Preserve. State law and the County's local Uniform Rules contain requirements for the expansion of an existing Agricultural Preserve. These requirements, detailed below, include noticing requirements, a public hearing and an analysis of the qualifications of the land for inclusion in the existing preserve.

1. Pursuant to Government Code Section 51231 and under the County's Uniform Rules (Uniform Rule 3.5.A.) the Board of Supervisors may modify an existing Agriculture Preserve Area by a resolution after a public hearing. Pursuant to Government Code Section 51237, the Resolution and enlarged Agricultural Preserve map depicting the 20 acres added to the preserve area will be recorded.
2. Pursuant to Government Code Section 51234, enlargement of an Agricultural Preserve must be consistent with the General Plan. Enlarging the existing Agricultural Preserve 1-454 is consistent with the General Plan because the land is devoted to agricultural use, is contiguous to an existing Agricultural Preserve, is designated for Land Intensive Agricultural use under the General Plan and the LIA zoning district, and a majority of the 20 acres is planted in vineyard (18.04 acres).
3. The modification of the existing Agricultural Preserve Area does not result in any loss of land under the Williamson Act program since 20 acres is being added.
4. Generally an Agricultural Preserve must be a minimum of 100 acres. By adding the 20 acres, the Agricultural Preserve 1-454 will total 105 acres, thereby, bringing the Agricultural Preserve into conformance with the Uniform Rules and State law requirements. The Board of Supervisors can allow a smaller Agricultural Preserve for prime land.
5. The modification of the Agricultural Preserve Area can be considered concurrently with the application for a new contract. Therefore, under one action, the Board of Supervisors can approve the enlargement of Agricultural Preserve 1-454 and approve the new contract.
6. Pursuant to Section 15317 of the CEQA Guidelines, the project is Categorical Exempt from CEQA.

New Prime Land Conservation Contract (Williamson Act Contract) on land located in an enlarged Agricultural Preserve:

The requirements for a new or replacement contract for land within a preserve are separate from the requirements for establishment of a preserve. As explained below, upon enlargement of the Agricultural Preserve, all requirements for a new Williamson Act contract will be met.

a) Land is within an Agricultural Preserve: As described above, the parcel will be placed within an enlarged Agricultural Preserve.

b) Prime farmland: Contracts under 40 acres must be designated prime farmland. Prime agricultural land is defined as land planted with fruit- or nut-bearing trees, vines, bushes, or crops which have a nonbearing period of less than five years and meet the minimum income requirements. The parcel is planted with a relatively new vineyard that has produced the required income for the last two years, and it meets the definition of prime agricultural land.

c) Minimum Parcel Size: The land must be at least 10 acres in size for a Prime Williamson Act contract.. The 20 acre parcel exceeds the 10-acre minimum parcel size for a new Prime Land Conservation Contract .

d) Agricultural Use of the Land: The land must be devoted to agricultural use. In Sonoma County this means that at least 50% of the land is used for agriculture purposes. The parcel has 18.04 acres planted in vineyard.

e) Non-Agricultural Compatible Uses: The parcel is undeveloped and does not contain any other uses besides the vineyard and well.

f) Minimum Income Requirement: For vineyard land, the minimum income requirement is \$1,000.00 per acre gross annual income. The vineyard operation generates an income ranging from \$3,600 to \$11,000 per acre gross annual income.

Staff Recommendation: Staff recommends the Board of Supervisors approve the request because all of the state and local requirements for enlargement of the Agricultural Preserve and for a new contract for the 20 acres within the preserve have been met.

Prior Board Actions: On December 13, 2011, the Board approved the *Sonoma County Uniform Rules for Agricultural Preserves and Farmland Security Zones* (Resolution No. 11-0678). On June 12, 2012, the Board directed PRMD to accept applications for new Land Conservation Contracts and to evaluate on-going fiscal impacts with the annual budget (Ordinance No. 12-0001).

Strategic Plan Alignment Goal 2: Economic and Environmental Stewardship

Land Conservation Contracts support agriculture and agribusiness by assisting in the preservation of agricultural land through the incentive of reduced property taxes in exchange for retaining the land in agricultural production.

Fiscal Summary - FY 12-13			
Expenditures		Funding Source(s)	
Budgeted Amount	\$		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$	Total Sources	\$
Narrative Explanation of Fiscal Impacts (If Required):			
<p>Approval of a new Williamson Act contract means that the owner will pay a reduced property tax assessment based upon the value of the agricultural uses rather than the land value under Proposition 13. This results in a reduction in the County's share of property tax revenue for each parcel under a Williamson Act contract. The amount of this reduction for an individual contract depends on parcel-specific variables including the Proposition 13 status of the land and the value of the agricultural crop, and is determined annually by the Assessor's office. The Board has not requested, and staff does not recommend, evaluating property tax revenue implications on a contract-by-contract basis. Instead, the Board has directed that, as a policy matter, approving new contracts is important to the County's agricultural economy and outweighs the cost in reduced property tax revenue.</p>			
Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
N/A			
Attachments:			
Resolution Exhibit A- Agricultural Preserve Map, current and proposed enlargement Exhibit B- Site Plan Exhibit C- Copy of Land Conservation Contract Exhibit D- Copy of Land Conservation Plan and Site Plan			
Related Items "On File" with the Clerk of the Board: None.			

Additional Instructions to Clerk of the Board:

A. An original Land Conservation Contract and original Land Conservation Plan prepared for the project will be provided to the Clerk of the Board for signature by the Office of County Counsel after the Board approval.

B. The Clerk of the Board is requested to record the original contract and attachments within 20 days of the execution by the Board of Supervisors and send a conformed copy to each of the following:

1) Traci Tesconi at PRMD

2) Assessor

3) County Counsel,

4) Geary, Shea, O'Donnell, Grattan and Mitchell, PD, Attn: Michael T. Carlson, Esq.
37 Old Courthouse Square, Fourth Floor
Santa Rosa, CA 95404-4929 ; and

5) California Department of Conservation, Division of Land Resource Protection
Attn: Land Conservation (Williamson Act) Program
801 K Street, MS 18-01
Sacramento, CA 95814-3528

C. The original contract shall be kept in the file of the Clerk of the Board.



County of Sonoma

State of California

Date: March 12, 2013

Resolution Number: 13-

4/5 Vote Required

Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Approving The Request By Andrews Sonoma Vineyard LLC, Kevin And Linda Barr, To (1) Modify Agricultural Preserve 1-454 By Adding 20 Acres, and (2) Authorize the Chair to execute a Land Conservation Contract (Williamson Act Contract) and attached Land Conservation Plan, For Property Located At 180 Westside Road, Healdsburg, APN 088-210-005.

Whereas, a request has been made by property owners of Andrews Sonoma Vineyards LLC, Kevin and Linda Barr, to (1) Modify Agricultural Preserve 1-454 by adding 20 acres, and (2) Authorize the Chair to execute a Land Conservation Contract (Williamson Act Contract) and attached Land Conservation Plan, for property located at 180 Westside Road, Healdsburg, APN 088-210-005, Supervisorial District No. 4; and

Whereas, on December 13, 2011, the Board of Supervisors adopted the updated *Sonoma County Uniform Rules for Agricultural Preserves and Farmland Security Zones (Uniform Rules)* (Resolution No. 11-0678); and

Whereas, on June 12, 2012, the Board of Supervisors authorized the acceptance of applications for new Land Conservation Contracts; and

Whereas, consistent with the *Uniform Rules*, County Counsel has revised the Land Conservation Contract form, which now incorporates a Land Conservation Plan identifying the various uses of the contracted land. Future changes to identified land uses require amendment of the Land Conservation Plan. The Board, pursuant to Resolution No. 11-0678, has authorized the Director of PRMD to approve amendments to executed Land Conservation Plans; and

Whereas, consistent with the *Uniform Rules* (Uniform Rules 3.1, 3.4.F), the Board of Supervisors may concurrently consider and approve both the enlargement of Agricultural Preserve 1-454 and the new Land Conservation Contract restricting land added to Agricultural Preserve 1-454.

Whereas, in accordance with the provisions of law, the Board held a public hearing on March 12, 2013, at which time all interested persons were given an opportunity to be heard; and

Resolution #

Date: March 12, 2013

Page 2

Whereas, the Board of Supervisors finds that the inclusion of the 20 acre parcel, identified as APN 088-210-005, into Agricultural Preserve 1-454 is consistent with the Sonoma County General Plan and the applicable provisions of state law.

Whereas, the Board of Supervisors finds that the 20 acre parcel, once included in designated Agricultural Preserve 1-454, will meet the requirements for a new Prime Land Conservation Contract.

Now, Therefore, be it Resolved that the Board of Supervisors makes the following specific findings concerning the requirements for enlargement of Agricultural Preserve 1-454:

1. The Permit and Resource Management Department (PRMD) has provided the report required by Government Code §51234 to the Board of Supervisors on the request for enlargement of Agricultural Preserve 1-454; and

2. The Board of Supervisors has held a noticed public hearing on the proposed enlargement of Agricultural Preserve 1-454, at which all interested parties were heard; and

3. Pursuant to Government Code §51233, at least two weeks advanced notice of the public hearing was provided to the Local Agency Formation Commission (LAFCO) and the City of Healdsburg; and

4. The land proposed to be added to Agricultural Preserve 1-454 is 20 acres, and presently identified by APN 088-210-005. The Agricultural Preserve Area is approximately 85 acres and will increase to 105 acres in size after adding the subject property. Therefore, the Agricultural Preserve will be larger than 100 acres, as required by Government Code §51230 and *Uniform Rule 3.3*; and

5. The land proposed to be added to Agricultural Preserve 1-454 is restricted by LIA (Land Intensive Agricultural) zoning, B6-20 acre density with two combining districts of SR (Scenic Resources) and VOH (Valley Oak Habitat), which is compatible with the agricultural use of the land as required by *Uniform Rule 3.3*; and

6. No land will be removed from Agricultural Preserve 1-454 or from the County's Agricultural Preserve Program as a result of the requested action; and

7. As required by Government Code §51234 and *Uniform Rule 3.3.*, the addition of the 20 acre parcel to Agricultural Preserve 1-454 is consistent with the General Plan because it is devoted to an agriculture use, is contiguous to an existing designated Agricultural Preserve (1-454), is under the Land Intensive Agricultural General Plan land use designation and the LIA zoning district, and a majority of the 20 acres is planted in vineyard (18.04 acres); and

8. All state and local requirements for the enlargement of Agricultural Preserve 1-454, by 20 acres, have been met.

Be It Further Resolved that the Board of Supervisors makes the following specific findings concerning the requirements for a new Prime Land Conservation Contract (“Contract”):

1. As required by *Uniform Rule 4.2*, the land proposed to be restricted by the Contract is a single legal parcel, presently identified by APN 088-210-005; and

2. As required by *Uniform Rule 4.2*, the land proposed to be restricted by the Contract will be located within a designated Agricultural Preserve (1-454) at or before the time the Contract is executed; and

2. The land proposed to be restricted by the Contract is 20 acres in size and exceeds the 10 acre minimum parcel size requirement for a Prime Land Conservation Contract under *Uniform Rule 4.2*; and

3. As required by *Uniform Rule 4.2*, the land proposed to be restricted by the Contract presently meets the minimum annual commercial agricultural income requirement of \$1,000.00 per acre gross for vineyard land under a Prime Land Conservation Contract; and

4. Consistent with *Uniform Rule 4.2*, the land is devoted to an agricultural use because more than 90% of the land is planted with a commercial vineyard, which is a prime agricultural use; and

5. Non-agricultural uses of the land will be restricted to listed compatible uses pursuant to the Contract, *Uniform Rule 8.0*, and Government Code §51238.1; and

6. With the enlargement of Agricultural Preserve 1-454, all state and local requirements for restricting the 20 acre parcel, presently identified as APN 088-210-005, under a Prime Land Conservation Contract have been met.

Be It Further Resolved, that the Board of Supervisors finds the requested action categorically exempt from the California Environmental Quality Act pursuant to Section 15317, Class 17 of Title 14 of the California Code of Regulations (CEQA Guidelines), which provides that modifying an Agricultural Preserve with no net loss of land under an Agricultural Preserve, and executing a new Land Conservation Contract are exempt from the California Environmental Quality Act.

Be It Further Resolved that the Board of Supervisors hereby grants the request by

Resolution #
Date: March 12, 2013
Page 4

Andrews Sonoma Vineyards LLC, Kevin and Linda Barr, by concurrently (1) approving enlargement of existing Agricultural Preserve 1-454 by 20 acres located at 180 Westside Road, Healdsburg, APN 088-210-005, and (2) approving a Land Conservation Contract and attached Land Conservation Plan, to restrict the 20 acre parcel located at 180 Westside Road, Healdsburg, APN 088-210-055.

Be It Further Resolved that the Board of Supervisors authorizes the Chairman of the Board of Supervisors to execute the Land Conservation Contract and attached Land Conservation Plan.

Be It Further Resolved that the Clerk of the Board of Supervisors is hereby instructed to record within 20 days (1) this Resolution, (2) the approved Agricultural Preserve Map (1-454), as enlarged by 20 acres, and (3) the associated Land Conservation Contract and attached Land Conservation Plan with the Office of the Sonoma County Recorder; and

Be It Further Resolved that the Board of Supervisors designates the Clerk of the Board as the custodian of the documents and other material which constitute the record of proceedings upon which the decision herein is based, including the original executed Contract and Land Conservation Plan. These documents may be found at the office of the Clerk of the Board, 575 Administration Drive, Room 100-A, Santa Rosa, California 95403.

Supervisors:

Zane:	McGuire:	Carrillo:	Rabbitt:
Gorin:	Noes:	Absent:	Abstain:
Ayes:			

So Ordered.



County of Sonoma
State of California

Date: March 12, 2013

Resolution Number: 13-

4/5 Vote Required

Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Approving The Request By Andrews Sonoma Vineyard LLC, Kevin And Linda Barr, To (1) Modify Agricultural Preserve 1-454 By Adding 20 Acres, and (2) Authorize the Chair to execute a Land Conservation Contract (Williamson Act Contract) and attached Land Conservation Plan, For Property Located At 180 Westside Road, Healdsburg, APN 088-210-005.

Whereas, a request has been made by property owners of Andrews Sonoma Vineyards LLC, Kevin and Linda Barr, to (1) Modify Agricultural Preserve 1-454 by adding 20 acres, and (2) Authorize the Chair to execute a Land Conservation Contract (Williamson Act Contract) and attached Land Conservation Plan, for property located at 180 Westside Road, Healdsburg, APN 088-210-005, Supervisorial District No. 4; and

Whereas, on December 13, 2011, the Board of Supervisors adopted the updated *Sonoma County Uniform Rules for Agricultural Preserves and Farmland Security Zones (Uniform Rules)* (Resolution No. 11-0678); and

Whereas, on June 12, 2012, the Board of Supervisors authorized the acceptance of applications for new Land Conservation Contracts; and

Whereas, consistent with the *Uniform Rules*; County Counsel has revised the Land Conservation Contract form, which now incorporates a Land Conservation Plan identifying the various uses of the contracted land. Future changes to identified land uses require amendment of the Land Conservation Plan. The Board, pursuant to Resolution No. 11-0678, has authorized the Director of PRMD to approve amendments to executed Land Conservation Plans; and

Whereas, consistent with the *Uniform Rules* (Uniform Rules 3.1, 3.4.F), the Board of Supervisors may concurrently consider and approve both the enlargement of Agricultural Preserve 1-454 and the new Land Conservation Contract restricting land added to Agricultural Preserve 1-454.

Whereas, in accordance with the provisions of law, the Board held a public hearing on March 12, 2013, at which time all interested persons were given an opportunity to be heard; and

EXHIBIT A

Whereas, the Board of Supervisors finds that the inclusion of the 20 acre parcel, identified as APN 088-210-005, into Agricultural Preserve 1-454 is consistent with the Sonoma County General Plan and the applicable provisions of state law.

Whereas, the Board of Supervisors finds that the 20 acre parcel, once included in designated Agricultural Preserve 1-454, will meet the requirements for a new Prime Land Conservation Contract.

Now, Therefore, be it Resolved that the Board of Supervisors makes the following specific findings concerning the requirements for enlargement of Agricultural Preserve 1-454:

1. The Permit and Resource Management Department (PRMD) has provided the report required by Government Code Section 51234 to the Board of Supervisors on the request for enlargement of Agricultural Preserve 1-454; and
2. The Board of Supervisors has held a noticed public hearing on the proposed enlargement of Agricultural Preserve 1-454, at which all interested parties were heard; and
3. Pursuant to Government Code Section 51233, at least two weeks advanced notice of the public hearing was provided to the Local Agency Formation Commission (LAFCO) and the City of Healdsburg; and
4. The land proposed to be added to Agricultural Preserve 1-454 is 20 acres, and presently identified by APN 088-210-005. The Agricultural Preserve Area is approximately 85 acres and will increase to 105 acres in size after adding the subject property. Therefore, the Agricultural Preserve will be larger than 100 acres, as required by Government Code Section 51230 and *Uniform Rule 3.3*; and
5. The land proposed to be added to Agricultural Preserve 1-454 is restricted by LIA (Land Intensive Agricultural) zoning, B6-20 acre density with two combining districts of SR (Scenic Resources) and VOH (Valley Oak Habitat), which is compatible with the agricultural use of the land as required by *Uniform Rule 3.3*; and
6. No land will be removed from Agricultural Preserve 1-454 or from the County's Agricultural Preserve Program as a result of the requested action; and
7. As required by Government Code Section 51234 and *Uniform Rule 3.3*., the addition of the 20 acre parcel to Agricultural Preserve 1-454 is consistent with the General Plan because it is devoted to an agriculture use, is contiguous to an existing designated Agricultural Preserve (1-454), is under the Land Intensive Agricultural General Plan land use designation and the LIA zoning district, and a majority of the 20 acres is planted in vineyard (18.04 acres); and

8. All state and local requirements for the enlargement of Agricultural Preserve 1-454, by 20 acres, have been met.

Be It Further Resolved that the Board of Supervisors makes the following specific findings concerning the requirements for a new Prime Land Conservation Contract ("Contract"):

1. As required by *Uniform Rule 4.2*, the land proposed to be restricted by the Contract is a single legal parcel, presently identified by APN 088-210-005; and

2. As required by *Uniform Rule 4.2*, the land proposed to be restricted by the Contract will be located within a designated Agricultural Preserve (1-454) at or before the time the Contract is executed; and

2. The land proposed to be restricted by the Contract is 20 acres in size and exceeds the 10 acre minimum parcel size requirement for a Prime Land Conservation Contract under *Uniform Rule 4.2*; and

3. As required by *Uniform Rule 4.2*, the land proposed to be restricted by the Contract presently meets the minimum annual commercial agricultural income requirement of \$1,000.00 per acre gross for vineyard land under a Prime Land Conservation Contract; and

4. Consistent with *Uniform Rule 4.2*, the land is devoted to an agricultural use because more than 90% of the land is planted with a commercial vineyard, which is a prime agricultural use; and

5. Non-agricultural uses of the land will be restricted to listed compatible uses pursuant to the Contract, *Uniform Rule 8.0*, and Government Code Section 51238.1; and

6. With the enlargement of Agricultural Preserve 1-454, all state and local requirements for restricting the 20 acre parcel, presently identified as APN 088-210-005, under a Prime Land Conservation Contract have been met.

Be It Further Resolved, that the Board of Supervisors finds the requested action categorically exempt from the California Environmental Quality Act pursuant to Section 15317, Class 17 of Title 14 of the California Code of Regulations (CEQA Guidelines), which provides that modifying an Agricultural Preserve with no net loss of land under an Agricultural Preserve, and executing a new Land Conservation Contract are exempt from the California Environmental Quality Act.

Be It Further Resolved that the Board of Supervisors hereby grants the request by

Resolution #

Date: March 12, 2013

Page 4

Andrews Sonoma Vineyards LLC, Kevin and Linda Barr, by concurrently (1) approving enlargement of existing Agricultural Preserve 1-454 by 20 acres located at 180 Westside Road, Healdsburg, APN 088-210-005, and (2) approving a Land Conservation Contract and attached Land Conservation Plan, to restrict the 20 acre parcel located at 180 Westside Road, Healdsburg, APN 088-210-055.

Be It Further Resolved that the Board of Supervisors authorizes the Chair of the Board of Supervisors to execute the Land Conservation Contract and attached Land Conservation Plan.

Be It Further Resolved that the Clerk of the Board of Supervisors is hereby instructed to record within 20 days (1) this Resolution, (2) the approved Agricultural Preserve Map (1-454), as enlarged by 20 acres, and (3) the associated Land Conservation Contract and attached Land Conservation Plan with the Office of the Sonoma County Recorder; and

Be It Further Resolved that the Board of Supervisors designates the Clerk of the Board as the custodian of the documents and other material which constitute the record of proceedings upon which the decision herein is based, including the original executed Contract and Land Conservation Plan. These documents may be found at the office of the Clerk of the Board, 575 Administration Drive, Room 100-A, Santa Rosa, California 95403.

Supervisors:

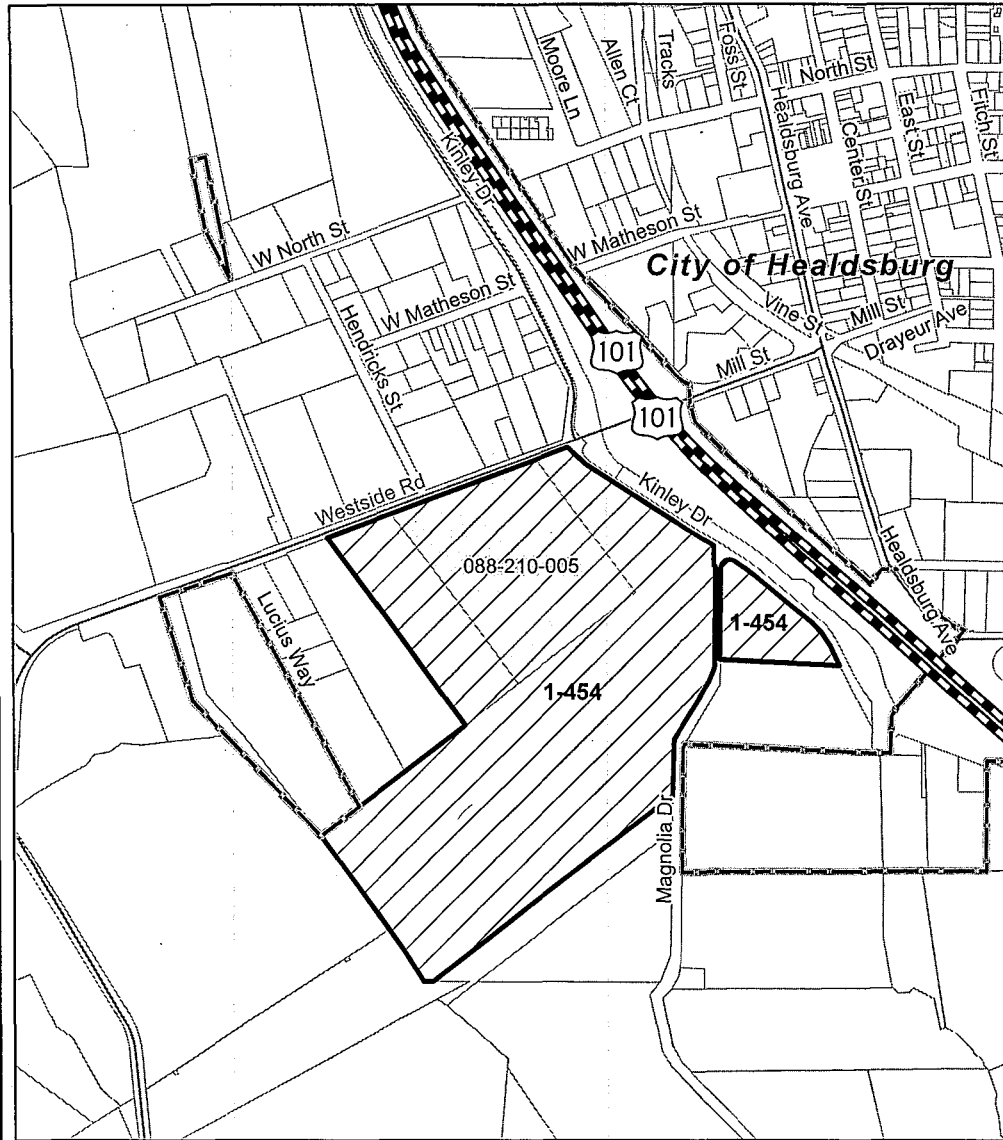
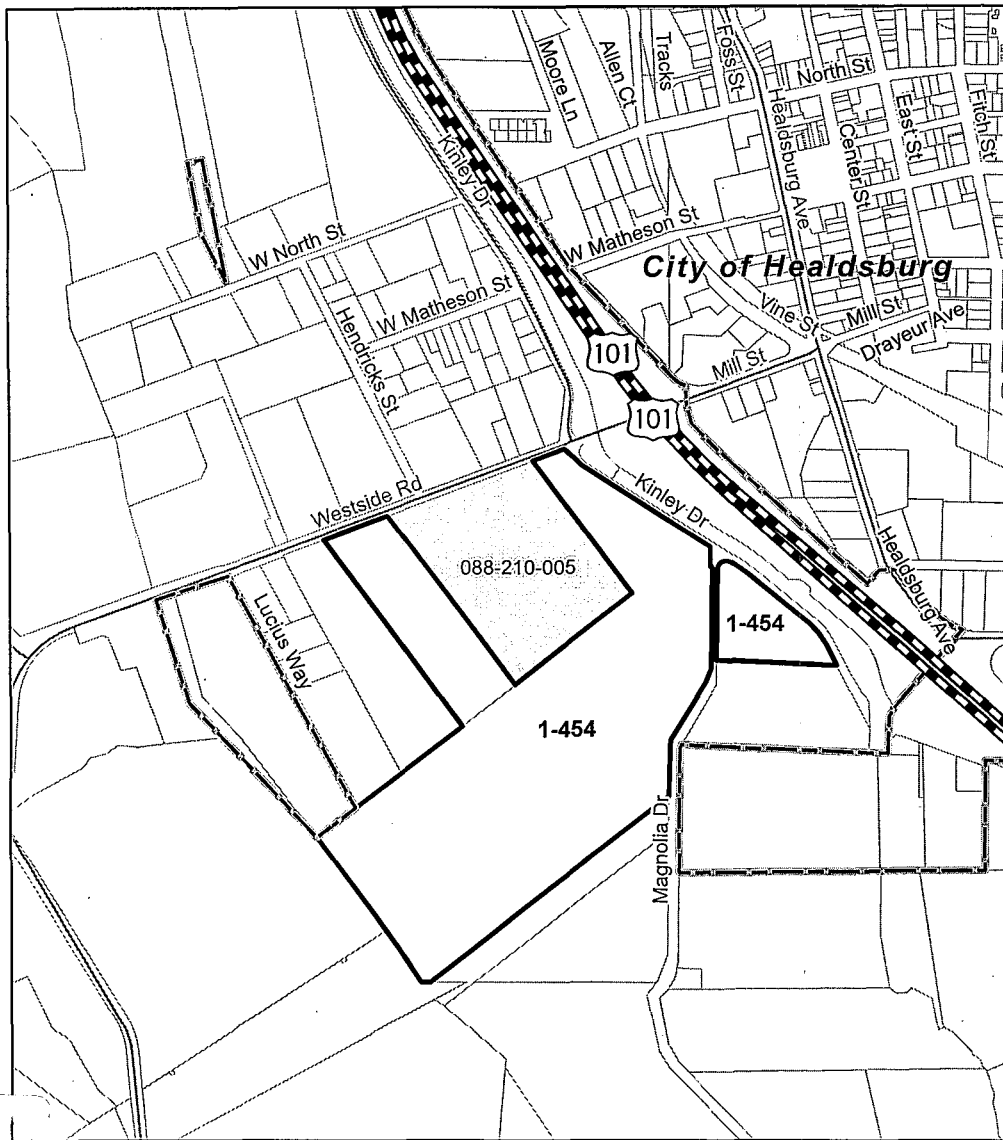
Gorin: Zane: McGuire: Carrillo: Rabbitt:

Ayes: Noes: Absent: Abstain:

So Ordered.

Existing Agricultural Preserve Area

Proposed Agricultural Preserve Area



Base Data

- City Limits
- Parcels
- Main Arterials

Ag Preserve Amendment Data

- Subject Area
- Existing Agricultural Preserve Boundary
- Proposed Agricultural Preserve Boundary

Map Scale and Reproduction methods limit precision in physical features displayed. This map is for illustrative purpose only, and is not suitable for parcel-specific decision making. The parcels contained here-in are not intended to represent surveyed data.

Site-specific studies are required to draw parcel-specific conclusions.

Assessor's parcel data are current as of July 1, 2012. For more current parcel data consult the County of Sonoma Assessor's Office.

No part of this map may be copied, reproduced, or transmitted in any form or by any means without written permission from the Permit and Resource Management Department (PRMD), County of Sonoma, California.

FILE: AGP12-0027
 (Enlarge Existing Ag Preserve Area 1-454)
 APN: 088-210-005
 Resolution No.: N/A
 Adopted Date: N/A

Permit and Resource Management Department
 Project Review Section

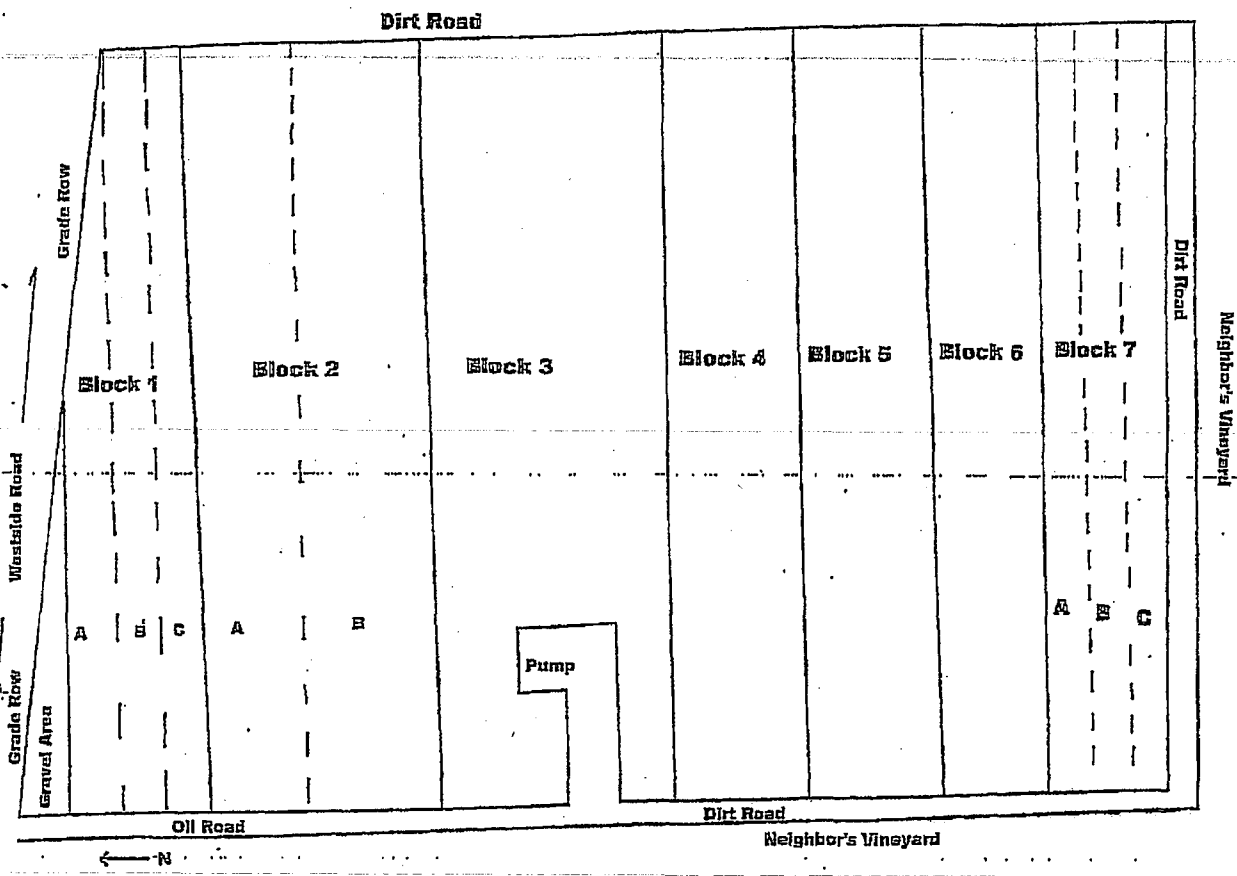
2550 Ventura Avenue, Santa Rosa, CA 95403
 (707) 565-1965 Fax (707) 565-1103



1 inch equals 1,000 feet

Andrew's Vineyard
 180 Westside Road
 Healdsburg, CA 95448

In Case of Emergency
 Call 911
 Cross Street
 Hendricks St



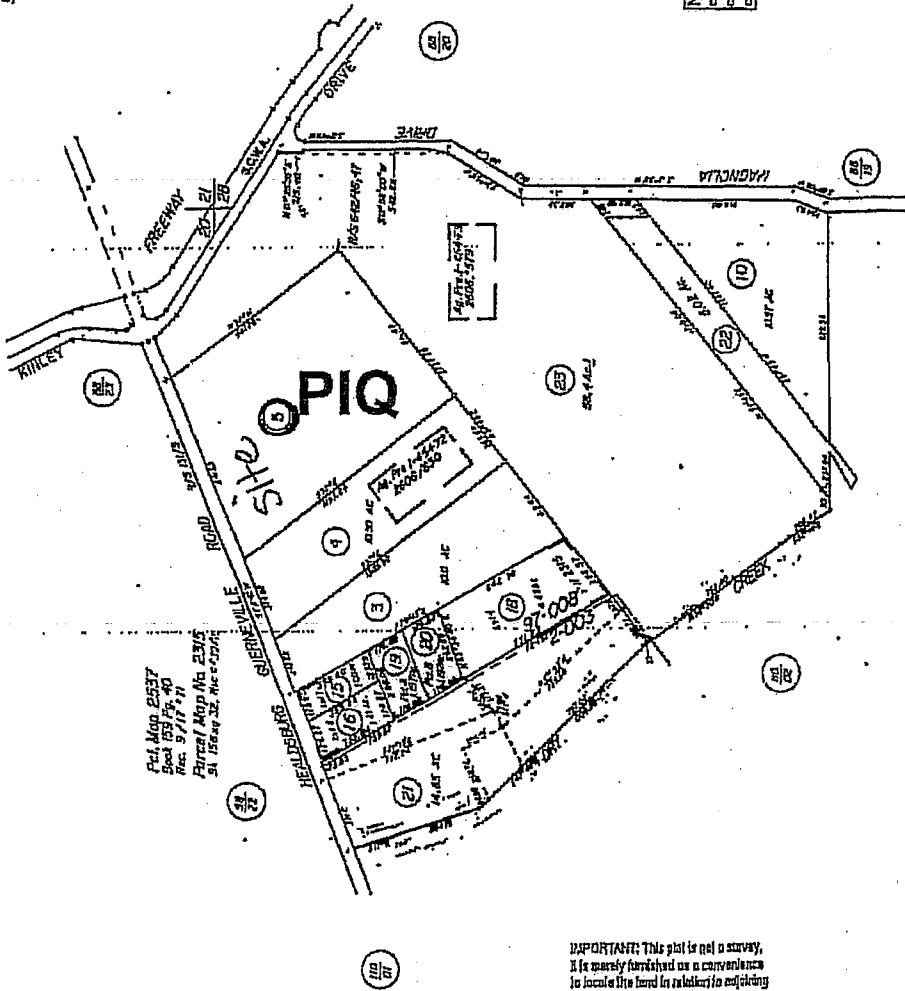
BLOCK	VARIETY	CLONE	ROOTSTOCK	SPACING	VINES	ACRES	ROWS	TRELLIS	PLANTED	BUDDED	NOTES
2	Chard	4	3309	8x6	1350	1.68		Vertical	2001	2010	
1A	Sauv blanc	Musque	3309	12x6	605	1.00		Lyra	2001	2010	
1C	Sauv blanc	Musque	101-24	12x6	605	1.00		Lyra	2001	2010	
2A	Sauv blanc	317	101-14	12x6	605	1.00		Lyra	2000		
2B	Sauv blanc	317	3309	12x6	605	1.00		Lyra	2000		
3	Sauv blanc	1	3309	12x6	1242	2.05		Lyra	1999	BG	
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5	Chard	4	3309	8x6	1620	2.00		Vertical	2000	BG	
6	Chard	76	3309	8x6	1452	1.80		Vertical	1999	BG	
7A	Chard	95*/96	588	8x6	729	0.90		Vertical	1997	1998	5 rows + 74 plants east end row 6
7B	Chard	95*/96	504	8x6	1657	2.05		Vertical	1997	1998	57 plants west end row 6, row 7-18 28 plants east end row 18
7C	Chard	95*/96	5C	8x6	758	0.94		Vertical	1997	1998	103 plants east end row 18, rows 20-24
					TOTALS:	12832	18.04				

1-3 Clone 95
 4-9 Clone 96
 10-15 Clone 95
 16-21 Clone 96
 22-24 Clone 88

88-21

TAX RATE AREA
2-003
97-008

COUNTY ASSESSOR'S PARCEL MAP



Plat Map 2537
 Book 153 Pg. 40
 Rec. 9/17/71
 Parcel Map No. 2315
 SA 15648 3E, 16C 02746

IMPORTANT: This plat is not a survey,
 it is merely furnished as a convenience
 to locate the land in relation to adjoining
 streets and other lands, and not to
 guarantee dimensions, distances,
 bearings or acreage.

COPY

RECORDING REQUESTED BY
AND RETURN TO:

BRUCE GOLDSTEIN
SONOMA COUNTY COUNSEL
575 ADMINISTRATION DR., 105A
SANTA ROSA, CA 95403-2815

LAND CONSERVATION CONTRACT

This Contract is made by and between Andrew's Sonoma Vineyard, LLC, a California limited liability company ("Owner(s)") and the County of Sonoma, a political subdivision of the State of California ("County"), and is dated for convenience as of December 12, 2012.

RECITALS

Whereas Owner(s) own(s) certain real property ("Subject Property") located within Sonoma County and presently identified by Assessors Parcel Number(s): APN 088-210-005, and more particularly described in the legal description attached to this Contract at Exhibit "A"; and

Whereas Both Owner(s) and County desire to limit / continue to limit the use of the Subject Property to agricultural, open space, and compatible uses in order to discourage premature and unnecessary conversion of the Subject Property to uses incompatible with agricultural and/or open space use, including urban uses, recognizing that the Subject Property has substantial public value as agricultural or open space land and that the preservation of the Subject Property in agricultural production or open space constitutes an important physical, social, aesthetic, and economic asset to County and the State of California; and

OPERATIVE PROVISIONS

Now, Therefore, in consideration of the foregoing recitals and the mutual promises contained herein, the substantial public benefits to be derived therefrom, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Owner(s) and County agree as follows:

CONTRACT

1. PURPOSE. This Contract is entered into pursuant to the provisions of the California Land Conservation Act of 1965, Government Code section 51200 et seq. ("Act"), and is subject to all of the provisions of the Act as they may be amended from time to time.

2. SUBJECT PROPERTY.

(a) Owner(s) own(s) the Subject Property, located at 180 Westside Road, Healdsburg, California, and more particularly described in the legal description attached to this Contract as Exhibit "A", and incorporated herein by reference.

(b) The Subject Property is located within established Agricultural Preserve 1-454.

(c) The Subject Property is approximately +/- 20.0 acres total and comprised of a single legal parcel(s).

3. TERM. This Contract shall be effective commencing on January 1st of the year immediately following the year in which this contract is recorded, and shall remain in effect for a term of 10 years from the effective date. This Contract shall be automatically renewed for a full term at the end of each year, unless a Notice of Non-renewal is recorded as provided in Government Code section 51245 and the County's Uniform Rules for Agricultural Preserves and Farmland Security Zones ("Uniform Rules"), adopted by County Board of Supervisor's Resolution No. 11-0678 pursuant to Government Code section 51231, -- to the end that at all times during this Contract, there shall be a 10-year term of restriction unless Notice of Non-renewal has been recorded.

4. REGULATORY COMPLIANCE & RESTRICTIONS ON USE. During the term of this Contract, and all renewals and extensions thereof, the Subject Property shall not be used for any purpose other than (1) "agricultural use," or "open space use," as those phrases are defined by the Act, and (2) any use determined by County to be a "compatible use" defined and enumerated in the Uniform Rules and shall at all times be in compliance with the Uniform Rules as they may be amended from time to time.

5. LAND CONSERVATION PLAN. The use of the Subject Property shall at all times conform to the Land Conservation Plan, attached to this Contract as Exhibit "B", and made a part of this Contract. If an amendment to the Land Conservation Plan is

approved by County and recorded, the amended Land Conservation Plan shall be deemed automatically incorporated into the Contract as though fully set forth herein without the need for a contract amendment, upon the renewal of the Contract.

6. UNIFORM RULES & FEES. Owner(s) and County agree that the Uniform Rules, as they now exist or as they may be amended from time to time, are incorporated by reference into this Contract as though set out in full and shall be a part of this Contract upon execution and each renewal of this Contract. Owner(s) agree(s) to comply with the Uniform Rules and agree(s) to pay all fees established by County's Board of Supervisors, if any, for the administration of County's agricultural preserve program, and for the processing of applications required by the Uniform Rules.

7. PLANNING AND ZONING. The provisions of this Contract are not intended to limit or supersede the planning and zoning powers of County.

8. CANCELLATION. This Contract may not be cancelled, except pursuant to Government Code sections 51280 through 51287, and the Uniform Rules.

9. RESCISSION. This Contract may not be rescinded, except pursuant to the provisions of the Act and the Uniform Rules, and upon the simultaneous replacement of this Contract with a replacement contract, open space easement, agricultural conservation easement, or other equivalent restriction as allowed by the Act and state law. County may require the rescission and simultaneous replacement of this Contract with a replacement contract as a condition of any proposed subdivision or lot line adjustment affecting the boundaries of the Subject Property.

10. EMINENT DOMAIN. If any action in eminent domain for the condemnation of any land described in this Contract is filed after the execution of this Contract, or if any portion of the Subject Property is acquired in lieu of condemnation, then the provisions of Government Code section 51295 apply.

11. SUCCESSORS IN INTEREST. This Contract, its terms and restrictions, shall run with the land described herein, and upon division, to all parcels created therefrom, and shall be binding upon and shall inure to the benefit of all heirs, successors, and assigns of Owner(s). This Contract shall be transferred from County to a succeeding city or a county acquiring jurisdiction over all or part of the Subject Property, except that a succeeding city may opt not to succeed to the rights, duties, and powers of the County under this Contract if the requirements of Government Code section 51243.5 are met.

12. CERTIFICATE OF COMPLIANCE PARCELS. Owner(s) agree(s) not to apply for or obtain recognition of Certificate of Compliance parcels for all or any portion of the Subject Property for the duration of this Contract, without first obtaining the approval of County's Board of Supervisors, as provided in the Uniform Rules, unless a Notice of Non-Renewal has been recorded for the Contract and there are no more than three years remaining on the Contract's term. County may require replacement contracts for recognized Certificate of Compliance parcels.

13. ENFORCEABLE RESTRICTION. Owner(s) and County intend that the terms, conditions, and restrictions of this Contract conform to the Act, as amended, and that this Contract qualify as an enforceable restriction under the provisions of Revenue and Taxation Code sections 421 through 429, inclusive, and within the meaning of California Constitution, article XIII, section 8.

14. REMEDIES FOR BREACH.

(a) This Contract may be enforced by County in an action filed in the Sonoma County Superior Court for the purpose of compelling compliance or restraining any breach or threatened breach thereof, after providing notice to Owner(s). The notice shall contain a general description of the condition claimed to be a violation and shall contain a reasonable and specific cure period during which the violation is to cease and the Subject Property is to be restored to the condition that existed prior to the violation. Owner(s) agree(s) that County's remedies at law for any violation of the terms of this Contract are inadequate and that County shall be entitled to the injunctive relief described herein, both prohibitive and mandatory, in addition to such other relief, including damages, to which County may be entitled, including specific performance of the terms of this Contract, without the necessity of proving either actual damages or the inadequacy of otherwise available legal remedies.

(b) A breach of this Contract that constitutes a violation of the Sonoma County Zoning Code may be enforced by County pursuant to Chapter 1 of the Sonoma County Code.

(c) Without altering the provisions of paragraph 8 (Cancellation), a breach of this Contract that constitutes material breach under Government Code section 51250 may be enforced by County or the State of California pursuant to Government Code section 51250, if the requirements of that Section are met.

(d) If Owner(s) breach(es) this Contract, Owner(s) shall pay County one-half

percent (1/2 %) of the restricted assessed value of the land subject to this Contract per day for each day the Contract is in breach as liquidated damages. It is understood and agreed that damages for breach of this Contract by Owner(s) are, and will continue to be, impracticable and extremely difficult to ascertain and determine. Execution of this Contract shall constitute agreement by County and Owner(s) that one-half percent (1/2 %) of the restricted assessed value of the land is the actual damage to County and the general public caused by breach of this Contract by Owner(s), and that such sum is liquidated damages and shall not be construed as a penalty. No damages shall be recoverable if the Owner(s) remedies or has commenced and thereafter diligently pursues such action required to remedy any breach or material breach within sixty (60) days after the date written notice of said breach or material breach is sent to Owner(s) by County. This provision does not impair County's ability to enforce this Contract by injunction or specific performance.

(e) The remedies set forth in this paragraph 14 are not exclusive and are not intended to displace any other remedies available to either party as provided by this Contract or any applicable local, state or federal law.

15. NO WAIVER. Enforcement of the terms of this Contract shall be at the sole discretion of County, or where applicable the State of California, and any forbearance by County or State to exercise its rights under this Contract in the event of any violation or threatened violation by Owner(s) of any term of this Contract shall not be deemed or construed to be a waiver by County or State of such term or of any subsequent violation or threatened violation of the same or any other terms of this Contract. Any failure by County or State to act shall not be deemed a waiver or forfeiture of County's or State's right to enforce any and all of the terms of this Contract in the future.

16. CONSIDERATION. Owner(s) shall not receive any payment from County in consideration of the obligations imposed by this Contract. The parties recognize and agree that the consideration for the execution of this Contract is the substantial public benefit to be derived from this Contract and the advantage that will accrue to Owner(s) as a result of any reduction in the assessed value of the Subject Property due to the imposition of the limitations on the use of the Subject Property contained in this Contract.

17. NOTICE. Notices required to be given under this Contract, or as may otherwise be required by law in connection with the administration of this Contract, shall be made by personal service, or by first-class United States mail, to the parties as follows:

(a) To Owner(s) or successor(s) in interest of Owner(s), at the mailing address

shown on the most recent assessment roll for the Subject Property; and

(b) To County, c/o the Clerk of the Board of Supervisors, 575 Administration Drive, Suite 100A, Santa Rosa, California 95403.

IN WITNESS WHEREOF, Owner(s) and County have executed this Contract as of the day and year set forth above.

ATTEST:

COUNTY OF SONOMA

By: _____
Veronica A. Ferguson
Clerk of the Board of Supervisors

By: _____

Chair, Board of Supervisors

OWNER(S):
ANDREW'S SONOMA VINEYARD, LLC

By: Kevin W. Barr
Kevin W. Barr

By: Linda A. Barr
Linda A. Barr

Trustees of the Barr Family 1996 Trust Dated July 12, 1996, as amended (& sole member of Andrew's Sonoma Vineyard, LLC).

NOTE: Acknowledgments must be attached.

ENCUMBRANCE HOLDERS:

We, the undersigned trust, deed or other encumbrance holders, do hereby agree to and agree to be bound by the above imposed restrictions.

AMERICAN AG CREDIT, FLCA

By: William Rodda
Name: William Rodda
Title: VICE PRESIDENT

(October 8, 2009 Deed of Trust, Instrument Number 2009103174, of Sonoma County Official Records, recorded October 29, 2009, amount: \$1,268,800.00.)

NOTE: Acknowledgments must be attached.

ACKNOWLEDGMENT

State of California
County of Sonoma

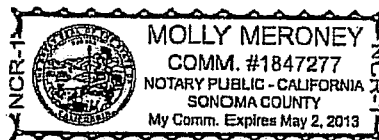
On December 12, 2012 before me, Molly Meroney, Notary Public
(Insert name and title of the officer)

personally appeared Kevin W. Bart
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) ~~is/are~~
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal.

Signature Molly Meroney (Seal)



ACKNOWLEDGMENT

State of California
County of Sonoma

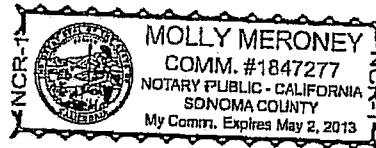
On December 12, 2012 before me, Molly Meroney Notary Public
(Insert name and title of the officer)

personally appeared Linda A. Barr
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal.

Signature Molly Meroney (Seal)



ACKNOWLEDGMENT

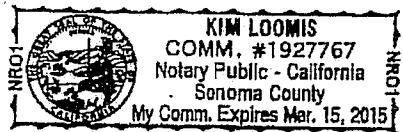
State of California
County of SONOMA

On December 18, 2012 before me, Kim Loomis, Notary Public
(Insert name and title of the officer)

personally appeared William Rodda
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/~~are~~-
subscribed to the within instrument and acknowledged to me that he/~~she/they~~ executed the same in
his/~~her/their~~ authorized capacity(ies), and that by his/~~her/their~~ signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal.




Signature  (Seal)
KIM LOOMIS

EXHIBIT "A"

The real property which is the subject of this CONTRACT is situated within agricultural preserve 1-454 as shown by map thereof recorded in preserve map book number 4, page 69 (21-C), in the Office of the County Recorder of Sonoma County, California, and said real property is more particularly described as follows:

SEE ATTACHED LEGAL DESCRIPTION

LEGAL DESCRIPTION

EXHIBIT "A"

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN AN UNINCORPORATED AREA, COUNTY OF SONOMA, STATE OF CALIFORNIA, AND IS DESCRIBED AS FOLLOWS:

Commencing at a station in the center of the Dry Creek Road, being the Northeast corner of Gertrude Cochran Place, from which point an iron pin which marks the intersection of the Westerly boundary line of the City of Healdsburg with the Southerly boundary line of Dry Creek Road bears South 66° West, 9.06 chains distant, and also an iron and brass marker driven in the center of the Westerly edge of the concrete bridge over the "slough" near the right of way of the North Western Pacific Railroad Company, bears North 67° 30' East, 3.195 chains distant; thence along the center of said Dry Creek Road, South 68-3/4° West, 21.21 chains to a station, the place of beginning of the herein described lands; thence along the center of said road, South 68-3/4° West, 12.75 chains to a station; thence South 37° East, 18.08 chains to an iron pin; thence North 51-3/4° East, 12.28 chains to an iron pin; thence North 37° West, 14.35 chains to the place of beginning.

Being a portion of the Northeast quarter of Section 29 and the Southeast quarter of Section 20 of Township 9 North, Range 9 West, Mount Diablo Base and Meridian of the Sotoyome Rancho.

APN: 088-210-005

EXHIBIT "B"
LAND CONSERVATION PLAN

SEE ATTACHED

EXHIBIT "B"

LAND CONSERVATION PLAN

This Land Conservation Plan is made by and between Andrew's Sonoma Vineyard, LLC, a California limited liability company ("Owner(s)") and the County of Sonoma, a political subdivision of the State of California ("County"), and is hereby incorporated by reference into the Land Conservation Contract to which it is attached as though fully set forth therein ("Contract").

1. PURPOSE. The purpose of this Land Conservation Plan is to identify the approximate location and acreage of designated uses to which the Subject Property is or may be used during the term of the Land Conservation Contract consistent with the terms of the Land Conservation Contract, the Sonoma County Uniform Rules for Agricultural Preserves and Farmland Security Zones ("Uniform Rules"), and the California Land Conservation Act (Government Code section 51200 et seq.), as they now exist, or as they may be amended from time to time.

2. DEFINITIONS.

- a. "Subject Property," shall have the same meaning as the term "Subject Property," as used in the Contract.
- b. "Prime Agricultural Use," means the use of "Prime Agricultural Land," for one or more "Agricultural Use," as those phrases are defined in the Uniform Rules.
- c. "Non-Prime Agricultural Use," means the use of "Non-prime Agricultural Land," for one or more "Agricultural Use," as those phrases are defined in the Uniform Rules.
- d. "Open Space Use," means the use of "Open Space Land for an "Open Space Use," as those phrases are defined in the Uniform Rules.
- e. "Compatible Use," shall have the same meaning as the term "Compatible Use," as used in the Uniform Rules.
- f. "Undesignated Area," means portion of land under the Contract that is vacant and potentially available for any qualifying agricultural and/or compatible use, consistent with the terms of the Contract, the Uniform Rules, and the Land Conservation Act, as they now exist or as they may be amended from time to time. Use of the "Undesignated Area," for agricultural or compatible use requires amendment of this Land Conservation Plan.

3. DESIGNATED LAND USES. Owner(s) agree to manage and maintain the Subject Property in a manner that ensures that the following designated uses will conform to the identified acreage and location at all times during the term of the Contract and any extensions thereof. Any proposed change to a designated use, acreage, and/or location, requires amendment of this Land Conservation Plan.

<u>Designated Use</u>	<u>Acreage</u>	<u>Location</u>
PRIME AGRICULTURAL USE(S):	+/- 18.04 acres	See Site Plan
NON-PRIME AGRICULTURAL USE(S):	none	n/a
OPEN SPACE USE(S):	none	n/a
COMPATIBLE USE(S):	+/- 00.25 acres	See Site Plan
UNDESIGNATED AREA:	+/- 01.71 acres	See Site Plan
TOTAL: +/- 20.00 acres		

4. SITE PLAN. A site plan showing the location of the designated uses described in paragraph 3, above, is attached and incorporated by reference into this Land Conservation Plan. Any proposed change to the Site Plan requires amendment of this Land Conservation Plan.

5. AMENDMENT TO LAND CONSERVATION PLAN.

a. Any change to the acreage or location of the designated uses described in paragraph 3, above, requires written amendment to this Land Conservation Plan, consistent with the Land Conservation Contract, Uniform Rules, and Land Conservation Act, as they now exist or as they may be amended from time to time.

b. Owner(s), or Owner(s) predecessor(s) in interest, may apply to the Permit and Resource Management Department (PRMD) for an amendment of this Land Conservation Plan. With the approval of the Director of PRMD, Owner(s) or Owner(s)' predecessor in interest may designate an agent to file an application for amendment of this Land Conservation Plan on their behalf.

c. The Board of Supervisors, or its designee, shall consider and decide all requests to amend this Land Conservation Plan.

d. All amendments to this Land Conservation Plan are deemed automatically incorporated into the Land Conservation Contract to which it applies, upon approval by the Board of Supervisors or its designee, and upon recordation of the executed amendment with the Sonoma County Recorder's Office.

e. For purposes of property tax assessment, any amendment to the Land Conservation Plan or Land Conservation Contract will be recognized by the Sonoma County Assessor's Office on the January 1st lien date of the year following the year in

which the amendment is recorded, consistent with Revenue and Taxation Code sec. 430.5.


~~6. BREACH. Failure to conform to this Land Conservation Plan is a breach of the Land Conservation Contract to which it is attached and incorporated by reference.~~

AGREEMENT AND STATEMENT BY OWNER(S):

I/we agree to comply with the provisions of this Land Conservation Plan, as it now exists or as it may be amended from time to time, for the duration of the Land Conservation Contract to which it is attached and incorporated by reference, including any an all renewals or extension of the Land Conservation Contract.

OWNER(S):
ANDREW'S SONOMA VINEYARD, LLC

By: 
Kevin W. Barr

By: 
Linda A. Barr

Trustees of the Barr Family 1996 Trust Dated July 12, 1996, as amended (& sole member of Andrew's Sonoma Vineyard, LLC).

NOTE: Acknowledgments must be attached.

_____ *County Use Only* _____
COUNTY OF SONOMA:
BOARD OF SUPERVISORS or DESIGNEE OF BOARD OF SUPERVISORS

Approved by: _____
Print Name: _____
Print Title: _____

_____ Date

ACKNOWLEDGMENT

State of California
County of Sonoma

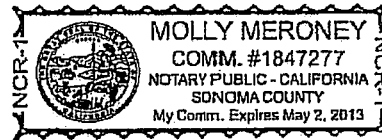
On December 12, 2002 before me, Molly Meroney, Notary Public
(Insert name and title of the officer)

personally appeared Kevin W. Bart
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal.

Signature Molly Meroney (Seal)



ACKNOWLEDGMENT

State of California
County of Sonoma

On December 12, 2012 before me, Molly Meroney, Notary Public
(insert name and title of the officer)

personally appeared Linda A. Bass
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in
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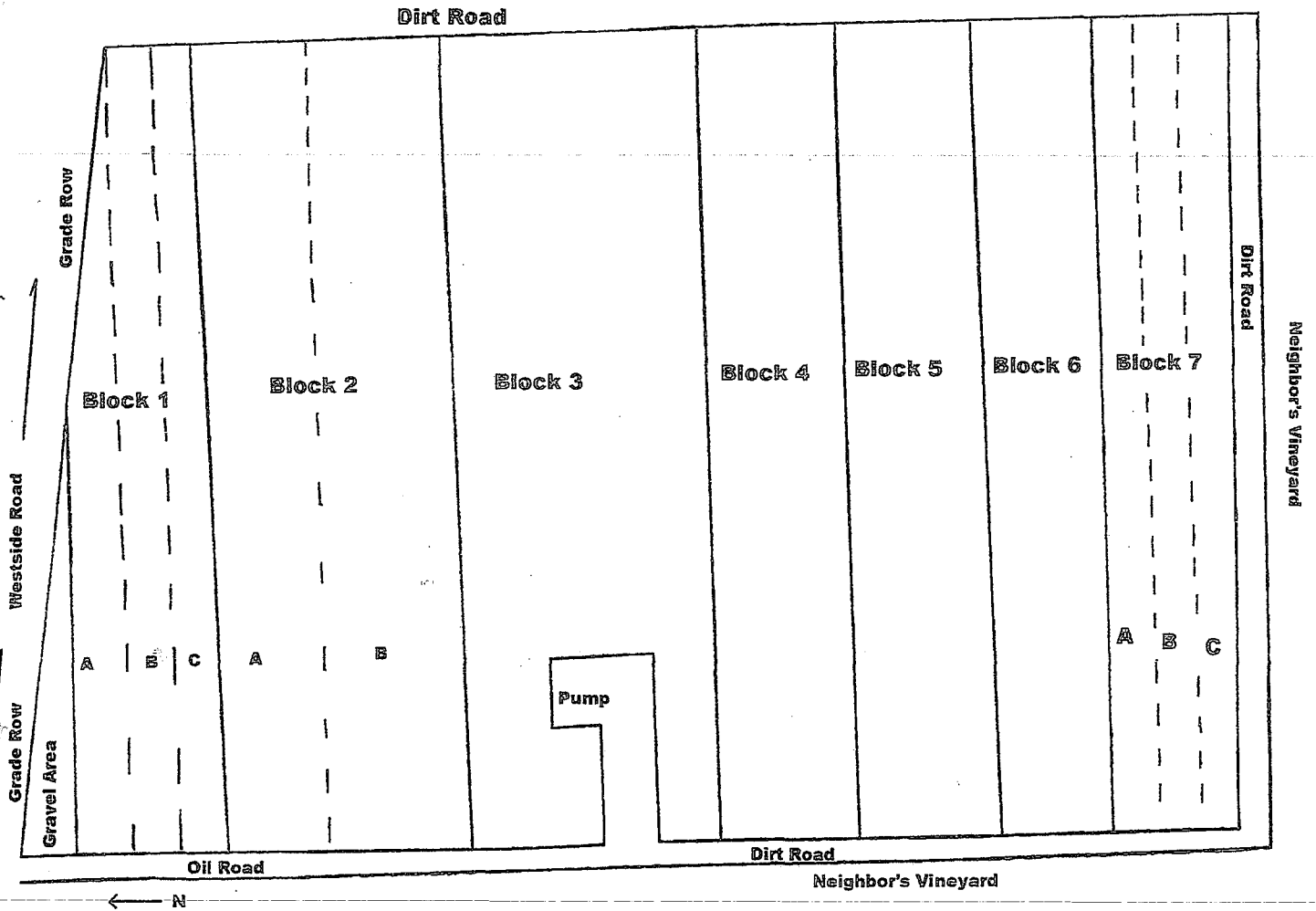
WITNESS my hand and official seal.

Signature Molly Meroney (Seal)



Andrew's Vineyard
 180 Westside Road
 Healdsburg, CA 95448

In Case of Emergency
 Call 911
 Cross Street
 Hendricks St



BLOCK	VARIETY	CLONE	ROOTSTOCK	SPACING	VINES	ACRES	ROWS	TRELLIS	PLANTED	BUDDED	NOTES
1	Chard	4	3309	9x6	1350	1.68		Vertical	2001	2010	
1B	Sauv blanc	Musque	3309	12x6	605	1.00		Lyre	2001	2010	
1C	Sauv blanc	Musque	101-14	12x6	605	1.00		Lyre	2001	2010	
2A	Sauv blanc	317	101-14	12x6	605	1.00		Lyre	2000		
2B	Sauv blanc	317	3309	12x6	605	1.00		Lyre	2000		
3	Sauv blanc	1	3309	12x6	1242	2.05		Lyre	1999	BG	
4	Sauv blanc	1	5BB	12x6	1584	2.62		Lyre	1998	1998	
5	Chard	4	3309	9x6	1620	2.00		Vertical	2000	BG	
6	Chard	76	3309	9x6	1452	1.80		Vertical	1999	BG	
7A	Chard	95*/96	5BB	9x6	729	0.90		Vertical	1997	1998	5 rows + 74 plants east end row 6
7B	Chard	95*/96	SO4	9x6	1657	2.05		Vertical	1997	1998	57 plants west end row 6. row 7-18 28 plants east end row 19
7C	Chard	95*/96	5C	9x6	758	0.94		Vertical	1997	1998	103 plants east end row 19, rows 20-24
TOTALS:					12812	18.04					

- 1-3 Clone 95
- 4-9 Clone 96
- 10-15 Clone 95
- 16-21 Clone 96
- 22-24 Clone 95

Site Plan

Land Conservation Plan

PJR-098

Purpose: This Land Conservation Plan for a property in an Agricultural Preserve sets forth the agricultural, recreational, or open space uses on land subject to a Land Conservation Act (Williamson Act) contract. The Land Conservation Plan includes a general description of the commercial agricultural operation or open space use, along with other uses, that are being conducted or planned on the property. The information enables the County to determine ongoing compliance with the contract. When approved by the Board of Supervisors, this completed form with the attached Site Plan and any related documents constitutes an approved Land Conservation Plan. A summary of the plan will be attached to and recorded with the approved contract. Changes to a qualifying agricultural operation and/or open space use in terms of the type of uses or land areas involved may require an amendment to the Land Conservation Plan.

ANDREWS SONOMA VINEYARD, LLC

Property Owner's Name

180 WESTSIDE ROAD

Site Address(es)

P.O. Box 729

Mailing Address

HEALDSBURG, CA 95448

City/Town

GEYSERVILLE, CA 95441

City/Town

088-210-005

Assessor's Parcel Number(s)

KLBAR@GRAPES@901.COM

Email address (Optional)

Williamson Act Contract Number- Prime Non-Prime

SUMMARY OF USES: Complete all that apply

Type of Use	Current Acres	Total Acres 3 years	From Table
Permanent Crops and Cultivation	18.04	18.04	A
Grazing, Livestock and Horses			B & F
Open Space			C
Forestry/Timber			D
Improvements & Buildings and other compatible uses	.25	.25	E
Fallow/Unusable/Undesignated			

Total Acres: _____

Is the land leased? Yes No

Residential Uses: Number of dwellings 0

Address/Unit #	Occupied by			
	Owner	Operator	Ag Employee	Other

Additional Information:

Table A

Permanent Crops and Cultivation

Parcel #	Parcel Size Acres	Type of Crop	Acres Planted	Date Planted	Total Acres Projected Three years	Acres Projected Five years
000-210-005-000	20.00	GRAPES	18.04	Unknown	18.04	18.04
Total (Carry over to Summary on Page 1)	20.00	GRAPES	18.04	Unknown	18.04	18.04

1. Additional Information:

Table B
GRAZING AND LIVESTOCK

Parcel #	Total Acres	Type of Livestock	Number of Head	Acres of Grazing or Pasture

NOTE: If raising horses, see Table F.

Additional Information:

**Table C
OPEN SPACE**

Parcel Number	Type of Open Space (check all that apply)								Acres Devoted to Open Space
	Oak Woodland	Wetland	Forest	Grassland	Riparian	Submerged tidalands	Biotic habitat	Water Bodies	

Biotic Habitat Values: Designated on Sonoma County General Plan Open Space Map
 If not designated Open Space, attach Biotic Assessment Report prepared by qualified professional

REQUIRED ATTACHMENT: Site Plan showing open space areas by type.

**Table D
FORESTRY/TIMBER**

Parcel Number	Acres Existing	Total Acres Projected 3 yrs	Total Acres Projected 5 yrs	Type of Harvest Plan

Additional Information:

Table E

PROPERTY IMPROVEMENTS, BUILDINGS AND COMPATIBLE USES

(such as corrals, houses, shops, barns, coops, pump houses, farmstays, roadside stand, renewable energy, surface mining)

Parcel #	Acres	Structures	Purpose	Ag Use	Compatible Use
058-210-005-000	.25	Pump house	Protect well pump	<input checked="" type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

REQUIRED ATTACHMENT: Include Site Plan

Additional Information:

Table F

HORSES

Parcel #	Total Acres	Number of Brood Mares	Total Number of Horses

Additional Information:

REQUIRED ATTACHMENTS:

- Site Plan
- PJR-065 Income Statement
- Biotic Assessment and Open Space Plan, if applicable
- Original Williamson Act contract (if this is a replacement contract)

I certify (or declare) under penalty of perjury under the laws of the state of California and the County of Sonoma that the foregoing and all information hereon, including any accompanying statement or documents, is true, correct and complete to the best of my knowledge and belief.

Signature of Applicant(s) *[Signature]* Date: 9/5/12

Title: TRUSTEE MEMBER

Signature of Applicant(s) *[Signature]* Date: 9/5/12

Title: TRUSTEE MEMBER

Property address: 180 WESTSIDE ROAD
HEALDSBURG, CA 95448

COUNTY USE ONLY:
APPROVED BY: *[Signature]* Date: 10-29-2012
Name, Title Project Planner

Agricultural Preserve - Supplemental Questionnaire

1. How many total acres are included in your application for a Land Conservation Contract?

20 ACRES

2. Is the property currently being operated as an agricultural enterprise or open space? Please describe:

EXISTING, MATURE VINEYARD

3. How many years has this agricultural enterprise or open space been in existence?

MANY YEARS; EXACT DATE UNKNOWN

4. Do you anticipate any future changes of the use of the property? If so, please describe.

NO

I declare under penalty of perjury, that this information is true and correct to the best of my knowledge.

Signature

Robert Handberg

Date

9.6.12



County of Sonoma Agenda Item Summary Report

Agenda Item Number: 42 2:10 P.M.
(This Section for use by Clerk of the Board Only.)

Clerk of the Board
575 Administration Drive
Santa Rosa, CA 95403

To: Board of Supervisors

Board Agenda Date: March 12, 2013

Vote Requirement: Majority

Department or Agency Name(s): Permit and Resource Management Department

Staff Name and Phone Number:

Lisa Posternak 565-7383

Supervisory District(s):

Fifth

Title: Design Guidelines for Bodega, Duncans Mills, Freestone, and Occidental Historic Districts; ZCE11-0009-0012

Recommended Actions:

Conduct a public hearing and 1) adopt Design Guidelines for each Historic District, and 2) a Zoning Text Amendment to reference Historic District Design Guidelines and streamline procedures.

Executive Summary:

The proposed project involves: 1) adoption of the Bodega, Duncans Mills, Freestone, and Occidental Historic District Design Guidelines; and 2) amendment of the Sonoma County Code to reference the Design Guidelines and add a provision to allow administrative approval for minor alterations to structures in Historic Districts to streamline procedures. Adoption of the Historic District Design Guidelines and Ordinances amending the Sonoma County Code are exempt from CEQA.

The proposed Historic District Design Guidelines describe the history, historic context, period of significance, and areas of significance for the community; identify and describe the character-defining features and the contributing and non-contributing properties of the community; and include design guidelines for existing and new development in the community. The design guidelines include standards and recommendations for the design of both exterior alterations to structures and new construction to retain the existing historic characteristics and integrity of the Historic District. All four Historic District Design Guidelines have the same content, are in the same format, follow the same principles, and are consistent with the *Secretary of the Interior's Standards for the Treatment of Historic Properties*.

The proposed Historic District Design Guidelines are intended for use by property owners and their architects in designing alterations to the exterior of existing structures and buildings and construction of new structures and buildings; and for use by staff and the Landmarks Commission in providing

design guidance to applicants of construction projects and design review of construction projects proposed on parcels located in the Historic Districts.

Consultant recommendations to amend the boundaries of the Bodega and Duncans Mills Historic Districts were not recommended by the Planning Commission. The Commission instead recommended the Historic District boundaries be reviewed as a separate project with more community input.

The Planning Commission recommended approval of the Historic District Design Guidelines and Sonoma County Code amendments at a November 1, 2012 public hearing. Additional details are included in the attached memo to the Board of Supervisors dated February 5, 2013.

Prior Board Actions:

Adoption of the Bodega, Duncans Mills, Freestone, and Occidental Historic Districts in 1983, 1982, 1974 and 1980, respectively. Design Guidelines/Design Standards for Freestone and Occidental Historic Districts were both adopted in 1974.

Strategic Plan Alignment: Goal 2: Economic and Environmental Stewardship

Historic District Guidelines help to protect and preserve historic communities, sites, and buildings that represent cultural and economic groups that have lived and worked in Sonoma County. Furthermore, these Districts help support a strong, diverse and sustainable economy primarily through tourism in addition to providing services for the local communities.

Fiscal Summary - FY 12-13

Expenditures		Funding Source(s)	
Budgeted Amount	\$	Select an item.	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$	Total Sources	\$

Narrative Explanation of Fiscal Impacts (If Required):

Development of the Historic District Design Guidelines was funded by a grant awarded by the Board of Supervisors from TOT funds. Streamlining of procedures for design review in Historic Districts would reduce applicant costs for some construction projects with a negligible impact on PRMD revenues.

The Historic District Design Guidelines project was started in FY 2009-2010 and will be completed in FY 2012-

2013. A total of about \$76,000 in TOT funds and \$27,000 in General Fund monies will have been expended to complete the four Historic District Design Guidelines.

Staffing Impacts

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

Attachments:

Board of Supervisors Memo

- EXHIBIT A: Draft Board of Supervisors Resolution Freestone Historic District (ZCE11-0009)
- EXHIBIT B: Draft Board of Supervisors Resolution Occidental Historic District (ZCE11-0010)
- EXHIBIT C: Draft Board of Supervisors Resolution Duncans Mills Historic District (ZCE11-0011)
- EXHIBIT D: Draft Board of Supervisors Resolution Bodega Historic District (ZCE11-0012)
- EXHIBIT E: Draft Ordinance Freestone, Occidental, Bodega Historic Districts (ZCE11-0009-0010, 0012)
- EXHIBIT F: Draft Ordinance Duncans Mills Historic District (ZCE11-0011)
- EXHIBIT G: Planning Commission Resolution No. 12-023
- EXHIBIT H: Planning Commission Resolution No. 12-024
- EXHIBIT I: Planning Commission Resolution No. 12-025
- EXHIBIT J: Planning Commission Resolution No. 12-026
- EXHIBIT K: Planning Commission Minutes dated November 1, 2012
- EXHIBIT L: Planning Commission Minutes dated June 7, 2012
- EXHIBIT M: Planning Commission Staff Report dated November 1, 2012
- EXHIBIT N: Planning Commission Staff Report dated June 7, 2012
- EXHIBIT O: CD of Draft Historic District Design Guidelines

Related Items “On File” with the Clerk of the Board:

Draft Design Guidelines for Bodega, Duncans Mills, Freestone, and Occidental Historic Districts.



COUNTY OF SONOMA

PERMIT AND RESOURCE MANAGEMENT DEPARTMENT

2550 Ventura Avenue, Santa Rosa, CA 95403
(707) 565-1900 FAX (707) 565-1103

DATE: February 5, 2013 at 2:10 p.m.

TO: Board of Supervisors

FROM: Lisa D. Posternak, Project Planner

SUBJECT: Hearing to consider Draft Historic District Design Guidelines and Proposed Historic District Boundary Amendments; ZCE11-0009-012, County of Sonoma; Supervisorial District No. 5

Action Requested of the Board of Supervisors:

The Board is requested to conduct a public hearing and consider the Planning Commission recommendation on the proposed Draft Design Guidelines for the Bodega, Duncans Mills, Freestone, and Occidental Historic Districts. At the conclusion of the hearing, your Board may: 1) adopt the proposed Design Guidelines for each Historic District by separate Resolution; and 2) approve an Ordinance amending the text of the Zoning Code to reference the Design Guidelines and add a provision to allow administrative approval for minor alterations to structures in Historic Districts to streamline procedures.

Prior Actions:

The Board of Supervisors approved \$45,530 in grants from TOT funds to hire two consultants to prepare Design Guidelines for the Bodega, Duncans Mills, Freestone, and Occidental Historic Districts. The consultant for the Bodega and Duncans Mills Design Guidelines recommended boundary changes for those two Historic Districts. On June 7, 2012 the Planning Commission conducted a noticed public hearing on the proposed Draft Design Guidelines for the four Historic Districts and the proposed boundary amendments to the Bodega and Duncans Mills Historic Districts. The Commission continued the hearing to allow a public workshop on the Historic District Design Guidelines and boundary amendments before the Commission made a recommendation to the BOS.

On July 16, 2012 the Planning Commission held a noticed public workshop on the proposed Draft Design Guidelines and proposed boundary amendments. The purpose of the workshop was to further educate the Commission and property owners about historic resources and receive input on the proposals. The workshop addressed why historic resources are important, the purpose of an Historic District, the advantages of an Historic District, how the boundary of an Historic District is determined, why the Bodega and Duncans Mills Historic District boundaries were proposed for amendment, the purpose and content of the proposed Historic District Design Guidelines, and what it means for a property owner if their property is included within an Historic District (see Summary of Issues and Concerns in Exhibit M).

On November 1, 2012, the Planning Commission recommended that the BOS approve the proposed Draft Design Guidelines for the Bodega (5-0 vote), Duncans Mills (3-2 vote), Freestone (5-0 vote), and Occidental (5-0 vote) Historic Districts, but not amend the boundaries of the Bodega and Duncans Mills Historic Districts. The Planning Commission suggested that any boundary amendments be considered separately and involve more input from the affected communities.

Location, Zoning and Project Description:

The subject properties are located in the Bodega, Duncans Mills, Freestone, and Occidental Historic Districts; Supervisorial District No. 5. Zoning (not including overlay Combining Districts) for the Historic Districts is as follows:

Bodega

LC (Limited Commercial); RC (Rural Commercial); RR (Rural Residential), B6-2 acre and 10 acre density.

Duncans Mills (Coastal Zone)

CS (Rural Services), CC (Coastal Zone); CT (Commercial Tourist), RRD (Resources and Rural Development), B6-160 acre-density/640 acre minimum lot size)

Freestone

RC (Rural Commercial), AR (Agriculture and Residential), B6-10 acre and 40-acre density); RR (Rural Residential, B-6 2 acre and 5 acre density); RRD (Resources and Rural Development, B6-40 acre and 60 acre density).

Occidental

LC (Limited Commercial), CO (Administrative and Professional Office); K (Recreation and Visitor-Serving Commercial); PF (Public Facilities); PC (Planned Community); AR (Agriculture and Residential), B6-10 acre density; RR (Rural Residential, B6-10 acre density).

The proposed project involves: 1) adoption of the Bodega, Duncans Mills, Freestone, and Occidental Historic District Design Guidelines; and 2) amendment of Article 68 (HD Historic Combining District) of Chapter 26 (Sonoma County Zoning Regulations) and Article 24 (HD CC Historic Combining District) of Chapter 26C (Sonoma County Coastal Zoning Regulations) of the Sonoma County Code to reference the Design Guidelines and add a provision to allow administrative approval for minor alterations to structures in Historic Districts to streamline procedures.

The consultant for the Bodega and Duncans Mills Historic District Design Guidelines recommended amendment of the Bodega Historic District boundary to remove the HD zoning from the following six non-contributing residential parcels and two non-contributing commercial parcels:

Residential Parcels: APN 103-130-008, 352 Salmon Creek Road; APN 103-130-010, 330 Salmon Creek Road; APN 103-130-012, 544 Salmon Creek Road; APN 103-130-013, 550 Salmon Creek Road; APN 103-130-015, 320 Salmon Creek Road; APN 103-130-016, 310 Salmon Creek Road.

Commercial Parcels (contain residential and agricultural uses): APN 103-120-033, 249 Salmon Creek Road; APN 103-110-001, 217 Church Street.

The consultant also recommended amendment of the boundary of the Duncans Mills Historic District to add HD zoning to the Russian River Rodeo Grounds (APN 096-170-006, 23450 Moscow Road and the Russian River Sportsmen's Club (APN 096-170-007, 25150 Steelhead Boulevard.

The proposed Historic District Design Guidelines describe the history, historic context, period of significance, and areas of significance for the community; identify and describe the character-defining

features and the contributing properties (contribute to the significance of the Historic District – constructed during the period of significance, associated with the areas of significance, and retain integrity) and non-contributing properties (do not contribute to the significance of the Historic District – constructed outside the period of significance, not associated with the areas of significance, and/or do not retain integrity) of the community; and include design guidelines for existing and new development in the community. The design guidelines include standards and recommendations for the design of both exterior alterations to structures and new construction to retain the existing historic characteristics and integrity of the Historic District.

All four Historic District Design Guidelines have the same content, are in the same format, follow the same principles, and are consistent with the *Secretary of the Interior's Standards for the Treatment of Historic Properties*. The documents contain the following sections: Executive Summary, Introduction, Historic Context and Overview, The Design Review Process, Historic District Design Guidelines, References, Appendices, and Figures. The Historic District Design Guidelines are provided on CD and after adoption will be posted on the PRMD website.

The proposed Historic District Design Guidelines are intended for use by property owners and their architects in designing alterations to the exterior of existing structures and buildings and construction of new structures and buildings; and for use by staff and the Landmarks Commission in providing design guidance to applicants of construction projects and design review of construction projects proposed on parcels located in the Historic Districts.

ISSUES DISCUSSED AT THE PLANNING COMMISSION PUBLIC HEARING

Issue #1: Amendment of Bodega & Duncans Mills Historic District Boundaries

The public commented that some properties in Bodega are not included in the Bodega Historic District, and that these properties are vulnerable to incompatible development. The Planning Commission commented that the community of Bodega does not want properties removed from the Bodega Historic District, and that in general properties should not be removed from the Historic District. The Planning Commission questioned why the Bodega Creamery is not included in the Historic District. Staff noted that the Bodega Creamery is too far from the Bodega Historic District to be included, but that the site could be designated a Sonoma County Historic Landmark and zoned HD in a separate action. A member of the Russian River Sportsmen's Club commented the Club property should not be added to the Duncans Mills Historic District because the property owner does not want the financial or regulatory burden, development potential of the property is already very limited due to the site's F1 and F2 zoning designations, and the property is not visible from State Highway 116 or the center of the Historic District. One of the property owners commented the Bill Parmeter Rodeo Grounds should not be added to the Duncans Mills Historic District because the owners do not want the financial or regulatory burden, and the property does not contain historic resources. A local builder in Duncans Mills submitted a letter indicating the Russian River Rodeo Association and the property owners do not want to be constrained by regulations that would come with the inclusion of the Rodeo Grounds in the Historic District. Three Commissioners commented that the Russian River Sportsmen's Club and Bill Parmeter Rodeo Grounds should be added to the Duncans Mills Historic District because any development on the sites could negatively impact the District, and one Commissioner commented these properties should have been included in the Historic District when it was first established.

The Planning Commission recommended separating the Historic District Design Guidelines and Historic District boundary amendments into two separate projects, and adopting the Design Guidelines before considering the boundary amendments. The Commission also recommended that before the Historic District boundary amendments are considered, additional public workshops on the issue should be conducted in the affected communities of Bodega and Duncans Mills.

Resolution

The Planning Commission recommended the Historic District boundary amendments be considered at a later date if prioritized by the BOS, after the Historic District Design Guidelines have been adopted. Prior to future Planning Commission hearings on the boundary amendments, meetings should be held in Bodega and Duncans Mills to obtain input on the boundary amendments from members of the communities and other interested parties.

Staff has provided a separate resolution for each of the four Historic Districts to allow any changes to the individual Design Guidelines.

List of Attachments:

EXHIBIT A: Draft BOS Resolution Freestone Historic District (ZCE11-0009)
EXHIBIT B: Draft BOS Resolution Occidental Historic District (ZCE11-0010)
EXHIBIT C: Draft BOS Resolution Duncans Mills Historic District (ZCE11-0011)
EXHIBIT D: Draft BOS Resolution Bodega Historic District (ZCE11-0012)
EXHIBIT E: Draft Ordinance Freestone, Occidental, Bodega Historic Districts (ZCE11-0009-0010, 0012)
EXHIBIT F: Draft Ordinance Duncans Mills Historic District (ZCE11-0011)
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EXHIBIT L: Planning Commission Minutes dated June 7, 2012
EXHIBIT M: Planning Commission Staff Report dated November 1, 2012
EXHIBIT N: Planning Commission Staff Report dated June 7, 2012
EXHIBIT O: CD of Draft Historic District Design Guidelines

On File with the Clerk: Draft Design Guidelines for Bodega, Duncans Mills, Freestone, and Occidental Historic Districts.

Resolution No.

**County of Sonoma
Santa Rosa, CA 95403**

**Date: March 12, 2013
ZCE11-0009 Lisa Posternak**

Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Finding The Project To Be Exempt From CEQA; Adopting The Proposed Design Guidelines For The Freestone Historic District; And Approving Amendment Of Article 68 Of Chapter 26 Of The Sonoma County Code To Incorporate The Freestone Historic District Design Guidelines By Reference.

Whereas, the Board of Supervisors adopted Ordinance No. 1849 establishing the Freestone Historic District on December 17, 1974; and

Whereas, the Board of Supervisors adopted the "Design Review Policy Guidelines for the Freestone Historic District" on November 21, 1974; and

Whereas, in 2010 the Landmarks Commission determined the current Design Guidelines for the Freestone Historic District are inadequate because they do not incorporate an historic context statement for the District, do not identify contributory and non-contributory structures, do not include the Secretary of the Interior's Standards for the Treatment of Historic Properties, do not include clear standards in sufficient detail on all aspects of design or include adequate illustrations; and determined the Design Guidelines for the Freestone Historic District should be updated to incorporate the above information; and

Whereas, the Permit and Resource Management Department proposes updated Design Guidelines for the Freestone Historic District; and amendment of Article 68 of Chapter 26 of the Sonoma County Code to incorporate the Freestone Historic District Design Guidelines by reference; and

Whereas, the Permit Resource and Management Department determined that the project is exempt from the California Environmental Quality Act ("CEQA") pursuant to Section 15061(b)(3) of the state CEQA Guidelines; and

Whereas, in accordance with the provisions of law, the Planning Commission held a public hearing on June 7, 2012, at which time all interested persons were given an opportunity to be heard and continued the hearing to allow a public workshop to be conducted to further explain the proposed amendments; and

Whereas, the Planning Commission held a public workshop on July 16, 2012, at which time all interested persons were given an opportunity to ask questions and be heard; and

Whereas, in accordance with the provisions of law, the Planning Commission held a continued public hearing on November 1, 2012, at which time all interested

persons were given an opportunity to be heard; and

Whereas, in accordance with the provisions of law, the Board of Supervisors held a public hearing on March 12, 2013, at which time all interested persons were given an opportunity to be heard.

Now, Therefore, Be It Resolved, that the Board of Supervisors makes the following findings:

1. The adoption of the proposed Design Guidelines for the Freestone Historic District and the proposed amendment of Article 68 of Chapter 26 of the Sonoma County Code to incorporate the Freestone Historic District Design Guidelines by reference would help protect and preserve the historic character and resources of Freestone.

2. The proposed Design Guidelines for the Freestone Historic District and the proposed amendment of Article 68 of Chapter 26 of the Sonoma County Code to incorporate the Freestone Historic District Design Guidelines by reference are consistent with the goals, objectives, and policies of the Sonoma County General Plan because they would help protect and preserve significant historical sites that represent the ethnic, cultural, and economic groups that have lived and worked in Sonoma County; and help conserve and preserve historic structures and buildings.

3. The proposed Design Guidelines for the Freestone Historic District and the proposed amendment of Article 68 of Chapter 26 of the Sonoma County Code to incorporate the Freestone Historic District Design Guidelines by reference are exempt from the provisions of the California Environmental Quality Act (CEQA) under Title 14 of the California Code of Regulations, Section 15061(b)(3), as they do not constitute a project which has the potential to cause a significant effect on the environment. The Design Guidelines are intended to provide for the protection and preservation of the historic character and resources of the Historic District.

Be It Further Resolved that the Board of Supervisors finds the project to be exempt from CEQA; adopts the proposed Design Guidelines for the Freestone Historic District; and amends Article 68 of Chapter 26 of the Sonoma County Code to incorporate the Freestone Historic District Design Guidelines by reference.

Be It Further Resolved that the Board of Supervisors designates the Clerk of the Board as the custodian of the documents and other material which constitute the record of proceedings upon which the decision herein is based. These documents may be found at the office of the Clerk of the Board, 575 Administration Drive, Room 100-A, Santa Rosa, California 95403.

Supervisors:

Gorin:	Zane:	McGuire:	Carrillo:	Rabbitt:
Ayes:	Noes:	Absent:	Abstain:	So Ordered.

Resolution No.

**County of Sonoma
Santa Rosa, CA 95403**

**Date: March 12, 2013
ZCE11-0010 Lisa Posternak**

Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Finding The Project To Be Exempt From CEQA; Adopting The Proposed Design Guidelines For The Occidental Historic District; And Approving Amendment Of Article 68 Of Chapter 26 Of The Sonoma County Code To Incorporate The Occidental Historic District Design Guidelines By Reference.

Whereas, the Board of Supervisors adopted the “Occidental Town Study Preliminary Report” on December 17, 1974; and

Whereas, the Board of Supervisors adopted Ordinance No. 2611 establishing the Occidental Historic District on March 4, 1980; and

Whereas, in 2010 the Landmarks Commission determined the current Design Guidelines for the Occidental Historic District are inadequate because they do not incorporate an historic context statement for the District, do not identify contributory and non-contributory structures, do not include the Secretary of the Interior’s Standards for the Treatment of Historic Properties, do not include clear standards in sufficient detail on all aspects of design or include adequate illustrations; and determined the Design Guidelines for the Occidental Historic District should be updated to incorporate the above information; and

Whereas, the Permit and Resource Management Department proposes updated Design Guidelines for the Occidental Historic District; and amendment of Article 68 of Chapter 26 of the Sonoma County Code to incorporate the Occidental Historic District Design Guidelines by reference; and

Whereas, the Permit Resource and Management Department determined that the project is exempt from the California Environmental Quality Act (“CEQA”) pursuant to Section 15061(b)(3) of the state CEQA Guidelines; and

Whereas, in accordance with the provisions of law, the Planning Commission held a public hearing on June 7, 2012, at which time all interested persons were given an opportunity to be heard and continued the hearing to allow a public workshop to be conducted to further explain the proposed amendments; and

Whereas, the Planning Commission held a public workshop on July 16, 2012, at which time all interested persons were given an opportunity to ask questions and be heard; and

Whereas, in accordance with the provisions of law, the Planning Commission held a continued public hearing on November 1, 2012, at which time all interested

persons were given an opportunity to be heard; and

Whereas, in accordance with the provisions of law, the Board of Supervisors held a public hearing on March 12, 2013, at which time all interested persons were given an opportunity to be heard.

Now, Therefore, Be It Resolved, that the Board of Supervisors makes the following findings:

1. The adoption of the proposed Design Guidelines for the Occidental Historic District and the proposed amendment of Article 68 of Chapter 26 of the Sonoma County Code to incorporate the Occidental Historic District Design Guidelines by reference would help protect and preserve the historic character and resources of Occidental.

2. The proposed Design Guidelines for the Occidental Historic District and the proposed amendment of Article 68 of Chapter 26 of the Sonoma County Code to incorporate the Occidental Historic District Design Guidelines by reference are consistent with the goals, objectives, and policies of the Sonoma County General Plan because they would help protect and preserve significant historical sites that represent the ethnic, cultural, and economic groups that have lived and worked in Sonoma County; and help conserve and preserve historic structures and buildings.

3. The proposed Design Guidelines for the Occidental Historic District and the proposed amendment of Article 68 of Chapter 26 of the Sonoma County Code to incorporate the Occidental Historic District Design Guidelines by reference are exempt from the provisions of the California Environmental Quality Act (CEQA) under Title 14 of the California Code of Regulations, Section 15061(b)(3), as they do not constitute a project which has the potential to cause a significant effect on the environment. The Design Guidelines are intended to provide for the protection and preservation of the historic character and resources of the Historic District.

Be It Further Resolved that the Board of Supervisors finds the project to be exempt from CEQA; adopts the proposed Design Guidelines for the Occidental Historic District; and amends Article 68 of Chapter 26 of the Sonoma County Code to incorporate the Occidental Historic District Design Guidelines by reference.

Be It Further Resolved that the Board of Supervisors designates the Clerk of the Board as the custodian of the documents and other material which constitute the record of proceedings upon which the decision herein is based. These documents may be found at the office of the Clerk of the Board, 575 Administration Drive, Room 100-A, Santa Rosa, California 95403.

Supervisors:

Gorin:	Zane:	McGuire:	Carrillo:	Rabbitt:
Ayes:	Noes:	Absent:	Abstain:	

So Ordered.

Resolution No.

**County of Sonoma
Santa Rosa, CA 95403**

**Date: March 12, 2013
ZCE11-0011 Lisa Posternak**

Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Finding The Project To Be Exempt From CEQA; Adopting The Proposed Design Guidelines For The Duncans Mills Historic District; And Approving Amendment Of Article 24 Of Chapter 26C Of The Sonoma County Code To Incorporate The Duncans Mills Historic District Design Guidelines By Reference.

Whereas, the the Board of Supervisors adopted Ordinance No. 2949 establishing the Duncans Mills Historic District on March 2, 1982; and

Whereas, the Board of Supervisors has not previously adopted Design Guidelines for the Duncans Mills Historic District; and

Whereas, in 2011 the Landmarks Commission determined Design Guidelines should be prepared for the Duncans Mills Historic District; and

Whereas, the Permit and Resource Management Department proposes new Design Guidelines for the Duncans Mills Historic District; and amendment of Article 24 of Chapter 26C of the Sonoma County Code to incorporate the Duncans Mills Historic District Design Guidelines by reference; and

Whereas, the Permit Resource and Management Department determined that the project is exempt from the California Environmental Quality Act (“CEQA”) pursuant to Section 15061(b)(3) of the state CEQA Guidelines; and

Whereas, in accordance with the provisions of law, the Planning Commission held a public hearing on June 7, 2012, at which time all interested persons were given an opportunity to be heard and continued the hearing to allow a public workshop to be conducted to further explain the proposed amendments; and

Whereas, the Planning Commission held a public workshop on July 16, 2012, at which time all interested persons were given an opportunity to ask questions and be heard; and

Whereas, in accordance with the provisions of law, the Planning Commission held a continued public hearing on November 1, 2012, at which time all interested persons were given an opportunity to be heard; and the Planning Commission recommended the Board of Supervisors approve only the Duncans Mills Historic District Design Guidelines, take no action on the proposed boundary amendments to the Duncans Mills Historic District, and work on the proposed boundary amendments to the Duncans Mills Historic District at a later date, to include community meetings in Duncans Mills.

Whereas, in accordance with the provisions of law, the Board of Supervisors held a public hearing on March 12, 2013, at which time all interested persons were given an opportunity to be heard.

Now, Therefore, Be It Resolved, that the Board of Supervisors makes the following findings:

1. The adoption of the proposed Design Guidelines for the Duncans Mills Historic District and the proposed amendment of Article 24 of Chapter 26C of the Sonoma County Code to incorporate the Duncans Mills Historic District Design Guidelines by reference would help protect and preserve the historic character and resources of Duncans Mills.

2. The proposed Design Guidelines for the Duncans Mills Historic District and the proposed amendment of Article 24 of Chapter 26C of the Sonoma County Code to incorporate the Duncans Mills Historic District Design Guidelines by reference are consistent with the goals, objectives, and policies of the Sonoma County General Plan because they would help protect and preserve significant historical sites that represent the ethnic, cultural, and economic groups that have lived and worked in Sonoma County; and help conserve and preserve historic structures and buildings.

3. The proposed Design Guidelines for the Duncans Mills Historic District and the proposed amendment of Article 24 of Chapter 26C of the Sonoma County Code to incorporate the Duncans Mills Historic District Design Guidelines by reference are exempt from the provisions of the California Environmental Quality Act (CEQA) under Title 14 of the California Code of Regulations, Section 15061(b)(3), as they do not constitute a project which has the potential to cause a significant effect on the environment. The Design Guidelines are intended to provide for the protection and preservation of the historic character and resources of the Historic District.

Be It Further Resolved that the Board of Supervisors finds the project to be exempt from CEQA; adopts the proposed Design Guidelines for the Duncans Mills Historic District; amends Article 24 of Chapter 25C of the Sonoma County Code to incorporate the Duncans Mills Historic District Design Guidelines by reference; and directs PRMD staff to work on the proposed boundary amendments to the Duncans Mills Historic District at a later date, to include community meetings in Duncans Mills.

Be It Further Resolved that the Board of Supervisors designates the Clerk of the Board as the custodian of the documents and other material which constitute the record of proceedings upon which the decision herein is based. These documents may be found at the office of the Clerk of the Board, 575 Administration Drive, Room 100-A, Santa Rosa, California 95403.

Supervisors:

Gorin:	Zane:	McGuire:	Carrillo:	Rabbitt:
Ayes:	Noes:	Absent:	Abstain:	

So Ordered.

Resolution No.

**County of Sonoma
Santa Rosa, CA 95403**

**Date: March 12, 2013
ZCE11-0012 Lisa Posternak**

Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Finding The Project To Be Exempt From CEQA; Adopting The Proposed Design Guidelines For The Bodega Historic District; And Approving Amendment Of Article 68 Of Chapter 26 Of The Sonoma County Code To Incorporate The Bodega Historic District Design Guidelines By Reference.

Whereas, the Board of Supervisors adopted Ordinance No. 3217 establishing the Bodega Historic District on October 31, 1983; and

Whereas, the Board of Supervisors has not previously adopted Design Guidelines for the Bodega Historic District; and

Whereas, in 2011 the Landmarks Commission determined Design Guidelines should be prepared for the Bodega Historic District; and

Whereas, the Permit and Resource Management Department proposes new Design Guidelines for the Bodega Historic District; and amendment of Article 68 of Chapter 26 of the Sonoma County Code to incorporate the Bodega Historic District Design Guidelines by reference; and

Whereas, the Permit Resource and Management Department determined that the project is exempt from the California Environmental Quality Act (“CEQA”) pursuant to Section 15061(b)(3) of the state CEQA Guidelines; and

Whereas, in accordance with the provisions of law, the Planning Commission held a public hearing on June 7, 2012, at which time all interested persons were given an opportunity to be heard and continued the hearing to allow a public workshop to be conducted to further explain the proposed amendments; and

Whereas, the Planning Commission held a public workshop on July 16, 2012, at which time all interested persons were given an opportunity to ask questions and be heard; and

Whereas, in accordance with the provisions of law, the Planning Commission held a continued public hearing on November 1, 2012, at which time all interested persons were given an opportunity to be heard; and the Planning Commission recommended the Board of Supervisors approve only the Bodega Historic District Design Guidelines, take no action on the proposed boundary amendments to the Bodega Historic District, and work on the proposed boundary amendments to the Bodega Historic District at a later date, to include community meetings in Bodega.

Whereas, in accordance with the provisions of law, the Board of Supervisors held

a public hearing on March 12, 2013, at which time all interested persons were given an opportunity to be heard.

Now, Therefore, Be It Resolved, that the Board of Supervisors makes the following findings:

1. The adoption of the proposed Design Guidelines for the Bodega Historic District and the proposed amendment of Article 68 of Chapter 26 of the Sonoma County Code to incorporate the Bodega Historic District Design Guidelines by reference would help protect and preserve the historic character and resources of Bodega.

2. The proposed Design Guidelines for the Bodega Historic District and the proposed amendment of Article 68 of Chapter 26 of the Sonoma County Code to incorporate the Bodega Historic District Design Guidelines by reference are consistent with the goals, objectives, and policies of the Sonoma County General Plan because they would help protect and preserve significant historical sites that represent the ethnic, cultural, and economic groups that have lived and worked in Sonoma County; and help conserve and preserve historic structures and buildings.

3. The proposed Design Guidelines for the Bodega Historic District and the proposed amendment of Article 68 of Chapter 26 of the Sonoma County Code to incorporate the Bodega Historic District Design Guidelines by reference are exempt from the provisions of the California Environmental Quality Act (CEQA) under Title 14 of the California Code of Regulations, Section 15061(b)(3), as they do not constitute a project which has the potential to cause a significant effect on the environment. The Design Guidelines are intended to provide for the protection and preservation of the historic character and resources of the Historic District.

Be It Further Resolved that the Board of Supervisors finds the project to be exempt from CEQA; adopts the proposed Design Guidelines for the Bodega Historic District; amends Article 68 of Chapter 26 of the Sonoma County Code to incorporate the Bodega Historic District Design Guidelines by reference; and directs PRMD staff to work on the proposed boundary amendments to the Bodega Historic District at a later date, to include community meetings in Bodega.

Be It Further Resolved that the Board of Supervisors designates the Clerk of the Board as the custodian of the documents and other material which constitute the record of proceedings upon which the decision herein is based. These documents may be found at the office of the Clerk of the Board, 575 Administration Drive, Room 100-A, Santa Rosa, California 95403.

Supervisors:

Gorin:	Zane:	McGuire:	Carrillo:	Rabbitt:
Ayes:	Noes:	Absent:	Abstain:	

So Ordered.

ORDINANCE NO. _____

AN ORDINANCE OF THE BOARD OF SUPERVISORS, COUNTY OF SONOMA, STATE OF CALIFORNIA, AMENDING TEXT OF CHAPTER 26 OF THE SONOMA COUNTY CODE TO REFERENCE DESIGN GUIDELINES FOR THE FREESTONE, OCCIDENTAL, AND BODEGA HISTORIC DISTRICTS AND ADD PROVISION FOR ADMINISTRATIVE APPROVAL OF MINOR ALTERATIONS (ZCE11-0009, ZCE11-0010, and ZCE11-0012).

The Board of Supervisors of the County of Sonoma, State of California, ordains as follows:

SECTION I: Article 68 (HD Historic Combining District), Chapter 26 of the Sonoma County Code is amended to incorporate references to the adopted Freestone, Occidental, and Bodega Historic District Design Guidelines and allow for administrative approvals. Article 68 is amended as follows:

(a) Section 26-68-020 is amended to read as follows:

Sec. 26-68-020. Alterations of designated historic structures and new construction within a historic district.

No zoning permit authorizing alterations (including demolition) in the exterior of a structure within the boundaries of a historic district and no zoning permits authorizing construction of a new building within the boundaries of a historic district shall be granted unless approval has been granted by the county landmarks commission. **Minor alterations may be reviewed and approved by staff in conformance with adopted design guidelines and standards.** In all cases where the request for a zoning permit involves demolition alone, however, the county landmarks commission shall take action on such request within six months of the date of application for the permit. It is not intended by this chapter to grant the county landmarks commission jurisdiction over zoning or use permit matters other than in the area of design review.

(b) Section 26-68-025 is added to read as follows:

Sec. 26-68-025. Conformance with historic district design guidelines.

Alterations to existing structures and construction of new structures within Historic Districts shall be consistent with the Historic District Design Guidelines adopted by the Board of Supervisors including:

- 1. Bodega Historic District Design Guidelines.**
- 2. Freestone Historic District Design Guidelines.**
- 3. Occidental Historic District Design Guidelines.**

SECTION II: Environmental Determination: The adoption of the above references to the adopted Design Guidelines is considered exempt from the California Environmental Quality Act pursuant to CEQA Guidelines Section 15061(b)(3) because it does not have the potential to cause a significant direct or indirect effect on the environment.

SECTION III: Severability: If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional and invalid, such decision shall not affect the validity of the remaining portion of this Ordinance. The Board of Supervisors hereby declares that it would have passed this Ordinance and every section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared

unconstitutional or invalid.

SECTION IV: Effective Date: This Ordinance shall be and the same is hereby declared to be in full force and effect from and after thirty (30) days after the date of its passage and shall be published once before the expiration of fifteen (15) days after said passage, with the names of the Supervisors voting for or against the same, in a newspaper of general circulation, published in the County of Sonoma, State of California.

In regular session of the Board of Supervisors of the County of Sonoma, passed and adopted this 12th day of March, 2013, on regular roll call of the members of said Board by the following vote:

SUPERVISORS:

Gorin:	Zane:	McGuire:	Carrillo:	Rabbitt:
Ayes:	Noes:	Absent:	Abstain:	

WHEREUPON, the Chair declared the above and foregoing Ordinance duly adopted and

SO ORDERED

Chair, Board of Supervisors
County of Sonoma

ATTEST:

Veronica A. Ferguson
Clerk of the Board of Supervisors

ORDINANCE NO. _____

AN ORDINANCE OF THE BOARD OF SUPERVISORS, COUNTY OF SONOMA, STATE OF CALIFORNIA, AMENDING CHAPTER 26C OF THE SONOMA COUNTY CODE TO INCORPORATE DESIGN GUIDELINES FOR THE DUNCANS MILLS HISTORIC DISTRICT BY REFERENCE (ZCE11-0011).

The Board of Supervisors of the County of Sonoma, State of California, ordains as follows:

SECTION I: Section 26C-241 (Coastal Zoning) of the Sonoma County Code is amended to include reference to the adopted Duncans Mills Historic District Design Guidelines. Section 26C-241 is amended to read as follows:

Section 26C-241. Alterations of Designated Historic Structures and New Construction within a Historic District.

No zoning permit authorizing alterations (including demolition) in the exterior of a structure within the boundaries of a historic district and no zoning permits authorizing construction of a new building within the boundaries of a historic district shall be granted unless approval has been granted by the County Landmarks Commission. **Minor alterations may be reviewed and approved by staff in conformance with standards.** In all cases where the request for a zoning permit involves demolition alone, however, the county landmarks commission shall take action on such request within six months of the date of application for the permit. It is not intended by this chapter to grant the county landmarks commission jurisdiction over zoning or use permit matters other than in the area of design review.

Alterations to existing structures and construction of new structures within the following designated Historic Districts must be consistent with the Design Guidelines adopted by the Board of Supervisors:

1. Duncans Mills Historic District Design Guidelines.

SECTION II: Environmental Determination: The adoption of the above reference to the Duncans Mills Historic District Design Guidelines is considered exempt from the California Environmental Quality Act pursuant to CEQA Guidelines Section 15061(b)(3) because it does not have the potential to cause a significant direct or indirect effect on the environment.

SECTION III: Severability: If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional and invalid, such decision shall not affect the validity of the remaining portion of this Ordinance. The Board of Supervisors hereby declares that it would have passed this Ordinance and every section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional or invalid.

SECTION IV: Effective Date: This Ordinance shall be and the same is hereby declared to be in full force and effect from and after thirty (30) days after the date of its passage and shall be published once before the expiration of fifteen (15) days after said passage, with the names of the Supervisors voting for or against the same, in a newspaper of general circulation, published in the County of Sonoma, State of California.

In regular session of the Board of Supervisors of the County of Sonoma, passed and adopted this 12th day of March, 2013, on regular roll call of the members of said Board by the following vote:

SUPERVISORS:

Gorin: Zane: McGuire: Carrillo: Rabbitt:

Ayes: Noes: Absent: Abstain:

WHEREUPON, the Chair declared the above and foregoing Ordinance duly adopted and

SO ORDERED

Chair, Board of Supervisors
County of Sonoma

ATTEST:

Veronica A. Ferguson
Clerk of the Board of Supervisors

Resolution Number 12-023

County of Sonoma
Santa Rosa, California

November 1, 2012
ZCE11-0009 Lisa Posternak

RESOLUTION OF THE PLANNING COMMISSION, COUNTY OF SONOMA, STATE OF CALIFORNIA, RECOMMENDING THE BOARD OF SUPERVISORS FIND THE PROJECT TO BE EXEMPT FROM CEQA; ADOPT THE PROPOSED DESIGN GUIDELINES FOR THE FREESTONE HISTORIC DISTRICT; AND APPROVE AMENDMENT OF ARTICLE 68 OF CHAPTER 26 OF THE SONOMA COUNTY CODE TO INCORPORATE THE FREESTONE HISTORIC DISTRICT DESIGN GUIDELINES BY REFERENCE.

WHEREAS, the Board of Supervisors adopted Ordinance No. 1849 establishing the Freestone Historic District on December 17, 1974; and

WHEREAS, the Board of Supervisors adopted the "Design Review Policy Guidelines for the Freestone Historic District" on November 21, 1974; and

WHEREAS, in 2010 the Landmarks Commission determined the current Design Guidelines for the Freestone Historic District are inadequate because they do not incorporate an historic context statement for the District, do not identify contributory and non-contributory structures, do not include the Secretary of the Interior's Standards for the Treatment of Historic Properties, do not include clear standards in sufficient detail on all aspects of design or include adequate illustrations; and determined the Design Guidelines for the Freestone Historic District should be updated to incorporate the above information; and

WHEREAS, the Permit and Resource Management Department proposes updated Design Guidelines for the Freestone Historic District; and amendment of Article 68 of Chapter 25 of the Sonoma County Code to incorporate the Freestone Historic District Design Guidelines by reference; and

WHEREAS, the Permit Resource and Management Department determined that the project is exempt from the California Environmental Quality Act (ACEQA) pursuant to Section 15061(b)(3) of the state CEQA Guidelines; and

WHEREAS, in accordance with the provisions of law, the Planning Commission held a public hearing on June 7, 2012, at which time all interested persons were given an opportunity to be heard.

WHEREAS, the Planning Commission held a public workshop on July 16, 2012, at which time all interested persons were given an opportunity to ask questions and be heard.

WHEREAS, in accordance with the provisions of law, the Planning Commission held a continued public hearing on November 1, 2012, at which time all interested persons were given an opportunity to be heard.

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission makes the following findings:

1. The adoption of the proposed Design Guidelines for the Freestone Historic District and the proposed amendment of Article 68 of Chapter 26 of the Sonoma County Code to incorporate the Freestone Historic District Design Guidelines by reference would help protect and preserve the historic character and resources of Freestone.
2. The proposed Design Guidelines for the Freestone Historic District and the proposed amendment of Article 68 of Chapter 26 of the Sonoma County Code to incorporate the Freestone Historic District Design Guidelines by reference are consistent with the goals, objectives, and policies of the Sonoma County General Plan because they would help protect and preserve significant historical sites that represent the ethnic, cultural, and economic groups that have lived and worked in Sonoma County; and help conserve and preserve historic structures and buildings.
3. The proposed Design Guidelines for the Freestone Historic District and the proposed amendment of Article 68 of Chapter 26 of the Sonoma County Code to incorporate the Freestone Historic District Design Guidelines by reference are exempt from the provisions of the California Environmental Quality Act (CEQA) under Title 14 of the California Code of Regulations, Section 15061(b)(3), as they do not constitute a project which has the potential to cause a significant effect on the environment. The Design Guidelines are intended to provide for the protection and preservation of the historic character and resources of the Historic District.

BE IT FURTHER RESOLVED that the Planning Commission recommends that the Board of Supervisors find the project to be exempt from CEQA; adopt the proposed Design Guidelines for the Freestone Historic District; and amend Article 68 of Chapter 25 of the Sonoma County Code to incorporate the Freestone Historic District Design Guidelines by reference.

BE IT FURTHER RESOLVED that the Planning Commission designates the Secretary of the Planning Commission as the custodian of the documents and other material which constitute the record of proceedings upon which the decision herein is based. These documents may be found at the office of the Sonoma County Permit and Resource Management Department, 2550 Ventura Avenue, Santa Rosa, CA 95403.

THE FOREGOING RESOLUTION was introduced by Commissioner Lynch, who moved its adoption, seconded by Commissioner Cook, and adopted on roll call by the following vote:

Commissioner Carr	Aye
Commissioner Bennett	Aye

Commissioner Cook	Aye
Commissioner Liles	Aye
Commissioner Lynch	Aye

Ayes: 5	Noes: 0	Absent: 0	Abstain: 0
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WHEREUPON, the Chair declared the above and foregoing Resolution duly adopted; and

SO ORDERED.

Resolution Number 12-024

County of Sonoma
Santa Rosa, California

November 1, 2012
ZCE11-0010 Lisa Posternak

RESOLUTION OF THE PLANNING COMMISSION, COUNTY OF SONOMA, STATE OF CALIFORNIA, RECOMMENDING THE BOARD OF SUPERVISORS FIND THE PROJECT TO BE EXEMPT FROM CEQA; ADOPT THE PROPOSED DESIGN GUIDELINES FOR THE OCCIDENTAL HISTORIC DISTRICT; AND APPROVE AMENDMENT OF ARTICLE 68 OF CHAPTER 26 OF THE SONOMA COUNTY CODE TO INCORPORATE THE OCCIDENTAL HISTORIC DISTRICT DESIGN GUIDELINES BY REFERENCE.

WHEREAS, the Board of Supervisors adopted Ordinance No. 2611 establishing the Occidental Historic District on March 4, 1980; and

WHEREAS, the Board of Supervisors adopted the "Occidental Town Study Preliminary Report" on December 17, 1974 ; and

WHEREAS, in 2010 the Landmarks Commission determined the current Design Guidelines for the Occidental Historic District are inadequate because they do not incorporate an historic context statement for the District, do not identify contributory and non-contributory structures, do not include the Secretary of the Interior's Standards for the Treatment of Historic Properties, do not include clear standards in sufficient detail on all aspects of design or include adequate illustrations; and determined the Design Guidelines for the Occidental Historic District should be updated to incorporate the above information; and

WHEREAS, the Permit and Resource Management Department proposes updated Design Guidelines for the Occidental Historic District; and amendment of Article 68 of Chapter 26 of the Sonoma County Code to incorporate the Occidental Historic District Design Guidelines by reference; and

WHEREAS, the Permit Resource and Management Department determined that the project is exempt from the California Environmental Quality Act ("CEQA") pursuant to Section 15061(b)(3) of the state CEQA Guidelines; and

WHEREAS, in accordance with the provisions of law, the Planning Commission held a public hearing on June 7, 2012, at which time all interested persons were given an opportunity to be heard.

WHEREAS, the Planning Commission held a public workshop on July 16, 2012, at which time all interested persons were given an opportunity to ask questions and be heard.

WHEREAS, in accordance with the provisions of law, the Planning Commission held a

continued public hearing on November 1, 2012, at which time all interested persons were given an opportunity to be heard.

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission makes the following findings:

1. The adoption of the proposed Design Guidelines for the Occidental Historic District and the proposed amendment of Article 68 of Chapter 26 of the Sonoma County Code to incorporate the Occidental Historic District Design Guidelines by reference would help protect and preserve the historic character and resources of Occidental.
2. The proposed Design Guidelines for the Occidental Historic District and the proposed amendment of Article 68 of Chapter 26 of the Sonoma County Code to incorporate the Occidental Historic District Design Guidelines by reference are consistent with the goals, objectives, and policies of the Sonoma County General Plan because they would help protect and preserve significant historical sites that represent the ethnic, cultural, and economic groups that have lived and worked in Sonoma County; and help conserve and preserve historic structures and buildings.
3. The proposed Design Guidelines for the Occidental Historic District and the proposed amendment of Article 68 of Chapter 26 of the Sonoma County Code to incorporate the Occidental Historic District Design Guidelines by reference are exempt from the provisions of the California Environmental Quality Act (CEQA) under Title 14 of the California Code of Regulations, Section 15061(b)(3), as they do not constitute a project which has the potential to cause a significant effect on the environment. The Design Guidelines are intended to provide for the protection and preservation of the historic character and resources of the Historic District.

BE IT FURTHER RESOLVED that the Planning Commission recommends that the Board of Supervisors find the project to be exempt from CEQA; adopt the proposed Design Guidelines for the Occidental Historic District; and amend Article 68 of Chapter 26 of the Sonoma County Code to incorporate the Occidental Historic District Design Guidelines by reference.

BE IT FURTHER RESOLVED that the Planning Commission designates the Secretary of the Planning Commission as the custodian of the documents and other material which constitute the record of proceedings upon which the decision herein is based. These documents may be found at the office of the Sonoma County Permit and Resource Management Department, 2550 Ventura Avenue, Santa Rosa, CA 95403.

THE FOREGOING RESOLUTION was introduced by Commissioner Lynch, who moved its adoption, seconded by Commissioner Cook, and adopted on roll call by the following vote:

Commissioner Carr	Aye
Commissioner Bennett	Aye
Commissioner Cook	Aye
Commissioner Liles	Aye
Commissioner Lynch	Aye

Ayes: 5 Noes: 0 Absent: 0 Abstain: 0

WHEREUPON, the Chair declared the above and foregoing Resolution duly adopted; and

SO ORDERED.

Resolution Number 12-025

County of Sonoma
Santa Rosa, California

November 1, 2012
ZCE11-0011 Lisa Posternak

RESOLUTION OF THE PLANNING COMMISSION, COUNTY OF SONOMA, STATE OF CALIFORNIA, RECOMMENDING THE BOARD OF SUPERVISORS FIND THE PROJECT TO BE EXEMPT FROM CEQA; ADOPT THE PROPOSED DESIGN GUIDELINES FOR THE DUNCANS MILLS HISTORIC DISTRICT; AND APPROVE AMENDMENT OF ARTICLE 24 OF CHAPTER 26C OF THE SONOMA COUNTY CODE TO INCORPORATE THE DUNCANS MILLS HISTORIC DISTRICT DESIGN GUIDELINES BY REFERENCE.

WHEREAS, the Board of Supervisors adopted Ordinance No. 2949 establishing the Duncans Mills Historic District on March 2, 1982; and

WHEREAS, the Board of Supervisors has not adopted Design Guidelines for the Duncans Mills Historic District; and

WHEREAS, in 2011 the Landmarks Commission determined Design Guidelines should be prepared for the Duncans Mills Historic District; and

WHEREAS, the Permit and Resource Management Department proposes new Design Guidelines for the Duncans Mills Historic District; and amendment of Article 24 of Chapter 26C of the Sonoma County Code to incorporate the Duncans Mills Historic District Design Guidelines by reference; and

WHEREAS, the consultant who prepared the Design Guidelines for the Duncans Mills Historic District recommended the boundary of the Duncans Mills Historic District be modified to include two additional parcels located at 23450 Moscow Road, Duncans Mills (APN 096-170-006) and 25150 Steelhead Boulevard, Duncans Mills (APN 096-170-007); and

WHEREAS, the Permit and Resource Management Department proposed to change the boundary of the Duncans Mills Historic District based on the recommendation of said consultant; and

WHEREAS, the Permit Resource and Management Department determined that the project is exempt from the California Environmental Quality Act ("CEQA") pursuant to Section 15061(b)(3) of the state CEQA Guidelines; and

WHEREAS, in accordance with the provisions of law, the Planning Commission held a public hearing on June 7, 2012, at which time all interested persons were given an opportunity to be heard; and

WHEREAS, the Planning Commission held a public workshop on July 16, 2012, at which time all interested persons were given an opportunity to ask questions and be heard; and

WHEREAS, in accordance with the provisions of law, the Planning Commission held a continued public hearing on November 1, 2012, at which time all interested persons were given an opportunity to be heard; and the Planning Commission recommended the Board of Supervisors approve only the Duncans Mills Historic District Design Guidelines; take no action on the proposed boundary amendments to the Duncans Mills Historic District; and work on the proposed boundary amendments at a later date, to include community meetings in Duncans Mills.

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission makes the following findings:

1. The adoption of the proposed Design Guidelines for the Duncans Mills Historic District and proposed amendment of Article 24 of Chapter 26C of the Sonoma County Code to incorporate the Duncans Mills Historic District Design Guidelines by reference would help protect and preserve the historic character and resources of Duncans Mills.
2. The proposed Design Guidelines for the Duncans Mills Historic District and the proposed amendment of Article 24 of Chapter 26C of the Sonoma County Code to incorporate the Duncans Mills Historic District Design Guidelines by reference are consistent with the goals, objectives, and policies of the Sonoma County General Plan because they would help protect and preserve significant historical sites that represent the ethnic, cultural, and economic groups that have lived and worked in Sonoma County; and help conserve and preserve historic structures and buildings.
3. The proposed Design Guidelines for the Duncans Mills Historic District and the proposed amendment of Article 24 of Chapter 26C of the Sonoma County Code to incorporate the Duncans Mills Historic District Design Guidelines by reference are exempt from the provisions of the California Environmental Quality Act (CEQA) under Title 14 of the California Code of Regulations, Section 15061(b)(3), as they do not constitute a project which has the potential to cause a significant effect on the environment. The Design Guidelines are intended to provide for the protection and preservation of the historic character and resources of the Historic District.

BE IT FURTHER RESOLVED that the Planning Commission recommends that the Board of Supervisors find the project to be exempt from CEQA; adopt the proposed Design Guidelines for the Duncans Mills Historic District; amend Article 24 of Chapter 26C of the Sonoma County Code to incorporate the Duncans Mills Historic District Design Guidelines by reference; and direct PRMD Staff to work on the proposed boundary amendments to the Duncans Mills Historic District to include community meetings in Duncans Mills.

BE IT FURTHER RESOLVED that the Planning Commission designates the Secretary of the Planning Commission as the custodian of the documents and other material which constitute the record of proceedings upon which the decision herein is based. These documents may be found at the office of the Sonoma County Permit and Resource Management Department, 2550 Ventura Avenue, Santa Rosa, CA 95403.

THE FOREGOING RESOLUTION was introduced by Commissioner Lynch, who moved its adoption, seconded by Commissioner Cook, and adopted on roll call by the following vote:

Commissioner Carr	No
Commissioner Bennett	No
Commissioner Cook	Aye
Commissioner Liles	Aye
Commissioner Lynch	Aye

Ayes: 3 Noes: 2 Absent: 0 Abstain: 0

WHEREUPON, the Chair declared the above and foregoing Resolution duly adopted; and

SO ORDERED.

Resolution Number 12-026

County of Sonoma
Santa Rosa, California

November 1, 2012
ZCE11-0012 Lisa Posternak

RESOLUTION OF THE PLANNING COMMISSION, COUNTY OF SONOMA, STATE OF CALIFORNIA, RECOMMENDING THE BOARD OF SUPERVISORS FIND THE PROJECT TO BE EXEMPT FROM CEQA, ADOPT THE PROPOSED DESIGN GUIDELINES FOR THE BODEGA HISTORIC DISTRICT, AND AMEND ARTICLE 68 OF CHAPTER 26 OF THE SONOMA COUNTY CODE TO INCORPORATE THE HISTORIC DISTRICT DESIGN GUIDELINES BY REFERENCE.

WHEREAS, the Board of Supervisors adopted Ordinance No. 3217 establishing the Bodega Historic District on October 31, 1983; and

WHEREAS, the Board of Supervisors has not adopted Design Guidelines for the Bodega Historic District; and

WHEREAS, in 2011 the Landmarks Commission determined Design Guidelines should be prepared for the Bodega Historic District; and

WHEREAS, the Permit and Resource Management Department proposes new Design Guidelines for the Bodega Historic District; and amendment of Article 68 of Chapter 26 of the Sonoma County Code to incorporate the Occidental Historic District Design Guidelines by reference; and

WHEREAS, the consultant who prepared the Design Guidelines for the Bodega Historic District recommends the boundary of the Bodega Historic District be modified to exclude eight parcels located at 217 Church Street, Bodega (APN 103-110-001); 249 Salmon Creek Road, Bodega (APN 103-120-033); 352 Salmon Creek Road, Bodega (APN 103-130-008); 330 Salmon Creek Road, Bodega (APN103-130-010); 544 Salmon Creek Road, Bodega (APN103-130-012); 550 Salmon Creek Road, Bodega (APN103-130-013); 320 Salmon Creek Road, Bodega (APN103-130-015); and 310 Salmon Creek Road, Bodega (APN103-130-016); and

WHEREAS, the Permit and Resource Management Department proposed to change the boundary of the Bodega Historic District to exclude six of the eight parcels recommended by the consultant for exclusion from the Bodega Historic District (i.e., the parcels except for the two parcels at 217 Church Street, Bodega (APN 103-110-001) and 249 Salmon Creek Road (APN 103-120-033), Bodega; and

WHEREAS, the Permit and Resource Management Department determined that the project is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the state CEQA Guidelines; and

WHEREAS, in accordance with the provisions of law, the Planning Commission held a public hearing on June 7, 2012, at which time all interested persons were given an opportunity to be heard; and

WHEREAS, the Planning Commission held a public workshop on July 16, 2012, at which time all

interested persons were given an opportunity to ask questions and be heard; and WHEREAS, in accordance with the provisions of law, the Planning Commission held a continued public hearing on November 1, 2012, at which time all interested persons were given an opportunity to be heard; and the Planning Commission recommended the Board of Supervisors approve only the Bodega Historic District Design Guidelines; take no action on the proposed boundary amendments to the Bodega Historic District; and work on the proposed boundary amendments to the Bodega Historic District at a later date, to include community meetings in Bodega

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission makes the following findings:

1. The adoption of the proposed Design Guidelines for the Bodega Historic District and the proposed amendment of Article 68 of Chapter 26 of the Sonoma County Code to incorporate the Bodega Historic District Design Guidelines by reference would help protect and preserve the historic character and resources of Bodega.
2. The proposed Design Guidelines for the Bodega Historic District and the proposed amendment of Article 68 of Chapter 26 of the Sonoma County Code to incorporate the Bodega Historic District Design Guidelines by reference are consistent with the goals, objectives, and policies of the Sonoma County General Plan because they would help protect and preserve significant historical sites that represent the ethnic, cultural, and economic groups that have lived and worked in Sonoma County; and help conserve and preserve historic structures and buildings.
3. The proposed Design Guidelines for the Bodega Historic District and the proposed amendment of Article 68 of Chapter 26 of the Sonoma County Code to incorporate the Bodega Historic District Design Guidelines by reference are exempt from the provisions of the California Environmental Quality Act (CEQA) under Title 14 of the California Code of Regulations, Section 15061(b)(3), as they do not constitute a project which has the potential to cause a significant effect on the environment. The Design Guidelines are intended to provide for the protection and preservation of the historic character and resources of the Historic District.

BE IT FURTHER RESOLVED that the Planning Commission recommends that the Board of Supervisors find the project to be exempt from CEQA; adopt the proposed Design Guidelines for the Bodega Historic District; amend Article 64 of Chapter 26 of the Sonoma County Code to incorporate the Bodega Historic District Design Guidelines by reference; and direct PRMD Staff to work on the proposed boundary amendments to the Bodega Historic District, to include community meetings in Bodega.

BE IT FURTHER RESOLVED that the Planning Commission designates the Secretary of the Planning Commission as the custodian of the documents and other material which constitute the record of proceedings upon which the decision herein is based. These documents may be found at the office of the Sonoma County Permit and Resource Management Department, 2550 Ventura Avenue, Santa Rosa, CA 95403.

Resolution No. 12-026

November 1, 2012

Page 3

THE FOREGOING RESOLUTION was introduced by Commissioner Lynch, who moved its adoption, seconded by Commissioner Cook, and adopted on roll call by the following vote:

Commissioner Carr	Aye
Commissioner Bennett	Aye

Commissioner Cook	Aye
Commissioner Liles	Aye
Commissioner Lynch	Aye

Ayes: 5 Noes: 0 Absent: 0 Abstain: 0

WHEREUPON, the Chair declared the above and foregoing Resolution duly adopted; and

SO ORDERED.



Sonoma County Planning Commission **MINUTES**

Sonoma County Permit and Resource Management Department
2550 Ventura Avenue, Santa Rosa, CA 95403
(707) 565-1900 FAX (707) 565-1103

Date: November 1, 2012
Meeting No.: 12-009

ROLL CALL

Commissioners

Greg Carr
Don Bennett
Paula Cook
Tom Lynch
Jason Liles

Staff Members

Jennifer Barrett
Lisa Posternak
Amy Lyle
Sue Dahl
David Hurst, Chief Deputy County Counsel

1:00 PM Call to order and Pledge of Allegiance

Approval of Minutes -

Correspondence

Board of Supervisors Actions

Commissioner Announcements/Disclosures

Public Appearances

Items scheduled on the agenda

REGULAR CALENDAR

Item No.1 Time: 1:05 p.m. File: ZCE11-0009
Con't from: June 7, 2012
Applicant: County of Sonoma PRMD Staff: Lisa Posternak
Env. Doc: Categorical Exemption
Proposal: Update the Freestone Historic District Design Guidelines. No properties are proposed to be added to or removed from the Historic District.
Location: Properties within the Freestone Historic District
APN: Supervisorial District: 5
Zoning:

NOTE: the discussion for ZCE11-0009 through ZCE11-0012 is in this section, individual actions taken are under the project files mentioned below.

Lisa Posternak summarized the staff report, which is incorporated herein by reference, noting that the Parmeter's submitted a request that the rodeo grounds be not added to the Historic District.

Commission Discussion:

Commissioner Carr asked if Landmarks had weighed in on the Bodega Creamery and Staff Posternak said it had not.

Public Hearing Opened at 1:30 p.m.

Sharilyn Parmeter, Duncans Mills, said someone was out from the County, took pictures, and left. The Parmeter property is already subject to 8 zoning districts and they do not want another level of bureaucracy. Their property should not be included as a link to connect the Sportsmans Club with the district.

Andrea Granahan, Bodega, said Bodega residents were concerned about properties left out of the Bodega Historical District. Years ago a developer tried to put in condos and the whole town came out against it. In Occidental there was an attempt to develop a strip mall and high rises at one time. Such proposals finally led to the creation of historic districts.

Steve Labranche, Russian River Sportsmens Club, said that they had submitted letters that were not mentioned. They are not interested in being part of the boundary expansion. Nothing can be built on the site, and it is not visible Highway 116 or the center of the district.

Public hearing closed at 1:40

Commissioner Lynch asked about why certain properties were being considered for removal from the Duncans Mills Historic District. Staff Posternak said that there are a couple of vacant parcels and the others have been developed. **Commissioner Lynch** did not see the need to add the Parmeter property or the Sportsmans Club.

Staff Posternak said that in Bodega, people had expressed concern about removing parcels from the district and there is a lot of support in the community for the HD designation.

Commissioner Lynch stated that he supported the adopting the guidelines, but not necessarily changing boundaries in the Duncans Mills HD. Commissioner Cook asked why the rodeo and club were not originally included, and Staff Posternak said she did not know, but that the consultant had recommended inclusion. HD designation is used by the Landmarks Committee when reviewing projects to help them to better assess impacts.

Commissioner Carr agreed that the guidelines are a good idea, and recommended adding the creamery to the HD zoning designation. He did not support removing properties in the Duncans Mills district and supported adding in the rodeo. He was not decisive about the Sportsman Club, as it was physically separate, it could go either way.

Commissioner Bennett stated that the intent of all this process is to preserve history of communities. He expressed concern about removing properties, noting that this was not desired by the community of Bodega. In Duncans Mills, Commissioner Bennett was inclined to support including the rodeo and sportsmans club into the HD designation.

Commissioner Cook also supported retaining the boundaries in Bodega and linking to the creamer. She did not support exclusion of properties in Duncans Mills and said that it had been a glaring omission not to include the rodeo and sportsman club in the original boundaries.

Commissioner Liles commented that it seems like a consultant-driven project, which could be problematic. He compared it to the Alcohol Ordinance, thinks the guidelines are positive, but cautioned against putting the care before the horse. He recommended adopting the guidelines before changing the boundaries.

Commissioner Lynch commented that he had been a Russian River resident for 33 years there are many natural impediments that affect the rodeo and sportsman club such as the floodplain zoning, septic issues. To

add HD zoning for unbuildable parcels can be an asset to the community. He moved to approve all the guidelines without changing the boundaries, and recommended that staff continue to review the boundaries.

Commissioner Carr asked what mechanism was in place to amend boundaries at future date. **Deputy Director Barrett** noted that it would be included in the two year Comp Planning Work Plan which will go to the Board of Supervisors in Spring. Since the zoning code is also being amended, it will be up to the Board to decide if this is a priority.

Commissioner Liles said he would not want to change boundaries without meeting in the community to discuss the issue with affected property owners.

Change in Draft Conditions:

Modify resolution and findings to state that the Planning Commission felt strongly that hearings should take place in the affected communities, especially Duncans Mills and Bodoega, and additional hours should be added to the Work Plan to accomplish this.

Commissioner Cook said she wanted to hear from the consultant.

The last sentence was removed all the resolutions, and anything related to removing boundaries.

Action: **Commissioner Lynch** moved to recommend approval of the Historic District Design Guidelines to the Board of Supervisors. Seconded by **Commissioner Cook** and passed with a 5-0 vote.
Appeal Deadline: n/a
Resolution No.: 12-023

Carr: Aye	Bennett: Aye	Cook: Aye	Liles: Aye	Lynch: Aye
Ayes: 5	Noes: 0	Absent: 0	Abstain: 0	

Item No.1b Time:	1:05 p.m.	File:	ZPE11-0010
Con't from:	June 7, 2012		
Applicant:	County of Sonoma PRMD	Staff:	Lisa Posternak
Env. Doc:	Categorical Exemption		
Proposal:	Update the Occidental Historic District Design Guidelines. No properties are proposed to be added to or removed from the Historic District.		
Location:	Properties within the Occidental Historic District		
APN:		Supervisory District:	5
Zoning:			

See discussion above

Action: **Commissioner Lynch** moved to recommend approval of the Historic District Design Guidelines to the Board of Supervisors. Seconded by **Commissioner Cook** and passed with a 5-0 vote. Appeal Deadline:
Appeal Deadline: n/a
Resolution No.: 12-024

Carr: Aye	Bennett: Aye	Cook: Aye	Liles: Aye	Lynch: Aye
Ayes: 5	Noes: 0	Absent: 0	Abstain: 0	

Item No.1c Time:	1:05 p.m.	File:	ZPE11-0011
Con't from:	June 7, 2012		
Applicant:	County of Sonoma PRMD	Staff:	Lisa Posternak

Env. Doc: Categorical Exemption
Proposal: Adopt new Duncans Mills Historic District Guidelines and amend the boundary of the Duncans Mills Historic district. Two (2) properties are proposed to be added to the Historic District (HD zoning to be added).
Location: Properties within the Duncans Mills Historic District. Proposed properties to be added: 23450 Moscow Road, 25150 Steelhead Blvd., Duncans Mills
APN: 096-170-006, -007 Supervisorial District: 5
Zoning: BR (Biotic Resources) CT (Commercial Tourist), CC (Coastal Combining), F1 (Primary Floodplain), RRD (Resources and Rural Development), B6-160/640 acre density, F2 (Floodplain), HD (Historic District), VOH (Valley Oak Habitat), SR (Scenic Resources).

See Discussion Above

Action: **Commissioner Lynch** moved to recommend approval of the Historic District Design Guidelines, exclude the proposed boundary amendment from consideration, and recommend that the Board of Supervisors consider directing staff to hold future public meetings in the community to discuss potential boundary amendments, including the Russian River Rodeo and Sportsmen's Club properties. Seconded by **Commissioner Cook** and passed with a 3-2 vote.

Appeal Deadline: n/a
Resolution No.: 12-025

Carr: No	Bennett: No	Cook: Aye	Liles: Aye	Lynch: Aye
Ayes: 3	Noes: 2	Absent: 0	Abstain: 0	

Item No.1d Time: 1:05 p.m. File: ZPE11-0012
Con't from: June 7, 2012
Applicant: County of Sonoma PRMD Staff: Lisa Posternak
Env. Doc: Categorical Exemption
Proposal: Adopt new Bodega Historic District Design Guidelines and amend the boundary of the Bodega Historic District. Six (6) properties are proposed for removal from the Historic District (HD zoning to be removed). No properties are proposed to be added to the Historic District.
Location: Properties within the Bodega Historic District. Proposed properties to be removed: 352, 330, 544, 550, 320 and 310 Salmon Creek Road.
APN: 103-130-008, -010, -012, -013, -015 and -016 Supervisorial District: 5
Zoning: RC (Rural Commercial) BR (Biotic Resources) HD (Historic District) SR (Scenic Resources) RR (Rural Residential) B6 -10 acre density

See discussion above

Action: **Commissioner Lynch** moved to recommend approval of the Historic District Design Guidelines to the Board of Supervisors, to exclude boundary amendments from consideration, and recommend the Board of Supervisors consider directing staff to hold future public meetings in the community to discuss potential boundary amendments, including incorporating the Bodega Creamery property. Seconded by **Commissioner Cook** and passed with a 5-0 vote.

Appeal Deadline: n/a
Resolution No.: 12-026

Carr: Aye	Bennett: Aye	Cook: Aye	Liles: Aye	Lynch: Aye
Ayes: 5	Noes: 0	Absent: 0	Abstain: 0	



Sonoma County Combined Planning Commission
and Board of Zoning Adjustments
MINUTES

Sonoma County Permit and Resource Management Department
2550 Ventura Avenue, Santa Rosa, CA 95403
(707) 565-1900 FAX (707) 565-1103

Date: June 7, 2012
Meeting No.: 12-0005

ROLL CALL

Commissioners

Dick Fogg
Don Bennett
Paula Cook
Jason Liles
Tom Lynch, Chair

Staff Members

Jennifer Barrett
Scott Hunsperger
Cynthia Demidovich
Lisa Posternak
Sue Dahl
David Hurst, Chief Deputy County Counsel

1:00 Call to order and Pledge of Allegiance

Approval of Minutes: May 3, 2012 Planning Commission, moved to future calendar for adoption

Correspondence

Board of Supervisors Actions

Public Appearances

PLANNING COMMISSION REGULAR CALENDAR

Item # 5 Time: 1:45 p.m. File: ZCE11-0012
Applicant: Sonoma County PRMD Staff: Lisa Posternak
Env. Doc: Categorical Exemption
Proposal: Adopt new Bodega Historic District Design Guidelines and amend the boundary of the Bodega Historic District. Eight (8) properties are proposed for removal from the Historic District (HD zoning to be removed). No properties are proposed to be added to the Historic District.
Location: 217 Church Street and 249, 352, 330, 544, 550, 320 and 310 Salmon Creek Road
APN: 103-110-001, 103-120-033, 103-130-008, -010, -012, -013, -015 and -016
Supervisorial District: 5
Zoning: RC (Rural Commercial) BR (Biotic Resources) HD (Historic District) SR (Scenic Resources)
RR (Rural Residential) B6 -10 acre density

MINUTES cover discussion for ZCE12-0009 through ZCE12-0012.

Lisa Posternak summarized the staff report for **ZCE12-0009 through ZCE12-0012**, which is incorporated herein by reference.

Questions from Commissioners: **Cook** asked for a description of what is involved in the HD zoning district.

Staff Posternak replied that when development is proposed that would alter or demolish existing buildings, or add new buildings, applicants are required to go to Landmarks Commission, which involves paying a fee and review by the Commission. **Commissioner Cook** asked if this applies to abutting parcels not zoned HD. **Staff Posternak** said that planners can look at the impacts on the historic district in discretionary projects. **Deputy Director Barrett** said the major difference is that the HD design guidelines do not apply. In this county, all commercial buildings require Design Review. In the new Integrated Development Code, Landmarks and Design Review Committee are going to be combined, which will eliminate the requirement for two separate reviews.

Commissioner Cook asked about the notification process. **Staff Posternak** said that all notices were mailed and posted on May 25th and she did her best to personally contact all the property owners but she could not get in touch with a couple, and in other instances had to leave messages.

Commissioner Fogg said that the role of Landmarks is not clear as far as how it interconnects with permitting. **Deputy Director Barrett** clarified that the Landmarks Committee serves as a design review decision authority on permits involving parcels with HD zoning. Decisions are appealable to the BZA. **Commissioner Fogg** was troubled by the current code language on Page 6, which asks for an amendment that alternatives be reviewed and approved by staff rather than Landmarks.

Commissioner Liles expressed concern about the notification process and the impacts on property owners.

Public Hearing opened at 3:37 p.m.

Janice Goodman, Duncans Mills, secretary for the Russian River Sportsmen's Club in Duncans Mills, said she received the first notice postmarked May 25th and received emails about the same date. Goodman expressed displeasure that although the redesignation has been under consideration for a couple of years, she never received a notice about the Landmarks hearing and was shocked with she saw the minutes. The minutes were not thorough, and there are unanswered questions about noticing and public involvement. Goodman expressed concerned about the impact of the redesignation on the club and property. While they have no intention of making changes to the structures in the foreseeable future, they would like more time to understand the impacts of redesignation. Want to know what impacts will be to be added to district and asked for another 30 days to give her time to ask questions and do research.

Steve La Branche, Russian River Sportsmen's Club, also complained that he didn't have adequate time to read or discuss the information, and said that **Staff Posternak's** comment about contacting a "Chris" was confusing because he knows nobody with that name involved in the property. LaBranche stated that Mr. Quigley contacted Staff Posternak first and did not receive a phone call or written notice. Although other residents of Duncan's Mills got the notice of the current hearing, the Sportsmen's Club did not. They have no plans to change the club.

Lois Parmeter, Cazadero, was opposed to adding the Rodeo grounds to the HD district. The proposed guidelines will conflict with the current farm/ranch/ rodeo use and the tourist attraction gift shops and art galleries. The property, a farm, has been in her family for 70 years ago, and they have had many rodeos. The wish to continue doing so, and they are good stewards of the land. The only building of any historical significance is the barn, and they are already subjected to 6 zoning designations. They are doing just fine as it is, don't want another layer of zoning, and can't afford to hire architects.

David Ferrera, Duncans Mills, has restored and reconstructed many buildings in town. Duncans Mills looked good, and the rodeo grounds are a great addition. The Sportsmen's Club is not visible from town. Ferrera supports reducing government involvement, and said Duncan's Mills has developed just fine without County involvement. More regulation is not needed.

Eric Koenigshofer, Occidental, said that the main issue is that methods of notification has historically been inadequate. Koenigshofer lives in Freestone, another HD district, and said that an all metal structure was approved, in direct conflict with the HD zoning, which is supposed to retain visual as well as historical integrity. The building should have been constructed from wood.

Koenigshofer said that HD parcels deserve careful attention and opposed removing any parcels from the designation. Any parcels removed from the HD zoning could be redeveloped. Not enough attention was given to noticing from Landmarks hearings to the present hearing and it is a mistake.

In Bodega, there is a very historic building further down Salmon Creek, and that makes it inappropriate to remove the parcels from HD zoning. Staff should have gotten more local input, and the typical posting method is woefully inadequate. A better noticing process should be found. Koenigshofer asked to be put on the Freestone mailing list as he was left out of the notification.

Public Hearing Closed at 4:00

Commissioner Cook said it is a big deal when drawing boundaries, as it does not just enhance the historical integrity, but also gives incentives to property owners and can affect insurance costs and requirements. She asked why the other HD barn was excluded from the Bodega HD zoning. Such a project is highly political and emotional, and requires workshops, not just noticing.

Commissioner Bennett said he is an advocate for this type of design control, and he has seen it work. When successful, participants realize more benefits than not.

Commissioner Lynch was concerned about complaints about lack of communication and was reluctant to make a decision because of it. He stated that Mr. Koenigshofer made some good points and he wants a better discussion about the impacts of removing properties from HD zoning. Many are attracted to these areas because of the historical nature, we need to preserve it, and we need to spend more time educating people about the proposal.

Commissioner Fogg concurred with the other commissioner's concerns.

Commissioner Liles agreed that the proposal is not ready for "prime time," and said the Board of Supervisors would not support it as is. He suggested holding workshop and inviting all affected property owners, commissioners and the Landmarks commissioners. **Commissioner Liles** also asked for a more thorough job of notification. Staff Posternak said she would also invite the historical consultant.

Action: **Commissioner Lynch** moved to continue the item off calendar. Seconded by **Commissioner Cook** and passed with a 5-0 vote. Staff was directed to conduct a public workshop to include commissioners and Landmarks staff on Monday, July 16th at 3:00.

Appeal Deadline: n/a

Resolution No.:

Fogg: aye	Bennett: aye	Cook: aye	Liles: aye	Lynch: aye
	Ayes: 5	Noes: 0	Absent: 0	Abstain: 0

Item #6	Time:	1:45 p.m.	File:	ZCE11-0010
	Applicant:	Sonoma County PRMD	Staff:	Lisa Posternak
	Env. Doc:	Categorical Exemption		
	Proposal:	Update the Occidental Historic District Design Guidelines. No properties are proposed to be added or removed from the Historic District.		
	Location:	Properties within the Occidental Historic District	Supervisory District:	5

Action: **Commissioner Lynch** moved to continue the item off calendar. Seconded by Commissioner Cook and passed with a 5-0 vote. Staff was directed to conduct a public workshop to include commissioners and Landmarks staff on Monday, July 16th at 3:00.

For discussion, see minutes for ZCE 11-0012, above.

Appeal Deadline: n/a

Resolution No.:

Fogg: aye	Bennett: aye	Cook: aye	Liles: aye	Lynch: aye
Ayes: 5	Noes: 0	Absent: 0	Abstain: 0	

Item # 7	Time: 1:45 p.m.	File: ZCE11-0009
Applicant:	Sonoma County PRMD	Staff: Lisa Posternak
Env. Doc:	Categorical Exemption	
Proposal:	Update the Freestone Historic District Design Guidelines. No properties are proposed to be added to our removed from the Historic District.	
Location:	Properties within the Freestone Historic District	
	Supervisorial District:	5

For discussion, see minutes for ZCE 11-0012, above.

Action: **Commissioner Lynch** moved to continue the item off calendar. Seconded by Commissioner Cook and passed with a 5-0 vote. Staff was directed to conduct a public workshop to include commissioners and Landmarks staff on Monday, July 16th at 3:00.

Appeal Deadline: n/a
Resolution No.:

Fogg: aye	Bennett: aye	Cook: aye	Liles: aye	Lynch: aye
Ayes: 5	Noes: 0	Absent: 0	Abstain: 0	

Item # 8	Time: 1:45 p.m.	File: ZCE11-0011
Applicant:	Sonoma County PRMD	Staff: Lisa Posternak
Env. Doc:	Categorical Exemption	
Proposal:	Adopt new Duncans Mills Historic District Guidelines and amend the boundary of the Duncans Mills Historic District. Four (4) properties are proposed to be removed from the Historic District (HD Zoning to be removed), and two (2) properties are proposed to be added to the Historic District (HD zoning to be added).	
Location:	Added: 23450 Moscow Road, 25150 Steelhead Blvd. Removed: 25191, 25209, 25233 and 25365 Steelhead Boulevard, Duncans Mills	
APN:	096-170-006, -007, 096-140-014, -014, -023 and -010 Supervisorial District: 5	
Zoning:	BR (Biotic Resources) CT (Commercial Tourist), CC (Coastal Combining), F1 (Primary Floodplain), RRD (Resources and Rural Development), B6-160/640 acre density, F2 (Floodplain), HS (Historic District), VOH (Valley Oak Habitat), SR (Scenic Resources).	

For discussion, see minutes for ZCE 11-0012, above.

Action: **Commissioner Lynch** moved to continue the item off calendar. Seconded by Commissioner Cook and passed with a 5-0 vote. Staff was directed to conduct a public workshop to include commissioners and Landmarks staff on Monday, July 16th at 3:00.

Board of Supervisors date to be determined.

Appeal Deadline: n/a
Resolution No.:

Fogg: aye	Bennett: aye	Cook: aye	Liles: aye	Lynch: aye
Ayes: 5	Noes: 0	Absent: 0	Abstain: 0	



COUNTY OF SONOMA

PERMIT AND RESOURCE MANAGEMENT DEPARTMENT

2550 Ventura Avenue, Santa Rosa, CA 95403
(707) 565-1900 FAX (707) 565-1103

DATE: November 1, 2012 at 1:05 p.m.
TO: Planning Commission
FROM: Lisa Posternak, Project Planner
SUBJECT: ZCE11-0009-0012; Draft Historic District Design Guidelines and Proposed Historic District Boundary Amendments

Background:

On June 7, 2012 the Planning Commission conducted a noticed public hearing on the proposed Draft Design Guidelines for the Bodega, Duncans Mills, Freestone, and Occidental Historic Districts and the proposed boundary amendments to the Bodega and Duncans Mills Historic Districts. The Commission continued the hearing to a date and time uncertain, as mentioned in Exhibit A, to allow a public workshop on the Historic District Design Guidelines and boundary amendments before the Commission makes a recommendation to the Board of Supervisors.

On July 16, 2012 the Planning Commission held a noticed public workshop on the proposed Historic District Design Guidelines and boundary amendments. The purpose of the workshop was to further educate the Commission and property owners about historic resources and why they are important, the purpose of an Historic District, the advantages of an Historic District, how the boundary of an Historic District is determined, why the Bodega and Duncans Mills Historic District boundaries are being considered for amendment, the purpose and content of the proposed Historic District Design Guidelines, and what it means for a property owner if their property is included within an Historic District. Staff also requested comments and input from the Commission and property owners on the Historic District Design Guidelines and whether the boundaries of the Bodega and Duncans Mills Historic Districts should be amended. A Summary of Issues and Concerns raised at the public workshop on July 16, 2012 (Exhibit B) is attached.

Issues:

The main issues raised at the June hearing and July workshop are why the Bodega and Duncans Mills Historic District boundaries are being considered for amendment, and what the addition of a property to the Duncans Mills Historic District would mean for the property owner. Subsequent to the workshop, comment letters were received from the Russian River Sportsmen's Club (one letter) and the Bill Parmeter Rodeo Grounds (Russian River Rodeo Grounds, two letters) about the proposal to add these two properties to the Duncans Mills Historic District (Exhibit C). The letters request the two properties not be added to the Historic District, as the properties have changed little over time; the owners do not have any intention of making major changes to the properties in the future; the requirements for design review would be a financial burden for the owners; and in the case of the Rodeo Grounds, the property does not contain any historic resources.

Other concerns raised at the June hearing and July workshop include: 1) the proposal for amendment of the Bodega Historic District boundary did not originate with the community, rather a consultant hired by the County; 2) the Bodega community was not adequately consulted or notified about the proposed removal of properties from the Historic District; and 3) the properties along Salmon Creek Road should not be removed from the Bodega Historic District because although they are visually separated from the center of Bodega and don't contain historic resources, the properties are part of the community of Bodega, and development on these properties could be incompatible with and have a substantial adverse impact on the Historic District.

Issue #1: Historic District Boundaries

Regarding the issue of why the Bodega and Duncans Mills Historic District boundaries are being considered for amendment, the consultant who prepared the Bodega & Duncans Mills Historic District Design Guidelines found

the existing boundaries of the two Historic Districts are inconsistent with standard state and federal criteria, and recommended they be modified to exclude properties which either do not contain historic resources or do not contain historic resources which meet the Historic Context, Period of Significance, or Area of Significance for the Historic District; recommended to include a property containing historic resources which meet these characteristics (Russian River Sportsmen's Club); and recommended to include a property which does not contain historic resources but creates a continuous Historic District boundary (Bill Parmeter Rodeo Grounds) – a link between the Historic District core and the Russian River Sportsmen's Club.

Duncans Mills Historic District Boundary

There is a concern that the addition of two properties (Bill Parmeter Rodeo Grounds and Russian River Sportsmen's Club) to the Duncans Mills Historic District would adversely affect property owners. For instance, if either property owner proposes to demolish an existing structure, construct a new structure, or make an alteration to the exterior of an existing structure, the project would require design review approval by the Landmarks Commission, for which there is a fee, and may have certain conditions or standards applied. This requirement would be in addition to design review by the Design Review Committee (DRC) that is already required for most alterations to the exterior of existing or construction of new non-residential buildings or structures and for development on properties located along a Scenic Highway Corridor. The Planning Commission has the option of recommending retention of the current Duncans Mills Historic District boundary or adding the two properties as recommended by staff and the consultant.

Regarding the issue of lack of historic resources on the Bill Parmeter Rodeo Grounds property, a property which does not contain historic resources is included in an Historic District when it provides continuity or linkage to other properties which contain historic resources or to contributing properties, or new development on the property could affect the integrity of the Historic District or historic resources on properties within the Historic District. An Historic District is a specific area containing a significant concentration, linkage, or continuity of buildings, structures, sites, or objects of historic merit which represent an historic or aesthetic theme important to the County, state, or country. By definition, not all of the buildings and structures in an Historic District represent the historic or aesthetic theme on which the District is based. Non-contributing properties are included in an Historic District to provide continuity or linkage to contributing properties, and are part of the setting for contributing properties.

If the Russian River Sportsmen's Club property were not added to the Duncans Mills Historic District, future exterior alterations to the club building and/or construction of new buildings or structures on the property could be incompatible with the historic resources and character of the historic building and the Duncans Mills Historic District, which could result in the loss of historic integrity, hence historic importance and value, of the building and the Historic District. However, the following factors decrease the likelihood that such development would occur on the property: 1) design review by the DRC would be required for most exterior alterations to the existing building or new construction, 2) the majority of the property is located in the F1 Zoning District where new structures are not permitted, and 3) the Russian River Sportsmen's Club is not visible from other properties in the Historic District. Adding the Bill Parmeter Rodeo Grounds to the Duncans Mills Historic District would only be appropriate if the Russian River Sportsmen's Club were added to the Historic District, as it would serve to make the Historic District boundary continuous.

Bodega Historic District Boundary

Staff recommends the six properties along Salmon Creek Road be removed from the Bodega Historic District because retaining them in the Historic District would be inconsistent with state and federal criteria for designating an Historic District boundary. The properties are visually separate from the other, main portion of the Historic District; and the owners of two of these properties have requested the properties be removed from the Historic District. The six properties proposed for removal from the Historic District do not contain historic resources which meet the Historic Context, Period of Significance, or Area of Significance for the Historic District; they do not contain other types of historic resources; and they are not necessary in the Historic District to create a continuity or linkage to contributing properties. Furthermore, since the properties are visually separate from the other, main portion of the Historic District, new development on the properties would not be seen simultaneously with existing

development in the Historic District, substantially decreasing the potential for new development on these properties to be inconsistent with and have an adverse impact on the historic character and resources of the Historic District. However, it is possible that if these properties were removed from the Historic District, new development on the properties could have an adverse impact on the Historic District, one of the concerns raised at the public hearing and workshop. The Planning Commission has the option of retaining the existing Bodega Historic District boundary or removing the six properties as recommended by staff and the consultant.

Issue #2: Financial Burden

Regarding the issue of the financial burden for the owners of property in an Historic District, PRMD generally coordinates joint meetings of the Landmarks Commission and DRC to reduce the costs for projects involving an historic commercial building. Additionally, the proposed amendments to Article 68 of Chapter 26 and Article 24 of Chapter 26C of the Sonoma County Code incorporate the Historic District Design Guidelines by reference, and they include language amending the procedure for alterations to historic structures and new construction within an historic district to allow staff to review and approve minor alterations to historic structures without going to the Landmarks Commission. Furthermore, the Board of Supervisors could create an incentive for preservation of historic resources by establishing a lower fee level for Design Review of properties zoned Historic District (HD).

Issue #3: Community Consultation and Notification

Regarding the issue of consultation with and notification of property owners about the proposed removal of properties from the Bodega Historic District, staff sent notices of the June and November public hearings and the July public workshop to all owners of property in the Historic District and the owners of property proposed for addition to the Duncans Mills Historic District; and for the June hearing staff contacted the owners of property proposed for removal from the Bodega Historic District and for addition to the Duncans Mills Historic District by telephone to ensure they were aware of the proposals and the June public hearing date and time. The July public workshop gave property owners an opportunity in addition to the public hearings to comment on the proposed amendments to the Historic District boundaries. The notice for the public workshop was mailed about six weeks before the workshop date, giving the property owners more than the usual amount of time to comment on the proposal before the workshop and plan for providing comments at the workshop.

STAFF RECOMMENDATIONS

The Planning Commission shall consider the following recommendations to the Board of Supervisors: 1) whether to adopt the proposed Design Guidelines for each Historic District, 2) whether to incorporate the proposed updated Design Guidelines for the Freestone and Occidental Historic Districts and the new Design Guidelines for the Bodega and Duncans Mills Historic District in Articles 68 and 24 of Chapter 26 and 26C, respectively; 3) whether and how to amend the boundary of the Bodega Historic District; and 4) whether and how to amend the boundary of the Duncans Mills Historic District. Separate Resolutions for each Historic District have been prepared for consideration.

As recommended in the June 7, 2012 Staff Report, staff recommends the Planning Commission adopt the following Resolutions:

1. Resolution recommending adoption of the proposed Freestone Historic District Design Guidelines and amendment of Article 68 of Chapter 26 of the Sonoma County Code to incorporate these Design Guidelines by reference (Exhibit D);
2. Resolution recommending adoption of the proposed Occidental Historic District Design Guidelines and amendment of Article 68 of Chapter 26 of the Sonoma County Code to incorporate these Design Guidelines by reference (Exhibit E);
3. Resolution recommending adoption of the Bodega Historic District Design Guidelines, amendment of Article 68 of Chapter 26 of the Sonoma County Code to incorporate these Design Guidelines by reference, and amendment of the Historic District boundary by removing the HD zoning designation from the properties

listed in Table 2 of the June 7, 2012 Planning Commission Staff Report, with the exception of 217 Church Street (APN 103-110-001, ID# 20) and 249 Salmon Creek Road, (APN 103-120-033, ID#17) (Exhibit F); and

4. Resolution recommending adoption of the Duncans Mills Historic District Design Guidelines, amendment of Article 24 of Chapter 26C of the Sonoma County Code to incorporate these Design Guidelines by reference, and amendment of the boundary of the Historic District to include the Russian River Sportsmen's Club and Bill Parmeter Rodeo Grounds properties (Exhibit G).

LIST OF ATTACHMENTS

- EXHIBIT A: Planning Commission Minutes dated June 7, 2012
- EXHIBIT B: Summary of Issues and Concerns
- EXHIBIT C: Correspondence Received
- EXHIBIT D: Draft Resolution - Freestone Historic District
- EXHIBIT E: Draft Resolution - Occidental Historic District
- EXHIBIT F: Draft Resolution - Bodega Historic District with Boundary Amendment Map
- EXHIBIT G: Draft Resolution - Duncans Mills Historic District with Boundary Amendment Map



Sonoma County Combined Planning Commission
and Board of Zoning Adjustments
MINUTES

Sonoma County Permit and Resource Management Department
2550 Ventura Avenue, Santa Rosa, CA 95403
(707) 565-1900 FAX (707) 565-1103

Date: June 7, 2012
Meeting No.: 12-0005

ROLL CALL

Commissioners

Dick Fogg
Don Bennett
Paula Cook
Jason Liles
Tom Lynch, Chair

Staff Members

Jennifer Barrett
Scott Hunsperger
Cynthia Demidovich
Lisa Posternak
Sue Dahl
David Hurst, Chief Deputy County Counsel

1:00 Call to order and Pledge of Allegiance

Approval of Minutes: May 3, 2012 Planning Commission, moved to future calendar for adoption

Correspondence

Board of Supervisors Actions

Public Appearances

PLANNING COMMISSION REGULAR CALENDAR

Item # 5 Time: 1:45 p.m. File: ZCE11-0012
Applicant: Sonoma County PRMD Staff: Lisa Posternak
Env. Doc: Categorical Exemption
Proposal: Adopt new Bodega Historic District Design Guidelines and amend the boundary of the Bodega Historic District. Eight (8) properties are proposed for removal from the Historic District (HD zoning to be removed). No properties are proposed to be added to the Historic District.
Location: 217 Church Street and 249, 352, 330, 544, 550, 320 and 310 Salmon Creek Road
APN: 103-110-001, 103-120-033, 103-130-008, -010, -012, -013, -015 and -016
Supervisory District: 5
Zoning: RC (Rural Commercial) BR (Biotic Resources) HD (Historic District) SR (Scenic Resources)
RR (Rural Residential) B6 -10 acre density

MINUTES cover discussion for ZCE12-0009 through ZCE12-0012.

Lisa Posternak summarized the staff report for ZCE12-0009 through ZCE12-0012, which is incorporated herein by reference.

EXHIBIT A

Questions from Commissioners: Cook asked for a description of what is involved in the HD zoning district.

Staff Posternak replied that when development is proposed that would alter or demolish existing buildings, or add new buildings, applicants are required to go to Landmarks Commission, which involves paying a fee and review by the Commission. **Commissioner Cook** asked if this applies to abutting parcels not zoned HD. **Staff Posternak** said that planners can look at the impacts on the historic district in discretionary projects. **Deputy Director Barrett** said the major difference is that the HD design guidelines do not apply. In this county, all commercial buildings require Design Review. In the new Integrated Development Code, Landmarks and Design Review Committee are going to be combined, which will eliminate the requirement for two separate reviews.

Commissioner Cook asked about the notification process. **Staff Posternak** said that all notices were mailed and posted on May 25th and she did her best to personally contact all the property owners but she could not get in touch with a couple, and in other instances had to leave messages.

Commissioner Fogg said that the role of Landmarks is not clear as far as how it interconnects with permitting. **Deputy Director Barrett** clarified that the Landmarks Committee serves as a design review decision authority on permits involving parcels with HD zoning. Decisions are appealable to the BZA. **Commissioner Fogg** was troubled by the current code language on Page 6, which asks for an amendment that alternatives be reviewed and approved by staff rather than Landmarks.

Commissioner Liles expressed concern about the notification process and the impacts on property owners.

Public Hearing opened at 3:37 p.m.

Janice Goodman, Duncans Mills, secretary for the Russian River Sportsmen's Club in Duncans Mills, said she received the first notice postmarked May 25th and received emails about the same date. Goodman expressed displeasure that although the redesignation has been under consideration for a couple of years, she never received a notice about the Landmarks hearing and was shocked with she saw the minutes. The minutes were not thorough, and there are unanswered questions about noticing and public involvement. Goodman expressed concerned about the impact of the redesignation on the club and property. While they have no intention of making changes to the structures in the foreseeable future, they would like more time to understand the impacts of redesignation. Want to know what impacts will be to be added to district and asked for another 30 days to give her time to ask questions and do research.

Steve La Branche, Russian River Sportsmen's Club, also complained that he didn't have adequate time to read or discuss the information, and said that **Staff Posternak's** comment about contacting a "Chris" was confusing because he knows nobody with that name involved in the property. LaBranche stated that Mr. Quigley contacted Staff Posternak first and did not receive a phone call or written notice. Although other residents of Duncan's Mills got the notice of the current hearing, the Sportsmen's Club did not. They have no plans to change the club.

Lois Parmeter, Cazadero, was opposed to adding the Rodeo grounds to the HD district. The proposed guidelines will conflict with the current farm/ranch/ rodeo use and the tourist attraction gift shops and art galleries. The property, a farm, has been in her family for 70 years ago, and they have had many rodeos. The wish to continue doing so, and they are good stewards of the land. The only building of any historical significance is the barn, and they are already subjected to 6 zoning designations. They are doing just fine as it is, don't want another layer of zoning, and can't afford to hire architects.

David Ferrera, Duncans Mills, has restored and reconstructed many buildings in town. Duncans Mills looked good, and the rodeo grounds are a great addition. The Sportsmen's Club is not visible from town. Ferrera supports reducing government involvement, and said Duncan's Mills has developed just fine without County involvement. More regulation is not needed.

Eric Koenigshofer, Occidental, said that the main issue is that methods of notification has historically been inadequate. Koenigshofer lives in Freestone, another HD district, and said that an all metal structure was approved, in direct conflict with the HD zoning, which is supposed to retain visual as well as historical integrity. The building should have been constructed from wood.

Koenigshofer said that HD parcels deserve careful attention and opposed removing any parcels from the designation. Any parcels removed from the HD zoning could be redeveloped. Not enough attention was given to noticing from Landmarks hearings to the present hearing and it is a mistake.

In Bodega, there is a very historic building further down Salmon Creek, and that makes it inappropriate to remove the parcels from HD zoning. Staff should have gotten more local input, and the typical posting method is woefully inadequate. A better noticing process should be found. Koenigshofer asked to be put on the Freestone mailing list as he was left out of the notification.

Public Hearing Closed at 4:00

Commissioner Cook said it is a big deal when drawing boundaries, as it does not just enhance the historical integrity, but also gives incentives to property owners and can affect insurance costs and requirements. She asked why the other HD barn was excluded from the Bodega HD zoning. Such a project is highly political and emotional, and requires workshops, not just noticing.

Commissioner Bennett said he is an advocate for this type of design control, and he has seen it work. When successful, participants realize more benefits than not.

Commissioner Lynch was concerned about complaints about lack of communication and was reluctant to make a decision because of it. He stated that Mr. Koenigshofer made some good points and he wants a better discussion about the impacts of removing properties from HD zoning. Many are attracted to these areas because of the historical nature, we need to preserve it, and we need to spend more time educating people about the proposal.

Commissioner Fogg concurred with the other commissioner's concerns.

Commissioner Liles agreed that the proposal is not ready for "prime time," and said the Board of Supervisors would not support it as is. He suggested holding workshop and inviting all affected property owners, commissioners and the Landmarks commissioners. **Commissioner Liles** also asked for a more thorough job of notification. Staff Posternak said she would also invite the historical consultant.

Action: **Commissioner Lynch** moved to continue the item off calendar. Seconded by **Commissioner Cook** and passed with a 5-0 vote. Staff was directed to conduct a public workshop to include commissioners and Landmarks staff on Monday, July 16th at 3:00.

Appeal Deadline: n/a
Resolution No.:

Fogg: aye	Bennett: aye	Cook: aye	Liles: aye	Lynch: aye
	Ayes: 5	Noes: 0	Absent: 0	Abstain: 0

Item #6	Time: 1:45 p.m.	File: ZCE11-0010
Applicant:	Sonoma County PRMD	Staff: Lisa Posternak
Env. Doc:	Categorical Exemption	
Proposal:	Update the Occidental Historic District Design Guidelines. No properties are proposed to be added or removed from the Historic District.	
Location:	Properties within the Occidental Historic District	Supervisory District: 5

Action: **Commissioner Lynch** moved to continue the item off calendar. Seconded by **Commissioner Cook** and passed with a 5-0 vote. Staff was directed to conduct a public workshop to include commissioners and Landmarks staff on Monday, July 16th at 3:00.

For discussion, see minutes for ZCE 11-0012, above.

Appeal Deadline: n/a
Resolution No.:

Fogg: aye	Bennett: aye	Cook: aye	Liles: aye	Lynch: aye
	Ayes: 5	Noes: 0	Absent: 0	Abstain: 0

Item # 7	Time: 1:45 p.m.	File: ZCE11-0009
Applicant:	Sonoma County PRMD	Staff: Lisa Posternak
Env. Doc:	Categorical Exemption	
Proposal:	Update the Freestone Historic District Design Guidelines. No properties are proposed to be added to our removed from the Historic District.	
Location:	Properties within the Freestone Historic District	
	Supervisorial District:	5

For discussion, see minutes for ZCE 11-0012, above.

Action: **Commissioner Lynch** moved to continue the item off calendar. Seconded by Commissioner Cook and passed with a 5-0 vote. Staff was directed to conduct a public workshop to include commissioners and Landmarks staff on Monday, July 16th at 3:00.

Appeal Deadline: n/a
 Resolution No.:

Fogg: aye	Bennett: aye	Cook: aye	Liles: aye	Lynch: aye
	Ayes: 5	Noes: 0	Absent: 0	Abstain: 0

Item # 8	Time: 1:45 p.m.	File: ZCE11-0011
Applicant:	Sonoma County PRMD	Staff: Lisa Posternak
Env. Doc:	Categorical Exemption	
Proposal:	Adopt new Duncans Mills Historic District Guidelines and amend the boundary of the Duncans Mills Historic District. Four (4) properties are proposed to be removed from the Historic District (HD Zoning to be removed), and two (2) properties are proposed to be added to the Historic District (HD zoning to be added).	
Location:	Added: 23450 Moscow Road, 25150 Steelhead Blvd. Removed: 25191, 25209, 25233 and 25365 Steelhead Boulevard, Duncans Mills	
APN:	096-170-006, -007, 096-140-014, -014, -023 and -010 Supervisorial District: 5	
Zoning:	BR (Biotic Resources) CT (Commercial Tourist), CC (Coastal Combining), F1 (Primary Floodplain), RRD (Resources and Rural Development), B6-160/640 acre density, F2 (Floodplain), HS (Historic District), VOH (Valley Oak Habitat), SR (Scenic Resources).	

For discussion, see minutes for ZCE 11-0012, above.

Action: **Commissioner Lynch** moved to continue the item off calendar. Seconded by Commissioner Cook and passed with a 5-0 vote. Staff was directed to conduct a public workshop to include commissioners and Landmarks staff on Monday, July 16th at 3:00.

Board of Supervisors date to be determined.

Appeal Deadline: n/a
 Resolution No.:

Fogg: aye	Bennett: aye	Cook: aye	Liles: aye	Lynch: aye
	Ayes: 5	Noes: 0	Absent: 0	Abstain: 0

Historic Districts: Design Guidelines & Boundaries

Summary of Issues & Concerns

November 1, 2012

Project Origin

Who decided to prepare the updated or new Historic District Design Guidelines?

In 2009 the Sonoma County Landmarks Commission determined the current Design Guidelines for the Freestone and Occidental Historic Districts are inadequate because they do not incorporate an historic context statement for the District; do not identify contributory and non-contributory structures; do not include the *Secretary of the Interior's Standards for the Treatment of Historic Properties*; and do not include clear standards in sufficient detail on all aspects of design or adequate illustrations. The Landmarks Commission recommended that the Design Guidelines be updated to incorporate the above information, and the Board of Supervisors authorized a 2009/2010 Transient Occupancy Tax (TOT) Advertising Fund grant for the work. PRMD hired Garcia & Associates to prepare the updated Historic District Design Guidelines.

In 2010 the Landmarks Commission recommended that the County develop Design Guidelines for the Bodega and Duncans Mills Historic Districts, and the Board of Supervisors authorized a 2010/2011 TOT Advertising Fund grant for the work. PRMD hired Painter Preservation & Planning to prepare the new Historic District Design Guidelines for the Bodega and Duncans Mills Historic Districts.

Community Outreach

Why didn't the Consultant for the Bodega & Duncans Mills Historic District Design Guidelines ask the communities for their input on whether the boundaries of the Historic Districts should be amended? A community outreach program/process should have been implemented.

State and federal historic preservation agencies have published standard methodology, guidelines, and criteria to be used by historic preservation professionals to determine the boundary of an Historic District. The Consultant who prepared the Bodega & Duncans Mills Historic District Design Guidelines used these standards and their professional expertise to determine whether the existing boundaries of the Bodega and Duncans Mills Historic Districts are appropriate.

While the Consultant did not request input from the Bodega and Duncans Mills communities in making their recommendations for amendment of the Historic District boundaries, these communities were noticed about the Landmarks Commission meetings on the Historic District Design Guidelines and the Planning Commission public hearing and workshop on the Historic District Design Guidelines and boundary amendments, and will have opportunities to comment on the proposed Historic District

Design Guidelines and boundary amendments at the next public hearing before the Planning Commission and the public hearing at the Board of Supervisors.

A commenter stated that the Historic Districts are "communities" in a larger sense than just the historical buildings, structures, and sites; and the real issue is what areas does the County want to designate as an historic area where all buildings and structures have to conform to the applicable Design Guidelines, regardless of whether or not the existing buildings and structures are considered "historical" from a resource protection standpoint. See also the discussion below under "Boundaries."

Boundaries

How were the Historic District boundaries originally established?

The original Design Guidelines for the Freestone Historic District were adopted subsequent to a petition from 22 Freestone property owners to establish an Historic District. The boundary of the Freestone Historic District was established by the Board of Supervisors based on a recommendation from staff, the Planning Commission, and the Freestone community. The boundaries of the Occidental, Bodega, Penngrove, and Duncans Mills Historic Districts were established under the Zoning Ordinances that implemented the "West Sebastopol Specific Plan", "Lower River Specific Plan", "Penngrove Specific Plan", and Local Coastal Plan Coastal Combining District, respectively. The Specific Plans and Local Coastal Plan were prepared by Planning staff and subject to public hearings at the Planning Commission and Board of Supervisors in the early 1980s.

It is not known whether Planning staff used the standard methodology, guidelines, and criteria published by state and federal historic preservation agencies at that time to determine the boundaries of the Historic Districts. Staff probably investigated the historical significance of the respective communities and buildings by consulting community members and conducting research at Sonoma State University and/or Santa Rosa Junior College (Greg Carr, personal communication).

Why aren't other properties in the County which contain historic resources in an Historic District?

An Historic District is appropriate where there is a specific area containing a significant concentration, linkage, or continuity of buildings, structures, sites, or objects of historic merit which represent an historic or aesthetic theme important to Sonoma County, the State of California, or the country. The fact that a property contains historic resources does not mean the property should be located within an Historic District.

Why isn't the Bodega Cooperative Creamery proposed for inclusion in the Bodega Historic District?

The Bodega Cooperative Creamery property at 581 Salmon Creek Road is about 625 feet from the boundary of the Bodega Historic District, therefore it is not contiguous to

the Historic District. Properties in an Historic District must be concentrated, contiguous, and occur in a specific, identified geographic area. However, the Creamery is eligible for designation as a Sonoma County Historic Landmark.

Why are amendments to the boundaries of the Bodega & Duncans Mills Historic Districts being considered?

The Consultant who prepared the Bodega & Duncans Mills Historic District Design Guidelines found the existing boundaries of the two Historic Districts are not appropriate, and recommended they be modified to exclude properties which do not contain historic resources or contain historic resources which meet the Historic Context, Period of Significance, or Area of Significance for the Historic District; and to include properties which contain historic resources which meet these parameters.

Why aren't amendments to the boundaries of the Freestone & Occidental Historic District being considered?

The Consultant who prepared the Freestone & Occidental Historic District Design Guidelines found the existing boundaries of the two Historic Districts are appropriate.

Contributing Versus Non-Contributing Properties

Why would a property which does not contain historic resources or a property which contains historic resources which are non-contributing be included in an Historic District?

A property which does not contain historic resources is included in an Historic District in the following circumstances: a) it was the location of an event that has made a significant contribution to the broad patterns of local or regional history or the cultural heritage of the County, California, or United States; b) it used to contain historic resources; c) it provides continuity or linkage to other properties which contain historic resources or to contributing properties; or d) new development on the property could affect the integrity of the Historic District or historic resources on properties within the Historic District.

An Historic District is a specific area containing a significant concentration, linkage, or continuity of buildings, structures, sites, or objects of historic merit which represent an historic or aesthetic theme important to the County, state, or country. By definition, not all of the buildings and structures in an Historic District represent the historic or aesthetic theme on which the District is based. Non-contributing properties are included in an Historic District to provide continuity or linkage to contributing properties, and are part of the setting for contributing properties.

What is the difference between Landmarks Commission Design Review of a project involving a non-contributing versus a contributing building?

The Landmarks Commission would apply the *Secretary of the Interior's Standards for the Treatment of Historic Properties* and the applicable *Historic District Design Guidelines* less strictly for a project involving a non-contributing building than for a project involving a contributing building. Often for a project involving a non-contributing building, the larger design aspects of placement, orientation, scale, mass, and form have more importance than the more specific design aspects.

Procedure

What types of projects must go to the Landmarks Commission for Design Review?

Projects that must go to the Landmarks Commission for Design Review are those involving construction of a new building; alterations to the exterior of an existing building, and relocation or demolition of an existing building. Alterations to the exterior of an existing building include additions and new or modifications to existing porches, stairs, roofs, windows, doors, siding, and ornamentation. As indicated above, Landmarks Commission design review of projects involving a non-contributing building would be less strict than for projects involving a contributing building.

What types of projects can be reviewed administratively by Landmarks Staff?

Projects involving exterior replacement "in-kind" or minor repair "in kind" can be reviewed and approved by Landmarks staff without going to the Landmarks Commission. "In kind" means the same design, dimensions, and materials such as in replacement of windows and doors.

Fees

Property owners don't have enough money/can't afford to pay the fees for Design Review.

For projects involving a residential building, a meeting for Design Review by the Landmarks Commission is required. For projects involving a commercial building, both Design Review by the Landmarks Commission and Design Review by the Design Review Committee (DRC) are required. Design Review is required for projects involving a commercial building regardless of the historic designation of the property or building. PRMD could coordinate joint meetings of the Landmarks Commission and DRC to reduce the costs for projects involving a commercial building. In addition, the Board of Supervisors could create an incentive for preservation of historic resources by

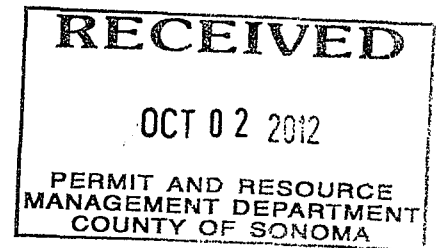
establishing a lower fee level for Design Review of properties zoned Historic District (HD).

Application Materials

When is an Historic Resources Evaluation required for Design Review by the Landmarks Commission?

An Historic Resources Evaluation (California Department of Parks & Recreation Form 523B – “Building, Structure, and Object Record”) is required for projects proposed on a contributing property to the Historic District. A contributing property is a property that contains an historic resource which contributes to the significance of the Historic District – i.e., it was constructed during the Period of Significance associated with the Area(s) of Significance and retains integrity. Contributing properties are listed in the Bodega, Duncans Mills, Freestone, and Occidental Historic District Design Guidelines and the Penngrove Main Street Design Guidelines documents.

September 19, 2012



Sonoma County Planning Commission

Re: Landmark District Commission Project: Duncans Mills Historical District boundary expansion

To Whom It May Concern:

On behalf of the Parmeter family, we would like to express our strong desire to not include the Bill Parmeter Rodeo Grounds into the Sonoma County historical boundary expansion.

The Parmeter Family has owned the property since the 1940's, and since then we have made very few changes, and have always maintained the property as agriculture. It is extremely important to our family and our community that we continue to allow agriculture to thrive on this property. There are no buildings on this property which are considered historical, thus it would not make sense to include the piece of property in the boundary expansion.

In addition to the above stated, it would be a hardship on the Russian River Rodeo Association to pay for permits which would be needed for any changes made to the property.

It is at our request that the Bill Parmeter Rodeo Grounds is not voted into the historical boundary expansion.

We genuinely appreciate your time and consideration.

Sincerely,

Frank + Barbara Parmeter

The Parmeter Family

cc: Signatures of our family

Nicole King (Granddaughter)

Tim Holley (grandson)

Jul King (Grandson-in-law)

Annette : Dave Holley (Daughter : son-in-law)

Laci Holley (Granddaughter-in-law)

Laurie Krausmann (Daughter)

Steve Krausmann (son in law)

Kaylei Krausmann (grand daughter)

Thomas Krausmann (grand son)

Jenny Chambers (daughter)

Joe Chambers (son in law)

Katrina Chambers (granddaughter)

Lizawa Chambers (granddaughter)

Tiana Landeros (granddaughter)

Tony Landeros (grandson-in-law)

~~Joe Landeros~~ (grandson in law)

Janell Roberts (granddaughter)

Theresa Anderson (granddaughter)

Jonathan Anderson (grandson)

September 22, 2012

Sonoma County Planning Commission

**Re: Landmark District Commission Project: Duncans Mills Historical District
boundary expansion**

To Whom It May Concern:

On behalf of the Parmeter family, we would like to express our strong desire to not include the Bill Parmeter Rodeo Grounds into the Sonoma County historical boundary expansion.

The Parmeter Family has owned the property since the 1940's, and since then we have made very few changes, and have always maintained the property as agriculture. It is extremely important to our family and our community that we continue to allow agriculture to thrive on this property. There are no buildings on this property which are considered historical, thus it would not make sense to include the piece of property in the boundary expansion.

In addition to the above stated, it would be a hardship on the Russian River Rodeo Association to pay for permits which would be needed for any changes made to the property.

It is at our request that the Bill Parmeter Rodeo Grounds is not voted into the historical boundary expansion.

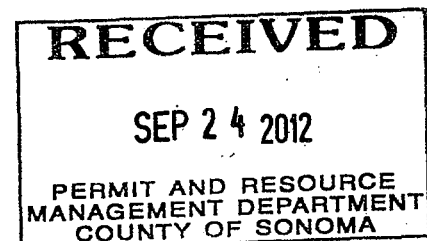
We genuinely appreciate your time and consideration, and as a co-property owner I would like to be notified of any future meeting regarding the Duncan Mills Rodeo Grounds property.

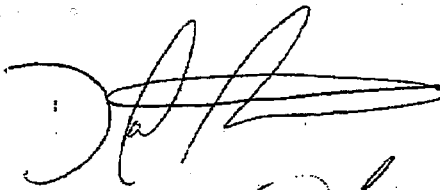
Sincerely,

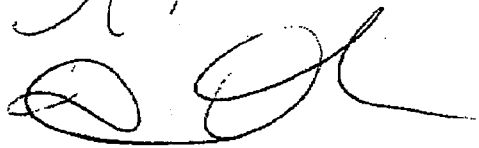


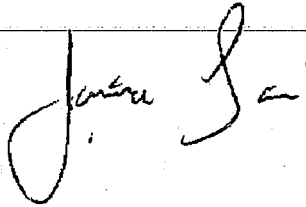
Lynn (Parmeter) Anderson
1000 Chimney Rock Rd.
Cazadero, Ca.95421
elynna@earthlink.net

See attached signatures:



 SON-IN-LAW

 Daughter - Kristie

 Son-in-Law

Justin Sami grandson

Becky Sami; Daughter - Becky Sami;

 son



September 8, 2012

Sonoma County Planning Commission

RE: Landmark District Commission Project: Duncans Mills Historical District Boundary Expansion.
Russian River Sportsmen's Club 25150 Steelhead Blvd. Duncans Mills, Ca. 95430

We are writing to request that you do not include the Russian River Sportsmen's Club and the Bill Parmeter Rodeo Grounds into the Duncans Mills historic district boundary expansion. The Sportsmen's Club was established circa 1938 and the club house was built circa 1942 making it 70 years old. In that 70 years the club has changed very little and we have no intentions of ever changing its appearance. We are a small privately owned club and operate financially through Membership Dues, Rentals, Crab Feed fundraisers and Donations of labor & materials. All of the funds the club raises go directly into maintaining the building, grounds and operating costs. We are not a financially rich club, we get by.

Our inclusion into the Historical District Boundary would only be a financial burden for us. For example, we are presently entertaining bids for a new roof within the next five years, it will take us that long to budget for it. The additional cost of hiring a specialized "Historical Architect" would prove to be a hindrance of obtaining this goal. In speaking with neighbors these fees can be in the neighborhood of \$1,000 to \$1,500.

It would be a hardship to the Bill Parmeter Rodeo Grounds as they are also a small organization with no historical structures and are only being included so that the boundary will be contiguous.

Therefore, we respectfully request you please vote down this expansion so that our two small organizations may continue to flourish unhindered.

Very truly yours,

Wm Stephen LaBranche, Vice President
(707) 235-3833

For
Chris Wikeen, President
(707) 865-1847

RRSC P.O. BOX 7 DUNCANS MILLS, CA. 95430 707-865-9429

Resolution Number

County of Sonoma
Santa Rosa, California

November 1, 2012
ZCE11-0009 Lisa Posternak

RESOLUTION OF THE PLANNING COMMISSION, COUNTY OF SONOMA, STATE OF CALIFORNIA, RECOMMENDING THE BOARD OF SUPERVISORS FIND THE PROJECT TO BE EXEMPT FROM CEQA; ADOPT THE PROPOSED DESIGN GUIDELINES FOR THE FREESTONE HISTORIC DISTRICT; AND APPROVE AMENDMENT OF ARTICLE 68 OF CHAPTER 26 OF THE SONOMA COUNTY CODE TO INCORPORATE THE FREESTONE HISTORIC DISTRICT DESIGN GUIDELINES BY REFERENCE.

WHEREAS, the Board of Supervisors adopted Ordinance No. 1849 establishing the Freestone Historic District on December 17, 1974; and

WHEREAS, the Board of Supervisors adopted the "Design Review Policy Guidelines for the Freestone Historic District" on November 21, 1974; and

WHEREAS, in 2010 the Landmarks Commission determined the current Design Guidelines for the Freestone Historic District are inadequate because they do not incorporate an historic context statement for the District, do not identify contributory and non-contributory structures, do not include the Secretary of the Interior's Standards for the Treatment of Historic Properties, do not include clear standards in sufficient detail on all aspects of design or include adequate illustrations; and determined the Design Guidelines for the Freestone Historic District should be updated to incorporate the above information; and

WHEREAS, the Permit and Resource Management Department proposes updated Design Guidelines for the Freestone Historic District; and amendment of Article 68 of Chapter 25 of the Sonoma County Code to incorporate the Freestone Historic District Design Guidelines by reference; and

WHEREAS, the Permit Resource and Management Department determined that the project is exempt from the California Environmental Quality Act ("CEQA") pursuant to Section 15061(b)(3) of the state CEQA Guidelines; and

WHEREAS, in accordance with the provisions of law, the Planning Commission held a public hearing on June 7, 2012, at which time all interested persons were given an opportunity to be heard.

WHEREAS, the Planning Commission held a public workshop on July 16, 2012, at which time all interested persons were given an opportunity to ask questions and be heard.

WHEREAS, in accordance with the provisions of law, the Planning Commission held a continued public hearing on November 1, 2012, at which time all interested persons were given an opportunity to be heard.

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission makes the following findings:

1. The adoption of the proposed Design Guidelines for the Freestone Historic District and

the proposed amendment of Article 68 of Chapter 26 of the Sonoma County Code to incorporate the Freestone Historic District Design Guidelines by reference would help protect and preserve the historic character and resources of Freestone.

2. The proposed Design Guidelines for the Freestone Historic District and the proposed amendment of Article 68 of Chapter 26 of the Sonoma County Code to incorporate the Freestone Historic District Design Guidelines by reference are consistent with the goals, objectives, and policies of the Sonoma County General Plan because they would help protect and preserve significant historical sites that represent the ethnic, cultural, and economic groups that have lived and worked in Sonoma County; and help conserve and preserve historic structures and buildings.
3. The proposed Design Guidelines for the Freestone Historic District and the proposed amendment of Article 68 of Chapter 26 of the Sonoma County Code to incorporate the Freestone Historic District Design Guidelines by reference are exempt from the provisions of the California Environmental Quality Act (CEQA) under Title 14 of the California Code of Regulations, Section 15061(b)(3), as they do not constitute a project which has the potential to cause a significant effect on the environment. The Design Guidelines are intended to provide for the protection and preservation of the historic character and resources of the Historic District.

BE IT FURTHER RESOLVED that the Planning Commission recommends that the Board of Supervisors find the project to be exempt from CEQA; adopt the proposed Design Guidelines for the Freestone Historic District; and amend Article 68 of Chapter 25 of the Sonoma County Code to incorporate the Freestone Historic District Design Guidelines by reference.

BE IT FURTHER RESOLVED that the Planning Commission designates the Secretary of the Planning Commission as the custodian of the documents and other material which constitute the record of proceedings upon which the decision herein is based. These documents may be found at the office of the Sonoma County Permit and Resource Management Department, 2550 Ventura Avenue, Santa Rosa, CA 95403.

THE FOREGOING RESOLUTION was introduced by Commissioner _____, who moved its adoption, seconded by Commissioner _____, and adopted on roll call by the following vote:

Commissioner
Commissioner
Commissioner
Commissioner
Commissioner

Ayes: Noes: Absent: Abstain:

WHEREUPON, the Chair declared the above and foregoing Resolution duly adopted; and

SO ORDERED.

Resolution Number

County of Sonoma
Santa Rosa, California

November 1, 2012
ZCE11-0010 Lisa Posternak

RESOLUTION OF THE PLANNING COMMISSION, COUNTY OF SONOMA, STATE OF CALIFORNIA, RECOMMENDING THE BOARD OF SUPERVISORS FIND THE PROJECT TO BE EXEMPT FROM CEQA; ADOPT THE PROPOSED DESIGN GUIDELINES FOR THE OCCIDENTAL HISTORIC DISTRICT; AND APPROVE AMENDMENT OF ARTICLE 68 OF CHAPTER 26 OF THE SONOMA COUNTY CODE TO INCORPORATE THE OCCIDENTAL HISTORIC DISTRICT DESIGN GUIDELINES BY REFERENCE.

WHEREAS, the Board of Supervisors adopted Ordinance No. 2611 establishing the Occidental Historic District on March 4, 1980; and

WHEREAS, the Board of Supervisors adopted the "Occidental Town Study Preliminary Report" on December 17, 1974 ; and

WHEREAS, in 2010 the Landmarks Commission determined the current Design Guidelines for the Occidental Historic District are inadequate because they do not incorporate an historic context statement for the District, do not identify contributory and non-contributory structures, do not include the Secretary of the Interior's Standards for the Treatment of Historic Properties, do not include clear standards in sufficient detail on all aspects of design or include adequate illustrations; and determined the Design Guidelines for the Occidental Historic District should be updated to incorporate the above information; and

WHEREAS, the Permit and Resource Management Department proposes updated Design Guidelines for the Occidental Historic District; and amendment of Article 68 of Chapter 26 of the Sonoma County Code to incorporate the Occidental Historic District Design Guidelines by reference; and

WHEREAS, the Permit Resource and Management Department determined that the project is exempt from the California Environmental Quality Act ("CEQA") pursuant to Section 15061(b)(3) of the state CEQA Guidelines; and

WHEREAS, in accordance with the provisions of law, the Planning Commission held a public hearing on June 7, 2012, at which time all interested persons were given an opportunity to be heard.

WHEREAS, the Planning Commission held a public workshop on July 16, 2012, at which time all interested persons were given an opportunity to ask questions and be heard.

WHEREAS, in accordance with the provisions of law, the Planning Commission held a continued public hearing on November 1, 2012, at which time all interested persons were given an opportunity to be heard.

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission makes the following findings:

1. The adoption of the proposed Design Guidelines for the Occidental Historic District and the proposed amendment of Article 68 of Chapter 26 of the Sonoma County Code to incorporate the Occidental Historic District Design Guidelines by reference would help protect and preserve the historic character and resources of Occidental.
2. The proposed Design Guidelines for the Occidental Historic District and the proposed amendment of Article 68 of Chapter 26 of the Sonoma County Code to incorporate the Occidental Historic District Design Guidelines by reference are consistent with the goals, objectives, and policies of the Sonoma County General Plan because they would help protect and preserve significant historical sites that represent the ethnic, cultural, and economic groups that have lived and worked in Sonoma County; and help conserve and preserve historic structures and buildings.
3. The proposed Design Guidelines for the Occidental Historic District and the proposed amendment of Article 68 of Chapter 26 of the Sonoma County Code to incorporate the Occidental Historic District Design Guidelines by reference are exempt from the provisions of the California Environmental Quality Act (CEQA) under Title 14 of the California Code of Regulations, Section 15061(b)(3), as they do not constitute a project which has the potential to cause a significant effect on the environment. The Design Guidelines are intended to provide for the protection and preservation of the historic character and resources of the Historic District.

BE IT FURTHER RESOLVED that the Planning Commission recommends that the Board of Supervisors find the project to be exempt from CEQA; adopt the proposed Design Guidelines for the Occidental Historic District; and amend Article 68 of Chapter 26 of the Sonoma County Code to incorporate the Occidental Historic District Design Guidelines by reference.

BE IT FURTHER RESOLVED that the Planning Commission designates the Secretary of the Planning Commission as the custodian of the documents and other material which constitute the record of proceedings upon which the decision herein is based. These documents may be found at the office of the Sonoma County Permit and Resource Management Department, 2550 Ventura Avenue, Santa Rosa, CA 95403.

THE FOREGOING RESOLUTION was introduced by Commissioner _____, who moved its adoption, seconded by Commissioner _____, and adopted on roll call by the following vote:

Commissioner
Commissioner
Commissioner
Commissioner
Commissioner

Ayes: Noes: Absent: Abstain:

WHEREUPON, the Chair declared the above and foregoing Resolution duly adopted; and

SO ORDERED.

Resolution Number

County of Sonoma
Santa Rosa, California

November 1, 2012
ZCE11-0011 Lisa Posternak

RESOLUTION OF THE PLANNING COMMISSION, COUNTY OF SONOMA, STATE OF CALIFORNIA, RECOMMENDING THE BOARD OF SUPERVISORS FIND THE PROJECT TO BE EXEMPT FROM CEQA, ADOPT THE PROPOSED DESIGN GUIDELINES FOR THE BODEGA HISTORIC DISTRICT, AMEND ARTICLE 68 OF CHAPTER 26 OF THE SONOMA COUNTY CODE TO INCORPORATE THE HISTORIC DISTRICT DESIGN GUIDELINES BY REFERENCE; AND AMEND THE BOUNDARY OF THE BODEGA HISTORIC DISTRICT BY REMOVING THE HISTORIC DISTRICT (HD) ZONING DESIGNATION FROM SIX PARCELS (APN 103-130-008, -010, -012, -013, -015, -016).

WHEREAS, the Board of Supervisors adopted Ordinance No. 3217 establishing the Bodega Historic District on October 31, 1983; and

WHEREAS, the Board of Supervisors has not adopted Design Guidelines for the Bodega Historic District; and

WHEREAS, in 2011 the Landmarks Commission determined Design Guidelines should be prepared for the Bodega Historic District; and

WHEREAS, the Permit and Resource Management Department proposes new Design Guidelines for the Bodega Historic District; and amendment of Article 68 of Chapter 26 of the Sonoma County Code to incorporate the Occidental Historic District Design Guidelines by reference; and

WHEREAS, the consultant who prepared the Design Guidelines for the Bodega Historic District recommends the boundary of the Bodega Historic District be modified to exclude eight parcels; and

WHEREAS, the Permit and Resource Management Department recommends the boundary of the Bodega Historic District be modified to exclude six of the eight parcels located at 352 Salmon Creek Road, Bodega (APN 103-130-008); 330 Salmon Creek Road, Bodega (APN103-130-010); 544 Salmon Creek Road, Bodega (APN103-130-012); 550 Salmon Creek Road, Bodega (APN103-130-013); 320 Salmon Creek Road, Bodega (APN103-130-015); and 310 Salmon Creek Road, Bodega (APN103-130-016); and

WHEREAS, in order for a parcel to be removed from an Historic District, the HD (Historic District) overlay zoning must be removed from the affected parcels within the Historic District; and

WHEREAS, the map of the amended Bodega Historic District is attached as Exhibit "A"; and

WHEREAS, the Permit and Resource Management Department determined that the project is exempt from the California Environmental Quality Act ("CEQA") pursuant to Section 15061(b)(3) of the state CEQA Guidelines; and

WHEREAS, in accordance with the provisions of law, the Planning Commission held a public hearing on June 7, 2012, at which time all interested persons were given an opportunity to be heard; and

WHEREAS, the Planning Commission held a public workshop on July 16, 2012, at which time all interested persons were given an opportunity to ask questions and be heard; and

WHEREAS, in accordance with the provisions of law, the Planning Commission held a continued public hearing on November 1, 2012, at which time all interested persons were given an opportunity to be heard.

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission makes the following findings:

1. The adoption of the proposed Design Guidelines for the Bodega Historic District and the proposed amendment of Article 68 of Chapter 26 of the Sonoma County Code to incorporate the Bodega Historic District Design Guidelines by reference would help protect and preserve the historic character and resources of Bodega.
2. The proposed Design Guidelines for the Bodega Historic District and the proposed amendment of Article 68 of Chapter 26 of the Sonoma County Code to incorporate the Bodega Historic District Design Guidelines by reference are consistent with the goals, objectives, and policies of the Sonoma County General Plan because they would help protect and preserve significant historical sites that represent the ethnic, cultural, and economic groups that have lived and worked in Sonoma County; and help conserve and preserve historic structures and buildings.
3. The proposed amendment of the boundary of the Bodega Historic District by removal of the HD zoning designation from six parcels in the Bodega Historic District would not have a significant, adverse impact on the historic character, resources, or integrity of the Historic District because existing development on these six properties is not, and future development would not be, historically or visually related to existing development in the main portion of the Bodega Historic District.
4. The proposed Design Guidelines for the Bodega Historic District, the proposed amendment of Article 68 of Chapter 26 of the Sonoma County Code to incorporate the Bodega Historic District Design Guidelines by reference, and the proposed amendment of the boundary of the Bodega Historic District are exempt from the provisions of the California Environmental Quality Act (CEQA) under Title 14 of the California Code of Regulations, Section 15061(b)(3), as they do not constitute a project which has the potential to cause a significant effect on the environment. The Design Guidelines are intended to provide for the protection and preservation of the historic character and resources of the Historic District.

BE IT FURTHER RESOLVED that the Planning Commission recommends that the Board of Supervisors find the project to be exempt from CEQA; adopt the proposed Design Guidelines for the Bodega Historic District, including amendment of the boundary of the Historic District as shown in Exhibit "A"; amend Article 64 of Chapter 26 of the Sonoma County Code to incorporate the Bodega Historic District Design Guidelines by reference; amend the boundary of the Bodega Historic District as shown in Exhibit "A"; and by separate action approve an Ordinance for a Zone Change to remove the HD Zoning from 352 Salmon Creek Road, Bodega

(APN 103-130-008); 330 Salmon Creek Road, Bodega (APN103-130-010); 544 Salmon Creek Road, Bodega (APN103-130-012); 550 Salmon Creek Road, Bodega (APN103-130-013); 320 Salmon Creek Road, Bodega (APN103-130-015); and 310 Salmon Creek Road, Bodega (APN103-130-016).

BE IT FURTHER RESOLVED that the Planning Commission designates the Secretary of the Planning Commission as the custodian of the documents and other material which constitute the record of proceedings upon which the decision herein is based. These documents may be found at the office of the Sonoma County Permit and Resource Management Department, 2550 Ventura Avenue, Santa Rosa, CA 95403.

THE FOREGOING RESOLUTION was introduced by Commissioner _____, who moved its adoption, seconded by Commissioner _____, and adopted on roll call by the following vote:

Commissioner
Commissioner
Commissioner
Commissioner
Commissioner

Ayes: Noes: Absent: Abstain:

WHEREUPON, the Chair declared the above and foregoing Resolution duly adopted; and

SO ORDERED.

Existing Bodega Historic District

Proposed Bodega Historic District

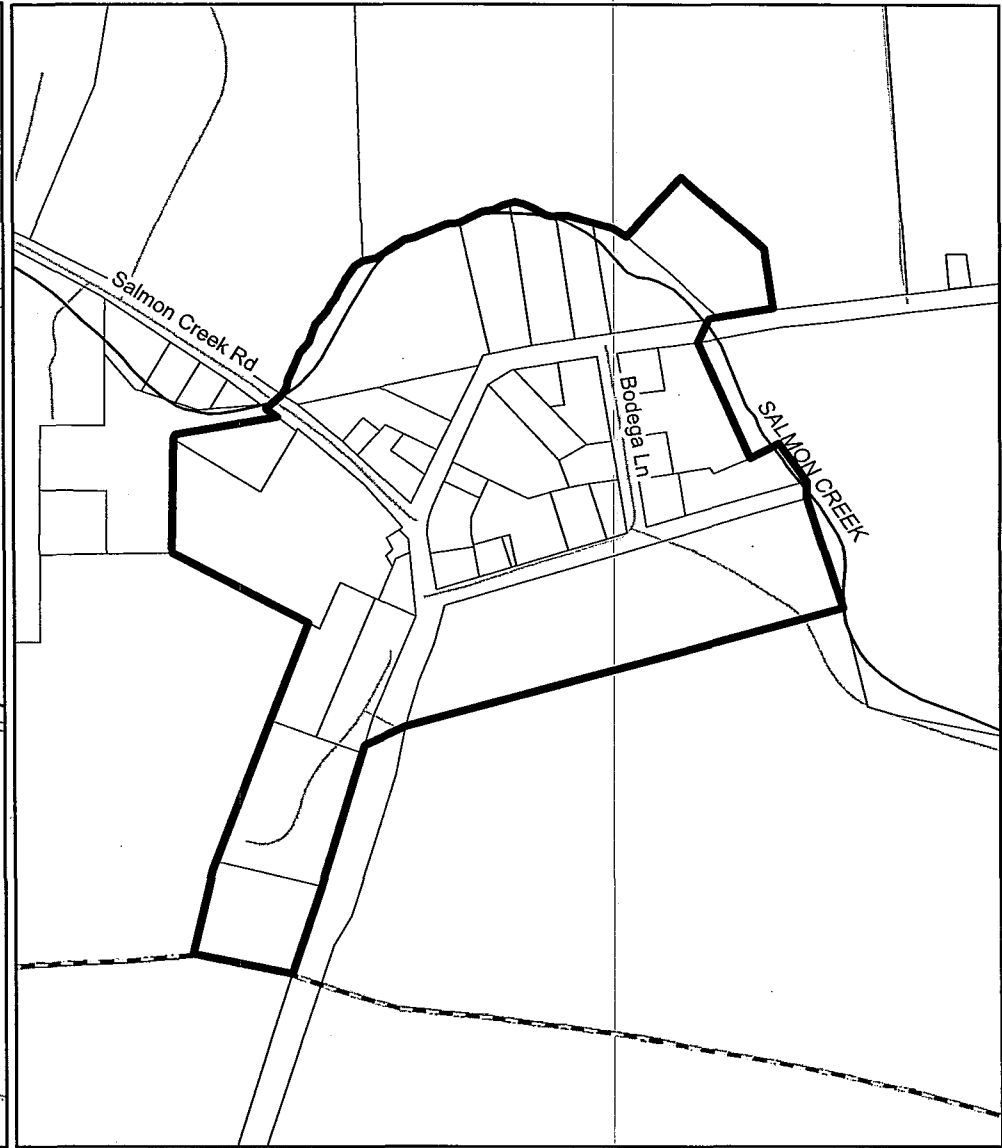
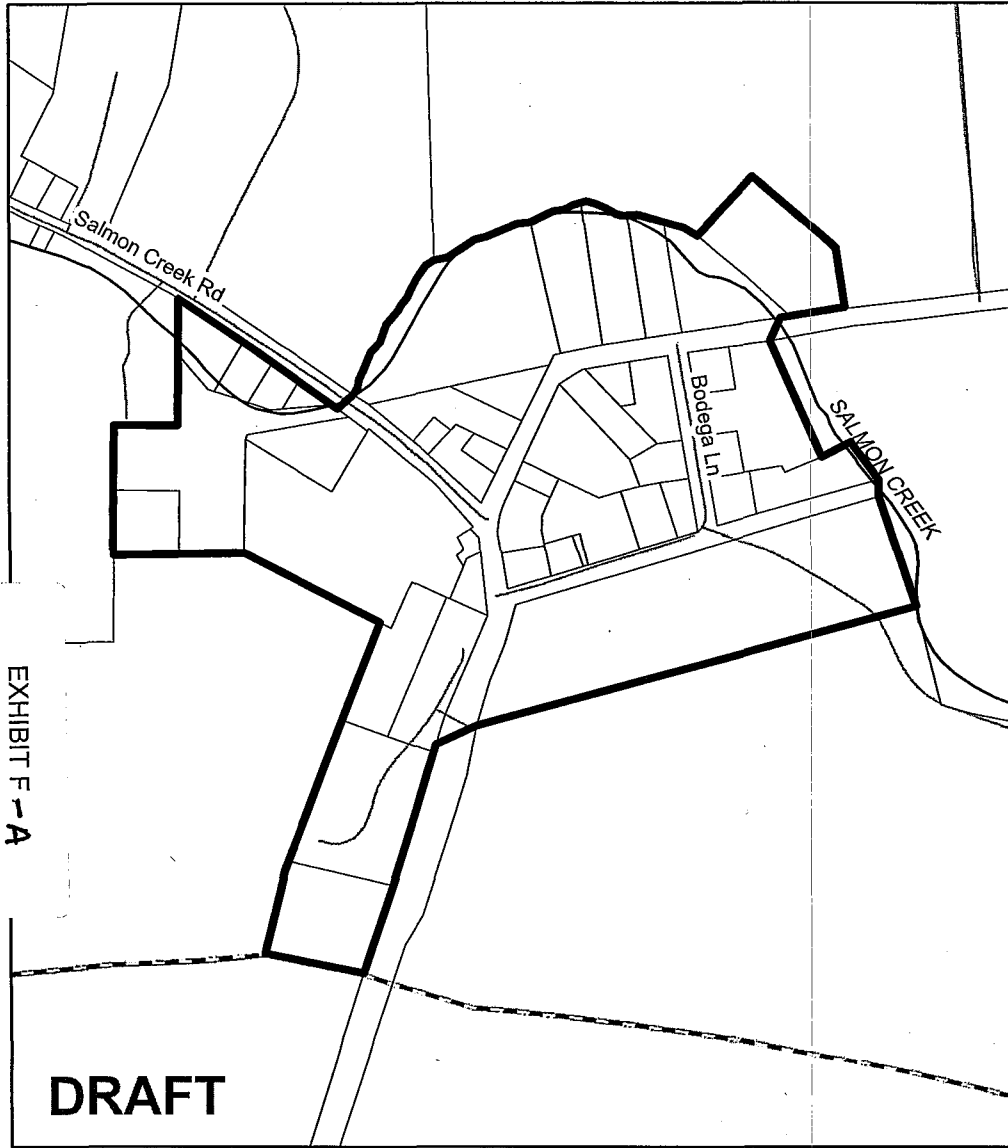






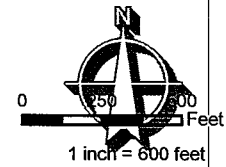


EXHIBIT F-1A

DRAFT

Legend

-  Bodega Historic District Boundary
-  Assessor Parcels
-  Coastal Commission Boundary
-  Street
-  Perennial
-  Intermittent



FILE: ZCE 11-0012
 AP #: Various
 Resolution No.

Permit and Resource Management Department
 Project Review Section



2550 Ventura Avenue, Santa Rosa, CA 95403
 (707) 565-1965 Fax (707) 565-1103



Resolution Number

County of Sonoma
Santa Rosa, California

November 1, 2012
ZCE11-0012 Lisa Posternak

RESOLUTION OF THE PLANNING COMMISSION, COUNTY OF SONOMA, STATE OF CALIFORNIA, RECOMMENDING THE BOARD OF SUPERVISORS FIND THE PROJECT TO BE EXEMPT FROM CEQA; ADOPT THE PROPOSED DESIGN GUIDELINES FOR THE DUNCANS MILLS HISTORIC DISTRICT; APPROVE AMENDMENT OF ARTICLE 24 OF CHAPTER 26C OF THE SONOMA COUNTY CODE TO INCORPORATE THE DUNCANS MILLS HISTORIC DISTRICT DESIGN GUIDELINES BY REFERENCE; AND APPROVE AMENDMENT OF THE BOUNDARY OF THE DUNCANS MILLS HISTORIC DISTRICT BY ADDING HISTORIC DISTRICT (HD) ZONING DESIGNATION TO TWO PARCELS (APN 096-170-006 & APN 096-170-007).

WHEREAS, the Board of Supervisors adopted Ordinance No. 2949 establishing the Duncans Mills Historic District on March 2, 1982; and

WHEREAS, the Board of Supervisors has not adopted Design Guidelines for the Duncans Mills Historic District; and

WHEREAS, in 2011 the Landmarks Commission determined Design Guidelines should be prepared for the Duncans Mills Historic District; and

WHEREAS, the Permit and Resource Management Department proposes new Design Guidelines for the Duncans Mills Historic District; and amendment of Article 24 of Chapter 26C of the Sonoma County Code to incorporate the Duncans Mills Historic District Design Guidelines by reference; and

WHEREAS, the consultant who prepared the Design Guidelines for the Duncans Mills Historic District recommended the boundary of the Duncans Mills Historic District be modified to include two additional parcels located at 23450 Moscow Road, Duncans Mills (APN 096-170-006) and 25150 Steelhead Boulevard, Duncans Mills (APN 096-170-007); and

WHEREAS, the Permit and Resource Management Department proposes to change the boundary of the Duncans Mills Historic District based on the recommendation of said consultant; and

WHEREAS, in order for a parcel to be added to an Historic District, the HD (Historic District) overlay zoning must be added to the affected parcels within the expanded Historic District; and

WHEREAS, the map of the expanded Duncans Mills Historic District is attached as Exhibit "A"; and

WHEREAS, the Permit Resource and Management Department determined that the project is exempt from the California Environmental Quality Act ("CEQA") pursuant to Section 15061(b)(3) of the state CEQA Guidelines; and

WHEREAS, in accordance with the provisions of law, the Planning Commission held a public hearing on June 7, 2012, at which time all interested persons were given an opportunity to be heard; and

WHEREAS, the Planning Commission held a public workshop on July 16, 2012, at which time all interested persons were given an opportunity to ask questions and be heard; and

WHEREAS, in accordance with the provisions of law, the Planning Commission held a continued public hearing on November 1, 2012, at which time all interested persons were given an opportunity to be heard.

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission makes the following findings:

1. The adoption of the proposed Design Guidelines for the Duncans Mills Historic District and proposed amendment of Article 24 of Chapter 26C of the Sonoma County Code to incorporate the Duncans Mills Historic District Design Guidelines by reference would help protect and preserve the historic character and resources of Duncans Mills.
2. The proposed amendment of the boundary of the Duncans Mills Historic District by the addition of HD (Historic District) zoning to two parcels would help further protect and preserve the historic character and resources of Duncans Mills.
3. The proposed Design Guidelines for the Duncans Mills Historic District; the proposed amendment of Article 24 of Chapter 26C of the Sonoma County Code to incorporate the Duncans Mills Historic District Design Guidelines by reference; and the proposed amendment of the boundary of the Duncans Mills Historic District are consistent with the goals, objectives, and policies of the Sonoma County General Plan because they would help protect and preserve significant historical sites that represent the ethnic, cultural, and economic groups that have lived and worked in Sonoma County; and help conserve and preserve historic structures and buildings.
4. The proposed Design Guidelines for the Duncans Mills Historic District; the proposed amendment of Article 24 of Chapter 26C of the Sonoma County Code to incorporate the Duncans Mills Historic District Design Guidelines by reference; and the proposed amendment of the boundary of the Duncans Mills Historic District by adding parcels are exempt from the provisions of the California Environmental Quality Act (CEQA) under Title 14 of the California Code of Regulations, Section 15061(b)(3), as they do not constitute a project which has the potential to cause a significant effect on the environment. The Design Guidelines are intended to provide for the protection and preservation of the historic character and resources of the Historic District.

BE IT FURTHER RESOLVED that the Planning Commission recommends that the Board of Supervisors find the project to be exempt from CEQA; adopt the proposed Design Guidelines for the Duncans Mills Historic District, including amendment of the boundary of the Historic District as shown in Exhibit "A"; amend Article 24 of Chapter 26C of the Sonoma County Code to incorporate the Duncans Mills Historic District Design Guidelines by reference; amend the boundary of the Duncans Mills Historic District as shown in Exhibit "A"; and by separate action approve an Ordinance for a Zone Change to add HD Zoning to 23450 Moscow Road, Duncans Mills (APN 096-170-006) and 25150 Steelhead Boulevard, Duncans Mills (APN 096-170-007).

BE IT FURTHER RESOLVED that the Planning Commission designates the Secretary of the Planning Commission as the custodian of the documents and other material which constitute the record of proceedings upon which the decision herein is based. These documents may be found at the office of the Sonoma County Permit and Resource Management Department, 2550 Ventura Avenue, Santa Rosa, CA 95403.

THE FOREGOING RESOLUTION was introduced by Commissioner _____, who moved its adoption, seconded by Commissioner _____, and adopted on roll call by the following vote:

Commissioner
Commissioner
Commissioner
Commissioner
Commissioner

Ayes: Noes: Absent: Abstain:

WHEREUPON, the Chair declared the above and foregoing Resolution duly adopted; and

SO ORDERED.

Existing Duncans Mills Historic District

Proposed Duncans Mills Historic District

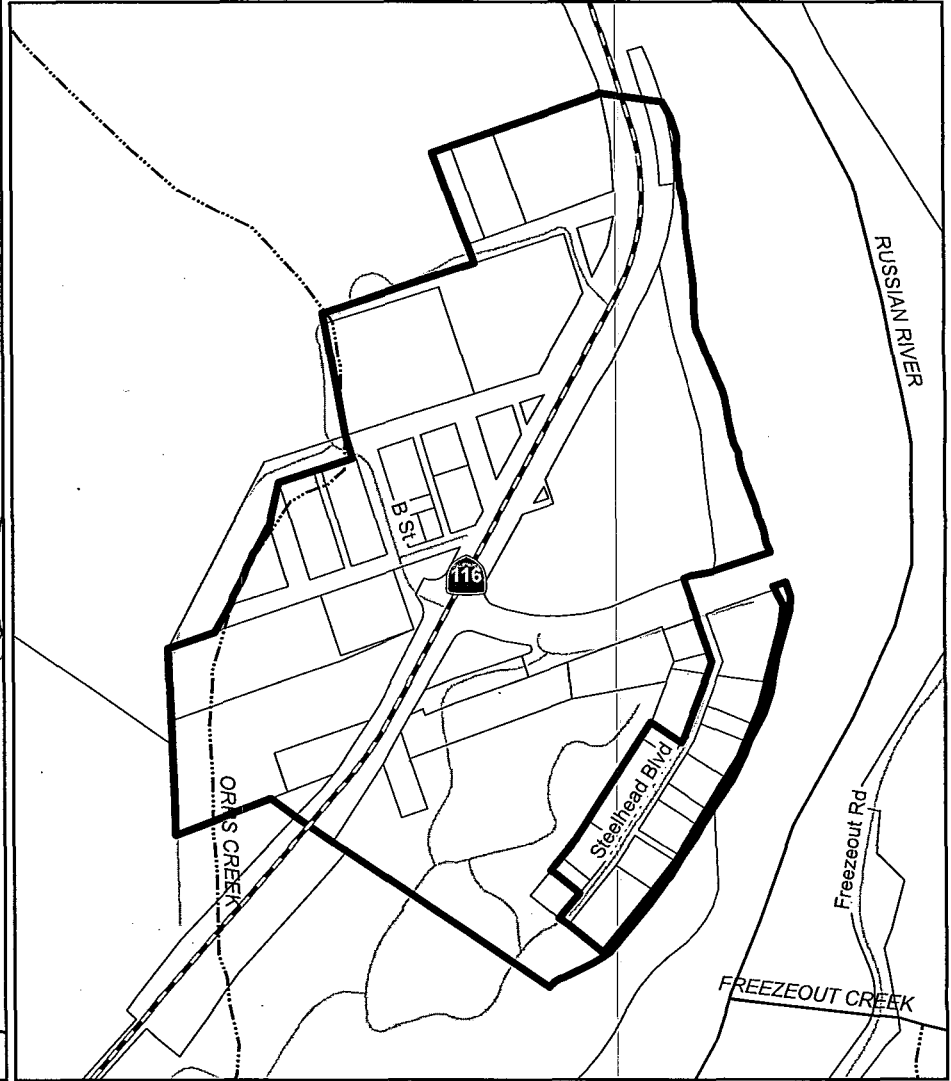
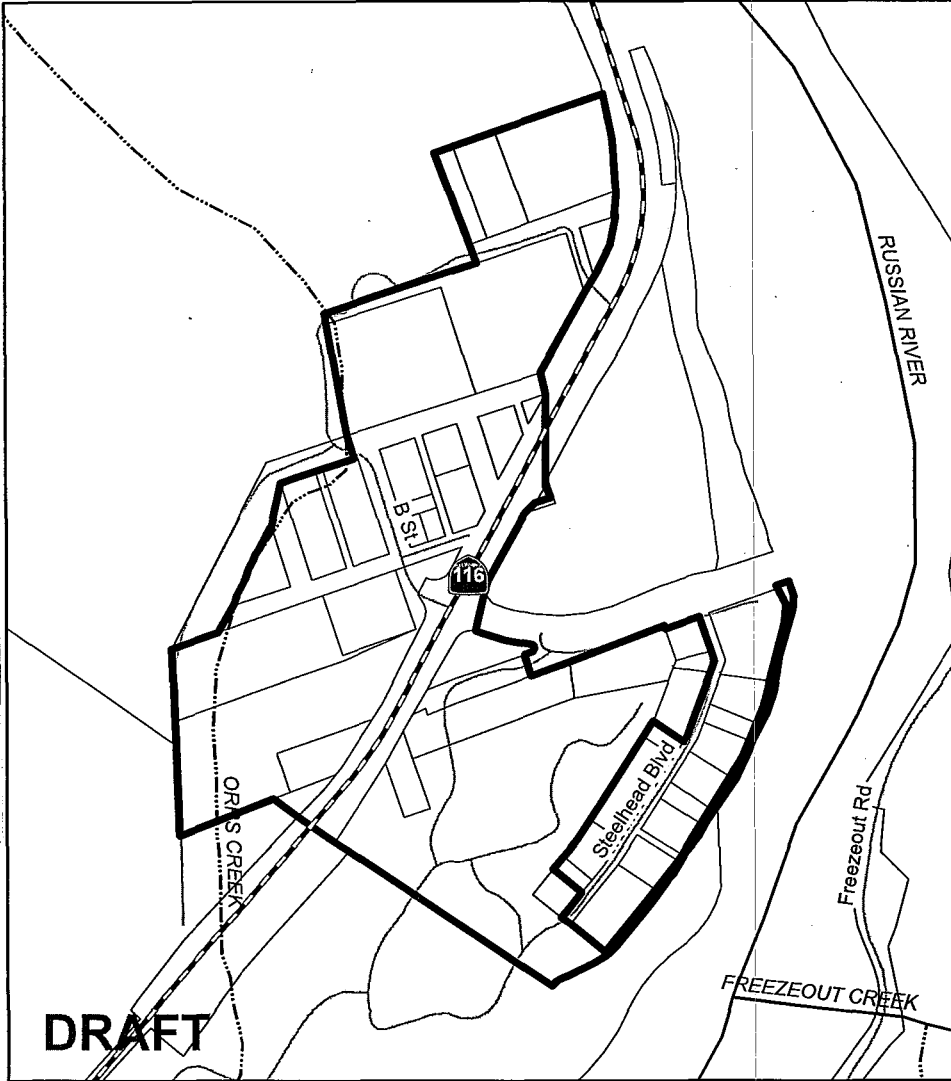






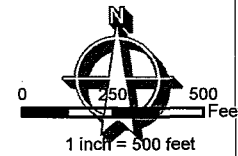


EXHIBIT G-A

DRAFT

Legend

-  Duncans Mills Historic District Boundary
-  Assessor Parcels
-  Highways
-  Street
-  Perennial
-  Intermittent



FILE: ZCE 11-0011
 AP #: Various
 Resolution No.

Permit and Resource Management Department
 Project Review Section

2550 Ventura Avenue, Santa Rosa, CA 95403
 (707) 565-1965 Fax (707) 565-1103



Sonoma County Planning Commission **STAFF REPORT**

Sonoma County Permit and Resource Management Department
2550 Ventura Avenue, Santa Rosa, CA 95403
(707) 565-1900 FAX (707) 565-1103

FILE: ZCE11-0009, ZCE11-0010, ZCE11-0011, ZCE11-0012
DATE: June 7, 2012
TIME: 1:45 p.m.
STAFF: Lisa D. Posternak

Board of Supervisors Hearing will be held at a later date and will be noticed at that time.

SUMMARY

Applicant: County of Sonoma

Owner: Various

Location: Bodega, Duncans Mills, Freestone, and Occidental Historic Districts
APNs: Various Supervisorial District No. 5

Subject: Historic District Design Guidelines and Amendment of Boundaries of Bodega and Duncans Mills Historic Districts

PROPOSAL: Adoption of Design Guidelines for Freestone, Occidental, Bodega and Duncans Mills Historic Districts; Amendment of Chapter 26 of Sonoma County Code to Reference Design Guidelines; and Amendment of Boundaries of Bodega and Duncans Mills Historic Districts Through Zoning Changes to Remove or Add HD (Historic District Combining) Zoning Designation.

Environmental Determination: Categorical Exemption, CEQA Guidelines, Section 15061(b)(3)

General Plan: Various

Specific/Area Plan: None

Zoning: Various

RECOMMENDATION: Staff recommends the Planning Commission recommend the Board of Supervisors:

- a. Adopt the proposed Design Guidelines for the Freestone, Occidental, Bodega and Duncans Mills Historic Districts; and
- b. Amend Article 68. - HD Historic Combining District of Chapter 26 of the Sonoma County Code to incorporate these Historic District Design Guidelines by reference; and

- c. Approve the Zoning Changes to amend the boundary of the Bodega Historic District by removing the HD zoning designation from the properties listed in Table 2 with the exception of 217 Church Street, APN 103-110-001, ID# 20 and 249 Salmon Creek Road, APN 103-120-033, ID#17; and
- d. Approve the Zoning Changes to amend the boundary of the Duncans Mills Historic District by adding HD (Historic District Combining) zoning designation to two parcels.

ANALYSIS

Background:

Purpose and Need for Historic District Design Guidelines

Freestone and Occidental:

In 2009 the Landmarks Commission determined the current Design Guidelines for the Freestone and Occidental Historic Districts are inadequate because they do not incorporate an historic context statement for the District; they do not identify contributory and non-contributory structures; they do not include the Secretary of the Interior's Standards for the Treatment of Historic Properties; and they do not include clear standards in sufficient detail on all aspects of design, or adequate illustrations. The Landmarks Commission recommended that the Design Guidelines be updated to incorporate the above information, and the Board of Supervisors authorized a 2009/2010 Transient Occupancy Tax (TOT) Advertising Fund grant for the work. PRMD hired a consultant (Garcia and Associates) to prepare the updated Historic District Design Guidelines. On September 7, 2010 the Landmarks Commission recommended that the Board of Supervisors approve the proposed Design Guidelines for the Freestone and Occidental Historic Districts. The Design Review Committee also reviewed and commented on the Design Guidelines.

Bodega and Duncans Mills:

In 2010 the Landmarks Commission recommended that the County develop Design Guidelines for the Bodega and Duncans Mills Historic Districts, and the Board of Supervisors authorized a 2010/2011 Transient Occupancy Tax (TOT) Advertising Fund grant for the work. PRMD hired a consultant (Painter Preservation & Planning) to prepare the new Historic District Design Guidelines. On March 6, 2012 the Landmarks Commission recommended the Board of Supervisors approve the proposed Design Guidelines for the Bodega and Duncans Mills Historic Districts and recommended that the boundary of the Duncans Mills Historic District be enlarged to include two additional parcels. The Design Review Committee also reviewed and commented on the Design Guidelines.

Historic District Characteristics & Establishment

Freestone:

The Freestone Historic District is a geographically contiguous district consisting of about 33 buildings primarily located on one core street (Bohemian Highway) within the town of Freestone. This rural district consists predominantly of residential buildings, although additional building types in the district include about five commercial buildings, one former school house building (now residential), barns, and one firehouse.

Freestone was first developed in the 1850s; today the rural community features primarily low-rise, wood-frame, wood-clad residential and commercial buildings in the Greek Revival, Italianate, Queen Anne, and Vernacular styles dating from 1870 to 1910. A few additional residential buildings were constructed in Freestone in the 1920s to 1940s in a predominantly Vernacular style. Together these

building styles define a special sense of place.

The period of significance of the Freestone Historic District is 1870 to 1940. The Freestone Historic District is significant as a place that has made a substantial contribution to the broad patterns of local history. The Freestone community was established during 1860-1870 as a rural community engaged in farming and logging. The growth of Freestone is closely intertwined with the development of the North Coast Pacific Railroad, a narrow gauge steam railroad that carried redwood lumber, local dairy and agricultural products, and passengers from Marin and Sonoma counties. The development of the community of Freestone was spurred by the construction of the railroad, which initially brought railroad laborers to the area and provided transportation of goods from this region to the San Francisco Bay Area. As a community, Freestone reflects geographical patterns associated with its settlement and growth and railway transportation.

The Freestone Historic District is also significant for its distinctive characteristics of style and period. Freestone is a small but cohesive collection of residential and a few commercial buildings from the mid to late 19th century in the Greek Revival, Italianate, Queen Anne, and Vernacular styles. These buildings retain a good level of architectural integrity and exhibit many of the typical character-defining features listed in the Design Guidelines. The buildings in Freestone are well constructed and designed; the Freestone Historic District embodies a collection of elements of architectural design, details, and materials that represent a small rural community of late 19th century Vernacular architectural styles in Sonoma County.

The County adopted Ordinance No. 1849 establishing the Freestone Historic District on December 17, 1974. The boundary of the Historic District encompasses the downtown section of Freestone along Bohemian Highway from Bodega Road to the northern limits of town (see Exhibit B). The Historic District contains 34 parcels. Three properties in the Historic District are designated a Sonoma County Historic Landmark. The "Design Review Policy Guidelines for the Freestone Historic District" were adopted by the Board of Supervisors subsequent to a petition in 1973 from 22 Freestone property owners to establish an Historic District.

Occidental:

The Occidental Historic District is a geographically contiguous district consisting of about 103 buildings primarily located on a grid plan of streets within the town of Occidental. The district consists primarily of commercial and professional buildings on Bohemian Highway and Main Street, and residential buildings on the streets perpendicular to Bohemian Highway and Main Street. Additional building types in the district include two churches, two motels, post office, community center, fire station, barn, and community arts center.

Occidental was first developed in the 1860 to 1870s; today the community features primarily low-rise, wood-frame, wood-clad residential and commercial buildings in the Greek Revival, Queen Anne, Stick/Eastlake, and Vernacular styles dating from 1870 to 1910. Additional residential and commercial buildings were constructed in Occidental in the 1920s to 1950s primarily in the Vernacular, Craftsman/Bungalow, and Modern styles. Together these buildings styles help to define a special sense of place. Occidental is laid out on a grid pattern, with Bohemian Highway and Main Street serving as the main commercial thoroughfares (in line with the former railroad bed). Perpendicular streets lined with residential buildings climb up the steep sides of the mountains east and west of the commercial core.

The Occidental Historic District is significant as a place that has made a significant contribution to the broad patterns of local history. The Occidental community was established during the 1860s and 1870s as a rural community engaged in farming and logging. The growth of Occidental is closely intertwined with the development of the North Coast Pacific Railroad. The development of the community of Occidental was spurred by the construction of the railroad, which initially brought railroad laborers to the area and provided transportation of goods from this region to the San Francisco Bay Area. Occidental as a community reflects geographical patterns associated with its settlement and growth and railway transportation.

The Occidental Historic District is also significant for its distinctive characteristics of style and period.

Occidental is a cohesive collection of residential and commercial buildings from the mid to late 19th century in the Greek Revival, Queen Anne, Stick/Eastlake, and Vernacular styles that retain a good level of architectural integrity. The buildings exhibit and maintain many of the typical character-defining features listed in the Design Guidelines. The buildings in Occidental are well constructed and designed; the Occidental Historic District embodies a collection of elements of architectural design, details, and materials that represent a small rural community of late 19th century Vernacular architectural styles in Sonoma County.

The Board of Supervisors adopted Ordinance No. 2611 establishing the Occidental Historic District on March 4, 1980. The boundary of the Historic District encompasses generally downtown Occidental, the east and west sides of both Bohemian Highway and Main Street between 1st Street and Graton Road, the west side of Bohemian Highway from the intersection with Graton Road to about 1,000 feet northwest, and along both sides of Coleman Valley Road from the intersection with Bohemian Highway to about 400 feet northwest (see Exhibit B). The Historic District contains 91 parcels. Five properties in the Historic District are designated a Sonoma County Historic Landmark. The Board adopted the Occidental Town Study Preliminary Report (December 17, 1974) that incorporates the current "Occidental Design Review Standards".

Bodega:

The Bodega Historic District is a geographically contiguous district consisting of about 41 properties located within the town of Bodega. The district consists of commercial, institutional, and residential buildings located on Bodega Highway, Bodega Lane, and Salmon Creek Road in Bodega.

Bodega was established in 1853 as Bodega Corners, although like many historic communities some of the earliest buildings have succumbed to fire. As a result, several of the earliest buildings date to the 1870s. Today the community features primarily low-rise, wood-frame, wood-clad residential and commercial buildings in the Greek Revival, Second Renaissance Revival, Gothic Revival, Italianate, and Vernacular styles dating from about 1853 to 1900.

Later residential and commercial buildings constructed in Bodega are typically vernacular structures, displaying relatively simple stylistic features. The architectural quality of the Bodega Historic District is in its special nineteenth century buildings, while later and vernacular structures can be thought of as 'background buildings' against which its outstanding structures are set. Bodega is also noted for its urban design qualities; natural features; and its setting, including the topography, which enhances the special buildings and collectively defines its sense of place.

The period of significance for the Bodega Historic District is 1853 to 1963. The Bodega Historic District is significant as a place that has made a significant contribution to the broad patterns of local history. The Bodega community was established during the 1850s as a rural community engaged in farming and dairy ranching. The community was also the commercial center for industry in the area, which included establishment of the first saw mill in Sonoma County on the Smith Ranch and shipping of agricultural products through the Port of Bodega. The development of significant civic structures, including the St. Teresa of Avila Church and Potter School, set the architectural tone for the region and qualifying the Bodega Historic District for listing on the California Register of Historical Resources for its distinctive characteristics of style and period. While a number of important buildings have been lost or altered over time, the town remains a cohesive collection of residential and commercial buildings dating from the mid-to-late 19th century that retain a good – and sometimes outstanding – level of architectural integrity. In its form, design characteristics, and functions it remains a good representation of a small rural agricultural community in Sonoma County.

The Board of Supervisors adopted Ordinance No. 3217 establishing the Bodega Historic District on October 31, 1983. The boundary of the Historic District encompasses primarily the downtown section of Bodega, along both sides of Bodega Highway from about Bodega Calvary Cemetery northeast to about Salmon Creek, including the north and west sides of Bodega Lane (see Exhibit B).

Duncans Mills:

The Duncans Mills Historic District is a geographically contiguous district consisting of about 20 properties located within the town of Duncans Mills. The district consists of commercial, institutional, and residential buildings and four train cars. It is located on the north and south sides of Highway 116, off B Street on the north side and Steelhead Boulevard on the south side.

Duncans Mills was established in 1877 by Alexander Duncan as a company town for the Duncan Mills Land and Lumber Company. In 1860 it was located, in conjunction with the mill, near the mouth of the Russian River, at the present location of Bridgehaven. The town moved when the North Pacific Coast Railroad offered to build a bridge across the river at its present location, facilitating the movement of lumber and other goods from the mills in the region. This early history came to a close however in the first quarter of the twentieth century. The town was rehabilitated in the 1970s to close to its present appearance. A commercial center is located within the historical plat of the town. Another commercial center is located on the opposite side of the road where the railroad, mill buildings, and lumber yards once were.

Today the community features primarily low-rise, wood-frame, wood-clad commercial and residential structures in Italianate and Vernacular styles dating from 1877 to the 1970s. Because the town was rehabilitated in the 1970s, when historic preservation values differed from values today, and because a few infill structures have been added, the architectural integrity of the town as a whole is not high. No buildings remain from the original mill, but the 1907 railroad depot has been restored, as has an early freight house. Several early homes and commercial structures remain as well. The town retains an overall character that conveys a sense of its history. It is primarily this character that is addressed in these guidelines.

The period of significance for the Duncans Mills Historic District is 1877 to 1961. The Duncans Mills Historic District is significant as a place that has made a significant contribution to the broad patterns of local history. Duncans Mills, established in 1877 as a Duncans Mills Land and Lumber Company town, is significant for its association with the North Coast Pacific Railroad, and the role of that railroad in the history of the timber industry in the lower Russian River area. Two buildings and a four train cars remain from that era. Today the town is divided by and also oriented toward Highway 116, just as it was historically oriented toward the railroad, which followed the same route. It retains a collection of its earlier buildings through preservation efforts, and some of the historical qualities of the historic town through preservation and infill development.

The Board of Supervisors adopted Ordinance No. 2949 establishing the Duncans Mills Historic District on March 2, 1982. The boundary of the Historic District encompasses the area on the west side of State Highway 116 from the intersection with Moscow Road to about 1,500 feet northwest; and along the east and west sides of State Highway 116 from the intersection with Moscow Road to about 700 feet southwest (see Exhibit B).

Project Description:

The proposed project involves: 1) adoption of the Bodega, Duncans Mills, Freestone, and Occidental Historic District Design Guidelines; 2) amendment of Article 68 (HD Historic Combining District) of Chapter 26 (Sonoma County Zoning Regulations) of the Sonoma County Code to reference the Design Guidelines; and 3) amendment of the boundary of the Duncans Mills Historic District to add HD (Historic District Combining) zoning designation to two parcels.

Historic District Design Guidelines

The proposed Design Guidelines for each Historic District include standards and recommendations for the design of both exterior alterations to structures and new construction to retain the existing historic characteristics and integrity of the Historic District.

The Historic District Design Guidelines are intended for use by property owners and their architects in designing alterations to the exterior of existing structures and buildings and construction of new structures

and buildings; and for use by staff and the Landmarks Commission in providing design guidance to applicants of construction projects and design review of construction projects proposed on parcels located in the Historic Districts. The Design Guidelines contain the following sections: Executive Summary, Introduction, Historic Context and Overview, The Design Review Process, Historic District Design Guidelines, References, Appendices, and Figures. The proposed Design Guidelines for the Freestone, Occidental, Bodega, and Duncans Mills Historic Districts are attached as Exhibits O, P, Q and R, respectively, to this Staff Report.

Amendment of Chapter 26 of Sonoma County Code

The proposed project includes amendment of Article 68 (HD Historic Combining District) of Chapter 26 (Sonoma County Zoning Regulations) of the Sonoma County Code by adding the text in underline:

Sec. 26-68-010. - Designation of historic structures and historic districts.

Pursuant to the normal zoning procedures:

- (a) *An individual structure or an integrated group of structures on a single lot or lots having a special historical, architectural or aesthetic interest or value as a historic structure may be designated; and*
- (b) *An area having special historical, architectural or aesthetic interest or value as a historic district may be designated. Before creating a historic district the advice of local citizens and committees may be sought.*

Sec. 26-68-020. - Alterations of designated historic structures and new construction within a historic district.

No zoning permit authorizing alterations (including demolition) in the exterior of a structure within the boundaries of a historic district and no zoning permits authorizing construction of a new building within the boundaries of a historic district shall be granted unless approval has been granted by the county landmarks commission. Minor alterations may be reviewed and approved by staff in conformance with standards. In all cases where the request for a zoning permit involves demolition alone, however, the county landmarks commission shall take action on such request within six months of the date of application for the permit. It is not intended by this chapter to grant the county landmarks commission jurisdiction over zoning or use permit matters other than in the area of design review.

Sec. 26-68-025. - Conformance with historic district design guidelines. Alterations to existing structures and construction of new structures within the following designated Historic Districts must be consistent with the Design Guidelines adopted by the Board of Supervisors:

- 1. Bodega Historic District Design Guidelines.*
- 2. Freestone Historic District Design Guidelines.*
- 3. Occidental Historic District Design Guidelines.*

The proposed project also includes amendment of Article 24 (HD Historic Combining District) of Chapter 26C (Sonoma County Coastal Zoning Regulations) of the Sonoma County Code by adding the text in underline:

Section 26C-240. Designation of Historic Structures and Historic Districts.

Pursuant to the normal zoning procedures:

- (a) *An individual structure or an integrated group of structures on a single lot or lots having special historical, architectural or aesthetic interest or value as a historic structure may be designated; and*

- (b) *An area having special historical, architectural or aesthetic interest or value as a historic district may be designated. Before creating a historic district the advice of local citizens and committees may be sought.*

Section 26C-241. Alterations of Designated Historic Structures and New Construction within a Historic District.

No zoning permit authorizing alterations (including demolition) in the exterior of a structure within the boundaries of a historic district and no zoning permits authorizing construction of a new building within the boundaries of a historic district shall be granted unless approval has been granted by the County Landmarks Commission. Minor alterations may be reviewed and approved by staff in conformance with standards. In all cases where the request for a zoning permit involves demolition alone, however, the county landmarks commission shall take action on such request within six months of the date of application for the permit. It is not intended by this chapter to grant the county landmarks commission jurisdiction over zoning or use permit matters other than in the area of design review.

Conformance with Historic District Design Guidelines. Alterations to existing structures and construction of new structures within the following designated Historic Districts must be consistent with the Design Guidelines adopted by the Board of Supervisors:

1. *Duncans Mills Historic District Design Guidelines.*

Zoning Changes to Amend Historic District Boundaries.

The consultant for the Duncans Mills Historic District Design Guidelines and the Landmarks Commission recommend the boundary of the Duncans Mills Historic District be amended to include the two properties listed in Table 1 and as shown on the map in Exhibit R. Amendment of the boundary of the Duncans Mills Historic District to include these two properties would be implemented by adding HD (Historic District Combining) zoning designation to the two parcels. However, the consultant recommends the boundary of the Bodega Historic District be amended to remove seven properties (see Issue #3).

The consultant and the Landmarks Commission recommend the boundaries of the Freestone and Occidental Historic Districts remain the same.

Table 1. Properties Recommended by Consultant For Addition to Duncans Mills Historic District.				
APN Street Address ID#	Existing Development	Existing Zoning*	Proposed Zoning*	Reason
096-170-006 23450 Moscow Road #32	1965 Russian River Rodeo	RRD CC B6 160/640 F1 F2 SR VOH	RRD CC B6 160/640 F1 F2 HD SR VOH	Property does not contain historic resources, but should be included in Historic District 1) to create a continuous boundary, and 2) development on parcel could be inconsistent with historic character and resources of Historic District.

096-170-007 25150 Steelhead Boulevard #33	1936 Russian River Sportsmen's Club	RRD CC B6 160/640 BR F1 F2 SR VOH	RRD CC B6 160/640 BR F1 F2 HD SR VOH	Existing building fits within Period of Significance for Historic District and retains integrity.
<p>* BR - Biotic Resources CC - Coastal Zone F1 - Floodway F2 - Floodplain HD - Historic District RRD, B6-160/640 - Resources and Rural Development, 160 acre-density, 640 acre minimum parcel size SR - Scenic Resources VOH - Valley Oak Habitat</p>				

DISCUSSION OF ISSUES

Issue #1: Landmarks Commission and Design Review Committee

The Design Review Committee (DRC) reviewed the Freestone and Occidental Historic District Draft Design Guidelines on October 6, 2010. The DRC made recommendations to refine and clarify the documents' standards. The DRC's recommendations have been incorporated into the Draft Historic District Design Guidelines.

The DRC reviewed the Bodega and Duncans Mills Historic District Design Guidelines on October 19, 2011. The DRC was concerned with the document title "Design Guidelines", as Design Guidelines are traditionally used by the DRC to provide direction on all aspects of site design versus limited direction that focuses on the historic characteristics and context of an area. The DRC recommended the name of the Bodega, Duncans Mills, Freestone, and Occidental documents be changed from "Historic District Design Guidelines" to "Historic District Historic Reference Guidelines".

Landmarks Commission staff decided not to change the titles of the documents from "Historic District Design Guidelines" to "Historic District Historic Reference Guidelines" for several reasons: "Historic District Design Guidelines" is the title that the Landmarks Commission prefers, the title that professionals in the fields of architectural history or historic architecture give to such documents, and the title that many local jurisdictions use for such documents. The Historic District Design Guidelines are for Landmarks Commission review of proposed development. If DRC review of the proposed development is also required, the DRC will apply additional design standards to that development pursuant to Article 82 (Design Review) of Chapter 26 (Sonoma County Zoning Regulations) of the Sonoma County Code..

Issue #3: Amendment of Historic District Boundaries

The Design Guidelines for each Historic District include standards and recommendations for the design of both exterior alterations to structures and new construction to retain the existing historic characteristics and integrity of the Historic District.

Bodega:

The consultant for the Bodega Historic District Design Guidelines recommends the Historic District boundary be amended to remove the seven properties listed in Table 2 and shown on the map in Exhibit M. The consultant's reasoning for removal of these properties from the Historic District include a building construction date too recent to fit within the Period of Significance for the Historic District (several of the properties contain manufactured homes), inconsistency with the Area of Significance or Theme for the Historic District, lack of integrity, and geographic separation from the core of Bodega. However, the Landmarks Commission does not recommend amendment of the Bodega Historic District boundary to remove these seven properties. The Landmarks Commission determined that designation of these seven properties as "non-contributing" to the Historic District is all that is necessary to address the issues raised by the consultant.

However, all but two (217 Church Street, APN 103-110-001, ID# 20 & 249 Salmon Creek Road, APN 103-120-033, ID#17) of the eight properties are not visible from the main portion of the Bodega Historic District; and the main portion of the Bodega Historic District is not visible from these properties.

Therefore, as development on these six properties is not and would not be related visually to development in the main portion of the Bodega Historic District, including Historic Landmark properties, removal of these properties from the Bodega Historic District would not have a significant, adverse impact on the historic resources, character, or integrity of the Historic District. However, if these six properties remain in the Bodega Historic District, an application and fee for Landmarks Commission Design Review would still be required for any exterior alterations to existing structures, construction of new structures, or demolition of existing structures on these properties, even if that review is not necessary to preserve the historic resources, character, and integrity of the Historic District. Therefore, it is staff's recommendation that these six properties be removed from the Bodega Historic District.

Table 2. Properties Recommended by Consultant For Removal From Bodega Historic District.

APN Street Address ID #	Existing Development	Existing Zoning*	Proposed Zoning*	Reason
103-110-001 217 Church Street #20	1910 four agricultural buildings	RC BR HD SR	RC BR SR	Property is inconsistent with Area of Significance or Theme for Historic District; and/or is geographically separate from Bodega core.
103-120-033 249 Salmon Creek Road #17	single-family dwelling & accessory structure	RC HD	RC	Building construction date is too recent to fit within Period of Significance for Historic District; and/or property is geographically separate from Bodega core.
103-130-008 352 Salmon Creek Road #12	1981 manufactured home	RR B6 10 BR HD	RR B6 10 BR	Building construction date is too recent to fit within Period of Significance for Historic District; and/or property is geographically separate from Bodega core.
103-130-010 330 Salmon Creek Road #11	1978 manufactured home	RR B6 10 BR HD	RR B6 10 BR	Building construction date is too recent to fit within Period of Significance for Historic District; and/or property is geographically separate from Bodega core.

103-130-012 544 Salmon Creek Road #13	1969 manufactured home	RR B6 10 BR HD	RR B6 10 BR	Building construction date is too recent to fit within Period of Significance for Historic District; and/or property is geographically separate from Bodega core.
103-130-013 550 Salmon Creek Road #14	1970 manufactured home	RR B6 10 BR HD	RR B6 10 BR	Building construction date is too recent to fit within Period of Significance for Historic District; and/or property is geographically separate from Bodega core.
103-130-015 320 Salmon Creek Road #10	1965 manufactured home	RR B6 10 HD	RR B6 10	Building construction date is too recent to fit within Period of Significance for Historic District; and/or property is geographically separate from Bodega core.
103-130-016 310 Salmon Creek Road #9	1965 single-family dwelling & shop	RR B6 10 BR HD	RR B6 10 BR	Building construction date is too recent to fit within Period of Significance for Historic District; and/or property is geographically separate from Bodega core.
* BR - Biotic Resources HD - Historic District RC - Rural Commercial RR B6 10 - Rural Residential, 10 acre-density SR - Scenic Resources				

Duncans Mills:

The consultant for the Duncans Mills Historic District Design Guidelines recommends the Historic District boundary be amended to remove the four properties listed in Table 3 and shown on the map in Exhibit N. The consultant's reasoning for removal of these properties from the Historic District include a building construction date too recent to fit within the Period of Significance for the Historic District, inconsistency with the Area of Significance or Theme for the Historic District, and location on the periphery of the Duncans Mills Historic District. However, the Landmarks Commission does not recommend amendment of the Duncans Mills Historic District boundary to remove these four properties. The Landmarks Commission determined that designation of these seven properties as "non-contributing" to the Historic District is all that is necessary to address the issues raised by the consultant. The Landmarks Commission was concerned that future development on these properties could be inconsistent with the historic character and resources of the Historic District.

Table 3. Properties Recommended by Consultant For Removal From Duncans Mills Historic District.				
APN Street Address ID #	Existing Development	Existing Zoning*	Proposed Zoning*	Reason
096-140-015 25191 Steelhead Boulevard #25	vacant	CT CC F2 HD VOH	CT CC F2 VOH	Property is vacant and non-contributing to Historic District.
096-140-014 25209 Steelhead Boulevard #26	vacant	CT CC F2 HD VOH	CT CC F2 VOH	Property is vacant and non-contributing to Historic District.
096-140-023 25233 Steelhead Boulevard #27	1965 The Inn at Duncans Mills	CT CC F2 HD VOH	CT CC F2 VOH	Building construction date is too recent to fit within Period of Significance for Historic District.
096-140-010 25365 Steelhead Boulevard #30	1950 mobile home	CT CC F2 HD VOH	CT CC F2 VOH	Building construction date is too recent to fit within Period of Significance for Historic District.
* CC - Coastal Zone CT - Commercial Tourist F2 - Floodplain HD - Historic District VOH - Valley Oak Habitat				

Issue #1: Consistency With Sonoma County General Plan and Local Coastal Plan

The proposed Design Guidelines for the Freestone, Occidental, Bodega, and Duncans Mills Historic Districts and the proposed amendment of the Duncans Mills Historic District boundary by adding two parcels are consistent with the goals, objectives, and policies of the Sonoma County General Plan and the recommendations of the Sonoma County Local Coastal Plan, as they would protect and preserve significant historical sites that represent the ethnic, cultural, and economic groups that have lived and worked in Sonoma County; and conserve and preserve historic structures and buildings.

The potential amendment of the Bodega Historic District boundary by removing six parcels is consistent with the goals, objectives, and policies of the Sonoma County General Plan, as this boundary amendment would not have an adverse impact on the historic character, resources, and integrity of the Bodega Historic District (see Issue #3).

Issue #4: California Environmental Quality Act

The proposed Design Guidelines have been determined to be exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA Guidelines. According to this General Rule, CEQA applies only to those projects which have the potential to cause a significant environmental

effect. The proposed Design Guidelines are intended to supplant the existing design standards which operate to preserve and protect the historic resources of the particular Historic District. All new development including exterior alterations to existing structures, construction of new structures, and demolition of existing structures would require a discretionary entitlement and be subject to a CEQA analysis at that time.

~~The potential amendment of the Bodega Historic District boundary by removing the HD (Historic District Combining) zoning designation from six parcels in the Bodega Historic District would not have a significant, adverse impact on the historic character, resources, or integrity of the Bodega Historic District because existing development on these six properties is not, and future development on these properties would not be, related visually to existing and future development in the main portion of the Bodega Historic District, including Historic Landmark properties.~~

STAFF RECOMMENDATION

Staff recommends the Planning Commission adopt a Resolution recommending the Board of Supervisors adopt the proposed Design Guidelines for the Bodega, Duncans Mills, Freestone, and Occidental Historic Districts; amend Article 68 - HD Historic Combining District of Chapter 26 of the Sonoma County Code to incorporate these Design Guidelines by reference; approve the Zoning Changes to amend the boundary of the Duncans Mills Historic District by adding the HD (Historic District Combining) zoning designation to the two properties listed in Table 1; and approve the Zoning Changes to amend the boundary of the Bodega Historic District by removing the HD zoning designation from the properties listed in Table 2, with the exception of 217 Church Street, APN 103-110-001, ID# 20 and 249 Salmon Creek Road, APN 103-120-033, ID#17.

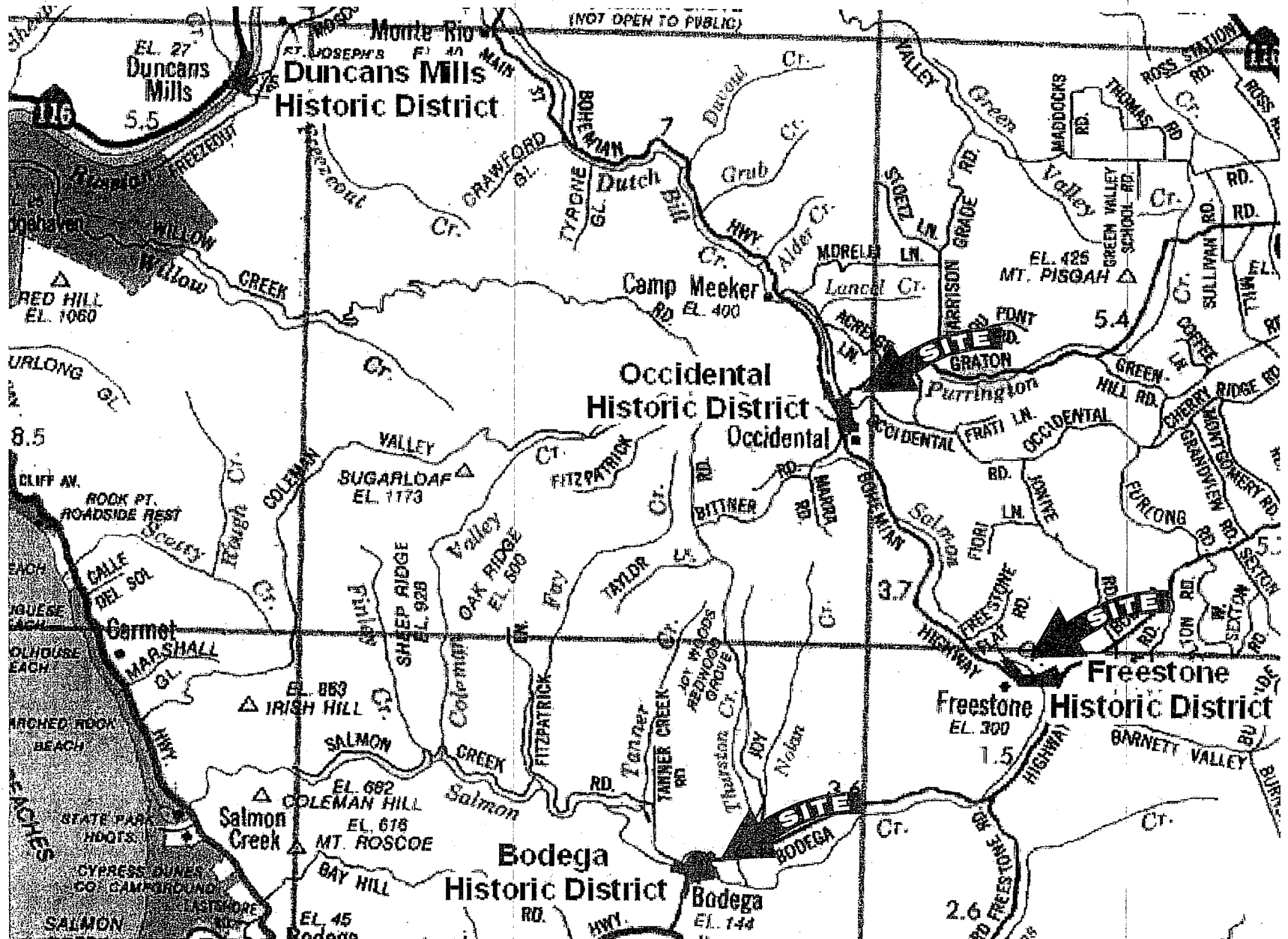
FINDINGS FOR RECOMMENDED ACTION

1. The adoption of the proposed Design Guidelines for the Bodega, Duncans Mills, Freestone, and Occidental would protect and preserve the historic character and resources of these areas.
2. The proposed Design Guidelines for the Bodega, Duncans Mills, Freestone, and Occidental Historic Districts are consistent with the goals, objectives, and policies of the Sonoma County General Plan and the recommendations of the Sonoma County Local Coastal Plan because they would protect and preserve significant historical sites that represent the ethnic, cultural, and economic groups that have lived and worked in Sonoma County; and conserve and preserve historic structures and buildings.
3. The proposed Design Guidelines for the Bodega, Duncans Mills, Freestone, and Occidental Historic Districts are exempt from the provisions of the California Environmental Quality Act (CEQA) under Title 14 of the California Code of Regulations, Section 15061(b)(3), as they do not constitute a project which has the potential to cause a significant effect on the environment. The Design Guidelines are intended to provide for the protection and preservation of the historic character and resources of the Historic Districts, and subsequent development in the Historic Districts requires discretionary design review by the Landmarks Commission and Design Review Committee.
4. The proposed addition of the HD (Historic District Combining) zoning designation to two parcels in the Duncans Mills Historic District would further protect and preserve the historic character and resources of Duncans Mills.
5. Removal of the HD zoning designation from six parcels in the Bodega Historic District would not have a significant, adverse impact on the historic character, resources, or integrity of the Historic District because existing development on these six properties is, and future development on these properties would not be, visually related to existing and future development in the main portion of the Bodega Historic District.

LIST OF ATTACHMENTS:

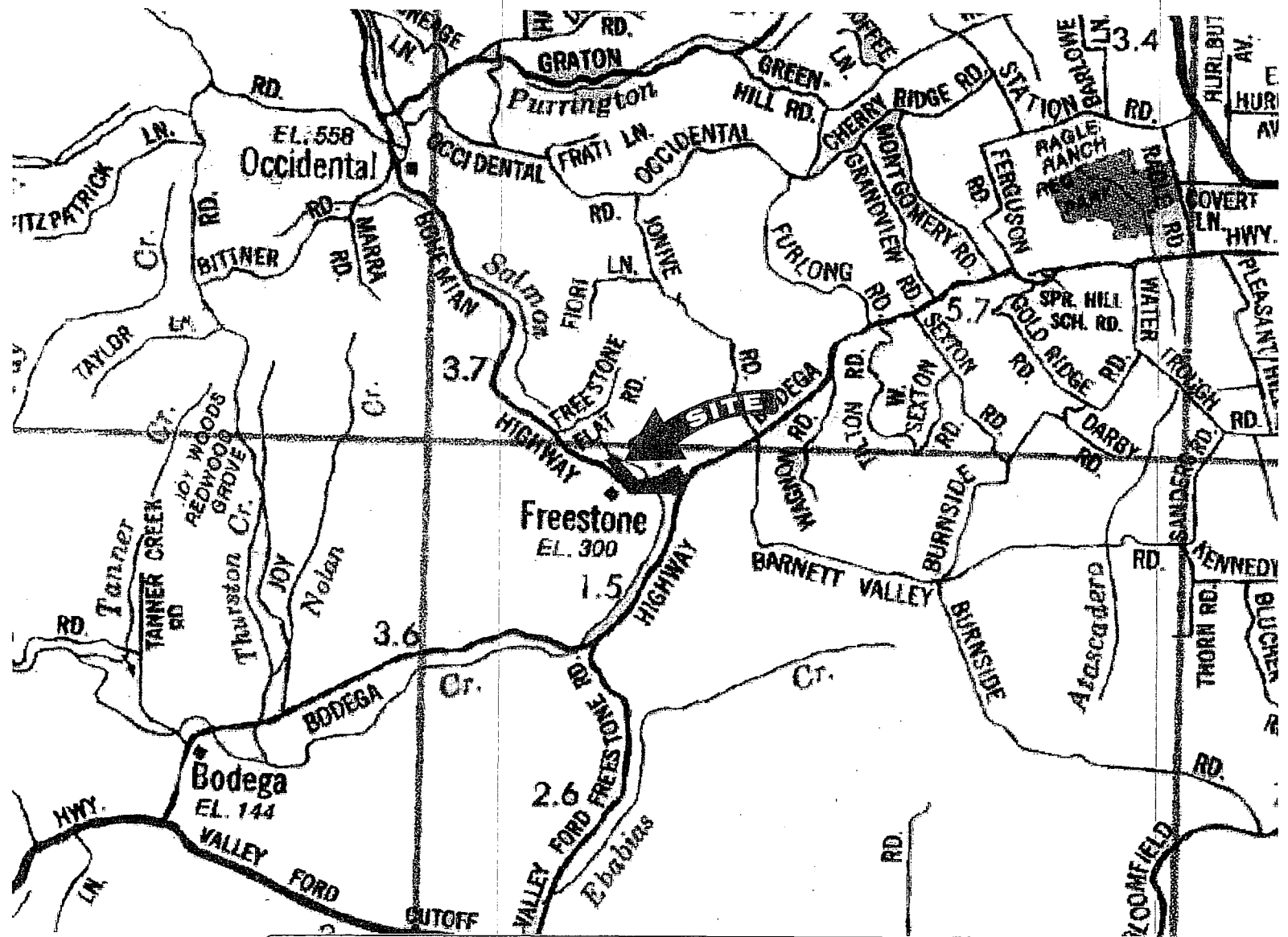
- ✓ EXHIBIT A: Location Maps (5)
- ✓ EXHIBIT B: Historic District Maps (4)
- ✓ EXHIBIT C: Landmarks Commission Meeting Minutes dated September 7, 2010 and July 12, 2011
- ✓ EXHIBIT D: Design Review Committee Record of Action dated October 6, 2010 and October 19, 2011

- EXHIBIT E: Draft Resolution - Freestone Historic District
- EXHIBIT F: Draft Resolution - Occidental Historic District
- EXHIBIT G: Draft Resolution - Bodega Historic District
- EXHIBIT H: Draft Resolution - Duncans Mills Historic District
- EXHIBIT I: Draft Resolution - Sonoma County Code Amendment to Article 68
- EXHIBIT J: Draft Resolution - Sonoma County Code Amendment to Article 24
- ~~EXHIBIT K: Draft Ordinance - Bodega Historic District~~
- EXHIBIT L: Draft Ordinance - Duncans Mills Historic District
- EXHIBIT M: Draft Ordinance - Sonoma County Code Amendment to Article 68
- EXHIBIT N: Draft Ordinance - Sonoma County Code Amendment to Article 24
- EXHIBIT O: Bodega Historic District Properties Map
- EXHIBIT P: Duncans Mills Historic District Properties Map
- EXHIBIT Q: Draft Freestone Historic District Design Guidelines
- EXHIBIT R: Draft Occidental Mills Historic District Design Guidelines
- EXHIBIT S: Draft Bodega Historic District Design Guidelines
- EXHIBIT T: Draft Duncans Mills Historic District Design Guidelines

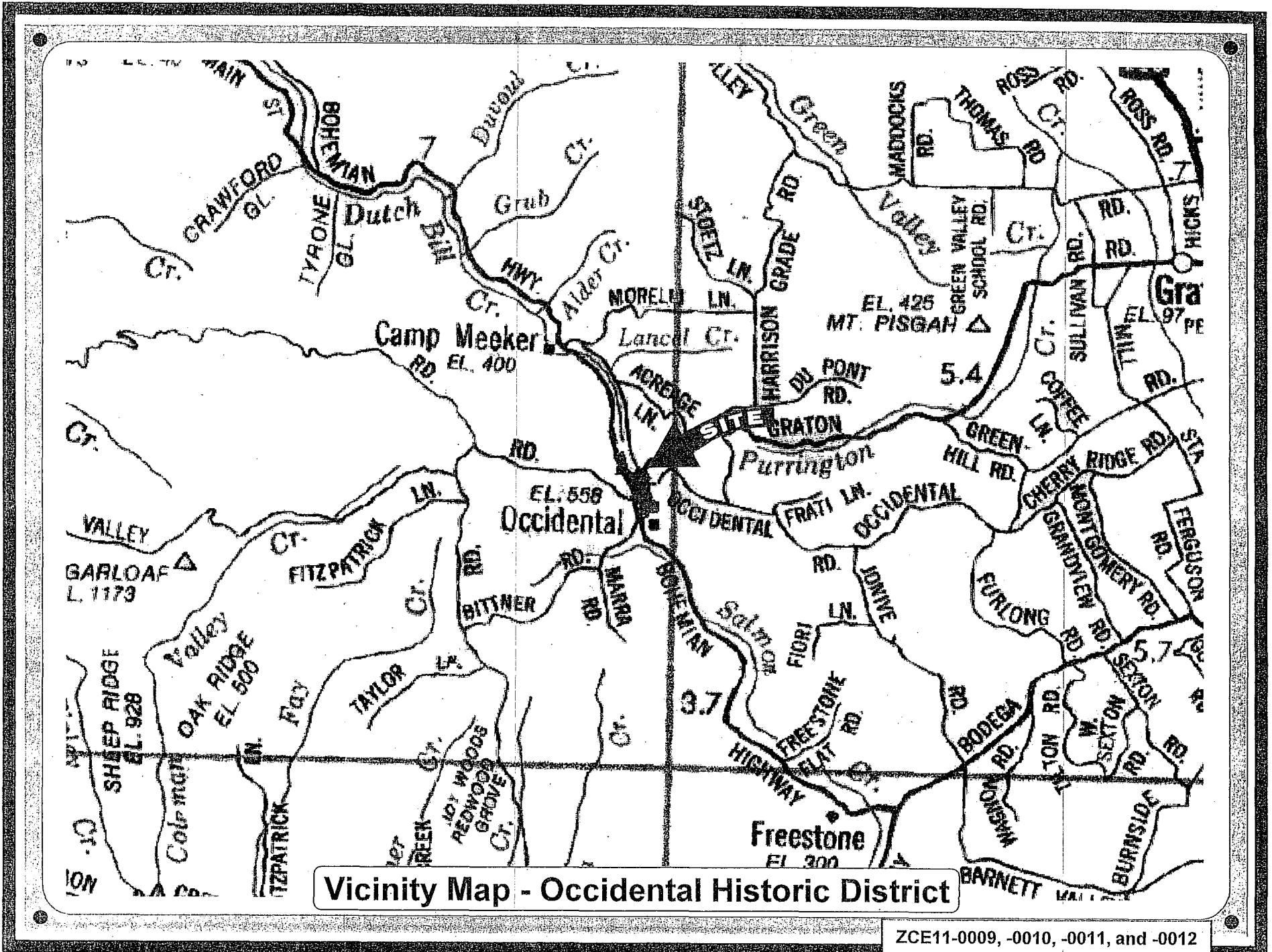


Vicinity Map - All Historic Districts

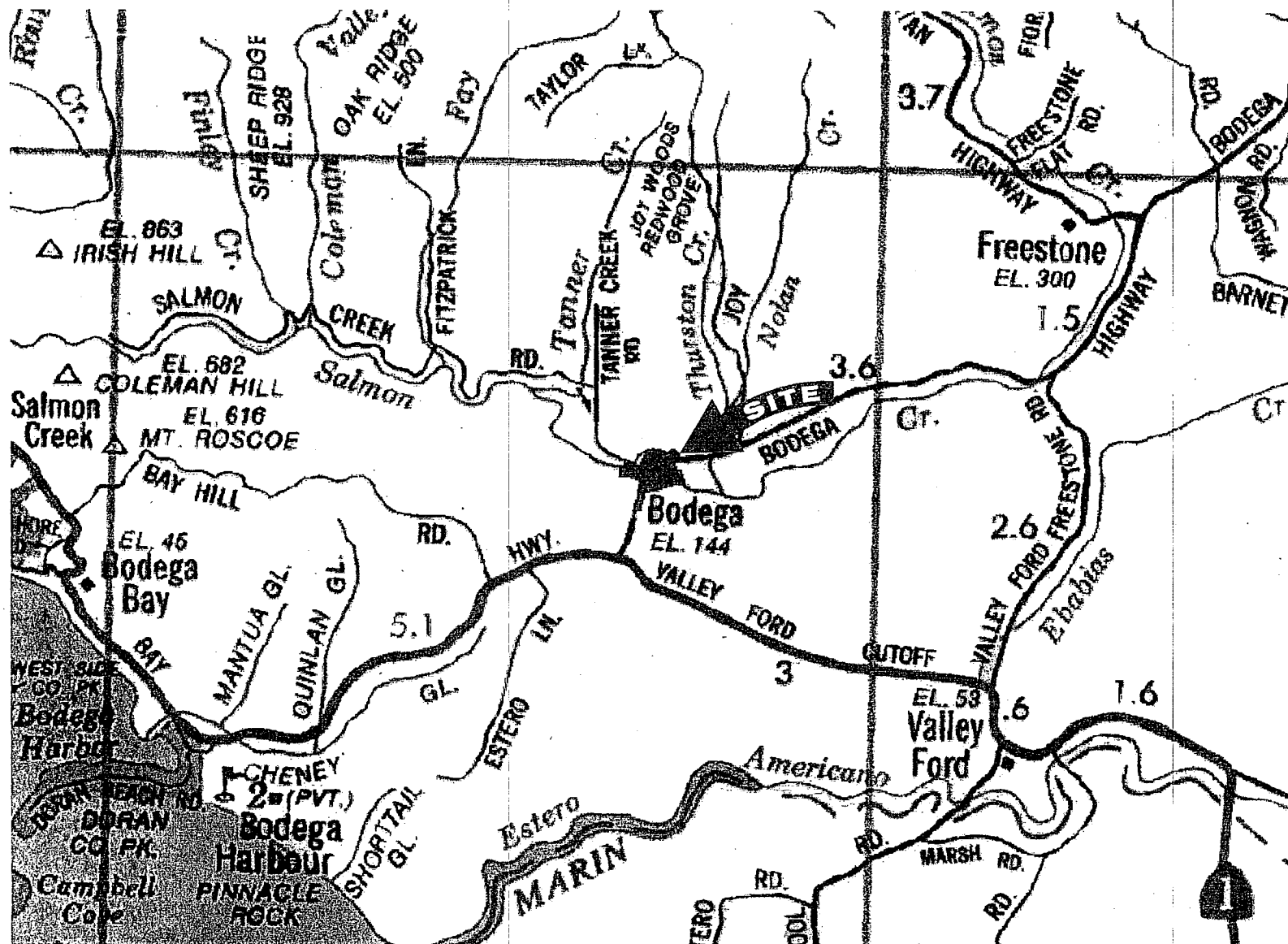
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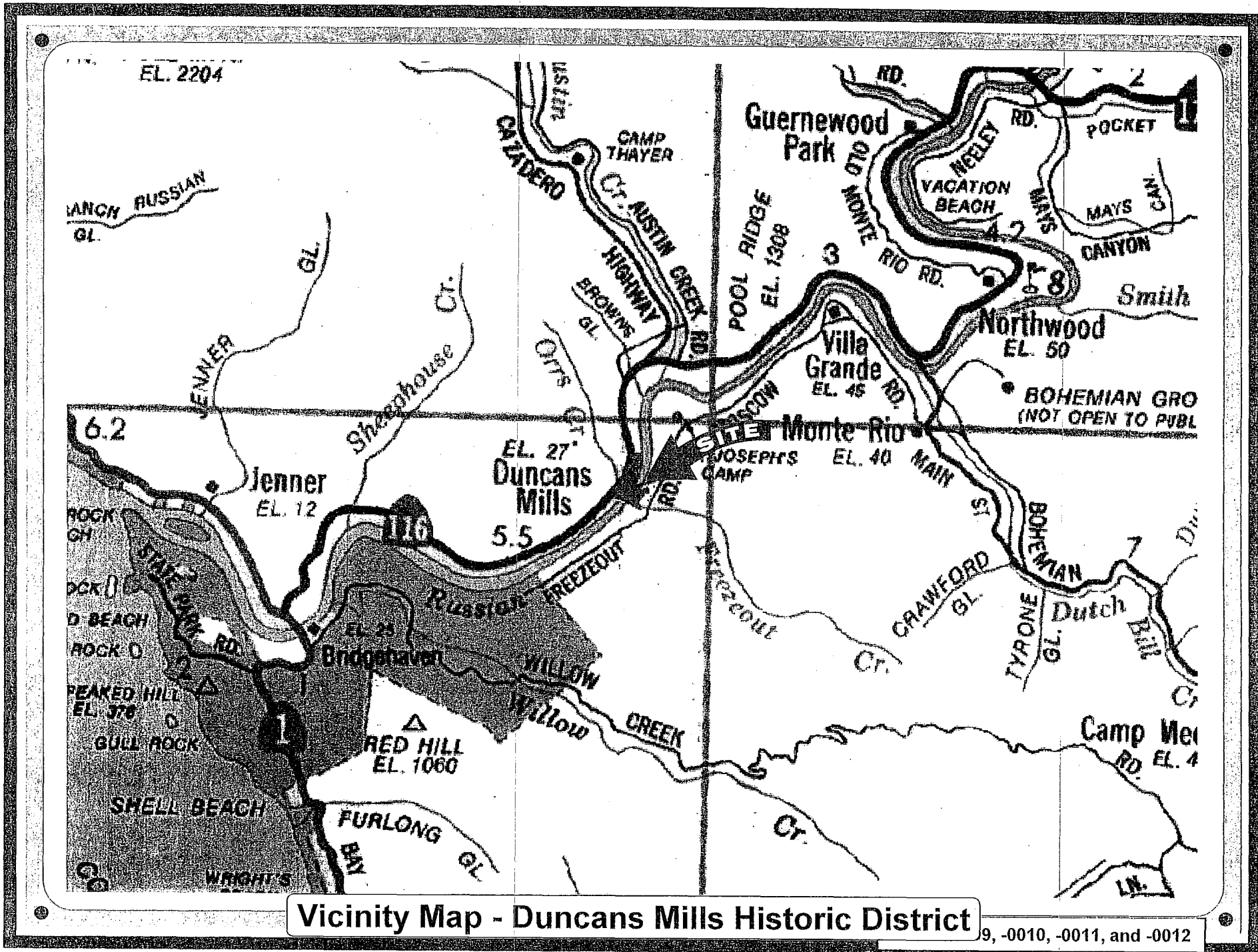
Vicinity Map - Freestone Historic District



Vicinity Map - Occidental Historic District

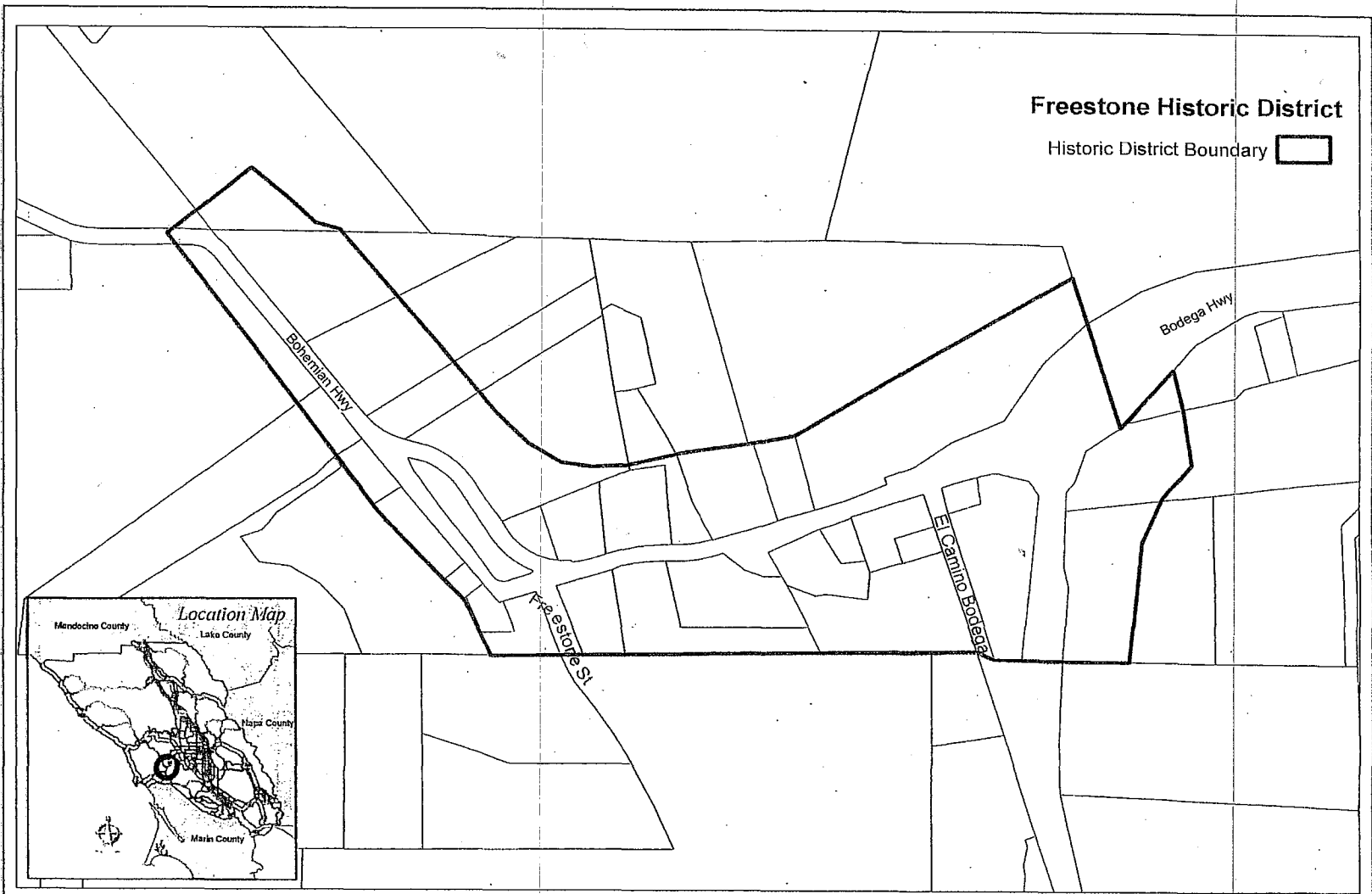



Vicinity Map - Bodega Historic District

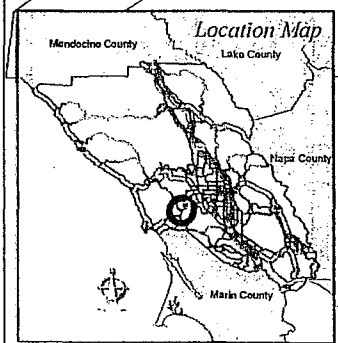


Vicinity Map - Duncans Mills Historic District

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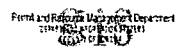


Freestone Historic District
 Historic District Boundary 



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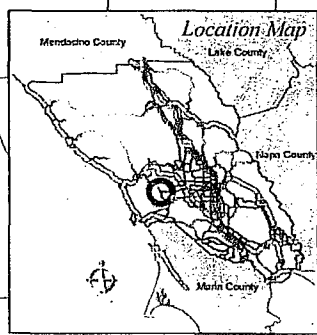
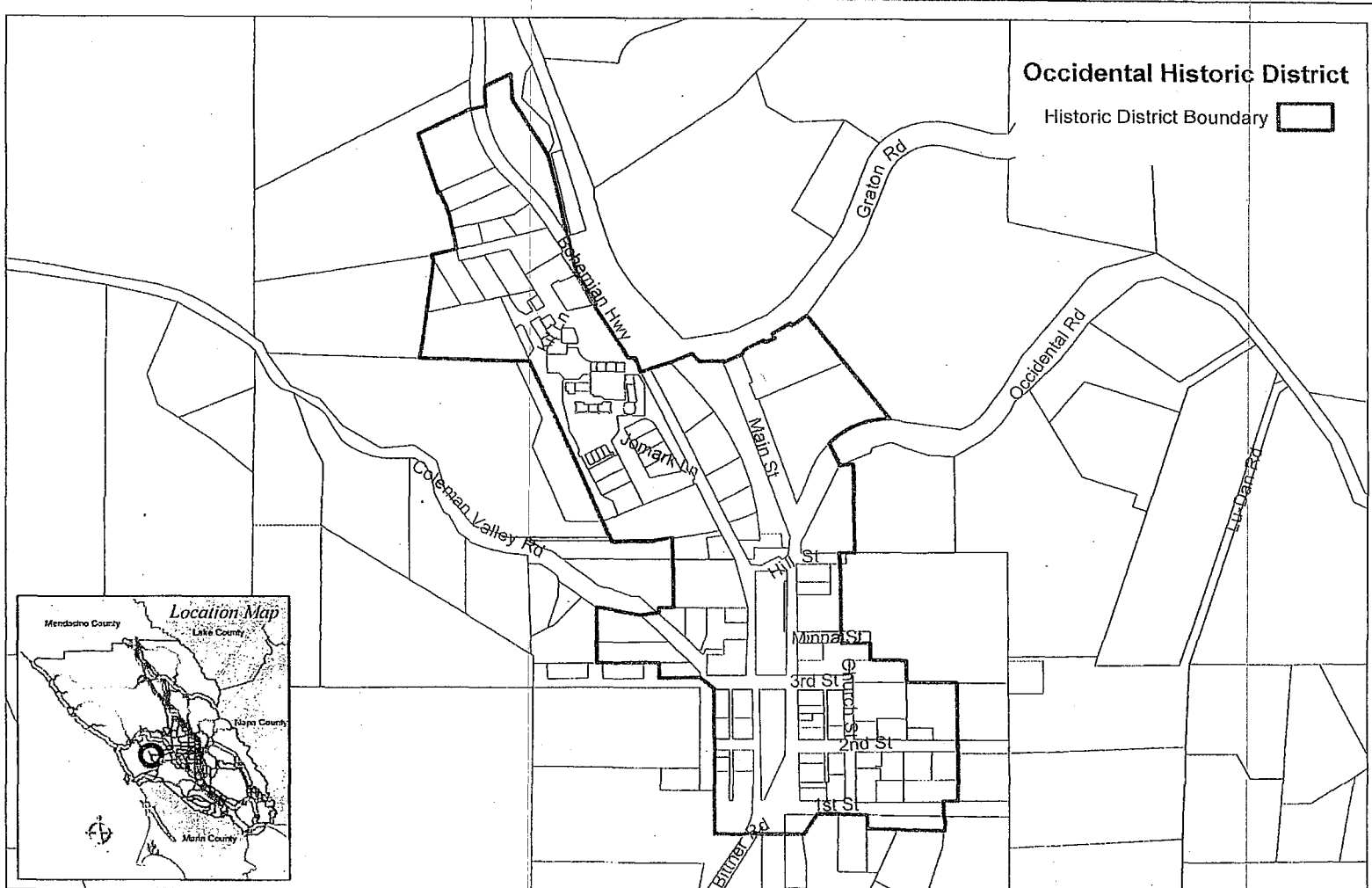
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 2550 Ventura Avenue, Santa Rosa, California 95403
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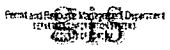
Freestone Historic District Boundary

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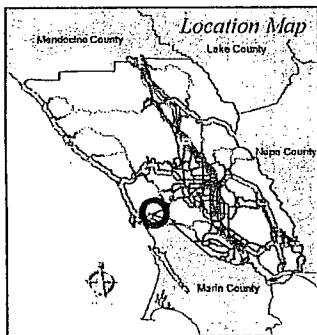
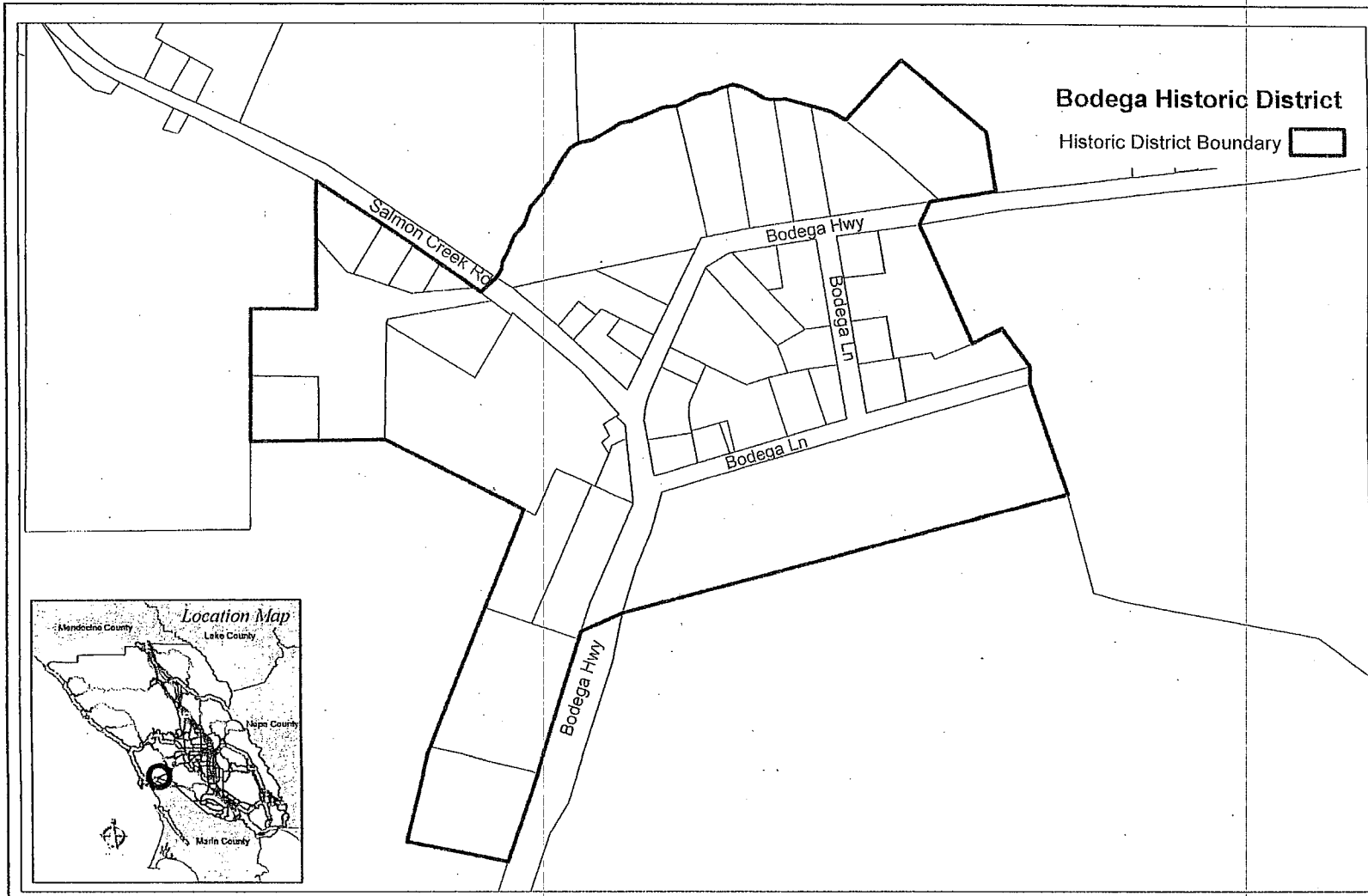
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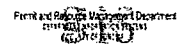
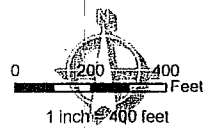
Occidental Historic District Boundary

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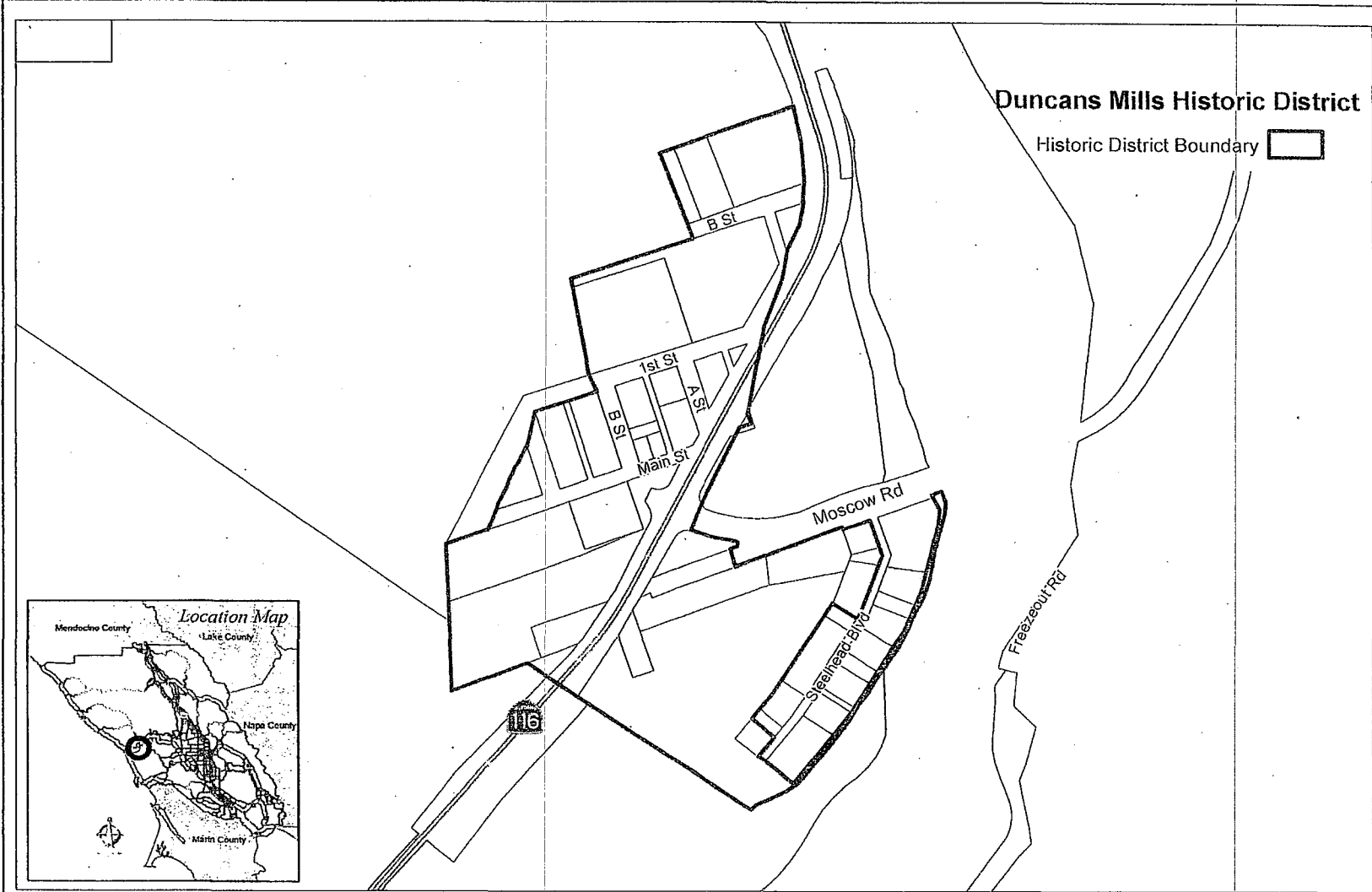
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Bodega Historic District Boundary

ZCE11-0009, -0010, -0011, and -0012

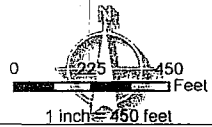
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Map Scale and Reproduction methods limit precision in physical features displayed. This map is for illustrative purposes only, and is not suitable for parcel-specific decision making. The parcels contained herein are not intended to represent surveyed data. Site-specific studies are required to draw parcel-specific conclusions. Assessor's parcel data are current as of June 30, 2008.

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County of Sonoma
 Permit and Resource Management Department
 2550 Ventura Avenue, Santa Rosa, California 95403
 707-565-1900 FAX 707-565-1103



Duncans Mills Historic District Boundary

ZCE11-0009, -0010, -0011, and -0012

Sonoma County Landmarks Commission MINUTES

Sonoma County Permit and Resource Management Department
2550 Ventura Avenue, Santa Rosa, CA 95403
(707) 565-7383 FAX (707) 565-8343

DATE: September 7, 2010

ROLL CALL

Commissioners

Commissioner Simpson
Commissioner Montoya
Commissioner Hines, Chair
Commissioner DiRicco
Commissioner Jenny

Staff Members

Lisa Posternak

PRELIMINARY BUSINESS

5:00 P.M. Call to Order by Chair: 5:08 PM.
Roll Call by Staff: Commissioners DiRicco and Hines absent.
Changes to Agenda: None.
Statements of Personal Contact/Conflict of Interest: None.
Public Appearances on Non-Agenda Items: None.

REGULAR BUSINESS

Item No. 1 Time: 5:05 P.M.

Public Hearing

Applicant: Permit and Resource Management Department
Env. Doc.: Not Applicable

File: Not Applicable
Staff: Lisa Posternak

Location: Freestone & Occidental Historic Districts
APN: various

Supervisorial District: 5

Project Description: Public hearing to obtain input and comments from the owners of property in the County designated Freestone and Occidental Historic Districts and other members of the public on the 2nd Draft Design Guidelines for the Historic Districts.

Staff Presentation:

Staff Posternak introduced **Consultant** Erica Schultz of Garcia and Associates and explained she will present the major revisions made to the Historic District Design Guidelines.

Commission Questions of Staff:

None.

EXHIBIT C

Consultant Presentation:

The **Consultant** presented a Powerpoint summary of the major revisions to the 1st Draft Historic District Design Guidelines. She stated information about architectural details was not added to the documents because that information already exists (e.g., on page 40 of the Freestone Historic District Design Guidelines).

Commission Questions of Consultant:

Commissioner Simpson asked whether the **Consultant** had addressed whether the three Freestone Historic District properties in question at the July 6, 2010 public hearing (was the original intent to stop the Historic District at Bohemian Highway?) are supposed to be in the Historic District. The **Consultant** stated they had received a list of properties within the Historic District, and their scope of work did not include commenting on the boundary. **Staff Posternak** explained that in order to take the parcels out of the Historic District, a Zone Change to remove the HD Zoning from the parcels would be necessary.

Public Comments:

None.

Commission Comments and Discussion:

Commissioner Simpson commented the documents are easier to read, and suggested the Frequently Asked Questions be placed right after the Table of Contents. She indicated she would ask the Commission to clarify the difference between "guidelines" and "recommendations". She identified a typo in the Table of Contents under the "Frequently Asked Questions" - "What if my property is an Historic Landmark?"

Commissioner Jenny commented he agrees with **Commissioner Simpson** about the documents being more user friendly, and stated he has prepared written comments on the documents.

Commissioner Montoya stated **Commissioner Jenny** gave him written comments on the documents. He commented the information is all there in the documents, and he commends the Consultant for reformatting and revising the documents.

Action: Revise the Historic District Design Guidelines at a staff level based on the written changes submitted by **Commissioners Hines** and **Jenny** and the verbal comments by **Commissioner Simpson**.

Simpson: M/aye	Montoya: aye	Hines:	DiRicco:	Jenny: S/aye
Ayes: 3	Noes: 0	Absent: 2	Abstain: 0	

Item No. 2 Time: 5:40 P.M.

Applicant: Not Applicable
Env. Doc.: Not Applicable

File: C08001
Staff: Lisa Posternak

Location: Watmaugh Road Bridge, Sonoma

Supervisory District: 1

Project Description: Watmaugh Road Bridge Replacement Project - Landmarks Commission discussion of project status, why replacement not retrofit project, public involvement, CEQA review, timing for Commission design review, etc.

Staff Presentation:

Staff Posternak presented basic information about the proposed project: a) who are the Project Engineer and Project Environmental Specialist; b) the project will go to the Landmarks Commission for review at some point after the preliminary design for the new bridge has been developed; c) additional public

meetings would be held if the project is determined to be subject to CEQA; d) an evaluation of Watmaugh Bridge and an analysis of the impacts of the proposed project on historic resources would be conducted by a qualified professional as part of the environmental review process under NEPA; and e) the quantitative details of the project as currently proposed.

Commission Questions of Staff:

Commissioner Simpson asked who determines whether the proposed project is subject to CEQA - is it on the County level? **Staff Posternak** explained it is the Department of Transportation & Public Works (DTPW) in consultation with County Counsel.

Public Comments:

Bishwendu K. Paul, C.E., S.E., Earthquake and Structures, Inc.

- agrees bridge is in poor condition
- normal conditions for age of bridge
- a bridge of this age and construction can be retrofitted
- opinion is the bridge can be retrofitted
- would involve base isolation work underneath the bridge
- cost would be under \$2 million instead of \$5 million

Satinder P. Singh, Ph.D., P.E., SPS Engineers

- not extraordinarily difficult to retrofit bridge
- would mainly involve structural components of bridge - piers, abutments, isolation bearings
- must meet Caltrans retrofit requirements
- doesn't have previous/old retrofit reports

Gail Johnson, 455 East Walnut Street, Sonoma

- attended May 5, 2010 meeting
- was told only option is replacement because of funds
- area is an historic corridor, consistent with General Plan rural connector road designation
- was told could take old trusses off the existing bridge and put them on the new bridge
- there are other sources of funding for seismic retrofit - through Proposition 1B Local Bridge Seismic Retrofit Account (LBSRA), up to 88.5% of costs with 11.5% match - we need to look into them
- minutes from the May 5, 2010 meeting states that the options are to replace, retrofit, or construct new parallel bridge

Johanna Patri, 621 Napa Road, Sonoma

- a 1978 survey of the bridge and the Sonoma County Bridge Report indicate the bridge is historically significant
- bridge has been well-documented
- bridge was designated a Sonoma County Historic Landmark in 1981
- must be an analysis of impacts of the proposed project under CEQA
- bridge is part of the public trust; a transparent review, evaluation, and decision-making process regarding the project is needed

Jim Smith, 700 Cortin Lane, Sonoma

- doesn't see much wrong with the bridge or a major amount of work
- can restore the bridge with less \$

Jim Bundschu, P.O. Box 37, Vineburg

- family owns oldest family-owned winery in U.S.
- new bridge would be a chink in the local wine industry, and increase its competition with wines from other areas; people have a willingness to pay more for wine from the area because of its ambiance and authenticity, which includes the bridge and surrounding area; the new bridge would not be authentic, even with the decoration of the trusses on the existing bridge; people would not be willing to pay as much for wine from the area because the bridge would not be authentic
- wine industry depends on tasting room and wine club sales, which would decrease under the proposed project; in the current economic downturn it would be even more of an impact

Robert Garant, P.E., 275 West Spain Street, Sonoma

- City of Sonoma asked him to look at the documentation for the proposed project
- steel is in amazingly good condition
- bridge is not essential because one can take other routes; bridge is in a rural, historic area and the proposed changes would add nothing to the local transportation needs and emergency response times
- even a seismic upgrade doesn't make sense
- a bridge maintenance program is what is needed
- typifies how bridges were made in the 1920s
- lower the speed limit for safety

Yvonne Bowers, 392 East Napa Street, Sonoma

- asked for support from the Landmarks Commission in heading the project off at the pass
- while the project would go to the Commission after the preliminary design has been developed, she wants to get in on it earlier than that, as early as possible

Gail Johnson, 455 East Walnut Street, Sonoma

- a lot of money is being spent on the project - there are surveyors working out there; stop work on the project right now to save tax dollars if the replacement project is not going to go forward

Commission Discussion:

Commissioner Simpson asked why the bridge was designated an Historic Landmark in 1981 and now it is not considered as such. She is stunned the County is coming back to the Landmarks Commission for demolition of the bridge when there are other options available. The community has come to the Commission for direction on how to proceed. It would be good to see the plans for retrofit from the 1980s. She suggested asking staff for a public hearing on all options.

Commissioner Montoya thanked the public for their good information, and stated that preservation usually starts at the grass roots level. He stated the Landmarks Commission is limited as to what is brought before it. He asked Staff Posternak if there would be a Zone Change if the new bridge is constructed; Staff responded there would if the Commission determined the property were no longer historically significant and no longer qualified as an Historic Landmark. **Commissioner Montoya** commented that maintaining the historic nature of the County is not a charge the Commission has taken lightly. Demolition of an Historic Landmark is taken very seriously. There are not many steel truss bridges left in the area, and once gone they are gone forever. He commented that the process is the process, and that the project would go to the Commission when it is in a form on which the Commission can make a decision.

Commissioner Simpson stated she agrees with **Commissioner Montoya**. She read from the Landmarks Commission ByLaws on the purpose of the Commission, and stated she fully believes the bridge should be preserved. **Commissioner Simpson** commented they would be falsely representing themselves as Commissioners to not be against demolition of the bridge. She explained there is a difference between the County and the residents relative to historic preservation of the bridge, and that the Secretary of the Interior's Standards include best practices for preserving structures. There are six homes about 40 feet from the bridge that would be affected by the proposed project.

Commissioner Montoya commented the project Engineer, Environmental Specialist, or both should come to the next available meeting (October or November), and Staff Posternak should schedule it as an agenda item.

Commissioner Simpson explained she talked to Supervisor Brown about the project, who said the project was out of her hands and the decision had already been made. **Commissioner Simpson** referred to CEQA which says that if there were a difference between an applicant and the community on a project, you go with the community. **Staff Posternak** stated she would talk to her Supervisor about additional routes for public involvement in the project; and to clarify the process for review of the project. **Commissioner Simpson** asked **Staff Posternak** to request another Department of Transportation and Public Works community meeting on the project.

Action: None.

OTHER BUSINESS

Reports From Commissioners

None.

Reports From Staff

Staff Posternak gave the Commission an update on the new project under the 2010/2011 Advertising Fund grant. She explained that Diana Painter of Painter Preservation and Planning has been hired to prepare Bodega and Duncans Mills Historic District Design Guidelines under the grant and why. **Staff Posternak** requested input from the Commission on how to use the remaining grant money. **Commissioner Simpson** suggested using the remaining money to expand the Historic Resources website to include a page on "How to Designate My Property as an Historic Landmark", and to prepare a packet of information to give to applicants.

Commissioner Simpson made a motion, seconded by **Commissioner Jenny**, to use part of the FY 2010/2011 Advertising Fund grant to create a page on the Historic Resources website that outlines how to get property designated as a Sonoma County Historic Landmark and explains how/where to get the application packet. The vote was unanimous in favor.

The meeting was adjourned at 7:05 PM.

Sonoma County Landmarks Commission MINUTES

Sonoma County Permit and Resource Management Department
2550 Ventura Avenue, Santa Rosa, CA 95403
(707) 565-7383 FAX (707) 565-8343

DATE: July 6, 2010

ROLL CALL

Commissioners Present

Commissioner Simpson
Commissioner Jenny
Commissioner Hines, Chair

Staff Members

Lisa Posternak

PRELIMINARY BUSINESS

5:00 P.M. Call to Order by Chair: 5:00 PM
Roll Call by Staff: Commissioners DiRicco and Montoya absent.
Changes to Agenda: None
Statements of Personal Contact/Conflict of Interest: None
Public Appearances on Non-Agenda Items: None

REGULAR BUSINESS

Item No. 1 Time: 5:05 P.M.

Public Hearing

Applicant: Permit and Resource Management Department
Env. Doc.: Not Applicable

File: Not Applicable
Staff: Lisa Posternak

Location: Freestone & Occidental Historic Districts
APN: various

Supervisory District: 5

Project Description: Public hearing to obtain input and comments from the owners of property in the County designated Freestone and Occidental Historic Districts or other members of the public on Draft Design Guidelines for the Historic Districts.

Staff Presentation:

Staff Posternak asked the Consultant (Garcia & Associates) to present the proposed Freestone and Occidental Historic District Design Guidelines.

Consultant Presentation:

The Consultant presented the proposed Freestone and Occidental Historic District Draft Design Guidelines through a Powerpoint presentation.

Commission Questions of Staff/Consultant:

Commissioner Hines asked if the Consultant had worked with the residents of the Historic Districts. The Consultant responded they had informal, impromptu discussions in the field with residents of the Freestone Historic District. Staff stated she had a comment letter from Mr. Kidder and Mr. Walker and had distributed the letter to the Commission.

Public Comments/Commission Discussion:

Anne Hayden, 611 Bohemian Highway, Freestone. The Guidelines still seem way over the top for what is needed - Freestone has a rural, small town character; there are way too many pages; feels restrictive, way too much government; doesn't understand how process would work for a non-contributory building, why not excise non-contributory buildings; how are fences and paint colors controlled?

The Consultant responded that at the past community meeting, the Commission told the Consultant that fences do not need to be addressed in the Design Guidelines; and referred to page 23 for text about removing non-contributory additions.

Commissioner Hines confirmed with Staff Posternak that guidelines regarding fences and colors are advisory, not regulatory. **Commissioner Simpson** asked Staff Posternak what types of projects go to the Commission for design review. **Commissioner Hines** indicated the Design Guidelines should differentiate between what is and is not required to be reviewed by the Commission.

Commissioner Hines explained why non-contributory buildings are included in an Historic District and addressed in Design Guidelines - they are part of the fabric/boundary of the Historic District. **Anne Hayden** asked what is the difference between design review for a non-contributory building versus a contributory building. **Commissioner Hines** explained the Commission uses slightly lower standards, doesn't try to maintain architectural style as much, and makes sure the project does not further the contrast with the contributory buildings.

Commissioner Simpson gave an example of criteria important for designation of buildings as contributory, and explained the Design Guidelines provide controlled change so that projects do not impact significant historic buildings.

Anne Hayden asked what if she wants to replace existing aluminum slider windows with vinyl windows? **Commissioner Hines** explained there is a difference between that situation and one where existing wood windows would be replaced with aluminum or vinyl windows.

Gene Walker, 301 Bohemian Highway, Freestone. He thought the Design Guidelines were not intended to put a burden on property owners; it has taken two applicants over one year to receive an approval for their project, there should be a time limit; he is proud of his community and is trying to keep it; building materials change, some are cost prohibitive to purchase and maintain; was the original intent to stop the Historic District at Bohemian Highway?

Commission Discussion:

Commissioner Simpson reiterated the Design Guidelines are recommendations, not policy; and she understands the concern about their strictness. She stated unfortunately some people don't have the same passion about their community as the public present at the hearing. The Design Guidelines should be a positive thing, the Commission wants to get them to be positive so they still feel positive in 25 years. She wants it to be clear how the Design Guidelines affect property owners. She doesn't want to scare people from using the document.

Commissioner Jenny stated he has the same concerns as Commissioner Simpson about the Design Guidelines not being burdensome.

Commissioner Simpson. Regarding the 1972 boundary of the Historic District - the boundary should be consistent with the original boundary. Lolly Petroni at 493 Bohemian Highway explained the property in question by Mr. Walker was originally part of the larger Basso property which extended up the hill; the

high road was realigned in 1976-1977.

Commissioner Hines made the following comments:

- solar panels: add language encouraging property owners to put solar panels on the rear or side instead of the front where possible
- accessory structures: prepare separate sections on existing houses and accessory structures; the relationship and size of the accessory structure to the house is important, not the accessory structure itself; encourage keeping the original footprint of the accessory structure when possible
- design review process: rewrite the section so property owners can better navigate the process
- significance of Historic District: incorporate information in the DPR Forms into the discussion of why the Historic District is significant
- District Record: prepare a District Record DPR Form
- Executive Summary: prepare an Executive Summary that discusses the 5 key findings about the Historic District and put it at the beginning of the document (she read up to page 11 of the documents and still did not know the significance of the Historic District)
- use of Design Guidelines: provide more information, targeted to property owners, on how to use the Design Guidelines and how to deal with conflicting guidelines
- architectural detailing: provide more information - the typical, applied ornamentation in the Historic District; an addition can have some ornamentation from the existing structure, but simplified; an addition can have different but consistent architectural detailing
- delete specific information about Landmarks Commission meeting days
- reference and add a link to the State Historic Building Code
- map of Historic District: visually show contributory versus non-contributory properties
- non-contributory properties: add information, consider a separate section
- explain the design review process if a property is also an Historic Landmark
- prepare a set of Frequently Asked Questions

Commissioner Hines noted she also has text edits that she will forward to Staff, who will forward them to the Consultant.

Staff Posternak and the Commission discussed preparing Frequently Asked Questions (FAQ). The Commissioners will forward FAQ to Staff, who will compile them, prepare the responses, and forward them to the Consultant to incorporate into the documents.

Commissioner Hines asked the other Commissioners if they wanted to see the Historic District Design Guidelines with modifications based on the comments. All of the Commissioners responded in the affirmative.

Anne Hayden asked questions about the meaning of specific language in the Freestone Historic District Design Guidelines. **Commissioner Hines** explained the Design Guidelines take the general Secretary of the Interior Standards and specify them to the local conditions of the Freestone Historic District. Based on questions from **Anne Hayden** and **Lolly Petroni**, **Commissioner Simpson** recommended the Design Guidelines better define the connection between the Landmarks Commission and the Secretary of the Interior Standards.

Action: Direct the Consultant to prepare revised Freestone and Occidental Historic District Design Guidelines based on the comments made at the public hearing. Continue the hearing to September 7 to review and receive comments on the revised Design Guidelines.

Simpson: M/aye Montoya: Hines: aye DiRicco: Jenny: S/aye
Ayes: 3 Noes: 0 Absent: 2 Abstain: 0

OTHER BUSINESS

Reports from Commissioners: Commissioner Simpson indicated her constituency had contacted her about the Watmaugh Road Bridge project. Commissioner Hines indicated she had been contacted by Chris Kohn regarding developing a regional approach to address impacts on historic buildings associated with climate change projects such as the Sonoma County Energy Independence Program.

Reports from Staff: None

Adjournment:

The meeting was adjourned at 6:50 PM.



Sonoma County Landmarks Commission MINUTES

Sonoma County Permit and Resource Management Department
2550 Ventura Avenue, Santa Rosa, CA 95403
(707) 565-7383 FAX (707) 565-8343

DATE: July 12, 2011

ROLL CALL

Commissioners

Commissioner Simpson
Commissioner McAllister
Commissioner Watts
Commissioner Jenny

Staff Members

Lisa Posternak

Disabled Accommodation: If you have a disability which requires an accommodation, an alternate format, or requires another person to assist you while attending this meeting, please contact Lisa Posternak at (707) 565-7383, as soon as possible to ensure arrangements for accommodation.

PRELIMINARY BUSINESS

5:00 P.M. **Call to Order by Chair:** 5:03 P.M.

Roll Call by Staff: Commissioner Simpson absent.

Changes to Agenda: Discussion of 4232 Grange Road added per Staff.

Statements of Personal Contact/Conflict of Interest: None

Public Appearances on Non-Agenda Items: None

REGULAR BUSINESS

Item No. 1 Time: 5:05 P.M.

Applicant: Sonoma Land Trust
Env. Doc.: Not Applicable

Location: 13255 Highway 12, Glen Ellen
APN: 053-120-073

File: ADR11-0033
Staff: Lisa Posternak

Supervisory District: 1

Project Description: Demolition of two non-contributing structures on Glen Oaks Ranch, designated Historic Landmark # 91.

Staff Presentation:

Staff Posternak presented the proposed project and outlined the determinations to be made by the Commission.

Commission Questions of Staff:

None

Applicant Presentation:

The **Applicant** explained the SLT has recently heightened public access to and educational activities as the property. The cottage and shed are eyesores and safety hazards to the public, and liability is an issue. The SLT is not proposing to restore the cottage and shed because they are non-contributing structures, and they have a lot of restoration work to do on the contributing structures on the property.

Commission Questions of Applicant:

Commissioner Jenny asked why 1920 is the cutoff date for the period of significance for the property. He commented the cottage is important to the story of how the property worked. Where did the workers live?

The **Applicant** responded the lathe shed was built recently, and she doesn't know why the date of 1920 is identified as a cutoff date.

Commissioner Watts asked in general how a cutoff date is determined.

Public Comment:

Diana Painter of Painter Preservation & Planning commented the standards used for evaluations completed in the 1970s or 1980s are different than the standards used now. Now one looks at a property as a group or complex of structures, all of which are part of the story and history of the property. She commented the Commission can ask the Applicant for more information.

The **Applicant** stated she understands the comments about the story and history of the property. The main ranch house is the main structure in the story and history of Glen Ellen and General Vallejo.

Commissioner McAllister asked where the money for demolition of the structures comes from, and the **Applicant** responded.

Commission Discussion:

Commissioner McAllister commented the cottage is part of the property, part of the aggregate of structures. She understands money is an issue, and would like there to be a way to stabilize the cottage. There are many levels of "fixing up". One can remove the interior objects, then stabilize the structure from the outside. She does not have an issue with the shed.

Commissioner Watts commented the cottage foundation is slanting, and a significant amount of money would be required to shore it up. One could board up the cottage and make it inaccessible. Elements of the building could be reused.

Commissioner Jenny commented one could put the cottage on pressure treated blocks and fix the roof. When one sees the cottage and property, it makes sense - all the structures and buildings together as a working farm.

Commission Decisions:

Cottage

The historic resources information on the cottage is adequate.

Simpson: absent McAllister: S/aye Watts: M/aye Jenny: No

Ayes: 2 Noes: 1 Absent: 1 Abstain: 0

The cottage is a significant historic resource.

Simpson: absent McAllister: S/abs Watts: M/no Jenny: abs

Ayes: 0 Noes: 1 Absent: 1 Abstain: 2

The following additional information on the cottage is necessary: 1) why the period of significance stops at 1920, 2) why the period of significance excludes the cottage, 3) the significance of the use of the cottage, and 4) a report by a qualified building industry professional that explores the alternatives to demolition and the associated costs.

Simpson: absent McAllister: S/aye Watts: aye Jenny: M/aye

Ayes: 3 Noes: 0 Absent: 1 Abstain: 0

Shed

The historic resources information on the shed is adequate.

Simpson: absent McAllister: S/aye Watts: M/aye Jenny: aye

Ayes: 3 Noes: 0 Absent: 1 Abstain:

The shed is a significant historic resource.

Simpson: absent McAllister: S/no Watts: M/no Jenny: no

Ayes: 0 Noes: 3 Absent: 1 Abstain:

Demolition of the shed is approved.

Simpson: absent McAllister: S/aye Watts: M/aye Jenny: aye

Ayes: 3 Noes: 0 Absent: 1 Abstain:

Item No. 2 Time: 5:35 P.M.

Public Hearing

Applicant: Permit and Resource Management Department
Env. Doc.: Not Applicable

File: Not Applicable
Staff: Lisa Posternak

Location: Bodega & Duncans Mills Historic Districts
APN: various

Supervisory District: 5

Project Description: 2nd Draft Design Guidelines for Bodega & Duncans Mills Historic Districts.

Staff Presentation

None

Commission Questions of Staff

None

Applicant Presentation

The **Consultant** stated the Appendices will be available at the end of next week, and the information to be placed on the maps previously requested by the Commission will be added. She summarized the information added and the changes made to the Design Guidelines.: energy efficiency, additions to historic buildings, document organization, photographs, contraction (Bodega) and expansion (Duncans Mills) of the Historic District, and urban design and landscape character (Duncans Mills).

Commission Questions of Applicant

Commissioner McAllister asked what is the process for removing or adding HD Zoning on a property, and Staff Posternak described it.

Commissioner Watts asked whether 45 or 50 years is the threshold for "historic", and the Consultant responded 50 years, the threshold used by the National Park Service. If a property is less than 50 years, it must be of exceptional significance to be considered "historic".

Public Comments

None

Commission Discussion

Commissioner McAllister made the following comments and discussed them with the **Consultant** and other Commissioners:

- Executive Summary - include a discussion of the proposed contraction or expansion of the Historic District, and modify the description of the document format/organization to match what it is
- Page 29 (Bodega) and 30 (DMills) - modify the description of the document format/organization to match what it is
- Page 31 (DMills) - under Building Materials, change "in the Bodega Historic District" to "in the Duncans Mills Historic District"
- Page 32 (both) - under Masonry, the first bullet item is too restrictive; reword it to reflect the real issue
- Page 32 (both) - under Roofing, broaden and soften the language in the second bullet item, especially regarding composition shingles
- Pages 33-35 (both) - under Windows, include a discussion of replacement windows that are appropriate under different scenarios; the Consultant offered to include references to documents containing additional information in the Energy Efficiency section
- Page 37 (DMills) and 38 (Bodega) - diagram of historic storefront does not reflect typical storefront in Historic District; try to replace with photograph of typical storefront in Historic District
- Page 47 (Bodega) and 49 (DMills) - under Materials, add examples of non-authentic materials

Commissioner Watts requested the Appendices, maps, and proposals for contraction or expansion of the Historic Districts be provided at the August 2 meeting. She asked **Staff Posternak** whether notices

would be mailed to the owners of properties proposed for addition to or removal from the Historic Districts, and **Staff Posternak** responded in the affirmative.

Action: Continue the public hearing to August 2 for review of the Appendices, maps, and proposals for contraction or expansion of the Historic Districts.

Simpson: Absent McAllister: S/aye Watts: M/aye Jenny: aye

Ayes: Noes: Absent: Abstain:

Added Item: 4232 & 4300 Grange Road, Santa Rosa (Bennett Valley)
AEX11-0013
Agricultural Building Permit Exemption Issued without Administrative Design Review (ADR) by the Landmarks Commission; work has already been completed.

Staff Posternak asked the Commission whether they would like to review the work. The Commission indicated that if they have the authority to review the design of work completed under an Agricultural Building Permit Exemption, they would like to do so.

OTHER BUSINESS

Reports from Commissioners

None

Reports from Staff

Staff Posternak updated the Commission on the status of the projects under the TOT Advertising Fund. The Commission requested she ask Sonoma County libraries and museums to include on their website a link to the PRMD Historic Resources Website.

Adjournment

The meeting was adjourned at 7:55 P.M.

Sonoma County Landmarks Commission MINUTES

Sonoma County Permit and Resource Management Department
2550 Ventura Avenue, Santa Rosa, CA 95403
(707) 565-7383 FAX (707) 565-8343

DATE: May 3, 2011

ROLL CALL

Commissioners

Commissioner Simpson
Commissioner McAllister
Commissioner Hines, Chair
Commissioner Watts
Commissioner Jenny

Staff Members

Lisa Posternak

PRELIMINARY BUSINESS

5:00 P.M. Call to Order by Chair: 5:00 P.M.
Roll Call by Staff: Commissioner Hines absent.
Changes to Agenda: None
Statements of Personal Contact/Conflict of Interest: None
Public Appearances on Non-Agenda Items: None

REGULAR BUSINESS

Item No. 1 Time: 5:05 P.M.

Public Hearing

Applicant: Chris Martin
Env. Doc.: Not Applicable

File: ADR11-0023
Staff: Lisa Posternak

Location: 3616 Church Street, Occidental
APN: 074-312-060

Supervisory District: 5

Project Description: Proposed demolition of Coy Barn in Occidental Historic District.

Staff Presentation:

Staff Posternak presented the proposed project and outlined the decisions to be made by the Landmarks Commission.

Commission Questions of Staff:

None

Applicant Presentation:

The Applicant stated he is the son-in-law of the property owner. The local fire department and neighbors have always been concerned about the barn because kids play in it. They re concerned about the potential for fire and the safety of kids. There is a potential for use of the property as a park, expansion of he farmer's market, theatre, playground, or dog park.

Commission Questions of Applicant:

Commissioner McAllister commented the barn is a significant historic resource per the report and is a hazard. The emergency project section of CEQA applies. The barn is more appalling in real life. Potential additional mitigation includes salvaging pieces of the old wood and selling it.

Commissioner Watts commented she visited the site and the barn is a hazard. She agrees the emergency project section of CEQA applies.

The **Applicant** stated he will take the barn down himself and will see what is worth salvaging. The siding is clear hart redwood; by the time it is taken down it would be brittle. He has an agreement with a demolition contractor to do the demolition in exchange for the wood.

Commissioner Watts commented she would make a finding the project is exempt from CEQA, and the Commission should have a conversation about mitigation measures.

Commissioner Jenny commented he agrees with the other Commissioners. The barn is too far gone and needs to be demolished. He asked if the Commission can require the wood be salvaged and used locally.

Commissioner Simpson commented she visited the site and agrees with the other Commissioners. Her gut wrenches over demolition by neglect of historic resources in Sonoma County. The Commission should grant the demolition permit. She asked what can be done to remember the structure. She suggested mitigation measures include as much wood as possible be salvaged, and all weather photos and a description of the barn be placed somewhere nearby.

Commissioner Jenny commented the education component is a good idea. **Commissioner Simpson** commented it is simple and affordable.

Commissioner Watts suggested paying tribute to the barn by using the name of the barn for the new use.

Public Comment:

None

Commission Discussion:

Commissioner McAllister commented the mitigation measures should be tied to a future building permit. **Commissioner Jenny** commented they should be tied to the land and future development.

Action: Find the Coy Barn is a significant historic resource; 2) find the proposed project is statutorily exempt from CEQA; 3) find demolition of the Coy Barn would have a significant adverse impact on historic resources; and 4) approve demolition of the barn with mitigation measures that include the requirement that future development on the site reference the design and architecture of the Coy Barn, and the wood is to be salvaged to the extent possible.

Simpson: aye McAllister: S/aye Hines: absent Watts: M/aye Jenny: aye

Ayes: 4

Noes: 0

Absent: 1

Abstain: 0

Item No. 2 Time: 5:35 P.M.

Public Hearing

Applicant: Permit and Resource Management Department
Env. Doc.: Not Applicable

File: Not Applicable
Staff: Lisa Posternak

Location: Bodega & Duncans Mills Historic Districts
APN: various

Supervisory District: 5

Project Description: Draft Design Guidelines for Bodega & Duncans Mills Historic Districts.

Staff Presentation:

None

Commission Questions of Staff:

None

Bodega Historic District Design Guidelines

Applicant Presentation

The **Consultant** presented a summary of the Design Guidelines.

Commission Questions of Applicant:

Commissioner Watts asked if the fire station was reviewed by the Landmarks Commission. **Staff Posternak** stated the Commission reviewed the project. The **Consultant** commented she does not agree with the design.

Commissioner McAllister commented the design guidelines for new construction should be differentiated and in a separate section from those for existing construction; and the design guidelines for contributing structures should be differentiated from those for non-contributing structures.

Commissioner Simpson commented that for the other design guidelines (Freestone & Occidental Historic Districts), the Commission requested the consultant try to make them "for the people". She asked the **Consultant** to make sure the design guidelines read as if one lived and/or worked there now. It would help the guidelines to not be a hindrance to the community.

Commissioner Jenny commented the historic context should be before the design guidelines.

Commissioner McAllister asked about the process - how does the community get involved, how much notice is there, and how involved does the community get. **Staff Posternak** responded to her questions.

Commissioner Simpson asked what is the recommendation for adjusting the boundary of the Historic District. The **Consultant** responded she will recommend a boundary change to exclude the properties along Salmon Creek Road from the District.

Public Comment:

David Ferrara

- he has restored and constructed new buildings in Duncans Mills
- one of these buildings went through design review
- Commission needs to decide about maximum heights or widths of buildings
- need to be clear about design guidelines versus Building Code requirements
- don't forget about cost
- don't over-regulate

Commission Discussion:

Commissioner Simpson explained Mr. Ferrara's concerns were also concerns of the Commission for the Freestone and Occidental Historic District documents. They are guidelines and recommendations, not requirements. She commented that where the Consultant can be specific about the applicable time period, please do so. Generic illustrations are a good idea. Before and after photos to show threats to historic integrity are a good idea. Include a discussion about use of the Historic Building Code.

Commissioners McAllister and **Simpson** commented there should be stronger language against vinyl windows.

Commissioner Watts had no comments.

Commissioner Jenny commented a discussion of why the design guidelines "a good thing" should be added, maybe as a preface or introduction.

Commissioner McAllister commented to provide clearer maps and an address key, aerial photograph, hand drawing, and side by side as in the Freestone and Occidental Historic Districts documents. She supports inclusion of the creamery in the Historic District. She likes the urban design character discussion containing succinct design guidelines to use.

Commissioner McAllister commented there is no order to the Bodega Historic District, and that is important. The funkiness of the town is appropriate. In some cases modernization or beautification is not appropriate.

Commissioners McAllister and **Jenny** commented the design guidelines should encourage use of authentic, natural, sustainable, locally sourced materials.

Duncans Mills Historic District Design Guidelines

Applicant Presentation:

The **Consultant** presented a summary of the Design Guidelines.

Commission Questions of Applicant:

None

Public Comment:

None

Commission Discussion:

Commissioner McAllister commented she has the same comments as she has for the Bodega document. Add road names, including Steelhead Boulevard, to the map. Add a design guideline about continuing to respect the original alleys and streets of the historic town. Duncans Mills has urban spaces, different from Bodega. The significant tree clusters on the north side of town should be retained.

Action: Return to the Landmarks Commission for review of the Historic District Design Guidelines documents revised per Commission comments.

Simpson: aye McAllister: M/aye Hines: absent Watts: S/aye Jenny: aye

Ayes: 4 Noes: 0 Absent: 1 Abstain: 0

OTHER BUSINESS

Reports from Commissioners

None

Reports from Staff

None

Minutes

Action: Approve the minutes of March 1, 2011.

Simpson: aye McAllister: M/aye Hines: absent Watts: S/aye Jenny: aye

Ayes: 4 Noes: 0 Absent: 1 Abstain: 0

Adjournment

The time of meeting adjournment was not recorded.

**DESIGN REVIEW RECORD OF ACTION SHEET
(COMMENTS)**

Applicant: Landmarks Commission and PRMD
Address: Various

File: DRH10-0002
Date: October 6, 2010

NOTE: THE APPLICANT IS URGED TO RESPOND UNDER EACH COMMENT AS TO HOW PLANS HAVE BEEN REVISED. IF A RECOMMENDED CHANGE IS NOT MADE, PLEASE INDICATE WHY. PLEASE SUBMIT YOUR RESPONSES WITH PLANS FOR FINAL DESIGN REVIEW.

SITE PLAN

1.

Response: _____

2.

Response: _____

3.

Response: _____

ARCHITECTURE

1.

Response: _____

2.

Response: _____

3.

Response: _____

LANDSCAPE ARCHITECTURE

1.

Response: _____

2.

Response: _____

3.

Response: _____

SIGNS

1.

Response: _____

2.

Response: _____

3.

Response: _____

OTHER

1.

Response: _____

2.

Response: _____

3.

Response: _____

DRC Meeting Notes
Freestone and Occidental Historic District Design Guidelines
October 6, 2010

- see notes in documents in addition to the comments below
- indicate the total number of contributory and non-contributory properties in the text
- correspond the property numbers on the District Map with the property numbers on the list in the Appendix
- don't use color to differentiate between contributory and non-contributory properties
- use better titles for the Maps in Appendices A & C
- consistently number all pages in the document
- on the Primary Record indicate whether the property is contributory or non-contributory
- Executive Summary - significantly reduce the text; revise to explain how the document is organized, how the document is to be used, and what the document contains
- put the FAQs before the Introduction
- consider dividing into sections "Design Guidelines for Existing Buildings" & "Design Guidelines for New Buildings"
- lighting for residential and commercial buildings is the same, so consider combining
- address temporary lighting displays
- design guidelines for New Buildings apply to additions as well
- "4.0 Design Guidelines for The _____ Historic District" encompasses too much - remove the FAQs and the "Description and Overview of the _____ Historic District"
- consider putting "3.0 Historic Context" and "Description and Overview of the _____ Historic District" in one section
- consider combining the design guidelines for Existing Residential and Commercial Buildings - all guidelines except for Storefronts and Signage apply across the board
- prepare a flow chart on how to effectively use the document (Step 1 - go to map on page X to find out whether your property is contributory or non-contributory; Step 2 - go to the Primary Record and the BSO if available in Appendix X; Step 3 - determine whether your project is a remodel, addition, or new building, etc.
- in the "Process" section direct the reader to Definitions
- see deleted text on page 39 of Occidental Historic District document

**DESIGN REVIEW RECORD OF ACTION SHEET
(COMMENTS)**

Applicant: County of Sonoma
Address: Various

File: ZCE11-0011 and ZCE11-0012
Date: October 19, 2011

NOTE: THE APPLICANT IS URGED TO RESPOND UNDER EACH COMMENT AS TO HOW THE DOCUMENT HAS BEEN REVISED. IF A RECOMMENDED CHANGE IS NOT MADE, PLEASE INDICATE WHY. PLEASE SUBMIT YOUR RESPONSES WITH THE DOCUMENT REVISIONS FOR FINAL DESIGN REVIEW IF NECESSARY.

**PROPOSED HISTORIC RESOURCE AND DESIGN GUIDELINES
FOR DUNCAN'S MILLS AND TOWN OF BODEGA**

If the document is supposed to function as a traditional design guideline tool for the Design Review Committee to utilize, in addition to the Landmarks Commission, then the document needs to be revised so that it functions more like a design guideline document. For example, extraneous and duplicated information should either be eliminated or relocated to the end of the document. The front portion of the document needs to be more simple and clear about what the design guidelines are perhaps in a bullet-pointed style under each specific design item. Reference can be made at the front portion of the document to the more detailed and pertinent historical information located at the rear portion of the document.

Alternately, the document can serve solely as an historical resource document for the Landmarks Committee and the applicant with no reference to "Design Guidelines". Design Guidelines are traditionally used by the Design Review Committee and the applicant to provide direction on all aspects of site design vs. limited direction that focuses more specifically on the historic context of an area. If the final document more specifically focuses on the historic aspects of Duncan's Mills and the Town of Bodega, we suggest that the document should be renamed to "Town of Bodega and Duncan's Mills Historic Reference Guidelines".

Resolution Number

County of Sonoma
Santa Rosa, California

June 7, 2012
ZCE11-0009 Lisa Posternak

RESOLUTION OF THE PLANNING COMMISSION, COUNTY OF SONOMA, STATE OF CALIFORNIA, RECOMMENDING THE BOARD OF SUPERVISORS FIND THE PROJECT TO BE EXEMPT FROM CEQA; AND ADOPT THE PROPOSED DESIGN GUIDELINES FOR THE FREESTONE HISTORIC DISTRICT.

WHEREAS, the Board of Supervisors adopted Ordinance No. 1849 establishing the Freestone Historic District on December 17, 1974; and

WHEREAS, the Board of Supervisors adopted the "Design Review Policy Guidelines for the Freestone Historic District" on November 21, 1974; and

WHEREAS, in 2010 the Landmarks Commission determined the current Design Guidelines for the Freestone Historic District are inadequate because they do not incorporate an historic context statement for the District, do not identify contributory and non-contributory structures, do not include the Secretary of the Interior's Standards for the Treatment of Historic Properties, do not include clear standards in sufficient detail on all aspects of design or include adequate illustrations; and determined the Design Guidelines for the Freestone Historic District should be updated to incorporate the above information; and

WHEREAS, the Permit and Resource Management Department proposes updated Design Guidelines for the Freestone Historic District; and

WHEREAS, the Permit Resource and Management Department determined that the project is exempt from the California Environmental Quality Act ("CEQA") pursuant to Section 15061(b)(3) of the state CEQA Guidelines; and

WHEREAS, in accordance with the provisions of law, the Planning Commission held a public hearing on June 7, 2012, at which time all interested persons were given an opportunity to be heard.

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission makes the following findings:

1. The adoption of the proposed Design Guidelines for the Freestone Historic District would help protect and preserve the historic character and resources of Freestone.
2. The proposed Design Guidelines for the Freestone Historic District are consistent with the goals, objectives, and policies of the Sonoma County General Plan because they would help protect and preserve significant historical sites that represent the ethnic, cultural, and economic groups that have lived and worked in Sonoma County; and help conserve and preserve historic structures and buildings.
3. The proposed Design Guidelines for the Freestone Historic District are exempt from the provisions of the California Environmental Quality Act (CEQA) under Title 14 of the California Code of Regulations, Section 15061(b)(3), as they do not constitute a project which has the potential to cause a significant effect on the environment. The Design

Guidelines are intended to provide for the protection and preservation of the historic character and resources of the Historic District.

BE IT FURTHER RESOLVED that the Planning Commission recommends that the Board of Supervisors find the project to be exempt from CEQA; and adopt the proposed Design Guidelines for the Freestone Historic District.

BE IT FURTHER RESOLVED that the Planning Commission designates the Secretary of the Planning Commission as the custodian of the documents and other material which constitute the record of proceedings upon which the decision herein is based. These documents may be found at the office of the Sonoma County Permit and Resource Management Department, 2550 Ventura Avenue, Santa Rosa, CA 95403.

THE FOREGOING RESOLUTION was introduced by Commissioner _____, who moved its adoption, seconded by Commissioner _____, and adopted on roll call by the following vote:

Commissioner
Commissioner
Commissioner
Commissioner
Commissioner

Ayes: Noes: Absent: Abstain:

WHEREUPON, the Chair declared the above and foregoing Resolution duly adopted; and

SO ORDERED.

Resolution Number

County of Sonoma
Santa Rosa, California

June 7, 2012
ZCE11-0010 Lisa Posternak

RESOLUTION OF THE PLANNING COMMISSION, COUNTY OF SONOMA, STATE OF CALIFORNIA, RECOMMENDING THE BOARD OF SUPERVISORS FIND THE PROJECT TO BE EXEMPT FROM CEQA, AND ADOPT THE PROPOSED DESIGN GUIDELINES FOR THE OCCIDENTAL HISTORIC DISTRICT.

WHEREAS, the Board of Supervisors adopted Ordinance No. 2611 establishing the Occidental Historic District on March 4, 1980; and

WHEREAS, the Board of Supervisors adopted the "Occidental Town Study Preliminary Report" on December 17, 1974 ; and

WHEREAS, in 2010 the Landmarks Commission determined the current Design Guidelines for the Occidental Historic District are inadequate because they do not incorporate an historic context statement for the District, do not identify contributory and non-contributory structures, do not include the Secretary of the Interior's Standards for the Treatment of Historic Properties, do not include clear standards in sufficient detail on all aspects of design or include adequate illustrations; and determined the Design Guidelines for the Occidental Historic District should be updated to incorporate the above information; and

WHEREAS, the Permit and Resource Management Department proposes updated Design Guidelines for the Occidental Historic District; and

WHEREAS, the Permit Resource and Management Department determined that the project is exempt from the California Environmental Quality Act ("CEQA") pursuant to Section 15061(b)(3) of the state CEQA Guidelines; and

WHEREAS, in accordance with the provisions of law, the Planning Commission held a public hearing on June 7, 2012, at which time all interested persons were given an opportunity to be heard.

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission makes the following findings:

1. The adoption of the proposed Design Guidelines for the Occidental Historic District would help protect and preserve the historic character and resources of Occidental.
2. The proposed Design Guidelines for the Occidental Historic District are consistent with the goals, objectives, and policies of the Sonoma County General Plan because they would help protect and preserve significant historical sites that represent the ethnic, cultural, and economic groups that have lived and worked in Sonoma County; and help conserve and preserve historic structures and buildings.
3. The proposed Design Guidelines for the Occidental Historic District are exempt from the provisions of the California Environmental Quality Act (CEQA) under Title 14 of the California Code of Regulations, Section 15061(b)(3), as they do not constitute a project which has the potential to cause a significant effect on the environment. The Design

Guidelines are intended to provide for the protection and preservation of the historic character and resources of the Historic District.

BE IT FURTHER RESOLVED that the Planning Commission recommends that the Board of Supervisors find the project to be exempt from CEQA; and adopt the proposed Design Guidelines for the Occidental Historic District.

BE IT FURTHER RESOLVED that the Planning Commission designates the Secretary of the Planning Commission as the custodian of the documents and other material which constitute the record of proceedings upon which the decision herein is based. These documents may be found at the office of the Sonoma County Permit and Resource Management Department, 2550 Ventura Avenue, Santa Rosa, CA 95403.

THE FOREGOING RESOLUTION was introduced by Commissioner _____, who moved its adoption, seconded by Commissioner _____, and adopted on roll call by the following vote:

Commissioner
Commissioner
Commissioner
Commissioner
Commissioner

Ayes: Noes: Absent: Abstain:

WHEREUPON, the Chair declared the above and foregoing Resolution duly adopted; and

SO ORDERED.

Resolution Number

County of Sonoma
Santa Rosa, California

June 7, 2012
ZCE11-0011 Lisa Posternak

RESOLUTION OF THE PLANNING COMMISSION, COUNTY OF SONOMA, STATE OF CALIFORNIA, RECOMMENDING THE BOARD OF SUPERVISORS FIND THE PROJECT TO BE EXEMPT FROM CEQA, AND ADOPT THE PROPOSED DESIGN GUIDELINES FOR THE BODEGA HISTORIC DISTRICT, AND APPROVE AMENDMENT OF THE BOUNDARY OF THE BODEGA HISTORIC DISTRICT BY REMOVING THE HISTORIC DISTRICT (HD) ZONING DESIGNATION FROM SIX PARCELS (APN 103-130-008, -010, -012, -013, -015, -016).

WHEREAS, the Board of Supervisors adopted Ordinance No. 3217 establishing the Bodega Historic District on October 31, 1983; and

WHEREAS, the Board of Supervisors has not adopted Design Guidelines for the Bodega Historic District; and

WHEREAS, in 2011 the Landmarks Commission determined Design Guidelines should be prepared for the Bodega Historic District; and

WHEREAS, the Permit and Resource Management Department proposes new Design Guidelines for the Bodega Historic District; and

WHEREAS, the consultant who prepared the Design Guidelines for the Bodega Historic District recommends the boundary of the Bodega Historic District be modified to exclude eight parcels; and

WHEREAS, the Permit and Resource Management Department recommends the boundary of the Bodega Historic District be modified to exclude six of the eight parcels located at 352 Salmon Creek Road, Bodega (APN 103-130-008); 330 Salmon Creek Road, Bodega (APN103-130-010); 544 Salmon Creek Road, Bodega (APN103-130-012); 550 Salmon Creek Road, Bodega (APN103-130-013); 320 Salmon Creek Road, Bodega (APN103-130-015); and 310 Salmon Creek Road, Bodega (APN103-130-016); and

WHEREAS, in order for a parcel to be removed from an Historic District, the HD (Historic District) overlay zoning must be removed from the affected parcels within the Historic District; and

WHEREAS, the map of the contracted Bodega Historic District is attached as Exhibit "A" and

WHEREAS, the Permit and Resource Management Department determined that the project is exempt from the California Environmental Quality Act ("CEQA") pursuant to Section 15061(b)(3) of the state CEQA Guidelines; and

WHEREAS, in accordance with the provisions of law, the Planning Commission held a public hearing on June 7, 2012, at which time all interested persons were given an opportunity to be heard.

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission makes the following findings:

1. The adoption of the proposed Design Guidelines for the Bodega Historic District would help protect and preserve the historic character and resources of Bodega.
2. The proposed Design Guidelines for the Bodega Historic District are consistent with the goals, objectives, and policies of the Sonoma County General Plan because they would help protect and preserve significant historical sites that represent the ethnic, cultural, and economic groups that have lived and worked in Sonoma County; and help conserve and preserve historic structures and buildings.
3. The proposed Design Guidelines for the Bodega Historic District are exempt from the provisions of the California Environmental Quality Act (CEQA) under Title 14 of the California Code of Regulations, Section 15061(b)(3), as they do not constitute a project which has the potential to cause a significant effect on the environment. The Design Guidelines are intended to provide for the protection and preservation of the historic character and resources of the Historic District.
4. Removal of the HD zoning designation from six parcels in the Bodega Historic District would not have a significant, adverse impact on the historic character, resources, or integrity of the Historic District because existing development on these six properties is, and future development on these properties would not be, visually related to existing and future development in the main portion of the Bodega Historic District.

BE IT FURTHER RESOLVED that the Planning Commission recommends that the Board of Supervisors find the project to be exempt from CEQA; adopt the proposed Design Guidelines for the Bodega Historic District; amend the boundary of the Bodega Historic District consistent with Exhibit "A", and by separate action approve an Ordinance for a Zone Change to the aforementioned parcels.

BE IT FURTHER RESOLVED that the Planning Commission designates the Secretary of the Planning Commission as the custodian of the documents and other material which constitute the record of proceedings upon which the decision herein is based. These documents may be found at the office of the Sonoma County Permit and Resource Management Department, 2550 Ventura Avenue, Santa Rosa, CA 95403.

THE FOREGOING RESOLUTION was introduced by Commissioner _____, who moved its adoption, seconded by Commissioner _____, and adopted on roll call by the following vote:

Commissioner
Commissioner
Commissioner
Commissioner
Commissioner

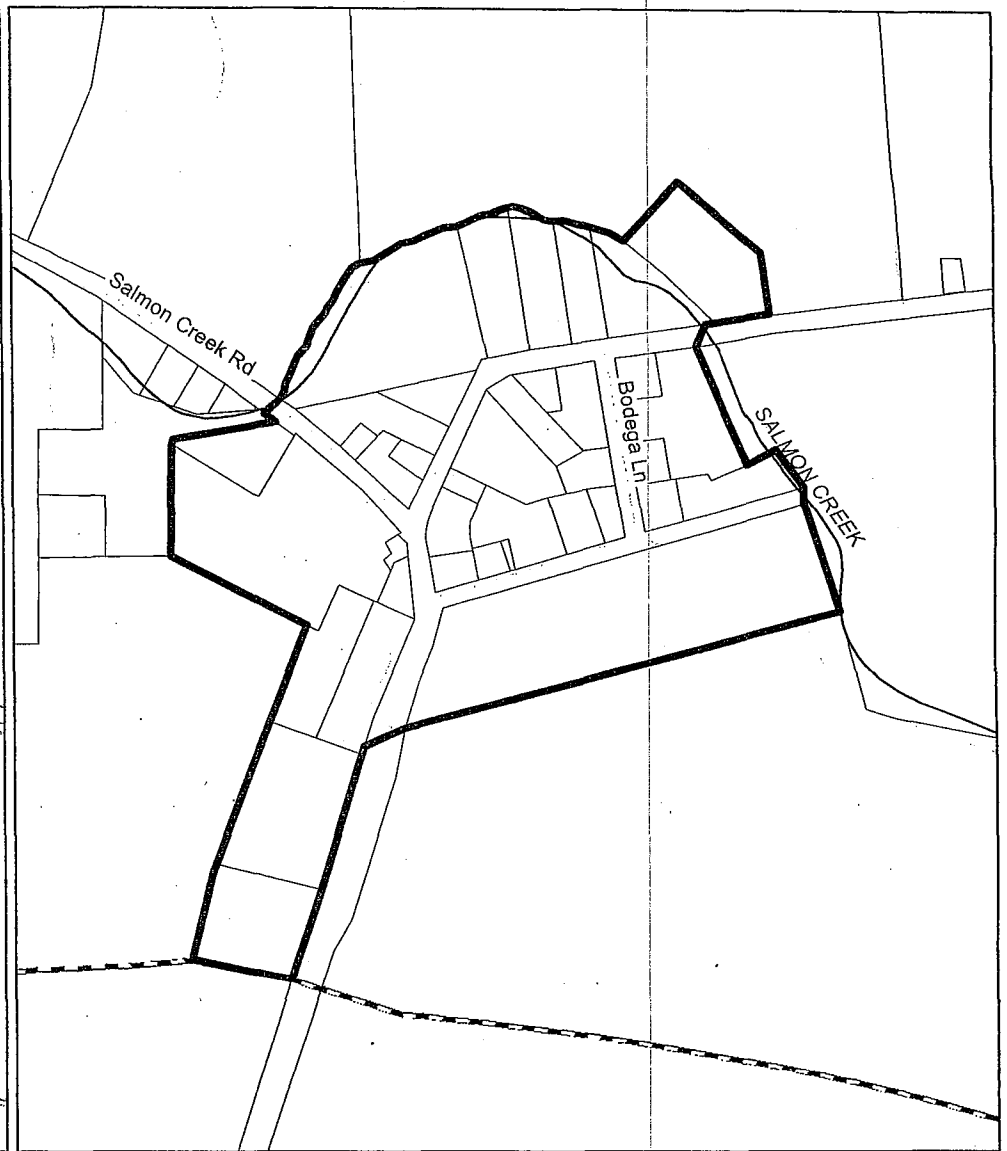
Ayes: Noes: Absent: Abstain:

WHEREUPON, the Chair declared the above and foregoing Resolution duly adopted; and







SO ORDERED.

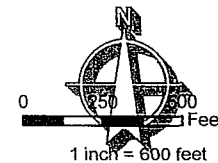
Existing Bodega Historic District

Proposed Bodega Historic District



Legend

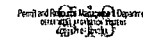
-  Bodega Historic District Boundary
-  Assessor Parcels
-  Coastal Commission Boundary
-  Street
-  Perennial
-  Intermittent



FILE: ZCE 11-0012
 AP #: Various
 Resolution No.

Permit and Resource Management Department
 Project Review Section

2550 Ventura Avenue, Santa Rosa, CA 95403
 (707) 565-1965 Fax (707) 565-1103



Resolution Number

County of Sonoma
Santa Rosa, California

June 7, 2012
ZCE11-0012 Lisa Posternak

RESOLUTION OF THE PLANNING COMMISSION, COUNTY OF SONOMA, STATE OF CALIFORNIA, RECOMMENDING THE BOARD OF SUPERVISORS FIND THE PROJECT TO BE EXEMPT FROM CEQA, AND ADOPT THE PROPOSED DESIGN GUIDELINES FOR THE DUNCANS MILLS HISTORIC DISTRICT, AND APPROVE AMENDMENT OF THE BOUNDARY OF THE DUNCANS MILLS HISTORIC DISTRICT BY ADDING HISTORIC DISTRICT (HD) ZONING DESIGNATION TO TWO PARCELS (APN 096-170-006 & APN 096-170-007).

WHEREAS, the Board of Supervisors adopted Ordinance No. 2949 establishing the Duncans Mills Historic District on March 2, 1982; and

WHEREAS, the Board of Supervisors has not adopted Design Guidelines for the Duncans Mills Historic District; and

WHEREAS, in 2011 the Landmarks Commission determined Design Guidelines should be prepared for the Duncans Mills Historic District; and

WHEREAS, the Permit and Resource Management Department proposes new Design Guidelines for the Duncans Mills Historic District; and

WHEREAS, the consultant who prepared the Design Guidelines for the Duncans Mills Historic District recommended the boundary of the Duncans Mills Historic District be modified to include two additional parcels located at 23450 Moscow Road, Duncans Mills (APN 096-170-006) and 25150 Steelhead Boulevard, Duncans Mills (APN 096-170-007); and

WHEREAS, the Permit and Resource Management Department proposes to change the boundary of the Duncans Mills Historic District based on the recommendation of said consultant; and

WHEREAS, in order for a parcel to be added to an Historic District, the HD (Historic District) overlay zoning must be added to the affected parcels within the expanded Historic District; and

WHEREAS, the map of the expanded Duncans Mills Historic District is attached as Exhibit "A"; and

WHEREAS, the Permit Resource and Management Department determined that the project is exempt from the California Environmental Quality Act ("CEQA") pursuant to Section 15061(b)(3) of the state CEQA Guidelines; and

WHEREAS, in accordance with the provisions of law, the Planning Commission held a public hearing on June 7, 2012, at which time all interested persons were given an opportunity to be heard.

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission makes the following

EXHIBIT H

findings:

1. The adoption of the proposed Design Guidelines for the Duncans Mills Historic District would help protect and preserve the historic character and resources of Duncans Mills.
2. ~~The proposed Design Guidelines for the Duncans Mills Historic District are consistent with the goals, objectives, and policies of the Sonoma County General Plan because they would help protect and preserve significant historical sites that represent the ethnic, cultural, and economic groups that have lived and worked in Sonoma County; and help conserve and preserve historic structures and buildings.~~
3. The proposed Design Guidelines for the Duncans Mills Historic District are exempt from the provisions of the California Environmental Quality Act (CEQA) under Title 14 of the California Code of Regulations, Section 15061(b)(3), as they do not constitute a project which has the potential to cause a significant effect on the environment. The Design Guidelines are intended to provide for the protection and preservation of the historic character and resources of the Historic District.
4. The proposed addition of HD (Historic District) zoning to the aforementioned two parcels would help further protect and preserve the historic character and resources of Duncans Mills.

BE IT FURTHER RESOLVED that the Planning Commission recommends that the Board of Supervisors find the project to be exempt from CEQA; adopt the proposed Design Guidelines for the Duncans Mills Historic District; amend the boundary of the Duncans Mills Historic District consistent with Exhibit "A"; and by separate action approve an Ordinance for a Zone Change to the aforementioned two parcels.

BE IT FURTHER RESOLVED that the Planning Commission designates the Secretary of the Planning Commission as the custodian of the documents and other material which constitute the record of proceedings upon which the decision herein is based. These documents may be found at the office of the Sonoma County Permit and Resource Management Department, 2550 Ventura Avenue, Santa Rosa, CA 95403.

THE FOREGOING RESOLUTION was introduced by Commissioner _____, who moved its adoption, seconded by Commissioner _____, and adopted on roll call by the following vote:

Commissioner
Commissioner
Commissioner
Commissioner
Commissioner

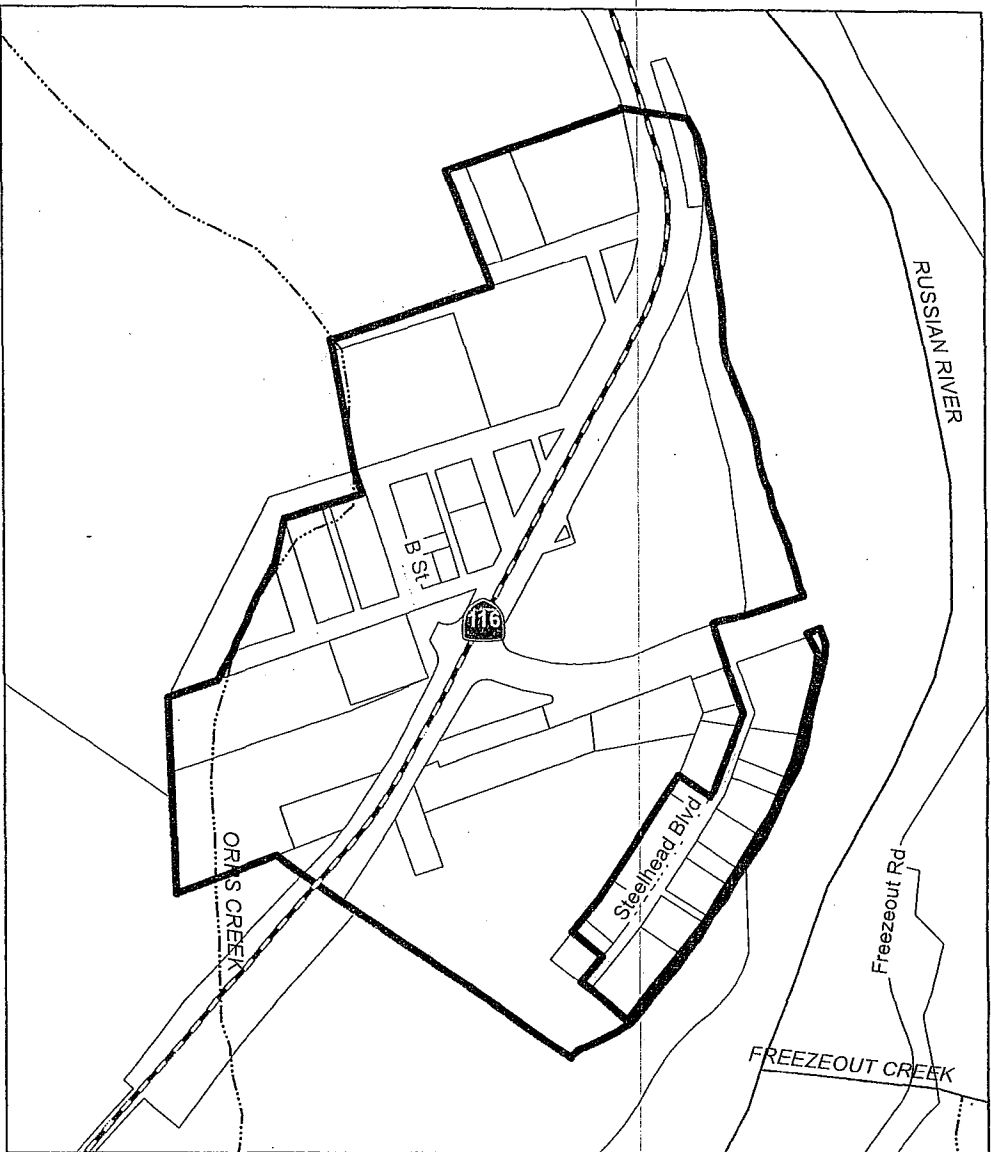
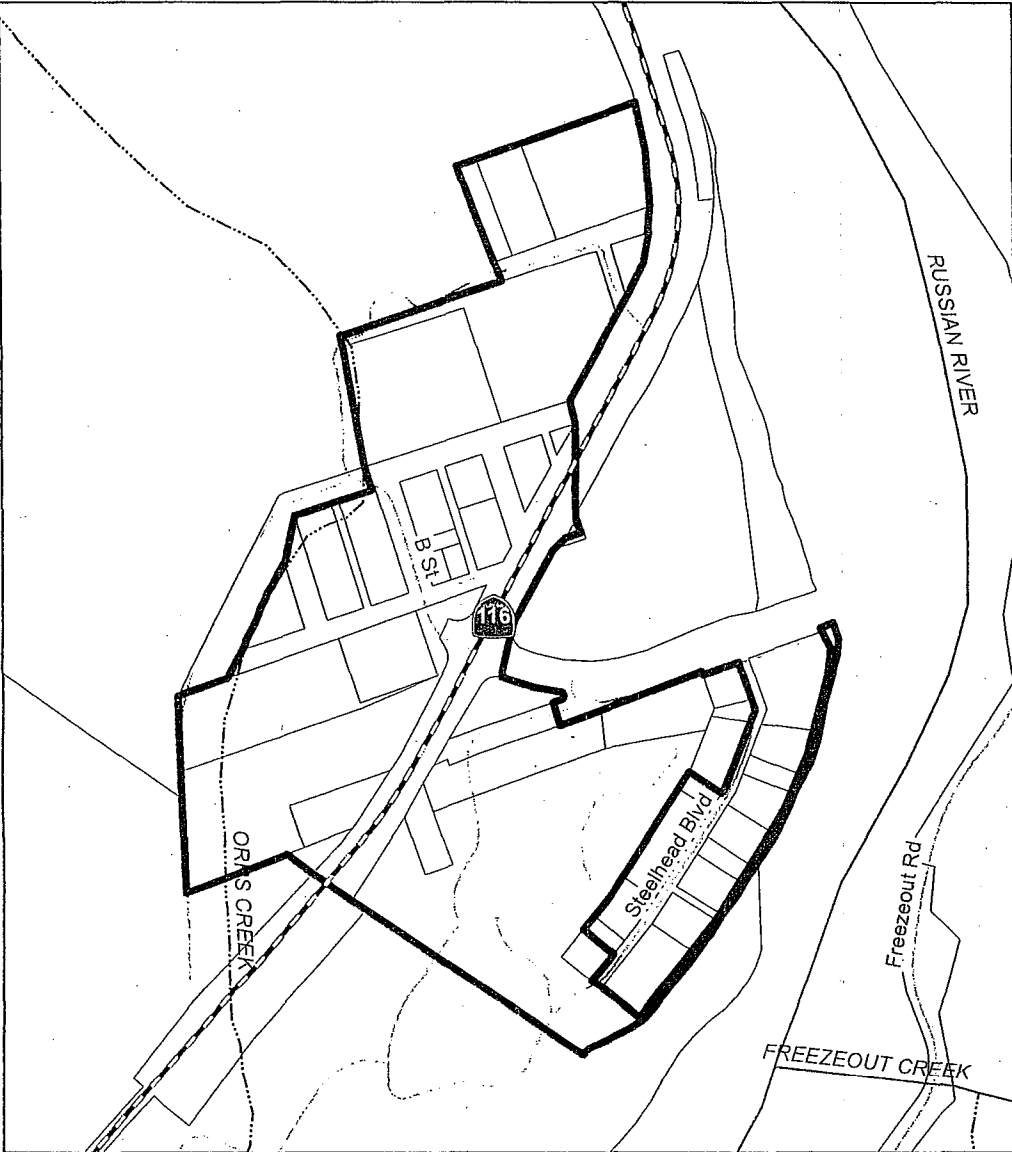
Ayes: Noes: Absent: Abstain:

WHEREUPON, the Chair declared the above and foregoing Resolution duly adopted; and







SO ORDERED.

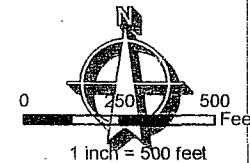
Existing Duncans Mills Historic District

Proposed Duncans Mills Historic District



Legend

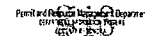
-  Duncans Mills Historic District Boundary
-  Highways
-  Assessor Parcels
-  Street
-  Perennial
-  Intermittent



FILE: ZCE 11-0011
 AP #: Various
 Resolution No.

Permit and Resource Management Department
 Project Review Section

2550 Ventura Avenue, Santa Rosa, CA 95403
 (707) 565-1965 Fax (707) 565-1103



Resolution Number

County of Sonoma
Santa Rosa, California

June 7, 2012
ZCE11-0009 Lisa Posternak

RESOLUTION OF THE PLANNING COMMISSION, COUNTY OF SONOMA, STATE OF CALIFORNIA, RECOMMENDING THE BOARD OF SUPERVISORS FIND THE PROJECT TO BE EXEMPT FROM CEQA, AND APPROVE AMENDMENT OF ARTICLE 68 OF CHAPTER 26 OF THE SONOMA COUNTY CODE TO INCORPORATE THE FREESTONE, OCCIDENTAL, AND BODEGA HISTORIC DISTRICT DESIGN GUIDELINES BY REFERENCE.

WHEREAS, the Permit and Resource Management Department proposes to amend Article 68 of Chapter 26 of the Sonoma County Code to incorporate the Design Guidelines for the Freestone, Occidental, and Bodega Historic Districts by reference; and

WHEREAS, the Permit Resource and Management Department determined that the project is exempt from the California Environmental Quality Act ("CEQA") pursuant to Section 15061(b)(3) of the state CEQA Guidelines; and

WHEREAS, in accordance with the provisions of law, the Planning Commission held a public hearing on June 7, 2012, at which time all interested persons were given an opportunity to be heard.

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission makes the following findings:

1. The proposed amendment of Article 68 of Chapter 26 of the Sonoma County Code to incorporate the Freestone, Occidental, and Bodega Historic District Design Guidelines by reference would allow the Design Guidelines to be used to protect and preserve the historic character and resources of Freestone, Occidental, Bodega, and Duncans Mills.
2. The proposed amendment of Article 68 of Chapter 26 of the Sonoma County Code to incorporate the Freestone, Occidental, and Bodega Historic District Design Guidelines by reference is consistent with the goals, objectives, and policies of the Sonoma County General Plan because it would allow the Design Guidelines to be used to protect and preserve significant historical sites that represent the ethnic, cultural, and economic groups that have lived and worked in Sonoma County; and conserve and preserve historic structures and buildings.
3. The proposed amendment of Article 68 of Chapter 26 of the Sonoma County Code to incorporate the Freestone, Occidental, and Bodega Historic District Design Guidelines by reference is exempt from the provisions of the California Environmental Quality Act (CEQA) under Title 14 of the California Code of Regulations, Section 15061(b)(3), as it does not constitute a project which has the potential to cause a significant effect on the environment.

BE IT FURTHER RESOLVED that the Planning Commission recommends that the Board of Supervisors find the project to be exempt from CEQA; and amend Article 68 of Chapter 26 of the Sonoma County Code to incorporate these Historic District Design Guidelines by reference.

BE IT FURTHER RESOLVED that the Planning Commission designates the Secretary of the Planning Commission as the custodian of the documents and other material which constitute the record of proceedings upon which the decision herein is based. These documents may be found at the office of the Sonoma County Permit and Resource Management Department, 2550 Ventura Avenue, Santa Rosa, CA 95403.

THE FOREGOING RESOLUTION was introduced by Commissioner _____, who moved its adoption, seconded by Commissioner _____, and adopted on roll call by the following vote:

Commissioner
Commissioner
Commissioner
Commissioner
Commissioner

Ayes: Noes: Absent: Abstain:

WHEREUPON, the Chair declared the above and foregoing Resolution duly adopted; and

SO ORDERED.

Resolution Number

County of Sonoma
Santa Rosa, California

June 7, 2012
ZCE11-0012 Lisa Posternak

RESOLUTION OF THE PLANNING COMMISSION, COUNTY OF SONOMA, STATE OF CALIFORNIA, RECOMMENDING THE BOARD OF SUPERVISORS FIND THE PROJECT TO BE EXEMPT FROM CEQA, AND APPROVE AMENDMENT OF ARTICLE 24 OF CHAPTER 26C OF THE SONOMA COUNTY CODE TO INCORPORATE THE DUNCANS MILLS HISTORIC DISTRICT DESIGN GUIDELINES BY REFERENCE.

WHEREAS, the Permit and Resource Management Department proposes to amend Article 24 of Chapter 26C of the Sonoma County Code to incorporate the Design Guidelines for the Duncans Mills Historic Districts by reference; and

WHEREAS, the Permit Resource and Management Department determined that the project is exempt from the California Environmental Quality Act ("CEQA") pursuant to Section 15061(b)(3) of the state CEQA Guidelines; and

WHEREAS, in accordance with the provisions of law, the Planning Commission held a public hearing on June 7, 2012, at which time all interested persons were given an opportunity to be heard.

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission makes the following findings:

1. The proposed amendment of Article 24 of Chapter 26C of the Sonoma County Code to incorporate the Duncans Mills Historic District Design Guidelines by reference would allow the Design Guidelines to be used to protect and preserve the historic character and resources of Duncans Mills.
2. The proposed amendment of Article 24 of Chapter 26C of the Sonoma County Code to incorporate the Duncans Mills Historic District Design Guidelines by reference is consistent with the goals, objectives, and policies of the Sonoma County General Plan because it would allow the Design Guidelines to be used to protect and preserve significant historical sites that represent the ethnic, cultural, and economic groups that have lived and worked in Sonoma County; and conserve and preserve historic structures and buildings.
3. The proposed amendment of Article 24 of Chapter 26C of the Sonoma County Code to incorporate the Duncans Mills Historic District Design Guidelines by reference is exempt from the provisions of the California Environmental Quality Act (CEQA) under Title 14 of the California Code of Regulations, Section 15061(b)(3), as it does not constitute a project which has the potential to cause a significant effect on the environment.

BE IT FURTHER RESOLVED that the Planning Commission recommends that the Board of Supervisors find the project to be exempt from CEQA; and amend Article 24 of Chapter 26C of the Sonoma County Code to incorporate the Duncans Mills Historic District Design Guidelines by reference.

BE IT FURTHER RESOLVED that the Planning Commission designates the Secretary of the Planning Commission as the custodian of the documents and other material which constitute the record of proceedings upon which the decision herein is based. These documents may be found at the office of the Sonoma County Permit and Resource Management Department, 2550 Ventura Avenue, Santa Rosa, CA 95403.

THE FOREGOING RESOLUTION was introduced by Commissioner _____, who moved its adoption, seconded by Commissioner _____, and adopted on roll call by the following vote:

Commissioner
Commissioner
Commissioner
Commissioner
Commissioner

Ayes: Noes: Absent: Abstain:

WHEREUPON, the Chair declared the above and foregoing Resolution duly adopted; and

SO ORDERED.

ORDINANCE NO.

AN ORDINANCE OF THE BOARD OF SUPERVISORS, COUNTY OF SONOMA, STATE OF CALIFORNIA, AMENDING THE OFFICIAL ZONING DATABASE OF THE COUNTY OF SONOMA, ADOPTED BY REFERENCE BY SECTION 26-02-110 OF THE SONOMA COUNTY CODE, BY RECLASSIFYING CERTAIN REAL PROPERTY FROM THE RRD, B6-10, BR HD DISTRICTS TO THE RRD, B6-10, BR DISTRICTS FOR 6.05 ACRES LOCATED AT 352 SALMON CREEK ROAD, BODEGA, APN 103-130-008; 330 SALMON CREEK ROAD, BODEGA, APN 103-130-010; 544 SALMON CREEK ROAD, BODEGA, APN 103-130-012; 550 SALMON CREEK ROAD, BODEGA, APN 103-130-013; AND 310 SALMON CREEK ROAD, BODEGA, APN 103-130-016; AND BY RECLASSIFYING CERTAIN REAL PROPERTY FROM THE RRD, B6-10, HD DISTRICTS TO THE RRD, B6-10 DISTRICT FOR 1.00 ACRES LOCATED AT 320 SALMON CREEK ROAD, BODEGA, APN 103-130-015.

The Board of Supervisors of the County of Sonoma, State of California, ordains as follows:

SECTION I: The Official Zoning Database (OZD) of the County, adopted by reference by Section 26-02-110 of the Sonoma County Code, is amended by reclassifying the following real property:

1. From the RRD (Resources and Rural Development), B6-10 acre density, BR (Biotic Resources), HD (Historic District) to the RRD (Resources and Rural Development), B6-10 acre density, BR (Biotic Resources) zoning districts for 0.36 acres located north of Salmon Creek and south of Salmon Creek Road, about 688 feet northwest of the Salmon Creek Road/Bodega Highway intersection, also known as 352 Salmon Creek Road, Bodega, APN 103-130-008. File No. ZCE11-0011. The Director of the Permit and Resource Management Department is directed to reflect this amendment to the OZD of the County as shown on Sectional District Map No. _____.
2. From the RRD (Resources and Rural Development), B6-10 acre density, BR (Biotic Resources), HD (Historic District) to the RRD (Resources and Rural Development), B6-10 acre density, BR (Biotic Resources) zoning districts for 0.25 acres located north of Salmon Creek and south of Salmon Creek Road, about 495 feet northwest of the Salmon Creek Road/Bodega Highway intersection, also known as 330 Salmon Creek Road, Bodega, APN 103-130-010. File No. ZCE11-0011. The Director of the Permit and Resource Management Department is directed to reflect this amendment to the OZD of the County as shown on Sectional District Map No. _____.
3. From the RRD (Resources and Rural Development), B6-10 acre density, BR (Biotic Resources), HD (Historic District) to the RRD (Resources and Rural Development), B6-10 acre density, BR (Biotic Resources) zoning districts for 0.41 acres located north of Salmon Creek and south of Salmon Creek Road, about 792 feet northwest of the Salmon Creek Road/Bodega Highway intersection, also known as 544 Salmon Creek Road, Bodega, APN 103-130-012. File No. ZCE11-0011. The Director of the Permit and Resource Management Department is directed to reflect this amendment to the OZD of the County as shown on Sectional District Map No. _____.
4. From the RRD (Resources and Rural Development), B6-10 acre density, BR (Biotic Resources), HD (Historic District) to the RRD (Resources and Rural Development), B6-10 acre density, BR (Biotic Resources) zoning districts for 1.05 acres located north of Salmon Creek and south of Salmon Creek Road, about 765 feet northwest of the Salmon Creek Road/Bodega Highway intersection, also known as 550 Salmon Creek Road, Bodega, APN 103-130-013. File No. _____.

ZCE11-0011. The Director of the Permit and Resource Management Department is directed to reflect this amendment to the OZD of the County as shown on Sectional District Map No. _____.

5. From the RRD (Resources and Rural Development), B6-10 acre density, BR (Biotic Resources), HD (Historic District) to the RRD (Resources and Rural Development), B6-10 acre density, BR (Biotic Resources) zoning districts for 3.98 acres located south of Salmon Creek, about 542 feet northwest of the Salmon Creek Road/Bodega Highway intersection, also known as 310 Salmon Creek Road, Bodega, APN103-130-016. File No. ZCE11-0011. The Director of the Permit and Resource Management Department is directed to reflect this amendment to the OZD of the County as shown on Sectional District Map No. _____.
6. From the RRD (Resources and Rural Development), B6-10 acre density, HD (Historic District) to the RRD (Resources and Rural Development), B6-10 acre density zoning districts for 1.00 acres located about 542 feet southwest of where Salmon Creek Road crosses Salmon Creek, also known as 320 Salmon Creek Road, Bodega, APN103-130-015. File No. ZCE11-0011. The Director of the Permit and Resource Management Department is directed to reflect this amendment to the OZD of the County as shown on Sectional District Map No. _____.

SECTION II: If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional and invalid, such decision shall not affect the validity of the remaining portion of this Ordinance. The Board of Supervisors hereby declares that it would have passed this Ordinance and every section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional or invalid.

SECTION III: This Ordinance shall be and the same is hereby declared to be in full force and effect from and after thirty (30) days after the date of its passage and shall be published once before the expiration of fifteen (15) days after said passage, with the names of the Supervisors voting for or against the same, in a newspaper of general circulation, published in the County of Sonoma, State of California.

In regular session of the Board of Supervisors of the County of Sonoma, passed and adopted this _____ day of _____, 2012, on regular roll call of the members of said Board by the following vote:

SUPERVISORS:

Brown:	Rabbitt:	McGuire:	Carrillo:	Zane:
Ayes:	Noes:	Absent:	Abstain:	

WHEREUPON, the Chair declared the above and foregoing Ordinance duly adopted and

SO ORDERED

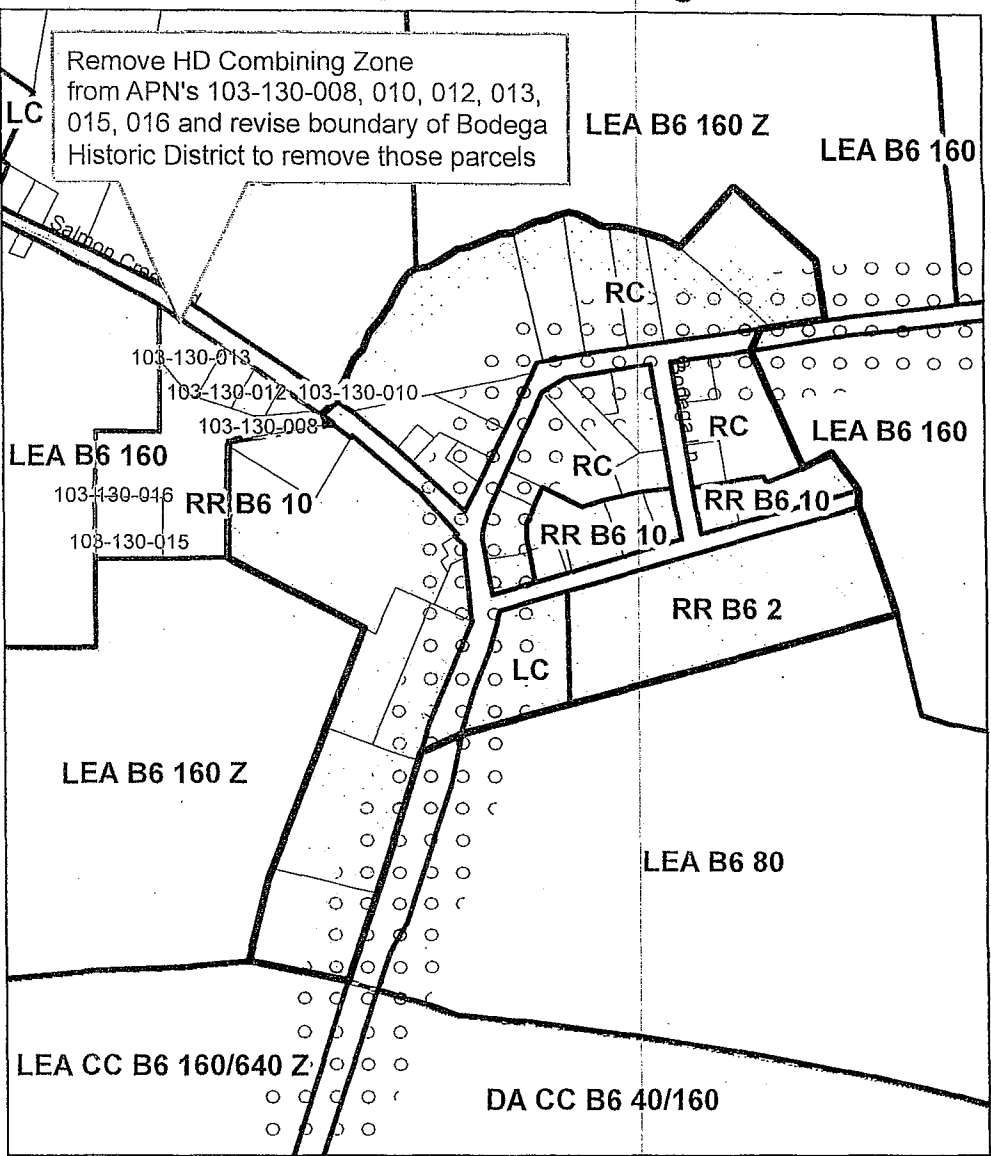
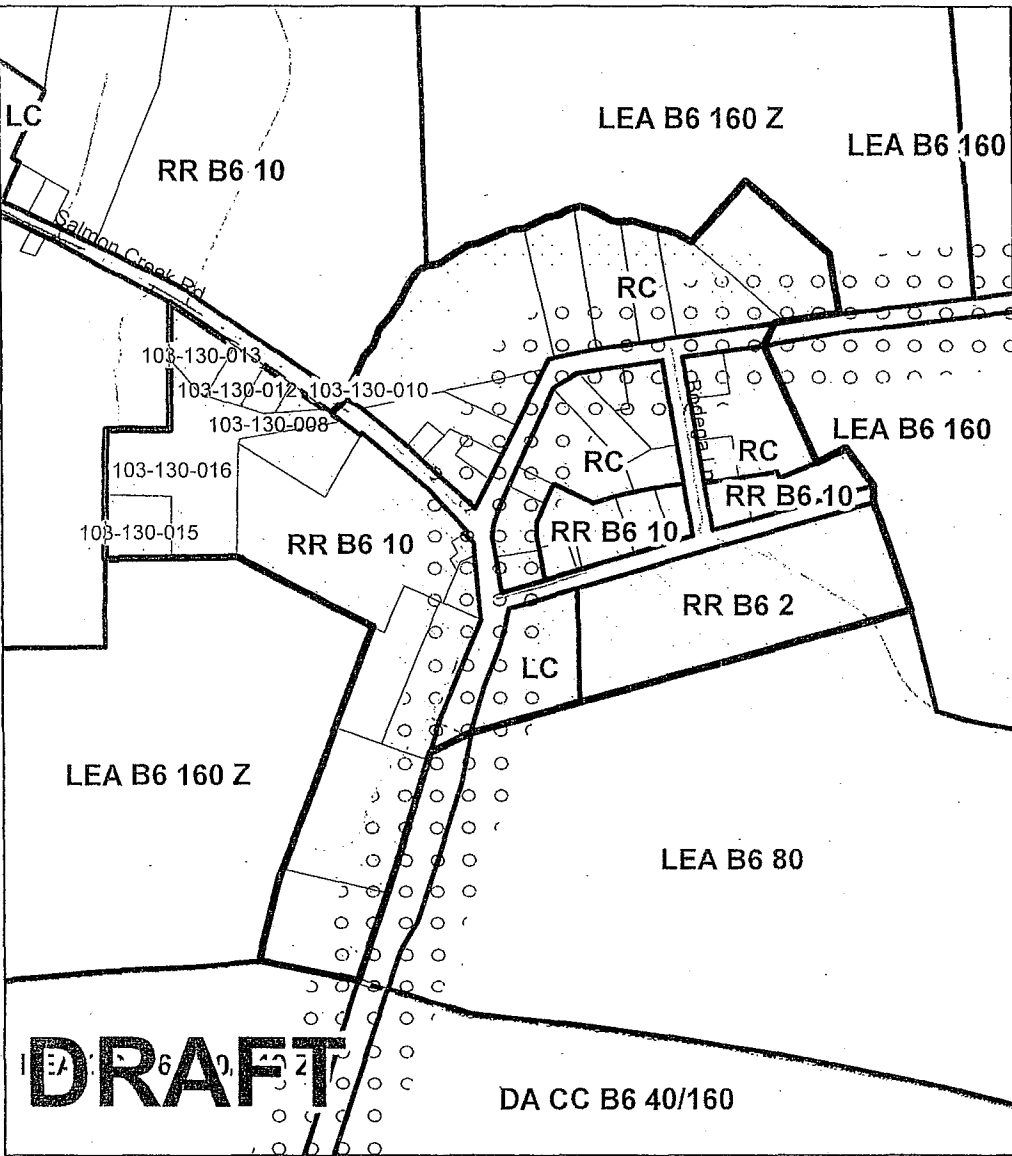
Chair, Board of Supervisors
County of Sonoma

ATTEST:

Veronica A. Ferguson
Clerk of the Board of Supervisors

Existing Zoning

Proposed Zoning



DRAFT

Base Map Data

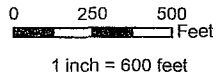
- Proposed Rezone
- Basezoning by Area
- Highways
- Intermittent Stream
- Perennial Stream

Zoning Combining Districts

- LU Policy
- AH Affordable Housing
- HD Historic District
- BR Biotic Resource
- SD Scenic Design
- SR Scenic Resource
- VOH Valley Oak Habitat
- MR Mineral Resource

- G Geologic Hazard
- F2 Floodplain
- F1 Floodway

File No.: ZCE 11-0012
A. P. Nos. 103-130-008, 010, 012, 013, 015, 016



Permit and Resource Management Department
Project Review Section

2550 Ventura Avenue, Santa Rosa, CA 95403
(707) 565-1965 Fax (707) 565-1103

ORDINANCE NO.

AN ORDINANCE OF THE BOARD OF SUPERVISORS, COUNTY OF SONOMA, STATE OF CALIFORNIA, AMENDING THE OFFICIAL ZONING DATABASE OF THE COUNTY OF SONOMA, ADOPTED BY REFERENCE BY SECTION 26-02-110 OF THE SONOMA COUNTY CODE, BY RECLASSIFYING CERTAIN REAL PROPERTY FROM THE RRD, CC, B6-160/640, F1, F2, SR, VOH DISTRICTS TO THE RRD, CC, B6-160/640, F1, F2, HD, SR, VOH DISTRICTS FOR 7.18 ACRES LOCATED AT 23450 MOSCOW ROAD, DUNCANS MILLS, APN 096-170-006; AND BY RECLASSIFYING CERTAIN REAL PROPERTY FROM THE RRD, CC, B6-160/640, BR, F1, F2, SR, VOH DISTRICTS TO THE RRD, CC, B6-160/640, BR, F1, F2, HD, SR, VOH DISTRICTS FOR 2.68 ACRES LOCATED AT 23150 STEELHEAD BOULEVARD, DUNCANS MILLS, APN 096-170-007.

The Board of Supervisors of the County of Sonoma, State of California, ordains as follows:

SECTION I: The Official Zoning Database (OZD) of the County, adopted by reference by Section 26-02-110 of the Sonoma County Code, is amended by reclassifying the following real property:

1. From the RRD (Resources and Rural Development), CC (Coastal Combining, B6-160/640 acre density, F1 (Floodway Combining District), F2 (Floodplain Combining District), SR (Scenic Resource), VOH (Valley Oak Habitat) to the RRD (Resources and Rural Development), CC (Coastal Combining, B6-160/640 acre density, F1 (Floodway Combining District), F2 (Floodplain Combining District), HD (Historic District), SR (Scenic Resource), VOH (Valley Oak Habitat) zoning districts for 7.18 acres located west of the Russian River at the intersections of State Highway 116 with Steelhead Boulevard and Moscow Road, also known as 23450 Moscow Road, Duncans Mills, APN 096-170-006. File No. ZCE11-0012. The Director of the Permit and Resource Management Department is directed to reflect this amendment to the OZD of the County as shown on Sectional District Map No. _____.
2. From the RRD (Resources and Rural Development), CC (Coastal Combining), B6-160/640 acres density, BR (Biotic Resource), F1 (Floodway Combining District), F2 (Floodplain Combining District), SR (Scenic Resource), VOH (Valley Oak Habitat) to the RRD (Resources and Rural Development), CC (Coastal Combining, B6-160/640 acre density, BR (Biotic Resource), F1 (Floodway Combining District), F2 (Floodplain Combining District), RRD (Resources and Rural Development), SR (Scenic Resource), VOH (Valley Oak Habitat) zoning districts for 2.68 acres located west of the Russian River, spanning Moscow Road and State Highway 116 about 520 feet east of the Steelhead Boulevard/Moscow Road intersection, also known as 23150 Steelhead Boulevard, Duncans Mills, APN 096-170-007. File No. ZCE11-0012. The Director of the Permit and Resource Management Department is directed to reflect this amendment to the OZD of the County as shown on Sectional District Map No. _____.

SECTION II: If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional and invalid, such decision shall not affect the validity of the remaining portion of this Ordinance. The Board of Supervisors hereby declares that it would have passed this Ordinance and every section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional or invalid.

SECTION III: This Ordinance shall be and the same is hereby declared to be in full force and effect from and after thirty (30) days after the date of its passage and shall be published once before the expiration of fifteen (15) days after said passage, with the names of the Supervisors voting for or against the same, in a newspaper of general circulation, published in the County of Sonoma, State of California.

In regular session of the Board of Supervisors of the County of Sonoma, passed and adopted this _____ day of _____, 2012, on regular roll call of the members of said Board by the following vote:

SUPERVISORS:

Brown:	Rabbitt:	McGuire:	Carrillo:	Zane:
Ayes:	Noes:	Absent:	Abstain:	

WHEREUPON, the Chair declared the above and foregoing Ordinance duly adopted and

SO ORDERED

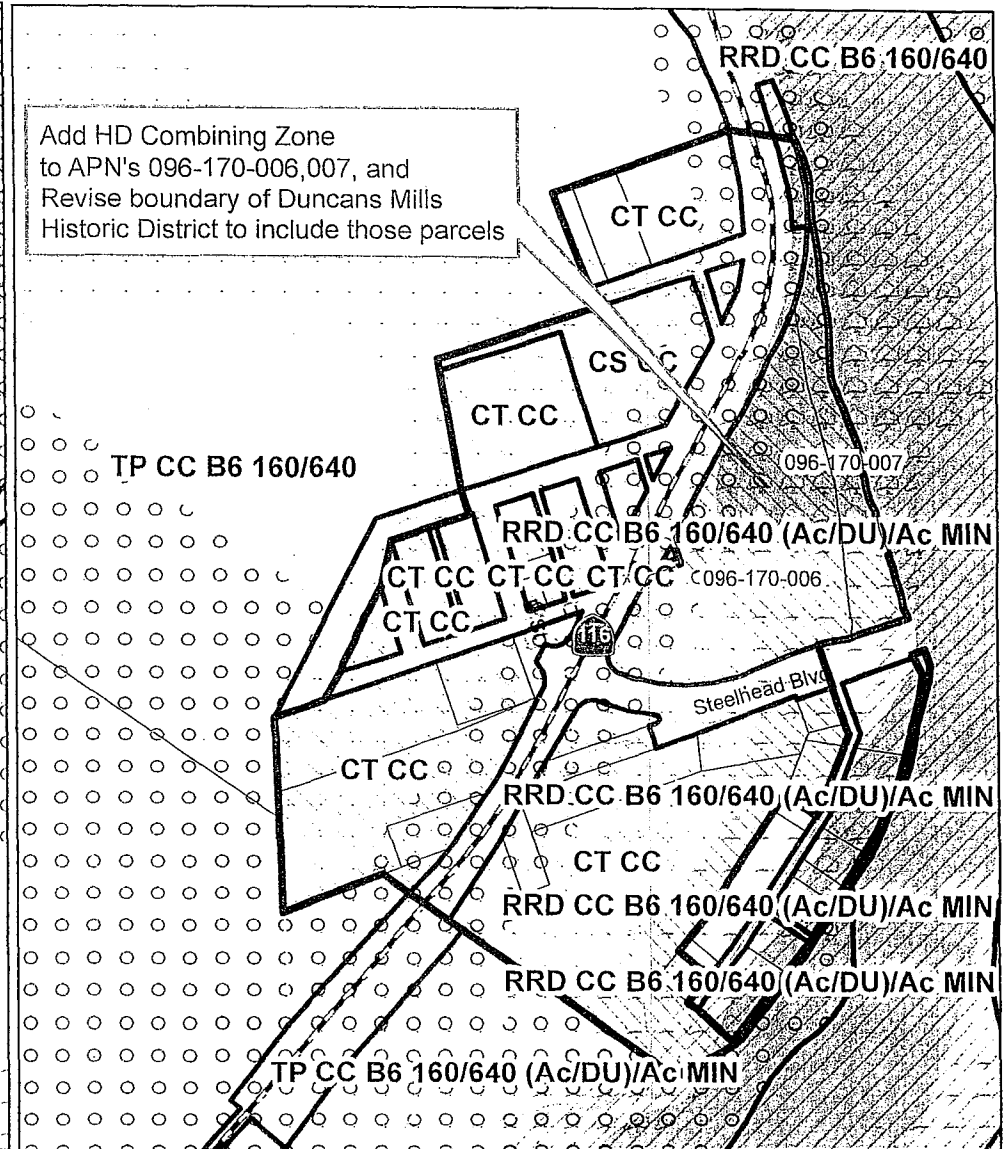
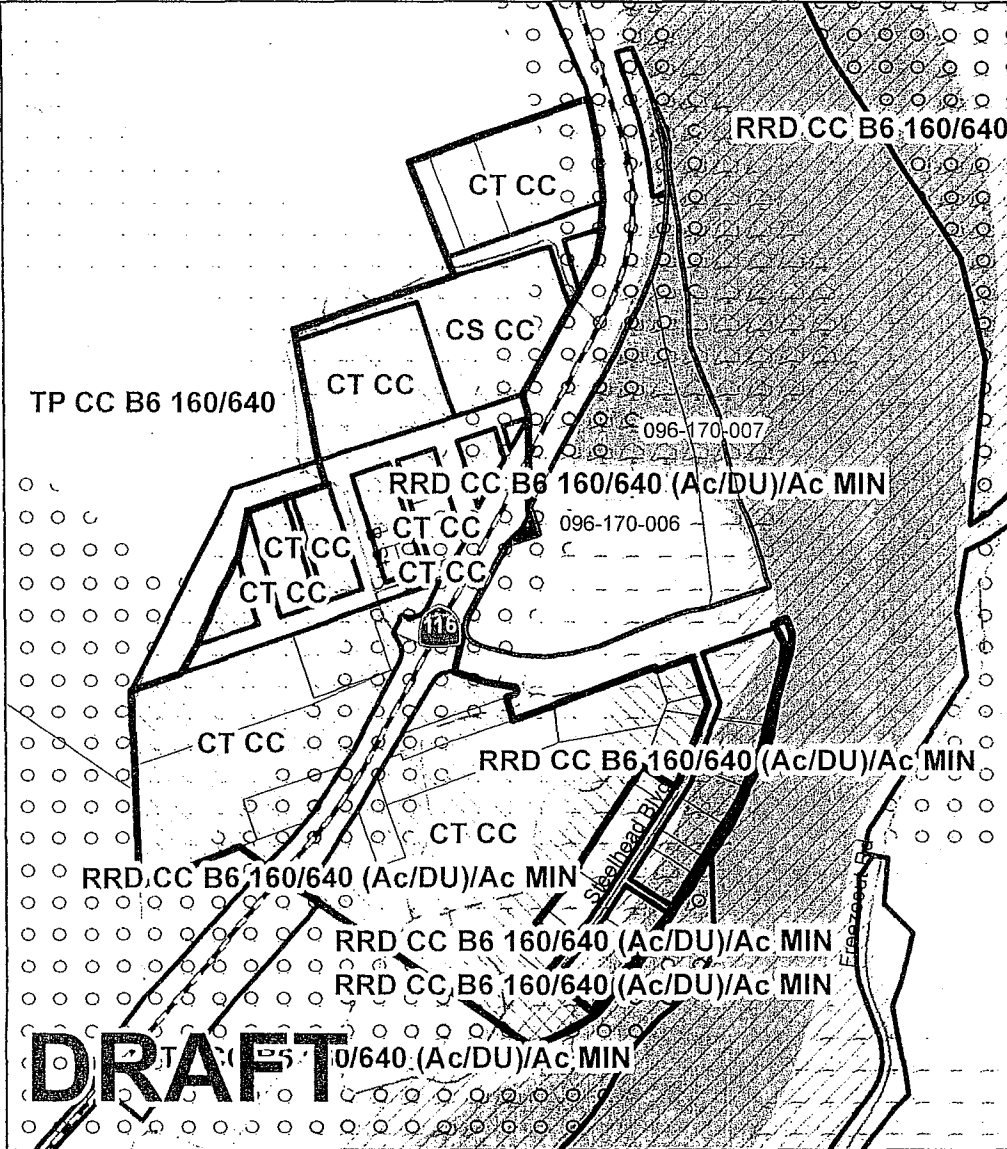
Chair, Board of Supervisors
County of Sonoma

ATTEST:

Veronica A. Ferguson
Clerk of the Board of Supervisors

Existing Zoning

Proposed Zoning



Base Map Data

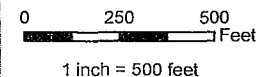
- Proposed Rezone
- Base zoning by Area
- Highways
- Intermittent Stream
- Perennial Stream

Zoning Combining Districts

- LU Policy
- AH Affordable Housing
- HD Historic District
- BR Biotic Resource
- SD Scenic Design
- SR Scenic Resource
- VOH Valley Oak Habitat
- MR Mineral Resource

- G Geologic Hazard
- F2 Floodplain
- F1 Floodway

File No.: ZCE 11-0011
A. P. Nos. 096-170-006, 007



Permit and Resource Management Department
Project Review Section

2550 Ventura Avenue, Santa Rosa, CA 95403
(707) 565-1965 Fax (707) 565-1103

ORDINANCE NO.

AN ORDINANCE OF THE BOARD OF SUPERVISORS, COUNTY OF SONOMA, STATE OF CALIFORNIA, AMENDING ARTICLE 68 OF CHAPTER 26 OF THE SONOMA COUNTY CODE TO INCORPORATE DESIGN GUIDELINES FOR THE FREESTONE, OCCIDENTAL, AND BODEGA HISTORIC DISTRICTS BY REFERENCE.

The Board of Supervisors of the County of Sonoma, State of California, ordains as follows:

SECTION I: Chapter 26 of the Sonoma County Code is amended to incorporate Design Guidelines for the Freestone, Occidental, and Bodega Historic Districts by reference by adding the text in underline to Article 68. - HD Historic Combining District:

Sec. 26-68-010. Designation of historic structures and historic districts.

Pursuant to the normal zoning procedures:

- (a) An individual structure or an integrated group of structures on a single lot or lots having special historical, architectural or aesthetic interest or value as a historic structure may be designated; and
- (b) An area having special historical, architectural or aesthetic interest or value as a historic district may be designated. Before creating a historic district the advice of local citizens and committees may be sought.

Sec. 26-68-020. Alterations of designated historic structures and new construction within a historic district.

No zoning permit authorizing alterations (including demolition) in the exterior of a structure within the boundaries of a historic district and no zoning permits authorizing construction of a new building within the boundaries of a historic district shall be granted unless approval has been granted by the county landmarks commission. Minor alterations may be reviewed and approved by staff in conformance with standards. In all cases where the request for a zoning permit involves demolition alone, however, the county landmarks commission shall take action on such request within six months of the date of application for the permit. It is not intended by this chapter to grant the county landmarks commission jurisdiction over zoning or use permit matters other than in the area of design review.

Sec. 26-68-025. Conformance with historic district design guidelines. Alterations to existing structures and construction of new structures within the following designated Historic Districts must be consistent with the Design Guidelines adopted by the Board of Supervisors:

1. Bodega Historic District Design Guidelines.
2. Freestone Historic District Design Guidelines.
3. Occidental Historic District Design Guidelines.

SECTION II: If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional and invalid, such decision shall not affect the validity of the remaining portion of this Ordinance. The Board of Supervisors hereby declares that it would have passed this Ordinance and every section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional or invalid.

SECTION III: This Ordinance shall be and the same is hereby declared to be in full force and effect from and after thirty (30) days after the date of its passage and shall be published once before the expiration of fifteen (15) days after said passage, with the names of the Supervisors voting for or against the same, in a newspaper of general circulation, published in the County of Sonoma, State of California.

In regular session of the Board of Supervisors of the County of Sonoma, passed and adopted this _____ day of _____, 2012, on regular roll call of the members of said Board by the following vote:

SUPERVISORS:

Brown:	Rabbitt:	McGuire:	Carrillo:	Zane:
Ayes:	Noes:	Absent:	Abstain:	

WHEREUPON, the Chair declared the above and foregoing Ordinance duly adopted and

SO ORDERED

Chair, Board of Supervisors
County of Sonoma

ATTEST:

Veronica A. Ferguson
Clerk of the Board of Supervisors

ORDINANCE NO.

AN ORDINANCE OF THE BOARD OF SUPERVISORS, COUNTY OF SONOMA, STATE OF CALIFORNIA, AMENDING ARTICLE 24 OF CHAPTER 26C OF THE SONOMA COUNTY CODE TO INCORPORATE DESIGN GUIDELINES FOR THE DUNCANS MILLS HISTORIC DISTRICT BY REFERENCE.

The Board of Supervisors of the County of Sonoma, State of California, ordains as follows:

SECTION I: Chapter 26C of the Sonoma County Code is amended to incorporate Design Guidelines for the Duncans Mills Historic District by reference by adding the text in underline to Article 24. - HD Historic Combining District:

Section 26C-240. Designation of Historic Structures and Historic Districts.

Pursuant to the normal zoning procedures:

- (a) An individual structure or an integrated group of structures on a single lot or lots having special historical, architectural or aesthetic interest or value as a historic structure may be designated; and
- (b) An area having special historical, architectural or aesthetic interest or value as a historic district may be designated. Before creating a historic district the advice of local citizens and committees may be sought.

Section 26C-241. Alterations of Designated Historic Structures and New Construction within a Historic District.

No zoning permit authorizing alterations (including demolition) in the exterior of a structure within the boundaries of a historic district and no zoning permits authorizing construction of a new building within the boundaries of a historic district shall be granted unless approval has been granted by the County Landmarks Commission. Minor alterations may be reviewed and approved by staff in conformance with standards. In all cases where the request for a zoning permit involves demolition alone, however, the county landmarks commission shall take action on such request within six months of the date of application for the permit. It is not intended by this chapter to grant the county landmarks commission jurisdiction over zoning or use permit matters other than in the area of design review.

Conformance with Historic District Design Guidelines. Alterations to existing structures and construction of new structures within the following designated Historic Districts must be consistent with the Design Guidelines adopted by the Board of Supervisors:

1. Duncans Mills Historic District Design Guidelines.

SECTION II: If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional and invalid, such decision shall not affect the validity of the remaining portion of this Ordinance. The Board of Supervisors hereby declares that it would have passed this Ordinance and every section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional or invalid.

SECTION III: This Ordinance shall be and the same is hereby declared to be in full force and effect from and after thirty (30) days after the date of its passage and shall be published once before the expiration of fifteen (15) days after said passage, with the names of the Supervisors voting for or against the same, in a newspaper of general circulation, published in the County of Sonoma, State of

California.

In regular session of the Board of Supervisors of the County of Sonoma, passed and adopted this _____ day of _____, 2012, on regular roll call of the members of said Board by the following vote:

SUPERVISORS:

Brown: Rabbitt: McGuire: Carrillo: Zane:

Ayes: Noes: Absent: Abstain:

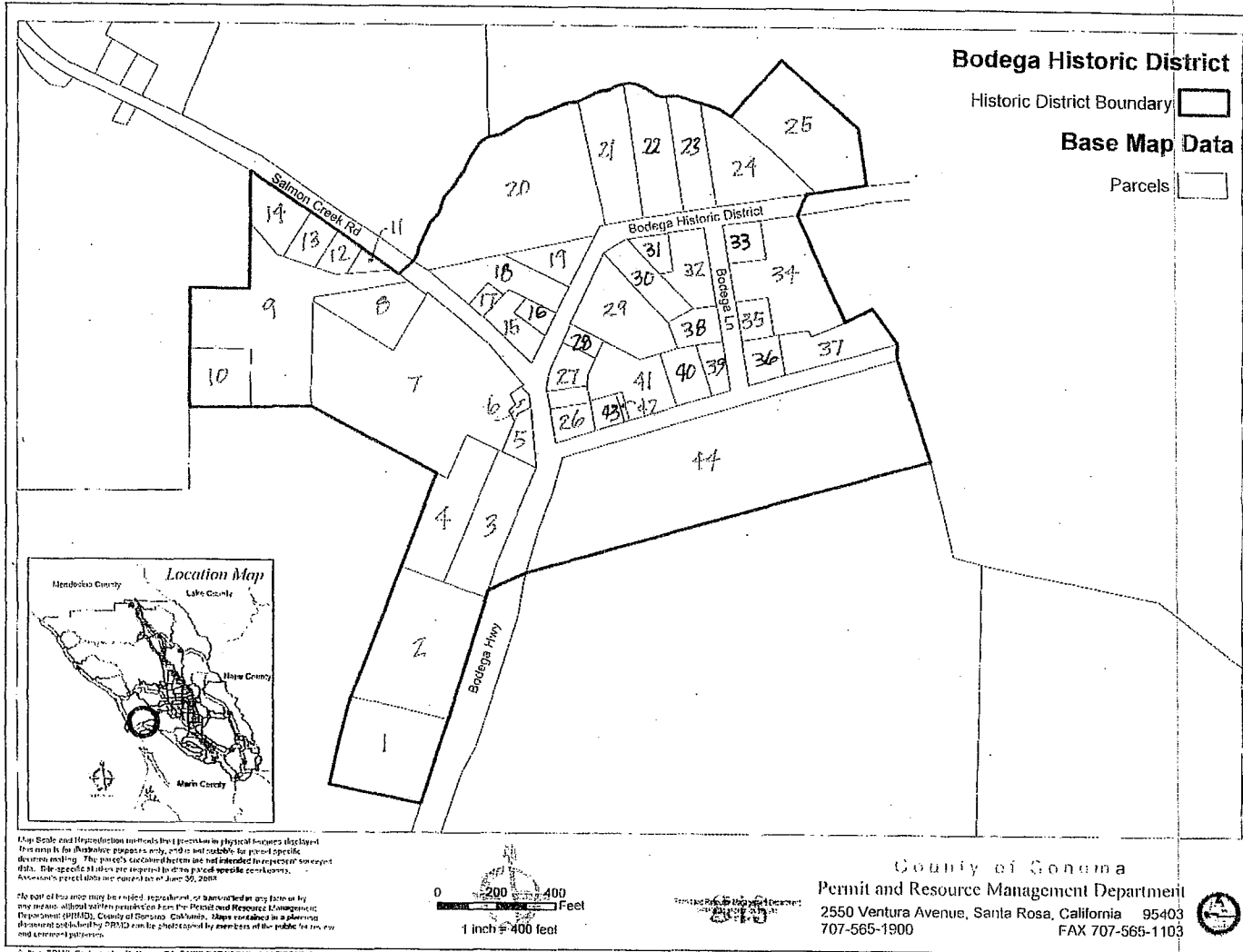
WHEREUPON, the Chair declared the above and foregoing Ordinance duly adopted and

SO ORDERED

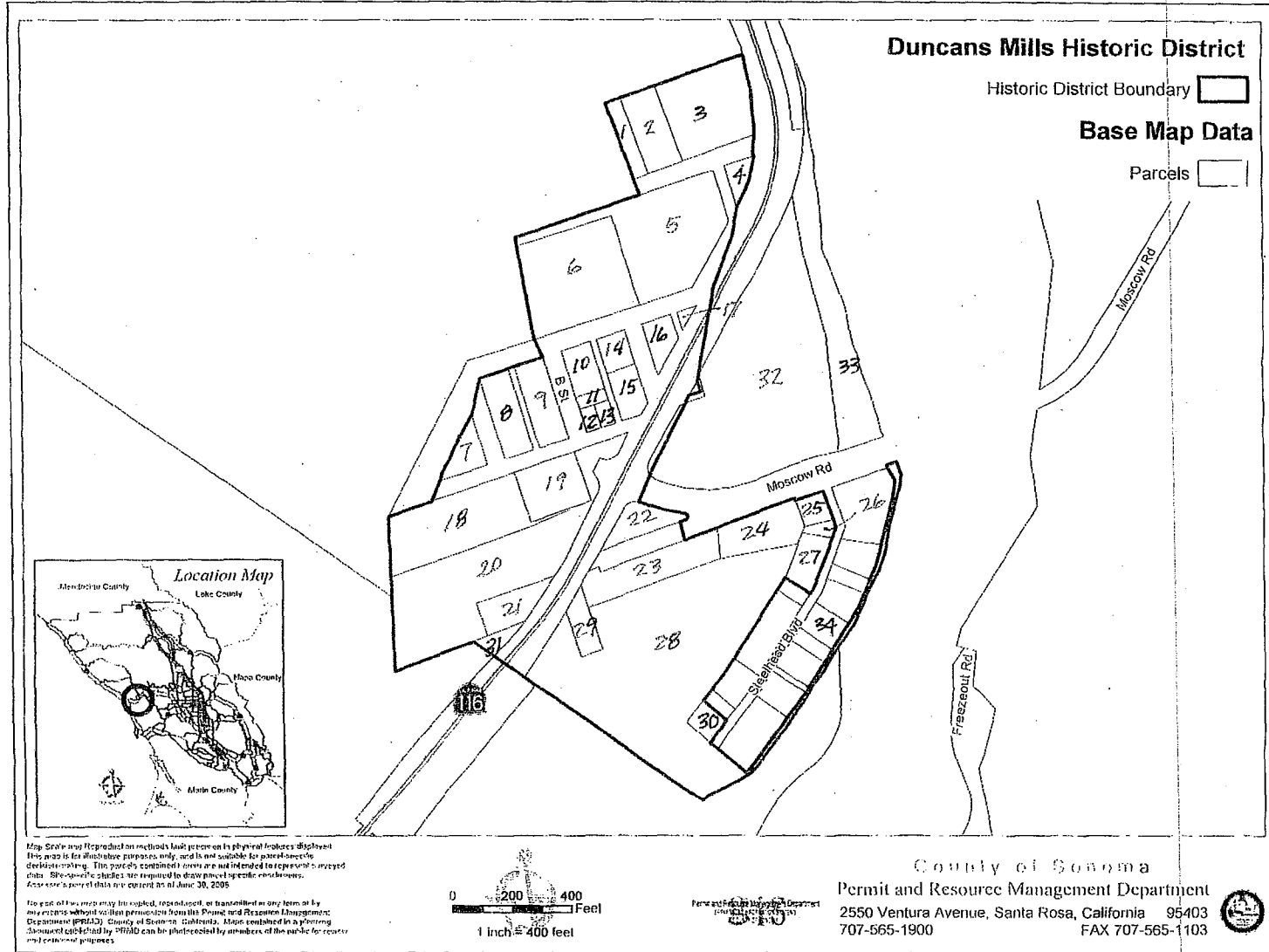
Chair, Board of Supervisors
County of Sonoma

ATTEST:

Veronica A. Ferguson
Clerk of the Board of Supervisors

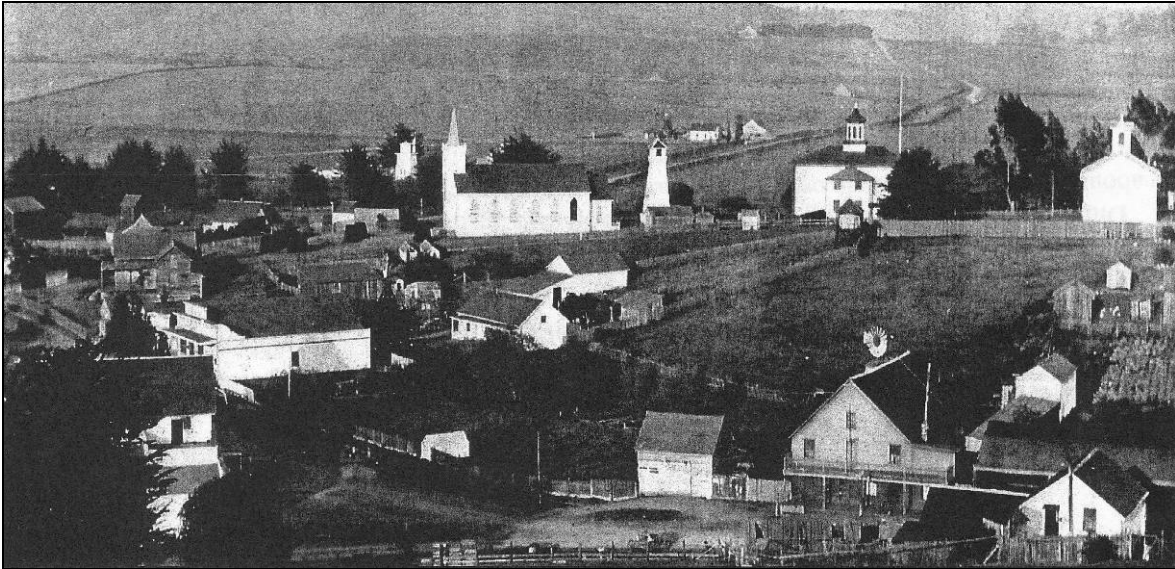


All Data: PRMD Cartography. All Parcel File: GIS DATA/PRMD BASE/PRMD Data/Parcel/Conditions or Planning/Conditions and Data/2004/2004



Author: PRMD Cartography; D. Reimer File: GIS\DATA\PRMD_BASE\PRMD\ESCAPE\Project-Completion\Project-Completion\Drawings\Drawings and Data 02/05/2005

BODEGA HISTORIC DISTRICT
SURVEY AND DESIGN GUIDELINES
BODEGA, SONOMA COUNTY, CALIFORNIA



PREPARED FOR:

The County of Sonoma
Permit and Resource Management
Department
2550 Ventura Avenue
Santa Rosa, CA 95403-2829

PREPARED BY:

Diana J. Painter, PhD, AICP
Painter Preservation & Planning
7 Fourth Street, Suite 34
Petaluma, CA 94952

MARCH 2012

BODEGA HISTORIC DISTRICT
SURVEY AND DESIGN GUIDELINES
BODEGA, SONOMA COUNTY, CALIFORNIA

PREPARED FOR:

The County of Sonoma
Permit and Resource Management
Department
2550 Ventura Avenue
Santa Rosa, CA 95403-2829

PREPARED BY:

Diana J. Painter, PhD, AICP
Painter Preservation & Planning
7 Fourth Street, Suite 34
Petaluma, CA 94952

MARCH 2012



PAINTER
PRESERVATION
PLANNING

HISTORIC PRESERVATION & URBAN DESIGN

April 2, 2012

Ms. Lisa Posternak
Sonoma County PRMD
2550 Ventura Drive
Santa Rosa, CA 95403-2829

Re Bodega Historic District Design Guidelines

Dear Lisa,

Attached please find a copy of the Bodega Historic District Design Guidelines. In addition to the recommendations made in the Executive Summary, I have the following recommendations for altering the District boundary. The properties along Salmon Creek Road, northwest of the District, are geographically separate from the heart of the District. At this point in time they display very little integrity and/or they are too new to be consistent with the Areas of Significance and Period of Significance for the District. Several are manufactured homes. I recommend that they be removed from the District, as seen on the attached map. These properties are summarized below.

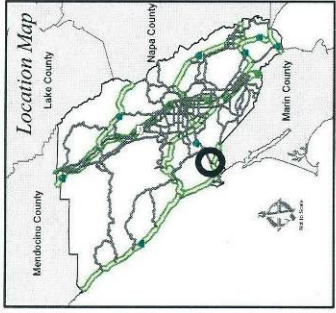
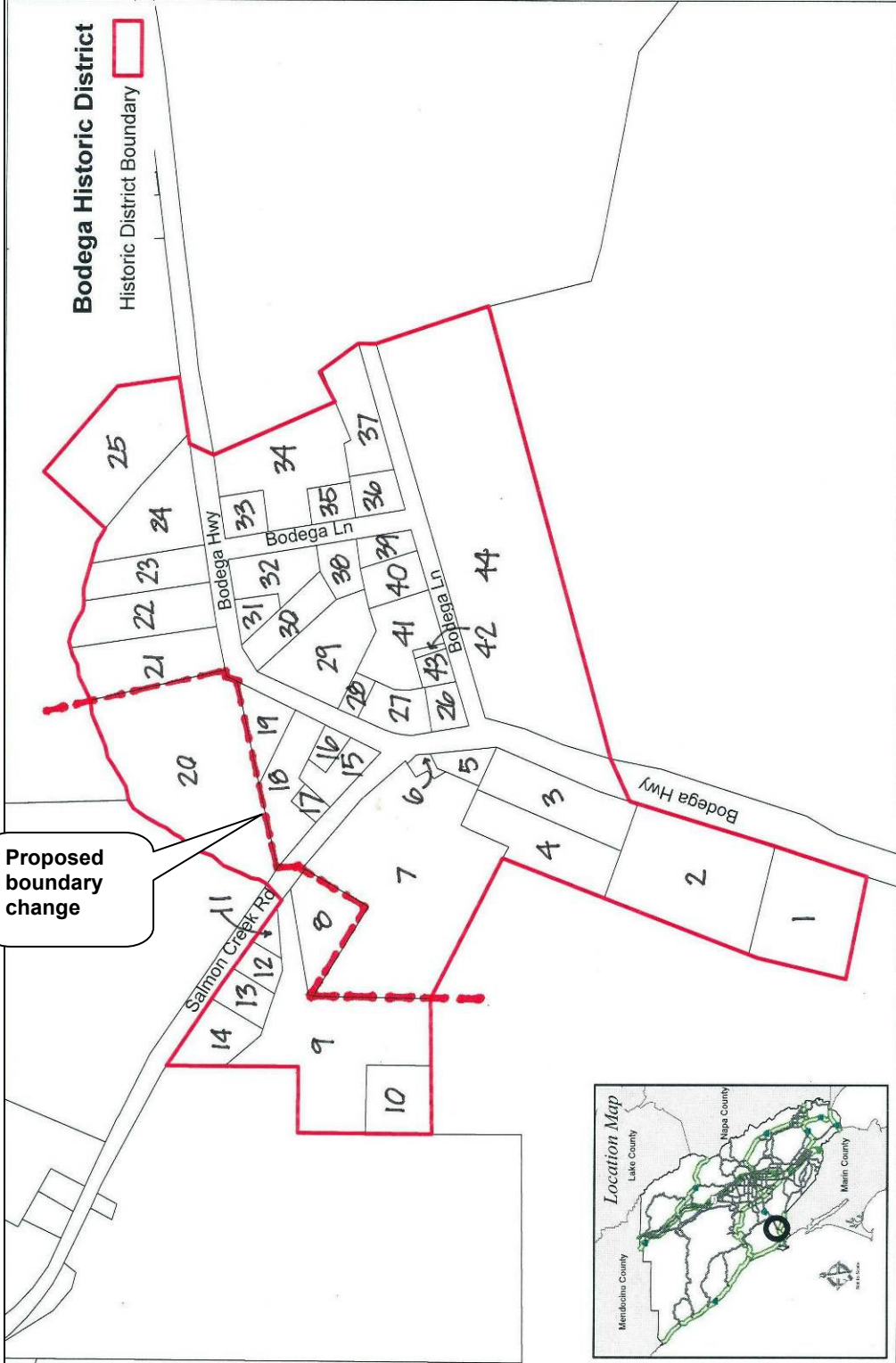
PROPERTIES TO BE REMOVED FROM DISTRICT			
FID ¹	APN	No.	Street
20	103-110-001	217	CHURCH ST
17	103-120-033	249	SALMON CREEK RD
9	103-130-016	310	SALMON CREEK RD
11	103-130-010	330	SALMON CREEK RD
12	103-130-008	352	SALMON CREEK RD
13	103-130-012	544	SALMON CREEK RD
14	103-130-013	550	SALMON CREEK RD
10	103-130-015	320	SALMON CREEK RD

Please do not hesitate to call if you have any comments or questions.

Sincerely,

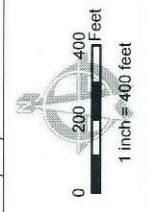
Diana J. Painter, PhD
Owner/Principal architectural historian

¹ Field Identification number



Map Scale and Reproduction methods limit precision in physical features displayed. This map is for illustrative purposes only, and is not suitable for parcel-specific site. Site-specific studies are required to draw parcel-specific conclusions. Assessor's parcel data are current as of June 30, 2008.

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BODEGA HISTORIC DISTRICT SURVEY AND DESIGN GUIDELINES

Executive Summary

The County of Sonoma commissioned Painter Preservation & Planning to prepare a Survey and Design Guidelines for the Bodega Historic District to inventory and update the documentation for this Historic District in 2010. This resulting Bodega Historic District Survey and Design Guidelines report summarizes the findings of the survey and provides design guidelines for administering the design review process in the Bodega Historic District. This report includes the following components:

- An historic context statement for the Historic District;
- State of California Department of Parks and Recreation (DPR) Primary Record (523A) forms for all buildings over 45 years of age in the District;²
- DPR Building, Structure, and Object (523B) Forms for all individually listed Sonoma County Historic Landmark buildings within the District;
- A DPR District (523D) Form for the district;
- A list of contributing and non-contributing buildings within the District; and
- Clear, illustrated design guidelines based on the *Secretary of the Interior's Standards for the Treatment of Historic Properties*.

A summary of the Bodega Historic District's location, boundary, significance, and character-defining features is outlined below. Findings and recommendations follow. Note that the DPR 523 forms contained in Appendix B, including the District Record, contain a more detailed complete description and evaluation of the Historic District.

OVERVIEW

The Bodega Historic District is a geographically contiguous district consisting of approximately 44 properties located within the town of Bodega. This district consists of commercial, institutional and residential buildings located on the Bodega Highway, Bodega Lane, and Salmon Creek Road in Bodega. St. Teresa's Church in Bodega is a California State Historical Landmark. The Potter School is individually listed on the Sonoma County Inventory of Historic Resources as a Sonoma County Historic Landmark. It is estimated that approximately fourteen properties in the District were previously considered contributing properties, judging by that fact that a Historic Resources Inventory was completed for these properties in the past.

Bodega was established in 1853 as Bodega Corners, although like many historic communities, some of the earliest buildings have succumbed to fire. As a result, several of the earliest buildings date to the 1870s. Today the community features primarily low-rise, wood-frame, wood-clad residential and commercial buildings in the Greek Revival, Second Renaissance Revival, Gothic Revival and Italianate styles, and vernacular structures dating from ca 1853 to about 1910. Later residential and commercial buildings constructed in Bodega are typically

² Note that buildings or structures were surveyed if they were 45 years old or older, in order to take into account the length of time that it may take to adopt the survey, thereby extending the usefulness of the survey and this document.

vernacular structures, displaying relatively simple stylistic features. The architectural quality of the Bodega Historic District is in its special nineteenth century buildings, while later and vernacular structures can be thought of as ‘background buildings’ against which its outstanding structures are set. Bodega is also noted for its urban design qualities, natural features and its setting, including the topography, which enhances the special buildings and collectively defines its sense of place.

Boundary

The Bodega Historic District generally encompasses downtown Bodega, including buildings along Bodega Highway, Bodega Lane, and limited buildings on Salmon Creek Road. For more information, see *Appendix A: Map of the Bodega Historic District*.

Period of Significance

The period of significance for the Bodega Historic District is 1853 to 1963.

Areas of Significance

Under California Register of Historic Resources (CRHR) Criterion 1, the Bodega Historic District is significant as a place that has made a significant contribution to the broad patterns of local history. The Bodega community was established during the 1850s as a rural community engaged in farming and dairy ranching. The community was also the commercial center for industry in the area, which included establishment of the first saw mill in Sonoma County on the Smith Ranch and shipping of agricultural products through the Port of Bodega. In developing significant civic structures, including the St. Teresa of Avila Church and Potter School, it set the architectural tone for the region, providing leadership in this realm as well, and qualifying the Bodega Historic District for listing under CRHR Criterion 3, for its distinctive characteristics of style and period. While a number of important buildings have been lost or altered over time, the town remains a cohesive collection of residential and commercial buildings dating from the mid-to-late 19th century that retain a good – and sometimes outstanding - level of architectural integrity. In its form, design characteristics, and functions it remains a good representation of a small rural agricultural community in Sonoma County.

Character-Defining Features

The following character-defining features are typical of the most historic structures within the town of Bodega.

- one and two-story, wood-frame buildings
- wood siding - shiplap (channel rustic pattern), clapboard, and board-and-batten
- front and side gable roofs
- double-hung, wood-sash windows, often with multiple divided lights
- paneled doors, some with lights and sidelights
- porches with shed and hip roofs supported by brackets or simple supports
- building orientation with primary entrances facing the street
- both commercial and residential buildings are often sited close to the street
- hilly topography with buildings sited at or above the natural grade.

FINDINGS

Within the survey area and Bodega Historic District surveys were completed for 27 properties. The properties that were not surveyed were either vacant or under 45 years of age.³ Of the remaining properties, fourteen are considered contributing to the District. Note that one contributing property has been lost since the last survey - a barn located on what is now APN 103-120-034. Two properties that were previously not considered historic resources have been included as historic resources as part of this survey. These are the Northern Lights Surf Shop at 17191 Bodega Highway and the residence at 17303 Bodega Highway.

In this survey properties were considered non-contributing due to a loss of integrity, but were also considered non-contributing if they did not relate to the Areas of Significance for the Historic District. For example, because Bodega is known primarily for its nineteenth century buildings, mid-century Ranch houses, even if they were over 50 years of age, were considered non-contributing to the District. Similarly, agricultural buildings that did not relate directly to other historic resources in the District (that is, they were not barns for existing residential properties) were considered non-contributory to the District.

The table below summarizes the survey findings.

Contributing/Non-Contributing Properties

Historic Contributing Properties	14
Historic Non-Contributing Properties	12
Non-Historic, Non-Contributing Properties	13
Vacant Properties	<u>5</u>
Total	44

The greatest threat to the integrity of the Historic District as a whole is inappropriate infill development and, secondly, inappropriate renovations. Recent years have seen the addition of new, incompatible buildings – even modular homes – and renovations of existing single family homes in ways that do not meet the Secretary of the Interior’s Standards for Rehabilitation.

RECOMMENDATIONS

Note that one additional property outside the Historic District was surveyed for this project - the Bodega Cooperative Creamery property at 581 Salmon Creek Road, APN 103-140-001. This was surveyed and evaluated as a potential individual Sonoma County Historic Landmark. The Department of Parks and Recreation 523 form for the property is included in Appendix C. It is considered eligible for listing on the California Register and as a Sonoma County Historic Landmark as a result of this survey.⁴

³ Note that while the survey documented buildings 45 years old and older, the threshold of 50 years old or older is used to determine whether buildings are contributing or non-contributing to the district.

⁴ Note that a more thorough physical recordation of the property should be made in the future.

BODEGA HISTORIC DISTRICT
SURVEY AND DESIGN GUIDELINES

Table of Contents

EXECUTIVE SUMMARY

1. INTRODUCTION 9
Purpose
In this Document
Methodology
Evaluator Qualifications

2. HISTORIC CONTEXT AND OVERVIEW 11
The Purpose of a Historic Context
A Brief History of Bodega Corners
Historic Overview

3. THE DESIGN REVIEW PROCESS 18
Applicable Regulations
The Design Review Process
Frequently Asked Questions

4. BODEGA HISTORIC DISTRICT DESIGN GUIDELINES 28
Purpose
Description and Overview
Design Guidelines for Historic Buildings
Additions to Historic Buildings
Design Guidelines for New Construction
Energy Efficiency Measures for Historic Buildings and Properties

5. REFERENCES 56

Appendices

- Appendix A:* Map of the Bodega Historic District
Appendix B: Tables of surveyed properties and contributing/non-contributing properties
Appendix C: Department of Parks and Recreation (DPR) 523 forms
Appendix D: Photographs of properties in the Bodega Historic District that are less than 45 years old
Appendix E: Glossary of terms

Figures

- Figure 1:** Sketch of Stephen Smith's Adobe by Honoria Tuomey, ca 1900
- Figure 2:** Original plat of Bodega Corners
- Figure 3:** View of St. Teresa's Church and Potter School, 1975
- Figure 4:** Scene from "The Birds" shot on Bodega Lane
- Figure 5:** Project location map
- Figure 6:** View of Bodega from Calvary Catholic Cemetery
- Figure 7:** View of Bodega Highway from east and historic Murray House
- Figure 8:** McCaughey Store with addition in the late 1800s and today
- Figure 9:** Examples of siding found in Bodega
- Figure 10:** Window components
- Figure 11:** Double-hung windows in Bodega Historic District
- Figure 12:** Historic door in Bodega Historic District
- Figure 13:** Typical cross-gable residence
- Figure 14:** False front on former Druid's Hall
- Figure 15:** Two-level porch on historic McCrea home
- Figure 16:** Typical commercial canopy in Bodega
- Figure 17:** Typical painted sign in Bodega
- Figure 18:** Typical fences in Bodega
- Figure 19:** Color scheme on historic Battistimo house in Bodega
- Figure 20:** Screen doors and transom windows allow air circulation
- Figure 21:** Solar panels discretely placed on an accessory structure

BODEGA HISTORIC DISTRICT SURVEY AND DESIGN GUIDELINES

1. Introduction

PURPOSE

The purpose of this document is to provide updated information on the historic resources within the Bodega Historic District and clear, concise guidance as to how existing and proposed new buildings and structures should be treated to maintain the District's historic character. The key to retaining Bodega's unique character is to maintain important features of the existing buildings and the landscape and views, while ensuring that changes and new construction are compatible with their surroundings. The goal of the guidelines is to retain Bodega's unique character by protecting this small, rural Sonoma County town's historic qualities that have existed and evolved for over 150 years, while preserving its attractions as a place to visit, live, work, and do business. These guidelines, as well as other incentives such as the use of the California Historical Building Code and tax advantages (under certain conditions), are also intended to assist property and business owners maintain the historic character of the town while enabling and guiding the changes that must occur in any vital community.

IN THIS DOCUMENT

The County of Sonoma commissioned Painter Preservation & Planning to prepare a Survey and Design Guidelines Update for the Bodega Historic District in 2010 to inventory and update the documentation for this Historic District, which was designated by the Sonoma County Landmarks Commission (Landmarks Commission) in 1983.

The Bodega Historic District Survey and Design Guidelines include the following components:

- An historic context statement for the district;
- State of California Department of Parks and Recreation (DPR) Primary Record (523A) forms for all buildings over 45 years of age in the district;
- DPR Building, Structure, and Object (523B) forms for all individually listed landmark buildings within the district;
- DPR District (523D) form for the district;
- A list of contributing and non-contributing buildings within the district; and
- Clear, illustrated design guidelines based on the *Secretary of the Interior's Standards for the Treatment of Historic Properties*.

The guidelines are intended to both protect the existing character of the District and encourage compatible new construction. They are organized in the following manner. The first section on "Design Guidelines for Historic Buildings" addresses repair and maintenance of existing buildings materials. They then address the repair and maintenance of key building elements and features. In the second section is a discussion of "Additions to Historic Buildings." The third section on "Design Guidelines for New Buildings" provides guidelines for new infill construction of all types, including accessory structures. The final section on "Energy Efficiency Measures for Historic Buildings and Properties" is also intended for all building types within the Historic District.

METHODOLOGY

Research Design

Archival research was undertaken by architectural historian Diana Painter to gather information about the history and development of Bodega. The primary research repositories utilized were the Sonoma County History and Genealogy Library in Santa Rosa and the archives of the Sonoma County Landmarks Commission, which is held in the County Permit & Resource Management Department (PRMD). Standard histories of Sonoma County were referenced as well, in addition to primary and secondary sources specific to the history of Bodega.

Field Work

The Bodega Historic District was surveyed by Diana Painter. During site visits in January and February 2011, Ms. Painter systematically surveyed and documented the Bodega Historic District through digital photography and field notes. Parcel and historic district boundary maps obtained from the Sonoma County PRMD were utilized for building identification, photo recording and field notes. Assessor data was also provided by PRMD, from which many of the construction dates for the survey were derived.

Recordation

In accordance with California Office of Historic Preservation (OHP) standards, only resources that are 45 years or older are typically recorded and evaluated for potential historic significance. A visual estimate of age and integrity was the basis for recordation when other information was not available. As of 2011, the year 1966 is typically used as the cut-off for historic resource surveys (note that this is a different date than the Period of Significance for the District). For the Bodega Historic District survey update, only those properties that are 45 years or older have been recorded on State of California Department of Parks and Recreation (DPR) Primary Record (523A) and Building, Structure, and Object (523B) forms (see Appendix C). Those properties within the district that are less than 45 years old were documented with photographs (see Appendix D).

EVALUATOR QUALIFICATIONS

Diana J. Painter of Painter Preservation & Planning undertook this survey and inventory of historic resources and developed the design guidelines for the Bodega Historic District. Ms. Painter is an architectural historian whose qualifications meet the Professional Qualifications Standards of the National Park Service in history and architectural history, as defined in the Code of Federal Regulations, 36 CFR Part 61. She is also a 25-year member of the American Institute of Certified Planners. She holds a PhD in Architecture and a Masters Degree in Urban Planning and has 30 years of professional experience in historic preservation and urban design. She is listed as an architectural historian on the roster of consultants on file with the State of California Office of Historic Preservation's Eastern Information Center at University of California Riverside.

BODEGA HISTORIC DISTRICT SURVEY AND DESIGN GUIDELINES

2. Historic Context and Overview

THE PURPOSE OF A HISTORIC CONTEXT

The significance of a historic property can only be evaluated within its historic context. A historic context identifies and explains the patterns of local, state or national history by which the importance of a property can be understood and its meaning made clear. In order to be considered historically significant, a property or resource must represent a significant part of the history, architecture, archaeology, engineering, or culture of an area, and must embody the characteristics that make it a good representative of properties associated with that aspect of the past.

In order to decide whether a property is significant within its historic context, the important historical trends must first be identified and determined significant; the property must be determined relevant and important in illustrating the historic context; and the property must possess the physical features necessary to convey that aspect of history with which it is associated. The following is a brief overview of the history of the town of Bodega, which is provided here to help explain how the contributing and non-contributing properties in the historic district are determined.

A BRIEF HISTORY OF BODEGA CORNERS

First Settlers

The town of Bodega was known historically as Bodega Corners or Bodega Roads, to distinguish it from the Port of Bodega or Bodega Bay, as it is known today, which is about four miles from Bodega. Bodega and Bodega Bay are named for discoverer of the bay, Juan Francisco Bodega y Caudra, who first sailed into the harbor in 1775. The area was first settled by the Russians, however, who established temporary settlements at Bodega Bay and the Salmon Creek Valley, in the vicinity of Bodega, in 1809 (*Kyle, 2002:504*). In 1811 they established permanent settlements in Salmon Creek Valley and at Fort Ross, for which Bodega Bay later served as the port (*Kalani, 2004:31*). In 1841, however, the Russians negotiated the sale of livestock and equipment and other assets at Fort Ross to John Sutter and left California. Stephen Smith, with whom the town of Bodega is most closely associated, would soon establish his ranch at the Russian settlement of Salmon Creek Village, about a mile northwest of Bodega (*Kyle, 2002:54*).

The Mexican Era

Bodega Bay was located within the Bodega Rancho during the Mexican era, and Bodega Corners was located east of the boundary of that rancho, in the Rancho Estero Americano. The Bodega Rancho was granted to Captain Stephen Smith and Manuela T. Curtis. It was eight square leagues (35,487 acres) in size and located in the Bodega and Ocean townships. It was granted in 1844 by Manuel Micheltorena. A claim was filed 1852, confirmed 1855, and appeal dismissed 1857 (*Munro-Fraser, 1880:153*).

Early settler Edward Manuel McIntosh was the claimant for the Estero Americano Rancho, which was two square leagues (8,849 acres) in size and located east of the Bodega Rancho. This rancho

was granted in 1839 by Manuel Jimeno, the claim filed in 1852, confirmed in 1853, and the appeal dismissed in 1857 (*Munro-Fraser, 1880:155*). Jasper O'Farrell, who established his home in Freestone, bought the land from McIntosh. O'Farrell, a surveyor best known for laying out the streets of San Francisco, was active in Bodega, but it is Smith, whose ranch home was one mile away, who would historically be most closely associated with the young town.

The Smith Ranch

It is estimated that Captain Stephen Smith first visited the Sonoma Coast in 1839 or 1840, when he anchored at Bodega Bay. When he returned in September 1843 he brought with him a boiler, an engine (reportedly from Baltimore) and the complete outfit for a steam saw and grist mill, as well as other assorted merchandise. He also brought with him several skilled workers, and enlisted the help of several others when he homesteaded his ranch and constructed his mill, which would be the first steam mill in California (*An Illustrated History of Sonoma County, 1889:108*). Smith lived in the buildings abandoned by the Russians until 1851, when he had a large adobe built, constructed by Stephen Fowler and N. N. Hedges. They also built the tannery, which was said to be the first successful tannery in the region and was in operation until it burned in 1868 (*An Illustrated History of Sonoma County, 1889:290*).

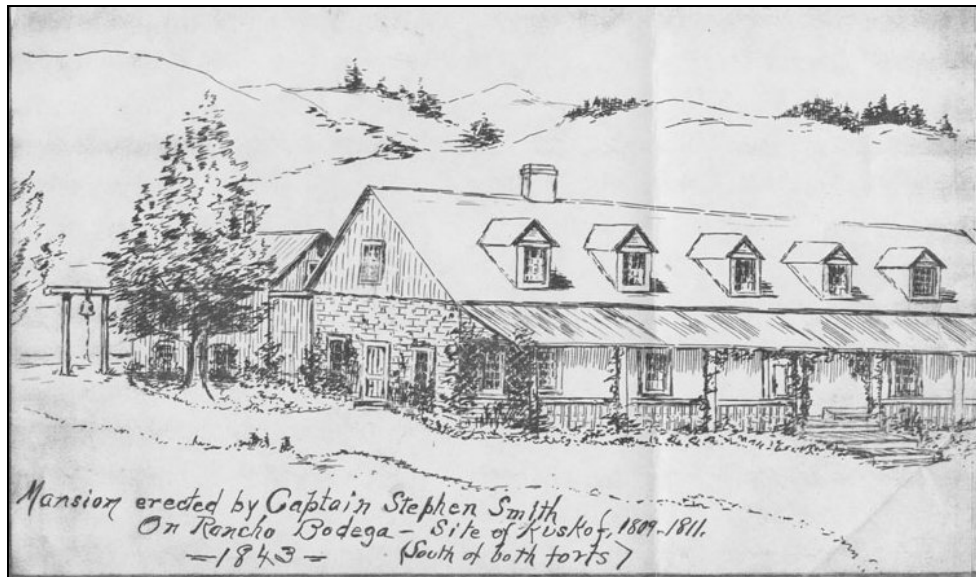


Figure 1 - Sketch of Stephen Smith's Adobe by Honoria Tuomey, ca 1900
Courtesy Sonoma County Library

Smith chose a location for the mill at the edge of the forest, one mile from what would become Bodega Corners. The opening was widely attended, including an appearance by General Vallejo (it would be in operation until it burned in 1855). Smith was visionary in other ways as well. He encouraged settlement of his lands in return for shares of the crops. As expressed by one early historian, "The drift of early settlement in Sonoma County was naturally toward Bodega because, not only the Russian had demonstrated its fitness for agriculture, but Captain Stephen Smith had established himself there and was in a position to assist immigrants in their venture in agricultural pursuits" (*An Illustrated History of Sonoma County, 1889:113*). Potatoes and wheat, barley and oats proved to be very profitable in early years, despite setbacks in 1855 due to overproduction and disease. According to early histories the area was also known for its butter at this time.

However, after Smith’s death in 1855, the estate was “dissipated and wasted through the reckless management of Tyler Curtis, who married the widow,” according to the historian who wrote the 1889 history of Sonoma County. Not only was the land mismanaged, but Curtis set off a ‘squatter’s war’ among Smith’s 48 tenants, thereafter remembered as the “The Bodega War” (*An Illustrated History of Sonoma County, 1889:133*).

Bodega Corners

The town of Bodega got its start in 1853 when George Robinson, who had been a resident of Bodega Bay, established a saloon at the crossing of three roads, which gave the town its name of Bodega Corners. According to Margaret McCaughey Burke, the granddaughter of merchant James McCaughey, the second business was a blacksmith shop built by a Mr. Hughes. Mr. Hughes and a Mr. Bowman built the first hotel. Donald McDonald moved his store from Bodega Port to Bodega Corners as well about this time, where he joined the merchant Rositer. Stephen Smith was the first postmaster when the post office was established in 1854. The first school was built in 1866 and the St. Teresa of Avila Church was constructed by a shipwright in 1859, with lumber donated by Jasper O’Farrell (*Luca, 1995:1859*).

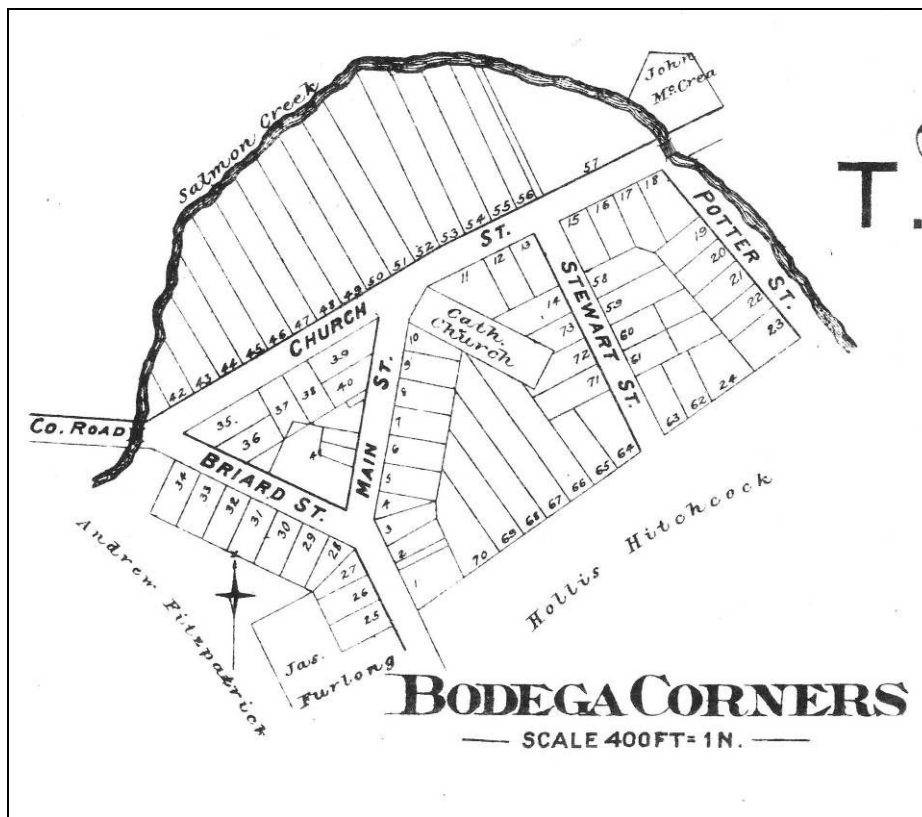


Figure 2 – Original plat of Bodega Corners

Source: Thompson’s Historical Atlas of Sonoma County, 1877

Jasper O’Farrell settled in Freestone, where he was evidently successful, as he was elected state senator from Sonoma County in 1858. In 1863, however, O’Farrell sold the Estero Americano Rancho to Benjamin Belloc, a San Francisco banker. H. B. Martin, the County Surveyor, surveyed and mapped the town of Bodega Corners in October of 1863. He laid out 74 lots, one of

which was reserved for the pre-existing Catholic Church. The ‘regular’ lots were 66 feet wide and 132 feet deep. There were a number of irregular lots as well. Mr. Belloc sold first lots in 1864 (*Burke, 1993:201*).

The town of Bodega Corners was called “the most important town in that section” by the author of the 1873 history of Sonoma County. He continued:

It supplies the farmers and dairymen in the surrounding country; also the lumbermen in the redwoods. It is a great resort for these lumbermen on Sundays. It is connected with Santa Rosa, Petaluma, and Duncan’s Mills, at the mouth of the Russian River, by lines of stages. Its main shipping point is Bodega Port, situated on the Bay of the same name. This latter place has a good wharf, at which vessels of considerable size can load and unload (Menefee, 1873:263).



Figure 3 - View of St. Teresa's Church and Potter School, 1975

Courtesy Sonoma County Library

In his 1877 atlas of Sonoma County author Thompson recounted, “The town is now quite a prosperous place. It is situated in the center of a rich dairy country. It has three churches and a school-house built at a cost of five thousand dollars. There are one hundred and twenty-five children in the district, and two teachers are employed. There is also in the town a Masonic, Odd Fellows and Good Templars’ Lodge. There are three stores, one shoemaker, one blacksmith and wagon shop, one hotel and two private boarding-houses, one livery stable, two physicians, and one butcher-shop. J.L. Springer is justice of the peace and postmaster. The population of the town is about two hundred and fifty (*Thompson, 1877:24*).

The town continued to be populated primarily by farmers, dairymen and merchants and other business people for the remainder of the century. The post office that had been established in Bodega Corners in 1882 was moved to Smith’s Ranch in 1887, and even when it moved back into town in 1901 was called “Smith’s Ranch” until early in the twentieth century (*Pappe, 1996:28*). At this time the area was still characterized by large dairy and farm families. In the early

twentieth century the families in the area were dominated by those of Swiss and Swiss Italian heritage, whereas earlier in the history of the area it appears that settlers reflected a variety of European heritages (*U. S. Census, 1900, 1910, 1920*).

Movie Legacy

In the last half of the twentieth century Bodega is probably best known for its role in Alfred Hitchcock's 1963 film "The Birds". Both the iconic Potter School and the Druid's Hall appear in one of the most famous scenes in the movie, when the children are running down Stewart Street (Bodega Lane) to escape the attacking birds. The movie company actually rehabilitated the school for the movie, which may account for the condition of the building today. The school had not been used since 1961 and was reputed to be haunted ("*The Birds (1963)*," *The Internet Movie Database*, <http://www.imdb.com/title/tt0056869/triviav>, accessed April 2011). The movie locations, which included scenes in Bodega and Bodega Bay, still attract tourists today.



Figure 4 - Scene from "The Birds" shot on Bodega Lane

Source: "*The Birds (1963)*" <http://www.imdb.com/title/tt0056869/triviav>,

Bodega Today

The town of Bodega today differs from the way it was envisioned in the nineteenth century in several respects, most prominent being the street and block pattern laid out when it was platted in 1863. The extension of Church Street and opening of Potter Street, parallel to Stewart Street (Bodega Lane today) were apparently never realized. The lots within the block bounded by Bodega Highway and Bodega Lane were also not developed, leaving the irregular development pattern evident there today. Nonetheless, Main Street (the central portion of Bodega Highway in the town today) is lined with commercial businesses, as was no doubt intended, and the Catholic Church overlooks the town from its vantage point on the hill. Some time between 1877 and 1897 the original lots 71 and 72 were set aside for Potter School. These two prominent historic

buildings, along with the original Druid’s Hall across from Potter School and the commercial building at the corner of Bodega Highway and Bodega Lane (Church Street and Stewart Street originally) anchor this end of town with prominent, historic structures.

According to architect Dan Peterson, who surveyed the properties in Bodega Bay in 1979/80 preparation for nominating the Historic District, the reason for the town’s intact qualities was that a water moratorium, in place since 1900, prohibited development. He noted, “It represents one of the finest examples of an early California 19th century town surrounded by agricultural lands. The majority of the remaining buildings were all built in the 19th Century” (*Peterson, Town of Bodega Historic Resources Inventory, 1979/80*). Nonetheless, changes have occurred over time, with the loss of several early buildings, such as one of the groceries and the Presbyterian Church, inappropriate renovation of certain buildings, and new infill development that has occurred. These guidelines will help guide future development while preserving the historic legacy of the town.

HISTORIC OVERVIEW

In addition to being considered significant within its historic context, a property or district must possess the physical features necessary to convey that aspect of history with which it is associated. The following is a brief overview of the history and physical features of the town of Bodega. To augment this description, see the Chapter 4 section entitled “Built Environment.”

The Bodega Historic District is a geographically contiguous district consisting of approximately 44 properties located within the town of Bodega. This district consists of commercial, institutional and residential buildings located on the Bodega Highway, Bodega Lane, and Salmon Creek Road in Bodega. St. Teresa’s Church in Bodega is a California State Historical Landmark. The Potter School is individually listed on the Sonoma County Inventory of Historic Resources as a Sonoma County Historic Landmark. It is estimated that approximately fourteen properties in the District were previously considered contributing properties, judging by that fact that a Historic Resources Inventory was completed for these properties in the past.

Bodega was established in 1853 as Bodega Corners, although like many historic communities, some of the earliest buildings have succumbed to fire. As a result, several of the earliest buildings date to the 1870s. Today the community features primarily low-rise, wood-frame, wood-clad residential and commercial buildings in the Greek Revival, Second Renaissance Revival, Gothic Revival and Italianate styles, and vernacular structures dating from ca 1853 to about 1910. Later residential and commercial buildings constructed in Bodega are typically vernacular structures, displaying relatively simple stylistic features. The architectural quality of the Bodega Historic District is in its special nineteenth century buildings, while later and vernacular structures can be thought of as ‘background buildings’ against which its outstanding structures are set. Bodega is also noted for its urban design qualities, natural features and its setting, including the topography, which enhances the special buildings and collectively defines its sense of place.

Boundary

The Bodega Historic District generally encompasses downtown Bodega, including buildings along Bodega Highway, Bodega Lane, and limited buildings on Salmon Creek Road. For more information, see *Appendix A: Map of the Bodega Historic District*.

Period of Significance

The period of significance for the Bodega Historic District is 1853 to 1963.

Areas of Significance

Under California Register of Historic Resources (CRHR) Criterion 1, the Bodega Historic District is significant as a place that has made a significant contribution to the broad patterns of local history. The Bodega community was established during the 1850s as a rural community engaged in farming and dairy ranching. The community was also the commercial center for industry in the area, which included establishment of the first saw mill in Sonoma County on the Smith Ranch and shipping of agricultural products through the Port of Bodega. In developing significant civic structures, including the St. Teresa of Avila Church and Potter School, it set the architectural tone for the region, providing leadership in this realm as well, and qualifying the Bodega Historic District for listing under CRHR Criterion 3, for its distinctive characteristics of style and period.

While a number of important buildings have been lost or altered over time, the town remains a cohesive collection of residential and commercial buildings dating from the mid-to-late 19th century that retain a good – and sometimes outstanding - level of architectural integrity. In its form, design characteristics, and functions it remains a good representation of a small rural agricultural community in Sonoma County.

Character-Defining Features

The following character-defining features are typical of the most historic structures within the town of Bodega.

- one and two-story, wood-frame buildings
- wood siding - shiplap (channel rustic pattern), clapboard, and board-and-batten
- front and side gable roofs
- double-hung, wood-sash windows, often with multiple divided lights
- paneled doors, some with lights and sidelights
- porches with shed and hip roofs supported by brackets or simple supports
- building orientation with primary entrances facing the street
- both commercial and residential buildings are often sited close to the street
- hilly topography with buildings sited at or above the natural grade.

BODEGA HISTORIC DISTRICT SURVEY AND DESIGN GUIDELINES

3. The Design Review Process

APPLICABLE REGULATIONS

The regulatory framework outlined below offers an overview of federal, state, and local criteria used to assess the historic significance and eligibility of a building, structure, object, site, or district for listing in the National Register of Historic Places (National Register), the California Register of Historical Resources (California Register), and as a Sonoma County Historic Landmark or Historic District. These criteria were used to evaluate the Bodega Historic District for listing in the California Register and to justify its continued listing as a Sonoma County Historic District.

National Register Criteria for Evaluation

An historic property or historic district's significance is determined using the National Register Criteria for Evaluation, which state that a historic property may be any district, site, building, structure, or object:

- A. that is associated with events that made a significant contribution to the broad patterns of our history (Criterion A);
- B. that is associated with the lives of persons significant to our past (Criterion B);
- C. that embodies the distinctive characteristics of a type, period, or method of construction, or that represents the work of a master, or that possesses high artistic values; or that represent a significant and distinguishable entity whose components may lack individual distinction (Criterion C); and/or
- D. that has yielded, or may be likely to yield, information important in prehistory or history (Criterion D) (36 CFR 60.4).

In addition to meeting one of more of the above Criteria, a property or historic resource must also retain integrity. The historic property or historic district must retain sufficient integrity to convey the reasons for its significance. To retain historic integrity, a property must possess most of the aspects of integrity and will usually retain those aspects of integrity most relevant to its significance (*Andrus, 1995:44*). The National Park Service recognizes seven aspects of integrity, which are used to determine whether a property or district retains the physical characteristics corresponding to its historic context:

- **Location** is the place where the historic property was constructed or the place where the historic event occurred.
- **Design** is the combination of elements that create the form, plan, space, structure, and style of a property.

- **Setting** is the physical environment of a historic property.
- **Materials** are the physical elements that were combined or deposited during a particular period of time and in a particular pattern or configuration to form a historic property.
- **Workmanship** is the physical evidence of the crafts of a particular culture or people during any given period in history or prehistory.
- **Feeling** is a property's expression of the aesthetic or historic sense of a particular period of time.
- **Association** is the direct link between an important historic event or person and a historic property.

The integrity of a historic district is determined by assessing the percentage of buildings and structures within the district that retain individual integrity. Typically between 50 and 60 percent of a district must retain integrity in order for it to be considered a historic district, although there is no set standard.

If a property or district is determined eligible for inclusion in the National Register, then it is automatically eligible for inclusion in the California Register. If a resource does not have sufficient integrity to be listed on the National Register, it may still be eligible for the California Register, which allows for a slightly lower level of integrity.

[Note that buildings and structures less than 50 years old do not meet the National Register criteria unless they are of exceptional importance, as stipulated under Criteria Consideration G and described in the National Park Service Bulletin No. 22, *How to Evaluate and Nominate Potential National Register Properties that Have Achieved Significance within the Last 50 Years* (Sherfy, 1998).]

California Register Eligibility Criteria

All resources listed in or formally determined eligible for listing in the NRHP are eligible for listing in the California Register. The California Register is a listing of State of California resources that are significant within the context of California's history. Additionally, properties designated under municipal or county ordinances are also eligible for listing in the California Register. For listing, a historic resource must be significant at the local, state, or national level with respect to one or more of the following criteria as defined in the California Code of Regulations Title 14, Chapter 11.5, Section 4850:

1. It is associated with events or patterns of events that have made a significant contribution to the broad patterns of local or regional history, or the cultural heritage of California or the United States; or
2. It is associated with the lives of persons important to local, California, or national history; or

3. It embodies the distinctive characteristics of a type, period, region, or method of construction, or represents the work of a master, or possesses high artistic values; or
4. It has yielded, or has the potential to yield, information important to the prehistory or history of the local area, California or the nation.

Designating Historic Properties in Sonoma County

Properties that are listed on a local register or identified as significant in a local historic resource survey are also recognized by the State of California as historic resources for planning and regulatory purposes or for purposes of compliance with the California Environmental Quality Act (CEQA) if they are identified or listed through approved processes. The California Register includes the following:

- (4) Historical resources and historic districts designated or listed as city or county landmarks or historic properties or districts pursuant to any city or county ordinance, if the criteria for designation or listing under the ordinance have been determined by the office to be consistent with California Register criteria adopted by the commission; and*
- (5) Local landmarks or historic properties designated under any municipal or county ordinance (California Code of Regulations Title 14, Chapter 11.5, Section 5024.1).*

Sonoma County recognizes two types of historic resources; Historic Landmarks and Historic Districts (note that these may include sites, buildings, structures, objects and/or districts, landscapes and/or landscape features). Below is a discussion of each resource type.

Historic Landmarks. A Sonoma County Historic Landmark is an individual or group of historic sites, buildings, structures, and/or objects that the Landmarks Commission has determined to be significant based on criteria for listing on the California Register. The Historic Landmarks in the County consist primarily of buildings and/or structures, although there are also historic sites, objects and landscapes in the County. Historic Landmark properties are so designated by adoption of an overlay zone, Historic District (HD), for the property, which allows for the preservation and regulation of the exterior of existing buildings and structures. The preservation and regulation of historic buildings and structures is accomplished through the design review process undertaken by the Sonoma County Landmarks Commission.

Historic Districts. A Sonoma County historic district is a specific area of the County in which there is a significant concentration or continuity of sites, buildings, structures, and/or objects of historic merit or which represent an historic theme important to Sonoma County, the State of California, or the country, and which the Landmarks Commission has determined to be significant based on the criteria for listing on the California Register. The historic districts in the County consist primarily of buildings and structures, although there are also sites, objects and landscapes within the districts of historic merit which may also be regulated. Properties in historic districts are also so designated by adoption of an overlay zone, Historic District (HD), for the properties in the district. The preservation and regulation of historic districts is also accomplished through the design review process undertaken by the Sonoma County Landmarks Commission.

THE DESIGN REVIEW PROCESS

The Sonoma County Landmarks Commission

The design review process for historic resources in Sonoma County is undertaken by the Sonoma County Landmarks Commission. The Landmarks Commission was established in 1974 under Ordinance No.1768. The mission of the Landmarks Commission is to protect those structures, groups of structures, sites, and areas that are reminders of past eras; events and persons important in local, state, or national history; and/or which provide significant examples of architectural styles of the past, or which are unique and irreplaceable assets to the County and its communities (*Sonoma County Landmarks Commission Bylaws*). The Commission designates Historic Landmarks and Historic Districts, reviews development proposals and related activities concerning historic resources, and administers the Historic Resources Preservation Program. By ordinance the Landmarks Commission consists of one resident from each of the five Supervisorial Districts, appointed by the Board of Supervisors. The County Permit and Resource Management Department assigns County staff to assist with carrying out the Landmark Commission's responsibilities.

Design Review in Sonoma's Historic Districts

The Landmarks Commission reviews proposals for the following project types within a historic district: 1) the repair, alteration and/or addition to the exterior of an existing building or structure; 2) the construction of new buildings and structures; and 3) the demolition of existing buildings and structures. The Landmarks Commission evaluates proposals for their consistency with the Secretary of Interior's Standards (typically the Secretary of Interior's Standards for Rehabilitation), and the applicable design guidelines.

The process for reviewing a proposal is as follows. The applicant for a development or related project proposed in a historic district files an Administrative Design Review (ADR) application at the Permit and Resource Management Department and supplies the required supporting materials. Once these materials are determined to be sufficient to explain the proposal, a public hearing before the Landmarks Commission is scheduled. A Notice of Public Hearing before the Landmarks Commission is mailed to all property owners in the historic district.

At the public hearing the Landmarks Commission takes comments from the public on the design of the proposed development project and determines whether it is consistent with the *Secretary of the Interior's Standards* and the applicable historic district design guidelines. If the project design is not consistent with these standards and guidelines, the Landmarks Commission may require changes to the proposal so that it is consistent with the standards and guidelines, and preserves the historic associations, historic character, and architectural qualities of the historic district.

Note that the Landmarks Commission has the following responsibilities with respect to projects within a designated historic district. The Commission may:

- Approve, approve with conditions, or deny a proposed demolition;
- Approve, approve with recommendations, or deny an alteration to an existing building or structure;
- Approve, approve with recommendations, or deny the construction a new building or structure; and

- Approve, approve with recommendations, or deny the relocation a building or structure.

The Sonoma County Landmarks Commission meets monthly at the Permit and Resource Management Department Hearing Room at 2550 Ventura Avenue in Santa Rosa, California. Further information regarding Sonoma County Landmarks Commission public hearings may be obtained at their website: <http://www.sonoma-county.org/prmd/b-c/lc/index.htm>.

All work within the Bodega Historic District must also comply with Sonoma County Building Codes (unless use of the California Historical Building Code is possible – see discussion below) and applicable zoning ordinances. The California Historical Building Code may be used in place of the Uniform Building Code for certain types of work on qualified historic buildings and structures.

Design Review Standards and Guidelines

Bodega Historic District Design Guidelines. The Commission reviews alterations to the exterior of an existing building or structure and the construction of new structures in designated historic districts by evaluating the project proposal for its consistency with the applicable historic district design guidelines and the *Secretary of the Interior's Standards for the Treatment of Historic Properties (the Secretary of the Interior's Standards)*. The applicable historic district design guidelines in this case are the *Bodega Historic District Design Guidelines* found in Chapter 4 of this document. Consistent with National Park Service direction, these guidelines are intended for use in conjunction with the Secretary of Interior's Standards and provide additional guidance specific to the design conditions found in the Bodega Historic District.

The Secretary of Interior's Standards. The *Secretary of the Interior's Standards*, which are established by the National Park Service under the auspices of the Department of the Interior, are the standards that govern preservation, rehabilitation, restoration and reconstruction of our nation's historic buildings, structures, objects, sites and districts. They are also the standards that form the basis of most state and local standards and guidelines for the treatment of historic properties, including those in the State of California and Sonoma County.

Standards that implement each of the four treatment types are provided by the National Park Service, with guidelines to assist in their administration. Rehabilitation is the most common treatment, as it allows for the greatest flexibility in renovating a property. Rehabilitation is defined as: “. . . the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portion of features which convey its historical, cultural, or architectural values” (*Weeks, 1995:61*). In rehabilitation, as with the other treatment types, retaining and repairing the historic features of a property is recommended whenever possible. Priority is placed on retaining what is called the ‘historic fabric’ of a building or structure. However, recommendations are made for replacement when this is necessary for a variety of reasons.

The Secretary of Interior's Standards for Rehabilitation are as follows:

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.

2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired (*Weeks, 1995:62*).

The purpose of the design guidelines for historic districts is to assist with implementing the *Secretary of Interior's Standards* by providing additional information and detail specific to the historic district in question. The Bodega Historic District Design Guidelines are consistent with this purpose.

The California Historical Building Code. The California Historical Building Code, which has been in place since 1975, is available to the owners of a recognized historic property that provides relief from provisions of the Uniform Building Code. Use of the Historic Building Code protects the integrity of a historic building, but can also represent a considerable cost savings to a building owner. More information on the California Historical Building Code can be found at: <http://www.dgs.ca.gov/dsa/AboutUs/shbsb/2010chbc.aspx>.

Additional standards and guidelines. Additional standards and guidelines may apply to the design and construction process for buildings and structures in the Bodega Historic District. The Sonoma County Permit and Resource Management Department may be contacted for additional information: <http://www.sonoma-county.org/prmd/>.

FREQUENTLY ASKED QUESTIONS

The following section answers frequently asked questions regarding the historic district design guidelines and the design review process. For additional questions, Permit and Resource Management Department staff may be contacted through information provided on the department website: <http://www.sonoma-county.org/prmd/contact-dept.htm>.

What types of projects are exempt from design review by the Landmarks Commission?

Two types of projects are exempt from design review by the Landmarks Commission.

1) Work on the exterior of existing buildings and structures that does not require a building permit, including:

- painting
- window awnings which do not project more than 54 inches
- detached trellises, arbors, or gazebos
- fences not over 10 feet high
- decks not more than 30 inches above grade and not over any basement or story below
- replacement of windows and doors in-kind: same location, size, design, and materials
- children's play structures
- one-story detached structures not larger than 120 square feet
- prefabricated structures not more than 500 square feet
- retaining walls for not more than 3 feet of material
- swimming pools
- removal of up to 25% of the exterior coverings on walls or roofs or similar work for the purpose of determining structural condition

2) Any work on the interior of existing buildings and structures.

How do I use the Design Guidelines?

An applicant or architect or other representative of a property owner wishing to renovate a property or develop a new property in a historic district may use the *Bodega Historic District Design Guidelines* to prepare their proposal. They may consult the design guidelines regarding the following aspects of their project to ensure that it is consistent with the historic associations, historic characteristics, and architectural qualities of the Bodega Historic District and therefore more likely to be acceptable to the Landmarks Commission. Design elements that are addressed by the guidelines include:

- Site design
- Alignment and orientation
- Massing and scale
- Architectural design and detailing

-
- Roof form
 - Building materials
 - Windows and doors
 - Porches
 - Storefronts
 - Awnings
 - Lighting
 - Signage
 - Landscaping
 - Color scheme.

A member of the Sonoma County Landmarks Commission may use the *Bodega Historic District Design Guidelines* in conjunction with the *Secretary of the Interior's Standards for the Treatment of Historic Properties* and information on the historic characteristics of existing buildings and structures in the district to determine whether the design of the proposed project is consistent with the historic associations, historic characteristics, and architectural qualities of the Bodega Historic District.

What are the Secretary of the Interior's Standards for the Treatment of Historic Properties?

The *Secretary of the Interior's Standards for the Treatment of Historic Properties* (*Secretary of the Interior's Standards*) are standards established by the U.S. Secretary of the Interior for projects involving work on historic properties listed in or eligible for listing on the National Register of Historic Places. While established by the federal government for historic properties of national significance, the *Secretary of the Interior's Standards* have also been adopted by many state and local agencies, including the State of California and the County of Sonoma, because they are considered the best practices for protecting historic properties. The *Secretary of the Interior's Standards* include practices for preservation, rehabilitation, restoration, and reconstruction of historic properties.

The *Secretary of the Interior's Standards* are implemented through guidelines that assist property owners in protecting their historic property's significance on the long-term through the preservation of historic features and materials. They cannot, in and of themselves, be used to make essential decisions about which features of an historic building can be saved and which can be changed. This is often accomplished through use of a historic survey that identifies the significant historic features and materials of a property and their condition. Once a treatment for the property is selected (typically rehabilitation), the *Secretary of the Interior's Standards* with accompanying Guidelines and the historic district guidelines can provide philosophical consistency to the work.

The *Secretary of the Interior's Standards* pertain to historic buildings and structures of all types, styles, materials and sizes, and address the exterior and interior of the buildings. They also address related landscape features and the building's site and immediate environment, as well as attached, adjacent, or related new construction. For a complete copy of the *Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstruction Historic Buildings*, see the National Park Service website at <http://www.nps.gov/hps/tps/standguide/>.

How does the Landmarks Commission use the Secretary of the Interior's Standards?

The Landmarks Commission reviews the design of a proposed project with respect to the *Secretary of the Interior's Standards* and determines whether the design is consistent with these guidelines.

How do the Secretary of the Interior's Standards relate to the Bodega Historic District Design Guidelines?

The *Bodega Historic District Design Guidelines* are based on and consistent with the *Secretary of the Interior's Standards*, but are more detailed and specific to the historic associations, historic character, and architectural qualities of the Bodega Historic District.

What if the Design Guidelines conflict with the Secretary of Interior's Standards?

The *Bodega Historic District Design Guidelines* were prepared so as not to contain conflicting guidelines. However, in the event that conflicting guidelines are identified, the Landmarks Commission will make a decision as to which guidelines take precedence.

What is the difference between contributing and non-contributing properties?

Properties in the Bodega Historic District fall into one of two types: contributing and non-contributing. As a general rule, a contributing property contributes to the historic character of the District, whereas a non-contributing building does not.

A contributing property is any building, structure, object, or site within the boundaries of the historic district which adds to, is an integral part of, or key to the historic district's historic associations, historic character, or architectural qualities. Contributing properties must be constructed during the period of significance for the property and retain a sufficient level of integrity to convey their significance.

Properties that are non-contributing to the Bodega Historic District were constructed during the period of significance but have been significantly altered and no longer retain their integrity. Alternatively, they may also be buildings constructed beyond the period of significance for the district.

See *Appendix C* for a map and list of contributing and non-contributing properties.

Which design guidelines apply to non-contributing properties?

The *Secretary of the Interior's Standards* and the *Bodega Historic District Design Guidelines* also apply to non-contributing buildings or structures in the Bodega Historic District. However, they are applied differently than for contributing buildings or structures, as described below.

What is the difference between Landmarks Commission design review of projects involving non-contributing versus contributing properties?

For a proposed development project involving exterior alterations or additions to an existing non-contributing building or structure or nearby new construction, the Landmarks Commission applies the *Secretary of the Interior's Standards* and the *Bodega Historic District Design*

Guidelines less strictly than for a project involving a contributing building or structure. Often the larger design aspects of the project - placement, orientation, scale, mass, and form - carry more importance than the more specific design aspects of the project for non-contributing buildings. However, the architectural type, architectural details, building materials, and craftsmanship may also be important. A non-contributing building – whether due to integrity or age - contributes to the setting of the contributing structures and in this sense, its design is an important aspect of the district as well. The *Secretary of Interior's Standards* 9 and 10 pertain most closely to a non-contributing building. For additional guidance, the National Park Service provides a number of bulletins and guides to interpreting the standards:
<http://www.nps.gov/hps/tps/tax/TTS/itshome.htm>.

What if my property is also a Historic Landmark?

If a property is not only in the Bodega Historic District but is also an Historic Landmark, the Landmarks Commission will not only review the design of proposed project for consistency with the *Secretary of the Interior's Standards for the Treatment of Historic Properties* and the *Bodega Historic District Design Guidelines*, but also review it relative to the historic associations, historic characteristics, and architectural qualities of a historic property that make it individually significant. These associations and characteristics may include the following:

- Your property is associated with an event that has made a significant contribution to the broad patterns of national, state, or local history.
- Your property is associated with the lives of persons significant in national, state, or local history.
- Your property embodies the distinctive characteristics of a type, period, or method of construction.
- Your property represents the work of a master or possesses high artistic values.
- Your property has yielded or may be likely to yield information important in prehistory or history.

Where can I get an application for Landmarks Commission design review of my project?

Applications for Landmarks Commission review of a proposed development project may be obtained from the Permit and Resource Management Department website at <http://www.sonoma-county.org/prmd/historic/review.htm>.

BODEGA HISTORIC DISTRICT SURVEY AND DESIGN GUIDELINES

4. Bodega Historic District Design Guidelines

PURPOSE

These design guidelines provide property owners a basis for making design decisions about the appropriate treatment of their buildings and about the design of compatible new construction within the Bodega Historic District. They will help the property owner identify their building's distinctive characteristics and ways to preserve, rehabilitate, and restore them. The Landmarks Commission and Permit and Resource Management Department (PRMD) staff will also use the guidelines to make regulatory decisions regarding exterior alterations to buildings located within the historic district. Additional users may be business owners, architects, developers and builders.

The design guidelines apply to **all buildings** within the Bodega Historic District, including contributing and non-contributing buildings and new construction. Contributing buildings are those that were constructed during the period of significance and that retain a sufficient level of integrity to be considered historic resources and convey the reasons for their significance. The period of significance is the particular period of history that best represents or conveys the importance or significance of the district. Buildings and features that date from the period of significance typically contribute to the character of the historic district. The Bodega Historic District's period of significance begins with the date of construction of the earliest buildings and continues through the peak of its occupation and development (1853 - 1963).⁵

Non-contributing buildings are buildings that were constructed during the period of significance but do not retain sufficient integrity or were constructed outside the period of significance (after 1963). Alterations to non-contributing buildings are reviewed by the Landmarks Commission, but the Commission applies a slightly lower threshold during the design review. *Appendix C* contains a map and list of contributing and non-contributing buildings.

DESCRIPTION AND OVERVIEW

Location and Setting

Location. Bodega is a small, unincorporated town in west Sonoma County, located within Sections 14 and 15 of Township 6 North, Range 10 West on the United States Geological Survey (USGS 7.5 minute Valley Ford 1954, updated to 1971, Quadrangle). It is located east of Bodega Bay, which was historically the port for this small town, and is approximately four miles inland, as the crow flies. In addition to Bodega Bay, the closest towns are Freestone to the northeast and Valley Ford to the southeast. Bodega is ten miles west of Sebastopol. The town is accessed from the east by Bodega Highway and from the south by Bodega Highway via Highway 1. Salmon Creek Road enters the town from the north on the west end.

⁵ Note that Bodega's period of significance encompasses buildings that are 48 years of age (as of 2011), in order to capture the period in which Bodega became famous as a setting in the movie "The Birds."

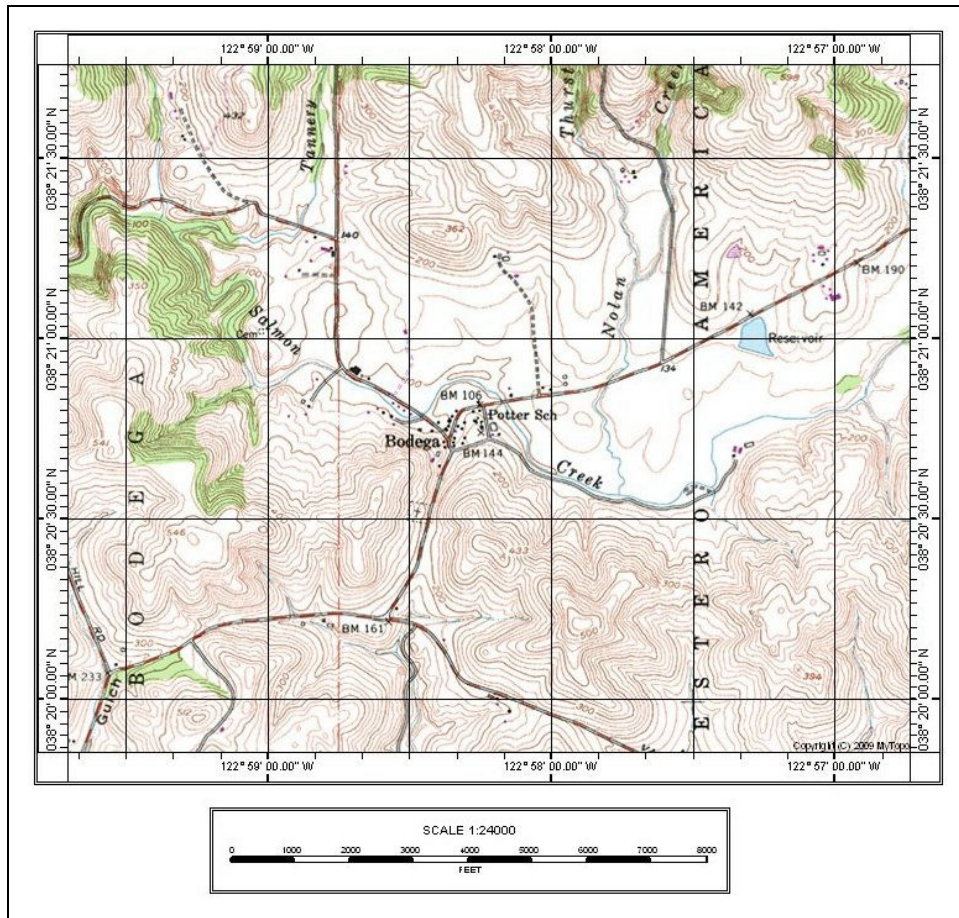


Figure 5 – Project location map
Source: USGS Topographic Maps

Natural setting. Bodega is surrounded by rolling hills that rise directly up behind the town to the south and more gradually toward the north. The route of the Bodega Highway to the south is within a narrow passage between two hills to the east and west. Salmon Creek encircles the town, flowing from the south, along the east edge of the town, around the lots north of Bodega Highway in this location, crossing Salmon Creek Road, and continuing west, where it empties into the Pacific Ocean north of Bodega Bay. The area surrounding the town is, for the most part, in open farm, pasture and grassland, with the exception of a few wooded areas and vegetation along the route of Salmon Creek.



Figure 6 - View of Bodega from Calvary Catholic Cemetery
Courtesy Sonoma County Library

Built Environment

Urban design character. Bodega was historically known as a crossroads, but its most striking feature is the linear arrangement of commercial structures along a curve in the Bodega Highway, overseen by the dramatic St. Teresa of Avila Church and the Potter School on the hillside to the south. The curve of the highway through town contributes to the picturesque quality of the town's main street. Commercial development is centered on Bodega Highway, but quickly gives way to residential development beyond this main commercial block. Bodega Lane, which rises to the south on the east side of town, accesses civic, commercial, and residential structures. Salmon Creek Road continues to the north from the west side of town. This is a residential street. Small lots quickly give way here to rural properties as the road continues as Tannery Creek Road. Beyond the town is rural countryside, with the exception of the area to the northwest, which is characterized by semi-rural residential development. Bodega Highway continues on the west side of town in a southerly direction, past the historic Bodega Cavalry Cemetery on the right, joining Highway 1 approximately 1,000 yards to the south.

The village is both bisected by and organized around Bodega Highway within the town, historically known as Main Street and Church Street. It has an irregular platting pattern. Lots are oriented toward the primary and secondary streets, the primary street being Bodega Highway and the secondary streets being Bodega Lane (historically Stewart Street) and Salmon Creek Road (historically Briard Street then County Road). Commercial uses are clustered along the Bodega



Figure 7 - View of Bodega Highway from east and historic Murray House (right)

Highway within the straight stretch that extends northeast of the intersection of Bodega Highway and Salmon Creek Road.

This stretch is anchored by the two-story Bodega Country Store (historically the McCaughey Store) in the southwest end and a two-story Italianate structure at the corner of Bodega Highway and Bodega Lane to the east. The town is dominated by views of the historic St. Teresa of Avila Church and the two-story Potter School, both of which have been preserved in their original condition. The curve in Bodega Highway is emphasized with views from both ends of the historic Murray House, which is located opposite the entry to St. Teresa of Avila Catholic Church. The picturesque qualities of the town are emphasized by the natural topography, which is undisturbed. Large open spaces north of the main block of the town and between Bodega Highway and Salmon Creek contribute to a feeling of openness in the town (note that at least two major structures are now missing, the Casini Brothers' store and the Presbyterian Church).

Architecture. The buildings within the town of Bodega consist primarily of one- and two-story, wood-frame structures that are typically located in back of the front property line, in the case of the commercial structures, and set back slightly within the lots, in the case of residential structures. Historical structures display wood siding and wood-frame, double-hung windows with divided lights. Most of the historic structures have gable fronts and rectangular footprints and are simple, vernacular structures dating from the 1850s through the 1960s. The two outstanding historical structures remaining in town, St. Teresa of Avila's Catholic Church and the Potter School, are high-style examples of their respective eras, and retain their historic and civic presence in the town.

The town has evolved in an informal, organic way, with the quality of the individual buildings (with the few exceptions noted above) being subservient to the town's overall urban design qualities and setting. A few buildings might even be called "funky." Historic photographs reveal, however, that a number of the significant buildings have evolved over time and display

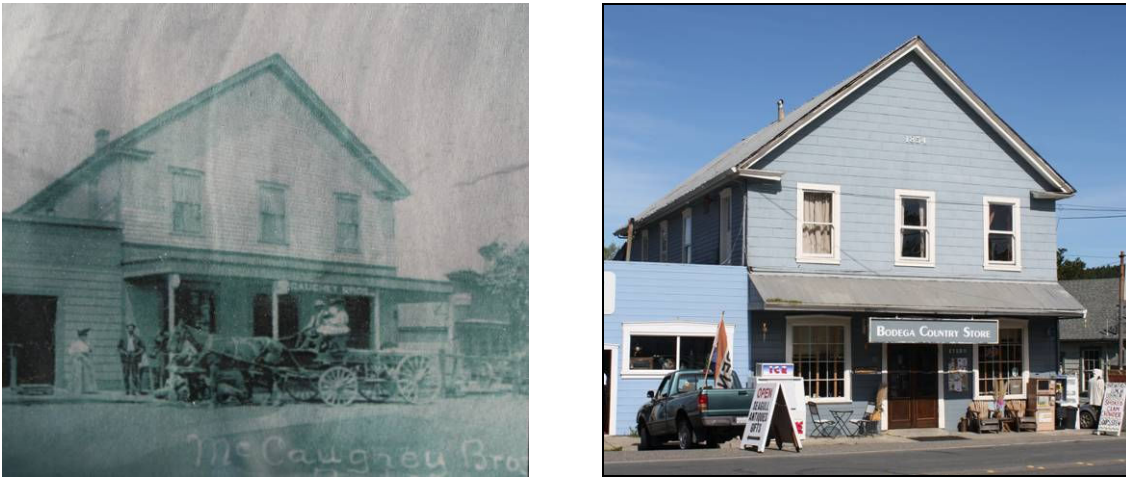


Figure 8 - McCaughey Store with addition in the late 1800s and today

additions and alterations that they have had for some time. In this sense, the changes to what was the original form of the building(s) have become significant in themselves.

DESIGN GUIDELINES FOR HISTORIC BUILDINGS

The key to retaining Bodega’s unique character is to maintain important features of the existing historic buildings, the streetscape, and the landscape and views, while ensuring that changes and new construction are compatible with their surroundings. All these elements collectively contribute to Bodega’s sense of place and its value as a historic district. Their protection will ensure that the town will continue to provide residents and visitors with a sense of the town’s past, while being an attractive and vital place to visit and do business. Property and business owners in Bodega have a special interest in respecting and protecting the historic character of the town’s buildings and setting. The original character of historically significant buildings and urban design features should be retained and, ideally, the important features and elements that have been removed or altered should be restored.

The commercial and residential buildings of the Bodega Historic District have much in common, particularly with respect to building materials, windows, doors, and overall form. The following design guidelines address best practices in maintenance, repair and restoration of historic buildings and features. This is followed by guidance specific to the individual design features of commercial, institutional and residential buildings in the Bodega Historic District, including advice on the removal of non-historic features, where applicable. Finally, the guidelines include information on what to avoid in order to better preserve the historic character of Bodega’s buildings and structures. Additional information on all these guidelines is available from sources which are listed at the end of this chapter. Energy efficiency measures that are sympathetic to historic buildings are included where applicable.

Building Materials

The materials addressed here are wood siding, brick masonry, and roofing materials. In the Bodega Historic District, the most common siding is painted horizontal wood in a variety of patterns, with some board-and-batten buildings. Clapboard is also seen on the church. The scale,

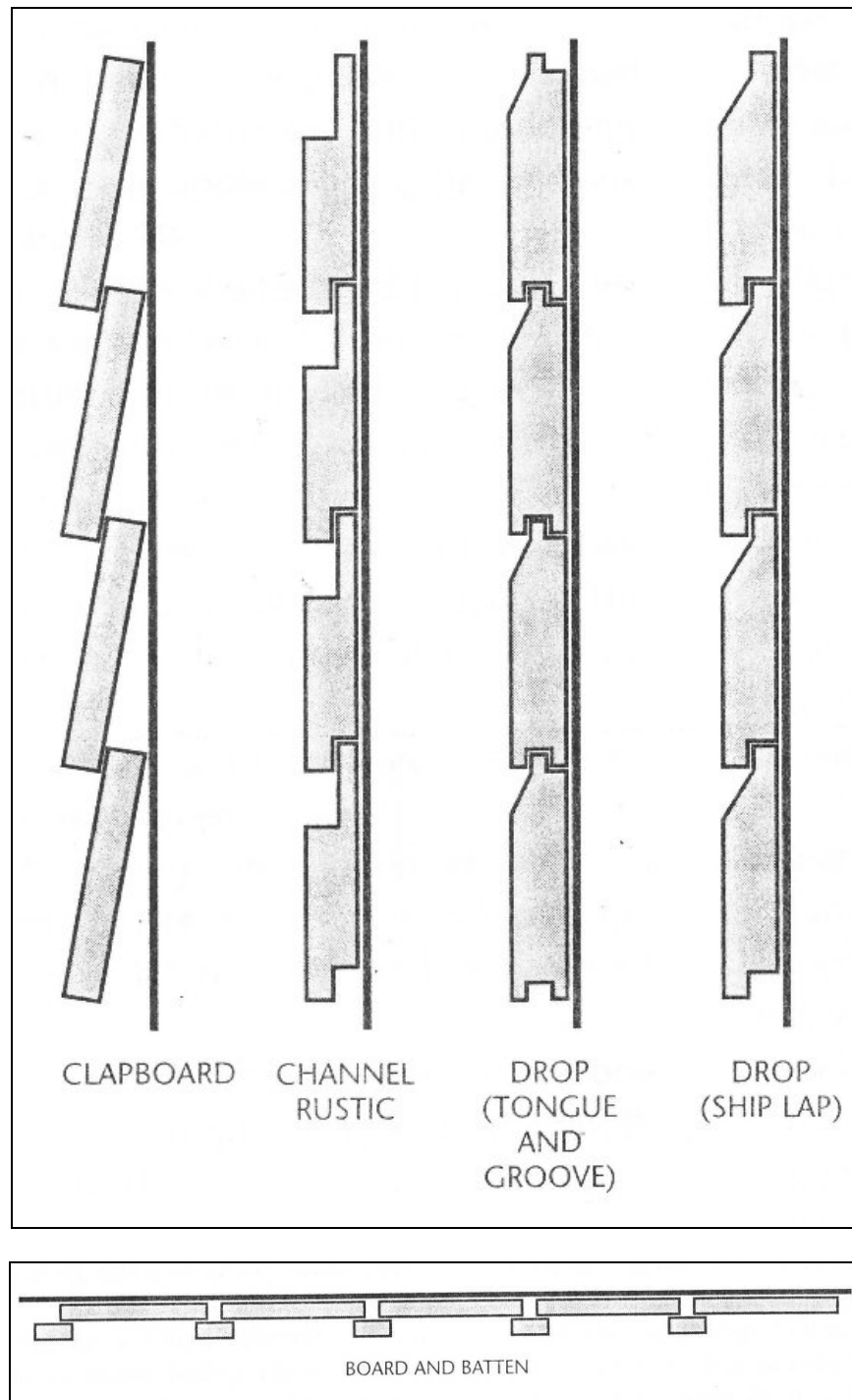


Figure 9 - Examples of siding found in Bodega
Source: *Architectural Surfaces*

texture, and finish of the building materials contribute to the historic character of the district's buildings, as does the natural aging process of painted wood.

Guideline: Preserve historic building material whenever feasible. When possible, repair deteriorated or damaged building fabric before replacing it. Also consider consolidating and/or patching material rather than replacing it. Building fabric that has weathered over time or shows signs of wear do not necessarily need to be replaced. Its finish or patina conveys the building's age and may contribute to its historic character. Building cladding should be replaced only if it is beyond repair, and then should be replaced with like materials.

Wood siding

- Use the gentlest means possible to clean historic building materials. Clean a test patch first to determine that the method will not damage the historic material.
- In order to preserve wood surfaces and detailing, paint wood as it was painted historically. Ensure that the type and texture of the paint matches the historic finish. Use the gentlest means possible for removing old layers of paint. [Note that special measures are required for the removal of lead paint. Contact your local building department for additional information.]
- When replacing historic building materials, match the original material in type, texture, size, and finish (e.g. replace original wood clapboard in kind rather than covering it with stucco, for example). Replace only the section of material that has deteriorated.
- Under most circumstances it is inappropriate and can be harmful to cover historic building materials, particularly with synthetic materials such as aluminum or vinyl siding, asbestos shingles, synthetic masonry, and cementitious materials such as Hardiboard. Wood siding that is covered can trap moisture and lead to damage that is not visible until it becomes a serious problem.
- Consider removing non-contributing building materials if they obscure the historic building fabric and if removal will not cause damage to the material underneath. Remove a test patch in an inconspicuous place to determine if removing the top layer of siding is feasible. If not, consider replacing it with material that is appropriate to the building's architectural style.



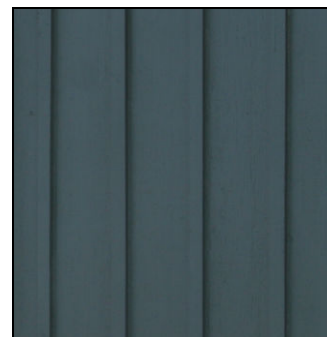
Channel Rustic siding



Clapboard siding



Coursed shingle siding



Board-and-batten siding

Masonry

- Retain the original mortar if it is in good condition. Repoint mortar joints only where necessary such as places where a significant amount of mortar is missing or failing. Note that historic mortar has a different composition than mortar sold today. It may be necessary to test the existing mortar and develop a similar mixture to replace or repoint brick masonry.
- Leave masonry unpainted if historically it has not been painted. Paint on masonry surfaces traps moisture that is intended to escape through the mortar, and can damage the entire brick masonry surface, which then absorbs the moisture within the brick. If the brick has been painted and the paint is to be removed, use the gentlest means possible to remove it. Sand blasting and other harsh measures will remove the surface of the brick, allowing water to penetrate the brick and damage it over time.



V-groove shiplap siding

Roofing

- Retain or replace original roofing in kind if it is a character-defining feature of the building, such as clay tile. Replace only the section of material or features that have deteriorated, when possible.
- If it is necessary to replace historic roofing material and features, match the original in type, texture, and finish (e.g. replace original wood shingles with shingles that have a similar size, color, texture, and pattern). This is particularly important for distinctive materials, such as clay tiles. It is possible to replace wood shingle roofing with some newer synthetic materials that provide a similar textured appearance as the original and also provide fire protection. Composition shingle or cementitious shingles, for example, can be an appropriate replacement material in some instances. Approval of replacements should be made by the Landmarks Commission.
- Standing seam metal roofing is appropriate only under certain conditions. This surface is more reflective and brighter and has a different texture than other roofing materials, and is usually out-of-place in a historic district (note that corrugated metal roofing can be a historic material and may not out-of-place as a replacement roof). Standing seam metal roofs should only be applied to new buildings and only then on approval by the Landmarks Commission.
- Composition shingle roofing is an appropriate roofing material on a historic building in most instances. There are many colors, textures and levels of quality available. Roofing materials and color can be a character-defining feature of a historic district, in addition to the individual building, and should be approved by the Landmarks Commission.

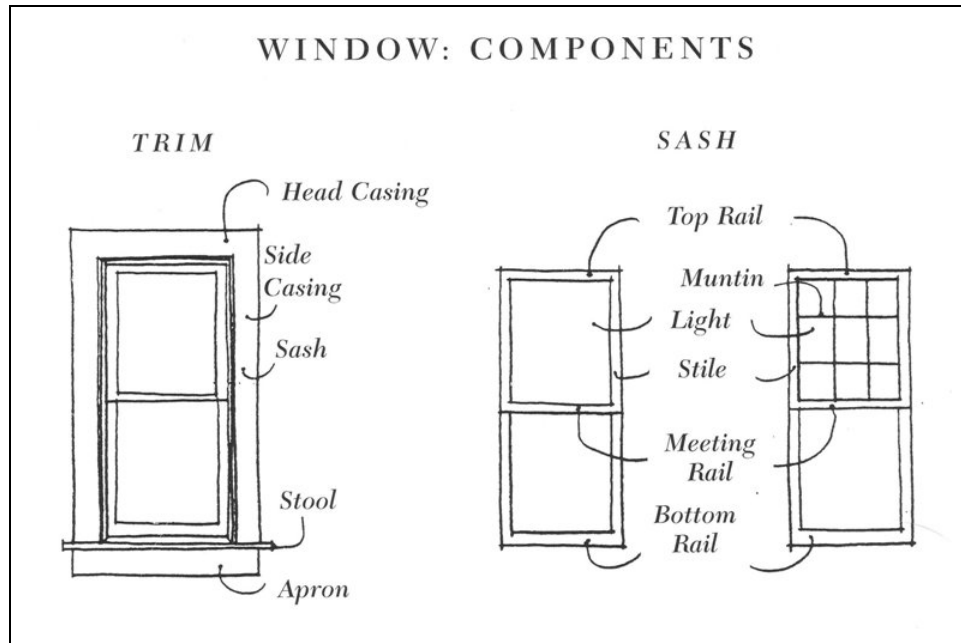


Figure 10 - Window components

Source: American Vernacular Buildings and Interiors, 1870 - 1960

Windows and Doors

In many historic buildings the window sash, framing and the architectural detail surrounding windows (the window surround) are among the most important character-defining features of the building. They impart style, scale and character to the building. The historic and architectural character of a building can be seriously damaged by inappropriate window treatments. Doors and entrances are also important character-defining features of historic structures, providing scale and visual interest in the composition of a building. The doorway can be a richly ornamented part of a building, with special materials and finishes that together contribute to the architectural style and character of the building. It can also be relatively simple. The style of the building is key to door replacement, when this is necessary.

The most common historic windows in Bodega are six-over-six, double-hung, wood-frame windows. They are character-defining features of the District. Also seen in Bodega are one-over-one-light, double-hung windows and the classic plate glass of storefront windows. The windows in St. Teresa's Church have pointed arches and the windows of the Potter School have round arches with decorative hoods. Both are character-defining features of these buildings, but not appropriate elsewhere in the District. (Note that additional guidelines for windows and doors are located in the final section of this chapter entitled, "Energy Efficiency Measures for Historic Buildings and Properties").

Guideline: Preserve the building's historic windows and especially the window openings whenever feasible. Windows on the façade or other facades visible from the street are particularly important to preserve. Whenever possible, repair deteriorated or damaged windows. If it is necessary to replace damaged windows, replace them with new windows that match the historic windows in materials, configuration, operation, finish, and details.



Figure 11 - Double-hung windows in Bodega Historic District

Preserve the building's historic doors and door openings whenever feasible. Primary entrance doors are particularly important to preserve. Where possible, repair deteriorated or damaged doors. If necessary, replace damaged doors to match historic doors in terms of materials, configuration, operation, design, details, and finish.

Windows

- If possible, replace select components of the window that have deteriorated or have been damaged rather than the entire window.
- Rather than replace windows that are difficult to operate or allow heat loss, consider restoring the window by removing paint layers and properly applying new coats of paint; replacing select deteriorated components, such as sash members or sills; and applying weather stripping to make them more operate more easily and make them more energy efficient. Storm windows, either interior or exterior, may also be a possibility.
- Maintain historic window openings on the building. Avoid covering or filling in existing window openings or adding new window openings, particularly on the primary facades.
- If replacing a historic window, match the original window in terms of material, configuration, operation, finish and details (e.g. replace a wood, one-over-one, double-hung window in kind). If possible, preserve the historic casing and trim by replacing the window sash only.
- When adding new windows, ensure that they are compatible with the historic style of the building and maintain the historic ratio of voids (window openings) to solid expanses of walls. Windows in new additions may depart from historic windows in order to

differentiate the new addition from the original window, but should maintain the proportions and relationships of the historic windows.

- Consider removing and replacing non-contributing windows if they have replaced historic windows. If all of the historic windows have been removed and the original window design is unknown, consider replacing newer windows with those that are appropriate to the building's architectural style. Photographic evidence of the windows in place on the building historically should guide the selection of new windows.
- It is not appropriate under any circumstances to replace an existing wood sash (frame) with a vinyl frame windows. Consideration may be given, under very limited conditions, to installing windows of alternative materials that have the same proportions, operation, and color as other wood sash on the building on the rear of the building or in locations otherwise not visible from a public street. Any alternative window replacement materials must be approved by the Landmarks Commission.

Doors

- If possible, replace select components of the door that have deteriorated or have been damaged rather than the entire door. For example, consider replacing its hardware and framing components to make the door functional. Avoid shaving the door to make it fit the door frame.
- To prevent heat loss, consider adding weather stripping, fitting the door to the jamb and frame, and installing a storm door, rather than replacing the door. Select a door that does not obscure the exterior design of the historic door when possible.
- Maintain historic entrances on the building. Avoid covering or filling in existing entrances or adding new entrances, particularly on the primary facades.
- If replacing a historic door, match the original door in type, material, design, and finish (e.g. replace a historic wood paneled door in kind).



Figure 12 - Historic door in Bodega Historic District

Also consider preserving the historic frame, jamb, and sidelights by replacing the door only.

- Maintain historic door openings on the building. Avoid covering/filling in or adding new door openings, particularly on the primary facades.
- When adding new doors, ensure that they are compatible with the historic style of the building and maintain the historic ratio of voids (door openings) to solid expanses of walls.
- Consider removing and replacing non-contributing doors if they have replaced historic doors. Ensure that the new doors are appropriate to the architectural style of the building.



Figure 13 - Typical cross-gable residence

Roof Design

Roofs are typically one of the most important design elements of an historic building, but are also important to the Historic District as a whole. Roofs and related elements such as cornices, fascia, parapets, brackets, eaves and rafters impart much of the architectural character of a building. The main function of a roof, whether utilitarian or ornate, is to keep water from entering the building and to direct water away from the building's exterior walls. Secondly, roofs are among the most important character-defining features of almost any building and are a key to the building's style. Finally a roof and particularly the cornice or parapet establishes continuity with the surrounding buildings and is a feature of the streetscape.

Guideline: Preserve the roof's historic form, materials, and features, such as eaves, rafter tails, and gutters, when feasible. Whenever possible, repair deteriorated or damaged roof materials and



Figure 14 - False front on former Druid's Hall

features. If necessary, replace damaged materials and features but maintain their original character-defining features, such as design, particularly the pitch, and proportion.

- Preserve the original pitch and form of the roof as well as the depth of its eave overhang. Preserve the historic architectural detailing associated with the roof.
- Maintain the roof by repairing cracks in chimney masonry where applicable and repairing or replacing loose or missing flashing, shingles and parapet materials, and by installing and maintaining appropriately sized gutters and downspouts.
- If a roof form that is inappropriate to the building has been added in an earlier addition, consider its removal and replacement with a more appropriate form.

Storefronts

These guidelines apply to commercial buildings in the Bodega Historic District. The storefront refers to the façade's first story and typically includes the main entrance, storefront and transom windows, and bulkheads or kickplate. Storefronts incorporate a large amount of glazing through large storefront windows and glazed doors to advertise merchandise and draw potential customers. Historically commercial building owners often updated the design of their storefront as new building styles and materials were introduced, merchandising styles changed, or a new business moved in. Due to this constant evolution, storefronts are the most dynamic element of a commercial building.

Guideline: Preserve the building's historic storefront when feasible. Whenever possible, repair deteriorated or damaged components of the storefront. If necessary, replace damaged components but maintain their original character-defining features, such as materials, size, shape, and proportion. It is possible that a later renovation has achieved historic significance in itself.

- Preserve alterations to the storefront that have achieved significance in their own right.
- Maintain the storefront's historic window openings and entrances. Keep windows, including transom windows, and doors transparent by avoiding filling in or covering them.
- Maintain the original size, configuration, pattern, and proportion of storefront windows and doors. Maintain the height of the window bulkhead or kickplate. Maintain the existing spandrel panel and remove materials that have been added later to cover the original spandrel panel or transom window, when possible.
- If possible, replace select components of the storefront that have deteriorated or have been damaged rather than the entire storefront. For example, replace a window's sash members or sills or a door's hardware and framing components.
- If replacing a historic component of the storefront, match the new storefront components in terms of design, material, dimensions, details and profiles (e.g. replace a wood glazed door in kind).
- When a storefront has been significantly altered and the historic design is not known, design a new storefront to be compatible with the building's scale, materials, and architectural style. Glazed doors and large fixed storefront windows are appropriate. Use clear glass instead of tinted, opaque or reflective glass.
- If contributing a new bay within an existing storefront with several bays, the new bay may be more contemporary in character, if it utilizes traditional proportions and features. A new bay should not depart from the character-defining features of the Historic District and should be, in most instances, set slightly back from the frame of the existing building.



Figure 15 – Two-level porch on historic McCrea home

Porches

A number of historic residential buildings in the Bodega Historic District feature porches, a significant character-defining feature. Commercial buildings also include what might be considered a ‘front porch, although they are not typically referred to as such. Porches are historically important and prominent; a porch protects an entrance from rain and provides shade and a sense of scale and aesthetic quality to the façade of a building. Porches connect a building to its surroundings by emphasizing its orientation to the street. Most historic architectural styles and building types developed with the porch or entrance as a prime feature of the front façade.

Guideline. Preserve the building’s historic porch when feasible. Whenever possible, repair deteriorated or damaged porch components. If necessary, replace a deteriorated or damaged porch but maintain its original character-defining features, such as its location, materials, size, design, and proportions. If it is missing and the original design is not known, a new porch should be compatible with the style and character of the building.

- Preserve historic detailing of the porch, such as its posts, balustrades, and brackets. The spacing of the balusters, the height of the railing, and the design, size and shape of porch posts are significant architectural features that should be maintained.
- Replace missing or damaged porch components, such as balusters, posts, and brackets, with new porch components that match the historic details in terms of material, configuration, details, design and finish.
- If possible, replace selective components of the porch that have deteriorated or have been damaged rather than the entire porch.

- Enclose a porch with transparent materials, such as screens, rather than with opaque materials. Place the new material behind the porch posts. Ensure that it is removable and that its installation does not damage historic materials.
- Consider replacing a historic porch if it has been removed. First research the history of the house to identify photographs or drawings that depict its original design and examine the exterior of the house to find indications of its original location and design. If the original design is not available, construct a porch that is compatible with the building's architectural style and design. Buildings of the same era and style can provide design guidelines; although the new porch should not be an exact replica.
- It is possible to retrofit an existing porch and entrance for compliance with the American with Disabilities Act and maintain its historic character. Refer to National Park Service *Bulletin 22: Making Historic Properties Accessible* at <http://www.nps.gov/hps/tps/briefs/brief32.htm>.

Canopies and Awnings

Canopies and awnings were historically used to shade storefronts and to regulate the temperature inside the building. They can greatly contribute to the storefront's design and to the character of the streetscape. Awnings are generally temporary materials such as canvas or metal, affixed to a framework. Canopies tend to be permanent features of the building. They often have flat or hip roofs, supported by brackets or supports such as simple posts. Many of the historic canopies in the Bodega Historic District are wood and on the historic storefronts, span the full width of the storefront.

Guideline: Preserve the building's historic canopies when feasible. Whenever possible, repair deteriorated or damaged canopies and awnings. If necessary, replace damaged components but maintain their original character-defining features, such as materials, size, shape, and proportion. New awnings should be compatible with the building's scale, materials, and architectural style.



Figure 16 - Typical commercial canopy in Bodega

- Preserve historic detailing of the canopy and replace missing details with replicas of historic features.
- If possible, replace selective components of the historic canopy that have deteriorated or have been damaged rather than the entire canopy.
- Design new canopies to be compatible with the architectural style, scale, and materials of the building. In particular, they should correspond to the size and shape of the storefront opening or window. Often historic photographs or surrounding buildings will provide information on an appropriate design for new canopies. Sloped, or shed-style, retractable awnings with a loose skirt are generally the most appropriate form of awning (in contrast to curved awnings).
- Awnings constructed of weather resistant fabric such as canvas are appropriate. Avoid installing vinyl, metal, or plastic awnings.
- Install and locate new awnings so that they do not obscure character-defining features of the storefront or building.
- Attach awnings to the building in a manner that does not cause permanent damage. For example, attach awnings through mortar joints rather than masonry.



Figure 17 - Typical painted sign in Bodega

Signage

This guideline refers primarily to commercial buildings, which nonetheless may have originally been a residential or other building type. Signs communicate the name of the business; colors and typeface are key design components as well. Signs can provide individuality to a commercial building as well as secondary information, such as store hours and policies. A sign's location, size, materials and imagery provide visual interest to the building and the streetscape. Signs in Bodega are typically wood painted signs, fixed to the building façade. They are an important component of the built environment.

Guideline: Preserve the building's historic signs when feasible. Whenever possible, repair deteriorated or damaged signs. If necessary, replace damaged components but maintain their original character-defining features, such as materials, size, shape, and design. New signs should be compatible with the building's scale, materials, and architectural style.

- Preserve a building's historic signs, including those affixed to or painted on the building's exterior or carved in the façade. Historic signs may include those from a previous business. Typically it is not appropriate to re-paint historic signs that are on a building.
- Design new signs to be compatible with the scale and style of the historic building. The size and scale of the sign's typography should also be scaled to the size the building or storefront. New signs can be located on signboards spanning above the storefront, can project from the building, or can be applied to awning skirts, the edge of a canopy, or storefront windows. They can also include painted signs, applied letters, and hanging signs, as appropriate.

- Locate and place signs so that they do not obscure the building's significant architectural features, such as cornices, trim, windows or decorative brickwork. They should emphasize existing architectural elements.
- Limit the number of signs on the storefront so that they do not detract from the overall character of the building or the surrounding streetscape.
- Limit the amount of information on the primary sign and select a legible font. Place secondary information, such as store hours and policies, on smaller signs attached to windows, doors, or the sides of the building.
- Attach signs to the building in a manner that does not cause permanent damage. For example, attach and install signs through mortar joints rather than masonry.

Lighting

Lighting can be used to enhance a storefront's visual appeal by highlighting signage and merchandise. It can also be used for security purposes and to create a sense of safety and for pedestrians. In Bodega, goose-neck industrial lights are often used to illuminate painted signage. They are contributing elements of the streetscape.

Guideline: Preserve the building's historic lighting when feasible. Whenever possible, repair deteriorated or damaged lights. If necessary, replace damaged lights but maintain their original character-defining features, such as materials, size, location, and design. New lights should be compatible with the building's scale, materials, and architectural style and other lights in the historic district.

- Use lighting to highlight the building's architectural detailing.
- Provide indirect lighting. Lighting should provide an even illumination level and should not be overly bright. Avoid installing flashing, pulsating, or moving lights.
- Design new lighting fixtures to be consistent across the façade and to compliment the building's architectural style. Avoid lighting that overpowers the storefront and disrupts continuity within the district.
- Direct sign lighting on the sign itself rather than using it to light the surrounding area. Install separate fixtures for area lighting.
- Install and place new lighting fixtures so that they do not obscure character-defining features of the storefront or building. Whenever possible, install lighting fixtures so that there is no exposed conduit.
- Attach new lighting fixtures to the building in a manner that does not cause permanent damage. For example, attach lighting fixtures through mortar joints rather than masonry.



Figure 18 - Typical fences in Bodega

Fences

The following guideline applies primarily to residential buildings. Fences, often incorporated into the private open space in front and on the sides of historic buildings, were designed to harmonize with the buildings to which they are related. They also help unify the building and surrounding streetscape. Fences provide private outdoor space and separate the private space from the street or other public space.

Guideline: Preserve the building's historic fence when feasible. Whenever possible, repair deteriorated or damaged fence components. If necessary, replace a deteriorated or damaged fence but maintain its original character-defining features, such as its location, materials, size, height, design, and proportions. If it is missing and the original design is not known, the design of the new fence should be compatible with the architectural style and character of the building.

- Preserve historic detailing of the fence, such as its posts, pickets, and rails. The spacing and the height of the pickets and the size and perimeter of the fence are important character-defining features.
- Replace missing or deteriorated fence component details, such as posts, pickets and rails, with new components that match the historic fence features.
- If possible, replace selective components of the fence that have deteriorated or have been damaged rather than replace the entire fence.
- Construct a new fence that is compatible with the building's architectural style and design. Similar buildings of the same style and era can provide design guidelines; although the new fence does not have to be exact replica. Fences in the Bodega Historic District are typically wood picket that are low in height, or approximately 36 inches in

height. They are also “transparent,” or allow you to see through to the front yard. Therefore, low transparent, wood fences are typically more appropriate than high solid fences and fence constructed of chain link or concrete block materials

- Under no circumstances is it appropriate to build a vinyl fence in the Bodega Historic District.



Figure 19 - Color scheme on historic Battistimo house in Bodega

Color

Color is not typically a regulated design element in the small historic districts found in Sonoma County. Color is considered a reversible feature that is easily changed. Nonetheless, a few guidelines are included below for consideration in the District.

A color scheme can be used to make the building stand out individually or blend it with surrounding buildings in the historic district. It can also be used to alter the perceived scale of a building and to define and accent architectural features.

- Select a simple color scheme with one base color and one to two accent colors, where applicable.
- Use the same color scheme throughout the building to unify its composition.
- Select a color scheme that is compatible with the historic character of the district.

ADDITIONS TO HISTORIC BUILDINGS

Additions have been constructed on many historic buildings over time, perhaps because the needs of the owner or the use of the building changed. Often, early additions were subordinate in scale to the main building and are located on the side or rear facades; this pattern should be emulated.

Dormers are another common addition used to create more habitable space, particularly for residential buildings. If they were constructed during the period of significance, early additions may have achieved significance in their own right.

Guideline: New additions should be designed so that they preserve the character, design, scale, proportions, and dominance of the historic building. Additions that have achieved significance in their own right should be preserved.

- If possible, locate additions on the rear or side facades to avoid detracting from a building's primary façade, which should remain dominant.
- Use a smaller connecting element to join a larger addition to a historic building when this is appropriate.
- Set rooftop additions back from the main façade and limit their visibility from the street.
- Design new additions so that, if they are removed in the future, they do not impair the form, materials, and character-defining features of the building.
- Design new additions so that they are subordinate and differentiated from yet compatible with historic building in terms of materials, size, scale, proportion, and massing. The *Secretary of Interior's Standards* states that new additions should be differentiated from the older building, to prevent the creation of a false historical appearance.
- Consider removing non-contributing additions if they obscure the original building and their removal will not cause substantial damage to the building.
- In order to minimize its visibility from the street, locate new mechanical equipment, electrical service lines, and meter boxes to the side or rear facades of the building, within landscaped areas off the building, or screen them from view.

DESIGN GUIDELINES FOR NEW BUILDINGS

It is possible to add new buildings to the Bodega Historic District and maintain the historic character of the district. New buildings will assist with maintaining the vitality of the District, housing new businesses and residents. However, new buildings should not detract from the district. In particular they should maintain the historic urban design qualities, landscape characteristics and views, and site design of the district. They may add new materials and styles if compatible with the district, these guidelines, and the *Secretary of Interior's Standards*.

Guideline: New buildings should be visually compatible with the existing character of the historic district. They do not have to be designed in a specific architectural style and they should not be designed in imitation of a historic style per se. In areas of the district with a range of architectural styles, scales, and materials, new buildings should help define and unify the district's character-defining features.

Alignment and Orientation

- Orient the new building in a similar manner as the surrounding buildings in the historic district. In most cases, orienting the façade so that it is parallel to and faces the street is appropriate.
- Locate the primary entrance in the same manner as surrounding buildings.
- In most cases include a front porch if the majority of adjacent or similar buildings have one.
- Maintain similar front and side setbacks as found in the historic district. If there is a range of setbacks, locate the new building within this range and create a front yard of a similar depth as adjacent buildings.

Mass and Scale

- Design the mass and scale of the new building to be compatible with surrounding buildings in the historic district. The general height, shape, and proportions of the new building, in particular its façade, should relate to existing surrounding buildings.
- Design the height and width of the building to be compatible with surrounding buildings in the streetscape. Buildings that are one-to-two stories in height are appropriate for the historic district.

Building and Roof Form

- Design the building form to be compatible with surrounding buildings in the streetscape and within the historic district.
- Design the roof form and roofline to be compatible with surrounding buildings in the streetscape and within the historic district. This includes the pitch or the roof and depth of the eave. In most cases, a gable or hipped roof is an appropriate roof form.

Materials

- Select building materials that are visually compatible with surrounding buildings in the historic district. New materials may be considered, with an emphasis on authentic materials, such as corrugated metal. However, it may be appropriate to select wood siding if the surrounding buildings are clad in horizontal wood siding.
- Select a compatible roofing material in pattern, texture, and color.

Architectural Details

- Building design should be responsive to the historic district's overall context and visual character.

- Select architectural details that are compatible with surrounding buildings within the streetscape and within the historic district. Details should be in keeping with those found in the historic district, but should not be exact copies or replicas.
- A contemporary interpretation of historic details is often appropriate. If applied, contemporary features such as brackets, trim, and porches should be in scale with historic features found on surrounding buildings and with other features on the subject building.
- The fenestration pattern on the new building should be compatible with surrounding buildings in the historic district. This includes spacing, proportions, and the ratio of voids (window and door openings) to solids (expanses of wall).

New Accessory Structures

Accessory structures have been constructed adjacent to many historic buildings, typically to add more storage space on a property. They often take the form of detached garages and sheds. These accessory structures are also typically subordinate in scale to the main building and located to the side or the rear of the main building. Historically accessory structures were very plain in contrast to the main structure. If an accessory structure was constructed during the period of significance for the district, accessory structures may have achieved significance in their own right.

Guideline: New accessory structures should be designed so that they maintain the character, design, scale, and proportion of the historic building. Accessory structures that have achieved significance in their own right should be preserved.

- Set new accessory structures back or away from the historic building, so that they are subordinate to the historic building. If possible, locate these structures to the side or rear of the main building to avoid detracting from a building's primary façade, which should remain dominant.
- Design new accessory structures so that they are subordinate in style and differentiated from yet compatible with historic building in terms of materials, style, size, scale, proportion, and massing.
- Design garages so that they are compatible with buildings of similar style and age in the historic district. For example, many garages in the Bodega Historic District are small, detached wood structures located to the rear of the building. Consider following this established pattern.
- Consider removing non-contributing accessory structures if they obscure or detract from the original building.
- If replacing a contributing accessory structure, build the new structure in the same location with the same building footprint when possible.

- Do not design an accessory structure to appear like a ‘small’ version of a high style building with which it may be associated. This is considered adding a sense of false history to a district.

ENERGY EFFICIENCY MEASURES FOR HISTORIC BUILDINGS AND PROPERTIES

There are many reasons why the preservation of historic buildings and building features is often the “greenest” decision that a building owner can make. Many early buildings have inherent energy-efficient advantages. The quality of materials in historic buildings is also often superior to what can be obtained today, particularly wood products, and is therefore more durable. An additional advantage to rehabilitating historic buildings is that the individual building components in a historic building can be repaired, unlike many newly manufactured building components or products, which must be replaced in whole. For example, a wood window frame can be repaired. A manufactured window, such as a vinyl window, must be totally replaced if, for example, a seal breaks. And it is likely that the repaired wood window will last far longer than the replacement vinyl window.

However, many historic building owners are interested in making their historic buildings more energy efficient. Historic buildings can be retrofitted to be more energy efficient and still preserve their historic character. For example, it is far more effective to insulate attic floors and basement ceilings and openings between the attic and basement into the main portion of the building than to replace windows. These measures have the added benefit that they typically do not alter the exterior appearance of a building. (Note that walls may also be insulated but best practices should be followed to ensure that the method chosen does not trap moisture within the walls or damage historic materials.)

To make historic buildings more energy efficient, the National Park Service recommends that the following steps be undertaken (*Grimmer, 2011:1*). The first step is to identify and assess the existing (or lost) energy-efficient characteristics of the historic building. In other words, the role that the building’s design, materials, type of construction, size, shape, site orientation, and surrounding landscape relative to the prevailing climate plays should be assessed. Then improvements should be planned that enhance the inherent energy efficiency of a building and retain and complement the original building, site and context.

The role that historic building components play together should also be considered. For example, porches and shutters can help keep a building cool, and operable, transom windows and screen doors can improve air flow and cross ventilation. Good maintenance practices are another important step in protecting the energy efficiency of historic buildings. These are outlined in more detail below. A third step is to undertake building weatherization and insulation, also discussed below. Lastly, it may be beneficial to invest in new technologies or building components, such as programmable thermostats, attic and ceiling fans, solar panels, etc., where appropriate (*Weeks, 2011:11*).

Additional guidance for making historic structures more energy efficient is noted below.

Site planning

- Utilize the existing site design of the building and landscaping to preserve and enhance the naturally sustainable aspects of a property wherever possible, while preserving historically appropriate vegetation and landscape elements. Natural, sustainable landscaping may include shade trees and native plants. Alternative landscape elements that increase sustainability may include permeable paving, bioswales, and similar materials and features.
- When planning a new addition or alteration to an existing historic structure, consider orienting the addition for maximum energy efficiency when possible and appropriate for the historic character of the building and/or setting.

Building features and elements

- Retain and/or replace the inherently sustainable features of a historic building such as functional shutters, operable windows, storm windows, transom windows, awnings, porches, vents, roof monitors, cupolas, skylights, and naturally-lit corridors where appropriate.
- Operable windows can be both historically significant and important to retaining the natural energy efficiency of a structure. Operable windows allow for controlled heat gain and loss, and support good air flow and cross ventilation without artificial means. To support the natural energy efficiency of windows, they should be maintained on a regular basis to ensure that they function properly and are operable. Weather stripping and caulking should be used, as appropriate, to make them weather-tight.
- When windows cannot be repaired, compatible and energy-efficient replacement windows that match the appearance, size, design, proportions and profile of existing historic windows may be considered. Retrofitting historic



Figure 21 – Screen doors and transom windows allow air circulation

windows with high- performance glazing or clear film may also be possible if the historic character of the building can be retained.

- Interior or exterior storm windows that are compatible with existing

historic windows should be used as appropriate to increase the energy efficiency of historic windows. Storm windows whose configuration matches the historic windows should be considered where possible. Consideration should be given to installing storm windows that are set back from the plane of the exterior wall surface and feature a historically appropriate finish and color.

- To prevent heat loss at existing historic doors, consider adding weather stripping, fitting the door to the jamb and frame, and installing a storm door, rather than replacing the door. Care should be taken that the storm door does not obscure historic features, where possible.
- Consider the use of energy-efficient lighting, fixtures and appliances before the use of more invasive treatments that may negatively impact the historic appearance of a building.
- Use environmentally-friendly cleaning products that are compatible with historic finishes for maintenance, and sustainable products and treatments, such as VOC paints and adhesives and lead-safe paint removal methods when rehabilitating a building.



Figure 22 - Solar panels discretely placed on an accessory structure

Alternative methods

- Note that if other remedial measures are taken to improve energy efficiency, it may be less necessary to resort to alternative methods. Installing on-site solar technology should be considered in conjunction with or after implementing all appropriate treatments to improve energy efficiency.
- Installing solar devices and technologies within a historic property should be done in a compatible location on a site or on a non-historic building or addition where it will have minimal impact.

- Solar panels should be considered for secondary or rear building facades. When installing solar panels on the roof of a historic building, the panels should not alter the pitch or form of the roof. They should be located on the roof's rear or side slope and be lower than the roof's ridgeline, if possible. Visible, raised panels should be avoided whenever possible.
- The use of other alternative energy devices on a historic building should be considered only after other appropriate treatments to improve energy efficiency have been considered. Alternatives may include wind power, cool roofs and green roofs.

Salvage, recycling and re-use

- When existing historic materials and building features cannot be repaired and re-used on an existing historic structure, consideration should be given to re-using materials and features on site; salvaging building materials and features for re-use; and recycling features in environmentally responsible ways.

The following are resources for retrofitting historic buildings for greater energy efficiency.

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National Trust for Historic Preservation Weatherization Guide,
<http://www.preservationnation.org/issues/weatherization/windows/>

- Home Energy Audits
- Windows Tips and Strategies
- Roofing Tips and Strategies
- Insulation Tips and Strategies
- Mechanical Systems Tips and Strategies.

BODEGA HISTORIC DISTRICT SURVEY AND DESIGN GUIDELINES

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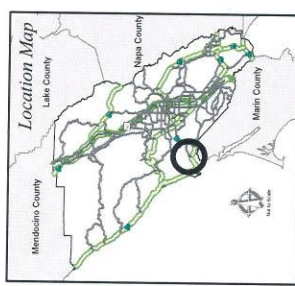
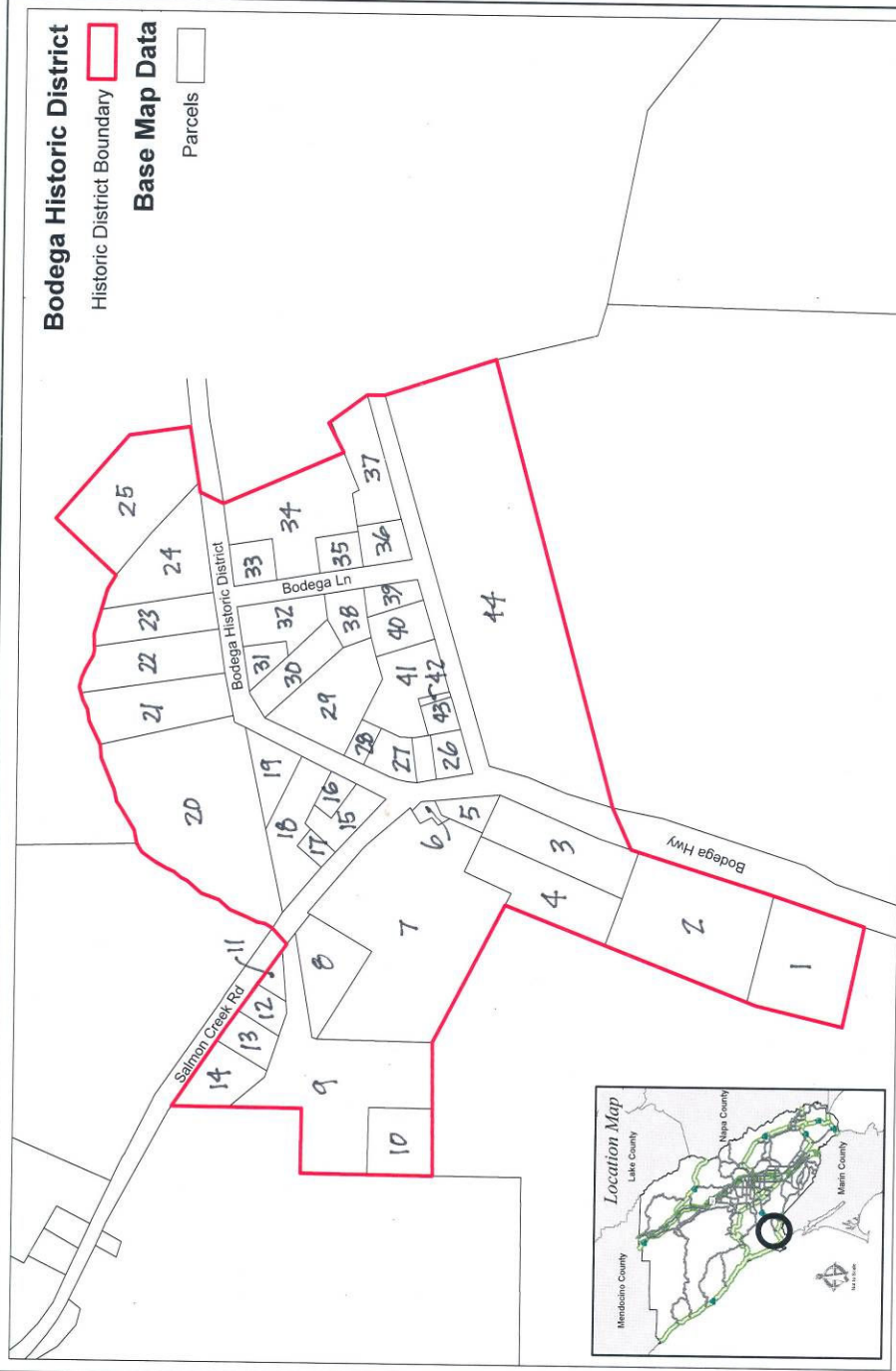
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APPENDICES

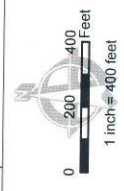
**APPENDIX A:
MAP OF THE BODEGA HISTORIC
DISTRICT**

Bodega Historic District

Historic District Boundary 
 Base Map Data 
 Parcels 



Map Scale and Reproduction methods limit precision to physical features. Rectified. This map is for illustrative purposes only, and is not suitable for parcel specific decisions. The parcels contained herein are not intended to represent surveyed data. Site specific information should be obtained from the Assessor's parcel data are current as of June 30, 2008.
 No part of this map may be copied, reproduced, or transmitted in any form or by any means without written permission from the Permit and Resource Management Department of Sonoma County, California. Maps contained in a planning document published by PRMD may be photocopied by members of the public for review and comment purposes.



County of Sonoma
 Permit and Resource Management Department
 2550 Ventura Avenue, Santa Rosa, California 95403
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 FAX 707-565-1103



**APPENDIX B:
TABLES OF SURVEYED PROPERTIES
AND CONTRIBUTING/NON-
CONTRIBUTING PROPERTIES**

**PROPERTIES IN SURVEY AREA &
BODEGA HISTORIC DISTRICT**

Site ID	APN	Assessor Street No.	Assessor Street	Actual Street No.	Actual Street	Name/Description	Const. Date	Existing Historic Status	Proposed Historic Status
1	103-140-008			17499	BODEGA HWY	Bodega Calvary Cemetery	ca 1850	Contributing	Contributing
2	103-140-010			17475	BODEGA HWY		1997	Non-contributing	Non-contributing
3	103-140-011	17333	Bodega Hwy	17160	BODEGA HWY		1953	Non-contributing	Non-contributing
4	103-140-012			17380	HWY 1	VACANT		Non-contributing	Non-contributing
5	103-130-006			17255	BODEGA HWY	VACANT		Non-contributing	Non-contributing
6	103-130-005			17235	BODEGA HWY	Fine Art & Craft Gallery	ca 1955	Non-contributing	Non-contributing
7	103-130-004			200	SALMON CREEK RD		1912	Contributing	Contributing
8	103-130-003			300	SALMON CREEK RD		1912	Contributing	Contributing
9	103-130-016			310	SALMON CREEK RD		ca 1965	Non-contributing	Non-contributing
10	103-130-015	318	Salmon Creek Rd	320	SALMON CREEK RD		ca 1965	Non-contributing	Non-contributing
11	103-130-010			330	SALMON CREEK RD		1978	Non-contributing	Non-contributing
12	103-130-008			352	SALMON CREEK RD		1981	Non-contributing	Non-contributing
13	103-130-012			544	SALMON CREEK RD		1969	Non-contributing	Non-contributing
14	103-130-013			550	SALMON CREEK RD		ca 1970	Non-contributing	Non-contributing
15	103-120-003	231	Salmon Creek Rd	17190	BODEGA HWY	Bodega Country Store	1854	Contributing	Contributing
16	103-120-004	17190	Bodega Hwy	17191	BODEGA HWY	Northern Lights Surf Shop	ca 1890	Non-contributing	Contributing
17	103-120-033			249	SALMON CREEK RD		ca 1910	Non-contributing	Non-contributing
18	103-120-032			17175	BODEGA HWY	Hamilton Trading Co. Antiques	1875	Non-contributing	Non-contributing
19	103-120-005	17135	Bodega Hwy	17153	BODEGA HWY	Murray House	ca 1850	Contributing	Contributing
19.5	103-120-005	17135-A	Bodega Hwy	17135-A	BODEGA HWY	Artisans' Co-op Gallery	ca 1900	Non-contributing	Contributing
20	103-110-001			217	CHURCH ST		ca 1910	Non-contributing	Non-contributing
21	103-110-002			17115	BODEGA HWY		ca 1950	Non-contributing	Non-contributing
22	103-110-003			17087	BODEGA HWY		1989	Non-contributing	Non-contributing
23	103-110-004			17059	BODEGA HWY	Piggot House	1868	Contributing	Contributing
24	103-110-005			17013	BODEGA HWY		1993	Non-contributing	Non-contributing
25	103-110-007			16951	BODEGA HWY	John McCrea House	ca 1878	Contributing	Contributing
26	103-120-007			17303	BODEGA LANE		ca 1910	Non-contributing	Contributing
27	103-120-034	17208	Bodega Hwy		BODEGA HWY	US Post Office, Fire Station	1970/2011	Contributing	Non-contributing
28	103-120-010			17184	BODEGA HWY		1956	Non-contributing	Non-contributing
29	103-120-011	17150	Bodega Hwy	17000	BODEGA HWY	The Casino	1879	Contributing	Contributing
30	103-120-012			17120	BODEGA HWY	St. Teresa's Catholic Church	1859	Contributing	Contributing
31	103-120-013			17100	BODEGA HWY		1906	Contributing	Contributing
32	103-120-014			17085	BODEGA LANE	Italianate residence	ca 1870	Contributing	Contributing
33	103-120-021			17024	BODEGA HWY		ca 1910	Non-contributing	Non-contributing
34	103-120-020			17096	BODEGA LANE	VACANT		Non-contributing	Non-contributing
35	103-120-019			17132	BODEGA LANE	Wooden Duck Antiques/Druid's Hall	1911	Contributing	Contributing
36	103-120-030			17154	BODEGA LANE		1955	Non-contributing	Non-contributing
37	103-120-029			17154 1/2	BODEGA LANE		ca 1900	Non-contributing	Non-contributing
38		17125	Bodega Lane	17110	BODEGA LANE	Potter School	1873	Contributing	Contributing
39	103-120-026			17123	BODEGA LANE		1976	Non-contributing	Non-contributing
40	103-120-023			17237	BODEGA LANE	VACANT		Non-contributing	Non-contributing
41	103-120-027			17269	BODEGA LANE		1933	Non-contributing	Non-contributing
42	103-120-028			17287	BODEGA LANE	VACANT		Non-contributing	Non-contributing
43	103-120-017			17299	BODEGA LANE		1978	Non-contributing	Non-contributing
44	103-010-034			17500	BODEGA HWY		1976	Non-contributing	Non-contributing

SURVEYED PROPERTIES

Site ID	APN	Assessor Street No.	Assessor Street	Actual Street No.	Actual Street	Name/description	Const. Date	Existing Historic Status	Proposed Historic Status
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3	103-140-011	17333	Bodega Hwy	17160	BODEGA HWY		1953	Non-contributing	Non-contributing
6	103-130-005			17235	BODEGA HWY	Fine Art & Craft Gallery	ca 1955	Non-contributing	Non-contributing
7	103-130-004			200	SALMON CREEK RD		1912	Contributing	Contributing
8	103-130-003			300	SALMON CREEK RD		1912	Contributing	Non-contributing
9	103-130-016			310	SALMON CREEK RD		1965	Non-contributing	Non-contributing
15	103-120-003	231	Salmon Creek Rd	17190	BODEGA HWY	Bodega Country Store	1854	Contributing	Contributing
16	103-120-004	17190	Bodega Hwy	17191	BODEGA HWY	Northern Lights Surf Shop	ca 1890	Non-contributing	Contributing
17	103-120-033			249	SALMON CREEK RD		ca 1910	Non-contributing	Non-contributing
18	103-120-032			17175	BODEGA HWY	Hamilton Trading Co. Antiques	1875	Non-contributing	Non-contributing
19	103-120-005	17135	Bodega Hwy	17153	BODEGA HWY	Murray House	ca 1850	Contributing	Contributing
19.5	103-120-005	17135-A	Bodega Hwy			Artisans' Co-op Gallery	ca 1900	Non-contributing	Contributing
20	103-110-001			217	CHURCH ST		ca 1910	Non-contributing	Non-contributing
21	103-110-002			17115	BODEGA HWY		ca 1950	Non-contributing	Non-contributing
23	103-110-004			17059	BODEGA HWY	Piggot House	1868	Contributing	Contributing
25	103-110-007			16951	BODEGA HWY	John McCrea House	ca 1878	Contributing	Contributing
26	103-120-007			17303	BODEGA LANE		ca 1910	Non-contributing	Contributing
28	103-120-010			17184	BODEGA HWY		ca 1956	Non-contributing	Contributing
29	103-120-011	17150	Bodega Hwy	17000	BODEGA HWY	The Casino	1879	Contributing	Contributing
30	103-120-012			17120	BODEGA HWY	St. Teresa's Catholic Church	1859	Contributing	Contributing
31	103-120-013			17100	BODEGA HWY		1906	Contributing	Contributing
32	103-120-014			17085	BODEGA LANE	Italianate residence	1870	Contributing	Contributing
33	103-120-021			17024	BODEGA HWY		ca 1910	Non-contributing	Non-contributing
35	103-120-019			17132	BODEGA LANE	Wooden Duck Antiques/Druid's Hall	1911	Contributing	Contributing
36	103-120-030			17154	BODEGA LANE		1955	Non-contributing	Non-contributing
37	103-120-029			17154 1/2	BODEGA LANE		ca 1900	Non-contributing	Non-contributing
38	103-120-025	17125	Bodega Lane	17110	BODEGA LANE	Potter School	1873	Contributing	Contributing
41	103-120-027			17269	BODEGA LANE		1933	Non-contributing	Non-contributing
45	103-140-001			581	SALMON CREEK RD	Bodega Cooperative Creamery	1895	Historic resource	Historic resource

**APPENDIX C:
DEPARTMENT OF PARKS AND
RECREATION (DPR) FORMS**

**APPENDIX D:
PHOTOGRAPHS OF PROPERTIES THAT
ARE LESS THAN 45 YEARS OLD**

Bodega Historic District
Photographs of properties that are less than 45 years old

2 – 17475 Bodega Hwy, APN 103-140-010 - Photo not available



9 – 310 Salmon Creek Road, APN 103-130-016

10 – 320 Salmon Creek Road, APN 103-130-015 - Photo not available



11 – 330 Salmon Creek Road, APN 103-130-010

**Bodega Historic District
Photographs of properties that are less than 45 years old**



12 – 352 Salmon Creek Road, APN 103-130-008



13 – 544 Salmon Creek Road, APN 103-130-012

Bodega Historic District
Photographs of properties that are less than 45 years old



14 – 550 Salmon Creek Road, APN 103-130-013



22 – 17087 Bodega Hwy., APN 103-110-003

Bodega Historic District
Photographs of properties that are less than 45 years old



24 – 17013 Bodega Hwy., APN 103-110-005



27 – 17208 & 17160 Bodega Hwy., APN 103-120-034

Bodega Historic District
Photographs of properties that are less than 45 years old



39 – 17123 Bodega Lane, APN 103-120-026



43 – 17299 Bodega Lane, APN 103-120-017

Bodega Historic District
Photographs of properties that are less than 45 years old



44 – 17500 Bodega Lane, APN 103-010-034

**APPENDIX E:
GLOSSARY OF TERMS**

GLOSSARY OF TERMS

Note: Most of the definitions below are derived from *National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation*, or Cyril M. Harris's *American Architecture, An Illustrated Encyclopedia*. See "References" for additional information.

Alignment: The arrangement of objects along a straight line.

Architectural features: Prominent or significant parts or elements of a building or structure.

Articulation: Minor variation in the massing, setback, or height of a building, such as bay windows, porches, entrances or eaves that defines the structure.

Association: As related to the determination of "integrity" of a property, association refers to the direct link between a historic property and an important historic event, activity or person. Also, the quality of integrity through which a historic property is linked to a particular past time and place.

Bracket: A supporting member for a projecting element or shelf, sometimes in the shape of an inverted L and sometimes as a solid piece or triangular truss.

Board-and-Batten: Wood siding construction in which vertical boards are covered at the joints by narrow wood strips.

Building: A "building", such as a house, barn, church, hotel, or similar construction is created principally to shelter any form of human activity. The term "building" may also be used to refer to a historically and functionally related unit, such as a courthouse and jail or a house and barn.

Canopy: A roofed structure constructed for fabric or other material placed so that it extends outward from a building providing a protective cover for doors, windows, and other openings, supported by the building and supports extended to the ground directly under the canopy or cantilevered from the building.

Clapboards: Horizontal wooden boards that form the outer skin of the walls of many wood frame houses.

Compatibility: The size and character of a building element relative to other elements around it.

Context: The characteristics of the buildings, streetscape, and landscape that support or surround a given building.

Contributing building: A building within a historic district constructed during the period of significance of the district and retaining integrity.

Cornice: The molded horizontal projection that crowns or finishes the top of a wall where it meets the edge of the roof.

Design: As related to the determination of “integrity” of a property, design refers to the elements that create the physical form, plan, space, structure and style of a property.

District: A district possesses a significant concentration, linkage, or continuity of sites, buildings, structures, and/or objects united historically or aesthetically by plan or physical development.

Dormer: A roofed structure projecting from a sloping roof to allow for a vertical window or other opening into the room. A dormer can have a gable, hip or shed roof, and can be inset into the roof or project from its surface.

Double-hung window: A window with two sashes (the framework in which window panes are set), each moveable by a means of cords and weights.

Eave: The underside of a sloping roof projecting beyond the wall of a building.

Elevation: A drawing showing the vertical elements of a building, either interior or exterior, with all of the features shown as if in a single vertical plane.

Façade: The front or principal exterior face of a building, any side of a building that faces a street or other open space.

False front: A front wall which extends above the roof or beyond the sides of a building to create a more imposing façade.

Feeling: As related to the determination of “integrity” of a property, feeling refers a property’s expression of the aesthetic or historic sense of a particular period of time.

Fenestration: The arrangement and design of windows and other openings on a building’s façade.

Form: The overall shape of a structure.

Gable: The portion of an end wall of a building above the eaves or cornice usually adjoining a pitched roof and usually triangular in shape.

Gothic Revival style: A style of architecture based on Gothic architectural element and forms that was popular in the United States from about 1830 to 1880 and was most often seen in country houses, churches, and some public buildings. Typical elements of this style include steeply pitched gable roofs; decorative brackets, finials, and ornamented verge boards; pointed arches, particularly for window openings; use of hood or label moldings; and incorporation of towers or turrets, and other picturesque elements.

Greek Revival style: A style of architecture based on Greek precedents and popular in the United States from about 1820 to 1860. Typical elements of this style include strict symmetry, severe lines, a low-to-medium pitched gable or hipped roof, pedimented gable ends or pronounced cornice returns, a strong cornice line, and porches with regularly placed columns or supports.

Italianate style: A style of architecture popular in California in the 1860s and 1870s, about loosely based on rural Renaissance farmhouses in northern Italy, and varying from picturesque villas with ornate detailing and asymmetrical massing to restrained and rigidly symmetrical town houses and commercial buildings. Typical elements include multiple stories, bracketed cornices, low-pitched pyramidal roofs, and narrow, hooded, framed or bracketed windows, often with a one-story front porch.

Infill: In a historic district, the construction of a new building within the district.

Integrity: As defined by the National Park Service, a property exhibits integrity if most of the aspects of integrity are intact, particularly those that are most relevant to the significance of the property, and if the property dates from its established period of significance. The aspects of integrity are: location, design, setting, materials, workmanship, feeling and association. A historic district that retains integrity is one in which the majority (typically about 60%) of its individual elements or properties retain integrity and date to its established period of significance.

Lintel: A horizontal structural member such as a beam of wood or stone that spans the top of an opening in a door or window to support the weight above it.

Mass: The physical size and form of a structure.

Material: As related to the determination of “integrity” of a property, material refers to the physical elements that were combined or deposited in a particular pattern or configuration to form a historic property.

Molding: A long, narrow band or strip of material, typically wood or stone, with a constant profile or section, used as a decorative element at the edges of or joints between surfaces on bases, capitals, cornices, doors, panels, and windows.

Non-contributing building: A building within an historic district constructed outside the period of significance for the historic district, or a building that does not retain integrity.

Orientation: In urban design, the relationship of a building to the street or other public feature. The primary entrance to a building plays an important role in defining the orientation of the building.

Period of Significance: The span of time in which a property or a historic district attained its significance, typically the period in time in which its associations occurred, such an important event, association with an important person, or a period of architectural development.

Preservation: The act or process of applying measures to sustain the existing form, integrity and materials of a building or structure, and site. It may include initial stabilization and ongoing maintenance of historic materials and features.

Queen Anne style: A style of architecture, popular in the United States from about 1885 to 1910, based on a romantic reinterpretation of the earlier Queen Anne style. Typical elements include an asymmetrical form, often with a wrap-around porch; use of multiple, contrasting materials and textures in exterior cladding; multiple roof forms, including gables and hip roofs; the use of

dormers, towers and turrets to enliven the building form; and the use of applied decoration in the form of ‘gingerbread’ or decorative elements borrowed from other styles or eras.

Roof: The structure that caps or covers a building, including all materials and constructions to support it. Forms include the following:

Gable Roof features a single slope on each side of a central ridge.

Gambrel Roof features two slopes or flat surfaces on each side of a central ridge.

Hip Roof features adjacent flat surfaces that slope upward from all sides of the perimeter of a building.

Shed Roof features one slope composed of a single flat plane.

Jerkin-head Roof (clipped gable) is similar to gable but with a clipped end that assumes a hip shape.

Scale: The proportional relationship between buildings elements; in urban design, the relationship of a building to other built elements.

Setting: As related to the determination of “integrity” of a property, setting refers to the physical environment of a historic property.

Shingle: A thin piece of slate, tile, or wood used as an exterior covering on sloping roofs and/or walls.

Shiplap: An overlapping, joint the long edges of two boards, typically formed by a continuous, rectangular notch on opposite sides of both edges of each board; used to make a weather-tight joint for siding.

Siding: The nonstructural exterior wall covering of a wood frame building; types include horizontal board, shingle, board-and-batten, and various substitute materials; also seen as “cladding.”

Sill: The lowest horizontal member in a frame or opening for a window or door.

Stick style: An architectural style of wood-frame houses popular in the United States from about 1860 to 1890 that emphasized exterior wall patterns of varying textures divided by a rectangular grid of flat boards that typically expressed the inner structure of the building. Typical elements include asymmetrical massing, steeply pitched cross gable roofs, decorative trusses, brackets below overhanging eaves, and applied decorative elements.

Streetscape: The visual character of a street made up by a combination of elements, including the design of the cross section, the buildings enclosing each side, views along the route or at a distance, and decorative elements, including greenery, signage, and street fixtures.

Structure: The term “structure” is used to distinguish from a “building” those functional constructions made usually for purposes other than creating human shelter.

Stucco: An exterior wall covering consisting of Portland-cement mixed with lime, applied over a wood or metal lath.

Vernacular: A building built that is not designed by an architect or someone with formal design training; often based on traditional or regional forms; the style of a simple building with modest detailing and form, as opposed to a specific architectural style.

Visual continuity: A sense of unity among elements of the built environment due to similarities in alignment and orientation, form, scale, style, and/or detailing.

Window: An opening, generally in the external wall of a building, to admit light and/or air; usually glazed. The framework in which the glass is set is called a sash. A sash may be fixed (stationary) or move within the fixed frame. The glass may consist of one large pane of glass or may be subdivided into smaller panes or lights, divided by thin members called muntins.

Workmanship: As related to the determination of “integrity” of a property, workmanship refers to the physical evidence of the crafts of a particular culture, people, or artisan.

DUNCANS MILLS HISTORIC DISTRICT

SURVEY AND DESIGN GUIDELINES

DUNCANS MILLS, SONOMA COUNTY, CALIFORNIA



PREPARED FOR:

The County of Sonoma
Permit and Resource Management
Department
2550 Ventura Avenue
Santa Rosa, CA 95403-2829

PREPARED BY:

Diana J. Painter, PhD, AICP
Painter Preservation & Planning
7 Fourth Street, Suite 34
Petaluma, CA 94952

MARCH 2012

DUNCANS MILLS HISTORIC DISTRICT
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MARCH 2012



PAINTER
PRESERVATION
PLANNING

HISTORIC PRESERVATION & URBAN DESIGN

April 2, 2012

Ms. Lisa Posternak
Sonoma County PRMD
2550 Ventura Drive
Santa Rosa, CA 95403-2829

Re Duncans Mills Historic District Design Guidelines

Dear Lisa,

Attached please find a copy of the Duncans Mills Historic District Design Guidelines. In addition to the recommendations made in the Executive Summary for additions to the District, I have the following recommendations for removing four properties from the District and reconfiguring the boundary.¹ These properties are located along the southeastern leg of Steelhead Blvd. The remaining properties on this street were the subject of a windshield survey and considered for inclusion in the Duncans Mills Historic District. It was concluded, however, that the properties were either too 'new' or did not display sufficient integrity to be included in the District. These properties are listed below and appear on the attached map. .

PROPERTIES TO BE REMOVED FROM DISTRICT			
FID ²	APN	No.	Street
25	096-140-015	None	Steelhead Blvd.
26	096-140-014	25209	Steelhead Blvd.
27	096-140-023	25233	Steelhead Blvd.
30	096-140-010	25366	Steelhead Blvd.

Please do not hesitate to call if you have any comments or questions.

Sincerely,

Diana J. Painter, PhD
Owner/Principal architectural historian

¹ Note however that one property along Steelhead Blvd. is considered individually eligible for listing on the California and Sonoma County registers. See Executive Summary for more information.

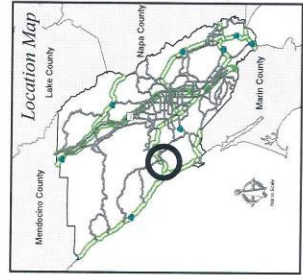
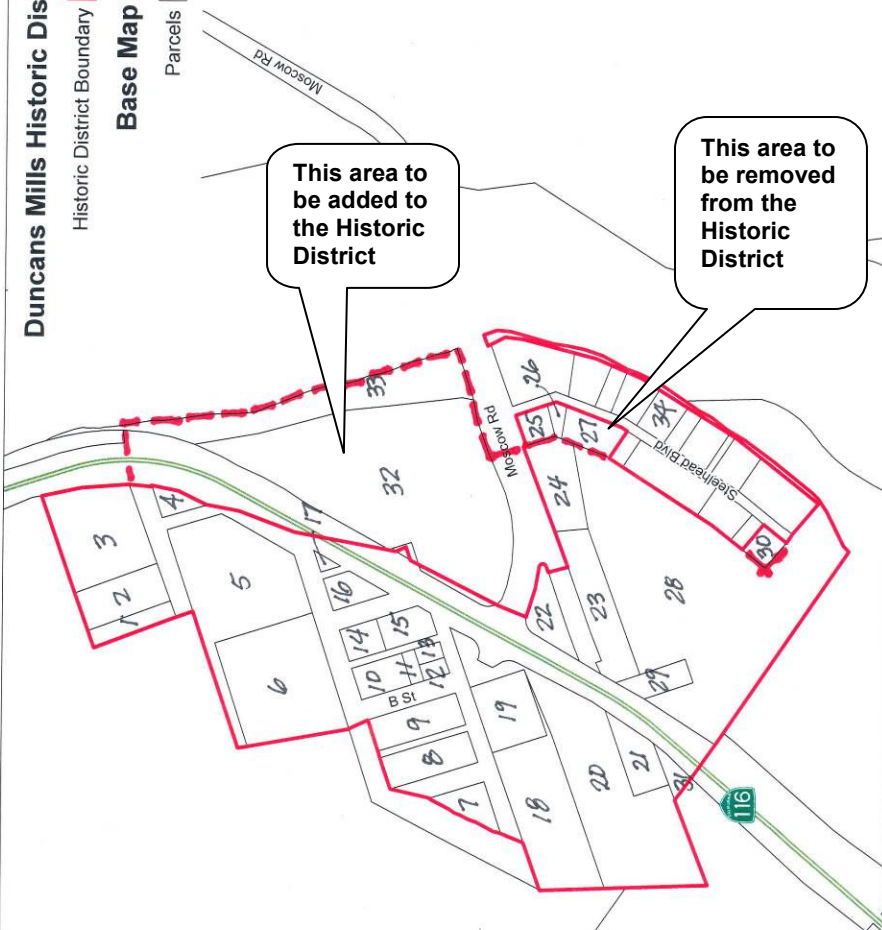
² Field Identification number.

Duncans Mills Historic District

Historic District Boundary

Base Map Data

Parcels



Map Scale and Reproduction methods limit precision in physical features displayed. This map is for illustrative purposes only, and is not suitable for parcel-specific data. Site-specific staking is required for all parcel-specific conditions. Assessor's parcel data are current as of June 30, 2008.

No part of this map may be copied, reproduced, or transmitted in any form or by any means without written permission from the Permit and Resource Management Department (PRMD). PRMD can be photocopied by members of the public for review and comment purposes.

Author: PRMD, Cartography; D. Renner; File: S:\GIS\DATA\PRMD_BASE\PRMD Department Projects\Comprehensive Planning\Landmarks.mxd; Date: 02/04/2009



County of Sonoma
 Permit and Resource Management Department
 2550 Ventura Avenue, Santa Rosa, California 95403
 707-565-1900 FAX 707-565-1103



DUNCANS MILLS HISTORIC DISTRICT SURVEY AND DESIGN GUIDELINES

Executive Summary

The County of Sonoma commissioned Painter Preservation & Planning to prepare a Survey and Design Guidelines for the Duncans Mills Historic District to inventory and update the documentation for this historic district in 2010. This resulting Duncans Mills Historic District Survey and Design Guidelines report summarizes the findings of the survey and provides design guidelines for administering the design review process in the Duncans Mills Historic District. This report includes the following components:

- An historic context statement for the District;
- State of California Department of Parks and Recreation (DPR) Primary Record (523A) forms for all buildings over 45 years of age in the District;³
- DPR Building, Structure, and Object (523B) Forms for all individually listed Sonoma County Historic Landmark buildings within the district;
- A DPR District (523D) Form for the district;
- A list of contributing and non-contributing buildings within the District; and
- Clear, illustrated design guidelines based on the *Secretary of the Interior's Standards for the Treatment of Historic Properties*.

A summary of the Duncans Mills Historic District's location, boundary, significance, and character-defining features is outlined below. Findings and recommendations follow. Note that the DPR 523 Forms contained in Appendix B, including the District Record, contain a more detailed complete description and evaluation of the Historic District.

OVERVIEW

The Duncans Mills Historic District is a geographically contiguous district consisting of approximately 31 properties located within the town of Duncans Mills. This district consists of commercial, institutional and residential buildings and four trains. It is located north (northwest) and south (southeast) of Highway 116, off B Street on the north side and Steelhead Blvd. on the south side. There are three buildings in Duncans Mills that are individually listed on the Sonoma County Inventory of Historic Resources as Sonoma County Historic Landmarks. These are the Railroad Depot, the Scotta (Duncans Mills) School, and the Superintendent's House (note that the Scotta School is nearly a ruin at this time). It is estimated that approximately nine properties in the District were previously considered contributing properties (including the three individually listed properties), judging by that fact that a Historic Resources Inventory was completed for these properties and/or subject buildings in the past.

Duncans Mills was established in 1877 by Alexander Duncan as a company town for the Duncans Mills Land and Lumber Company. In 1860 it was located, in conjunction with the mill, near the mouth of the Russian River, at the present location of Bridgehaven. The town moved when the

³ Note that buildings or structures were surveyed if they were 45 years old or older, in order to take into account the length of time that it may take to adopt the survey, thereby extending the usefulness of the survey and this document.

North Pacific Coast Railroad offered to build a bridge across the river at its present location, facilitating the movement of lumber and other goods from the mills in the region. This early history came to a close however in the first quarter of the twentieth century. The town was rehabilitated with additional infill construction in the 1970/1980s to close to its present appearance. A commercial center is located within the historical plat of the town. Another commercial center is located on the opposite side of the highway where the railroad, mill buildings, and lumber yards once were.

Today the community features primarily low-rise, wood-frame, wood-clad commercial and residential structures in the Italianate style, as well as vernacular structures dating from 1877 to the 1980s. Because the town was rehabilitated in the late 1970s/early 1980s, when historic preservation values differed from values today, and because a number of new infill structures have been added, the architectural integrity of the town as a whole is not high. No buildings remain from the original mill, but the 1907 railroad depot has been restored, as well as an early commercial building dating from 1877, John Orr's Saloon. Several early homes and commercial structures remain as well. However, the town retains an overall character that conveys a sense of its history, and the quality of the infill development is very good. It is primarily this character that is addressed in these guidelines.

Boundary

The Duncans Mills Historic District encompasses the two commercial centers in Duncans Mills, both of which are oriented toward Highway 116. It also encompasses three residential clusters, all on the northwest side of the highway and at the periphery of the Historic District. For more information, see *Appendix A: Map of the Duncans Mills Historic District*.

Period of Significance

The period of significance for the Duncans Mills Historic District is 1877 to 1961.

Areas of Significance

Consistent with California Register of Historical Resources (CRHR) Criterion 1, the Duncans Mills Historic District is significant as a place that has made a significant contribution to the broad patterns of local history. The Duncans Mills community was established in 1877 as a company town associated with the Duncans Mills Land and Lumber Company. It was associated with that industry until the first quarter of the twentieth century. It is also significant for its association with the history of the narrow gauge North Coast Pacific Railroad in the Russian River, and the role of that railroad in the history of the timber industry in the Russian River. One building and a four train cars remain from that era and retain those associations. Today the town is divided by and also oriented toward Highway 116, just as it was historically oriented toward the railroad, which followed the same route. It retains a collection of its earlier buildings through preservation efforts, and some of the historical qualities of the historic town through preservation and infill development.

Character-Defining Features

The following character-defining features are typical of the most historic structures within the Duncans Mills Historic District.

- one and two-story, wood-frame buildings
- wood siding – v-groove drop siding, shiplap siding in a channel rustic pattern, board-and-batten, and shingles
- front and side gable roofs, hip roofs, and gable-on-hip roofs for residential development
- gable roofs, many with false fronts, for commercial development
- multi-light, wood-frame casement windows and double-hung, wood-sash windows with divided lights
- paneled doors, often with lights in the upper portion
- porches with shed and hip roofs supported by brackets or simple supports
- building orientation with primary entrances facing the street and highway, close to the natural grade

FINDINGS

Within the survey area and Duncans Mills Historic District surveys were completed for 16 properties encompassing approximately 27 primary structures, four trains, and one landscape feature. The properties that were not surveyed were either vacant or under 45 years of age.⁴ Of the remaining properties, eight are considered contributing to the District.⁵ Three buildings on two properties and four trains on two properties that were previously not considered historic resources have been included as historic resources as part of this survey. These include two residences at 25200 Hwy. 116 and the Blue Heron Restaurant at 25275 Steelhead Blvd.

The table below summarizes the survey findings. Note again that the numbers here can be misleading, as several properties contain several buildings, some of which are contributing and some non-contributing.

Contributing/Non-Contributing Properties

Historic Contributing Properties	8
Historic Non-Contributing Properties	2
Non-Historic, Non-Contributing Properties	5
Vacant Properties	<u>13</u>
Total	28

In this survey properties were considered non-contributing due primarily to a loss of integrity. The greatest threat to the integrity of the Historic District as a whole are inappropriate renovations to historic buildings, which is not common, and lack of maintenance, in the case of the Scotta District School. The quality of infill development is, overall, very good. The character of the District as a whole is negatively affected by the large number of vacant parcels and the presence of Highway 116, which divides the District.

⁴ Note that while the survey documented buildings 45 years old and older, the threshold of 50 years old or older is used to determine whether buildings are contributing or non-contributing to the district.

⁵ Note that if just one building on a property was considered contributing, the entire property was counted as contributing to the Historic District.

RECOMMENDATIONS

Note that three additional properties outside the Historic District were surveyed for this project. These include the residence at 25260 Steelhead Blvd., APN 096-140-005; the Russian River Sportmen's Club at 25150 Steelhead Blvd., APN 096-170-007; and the Russian River Rodeo at 23450 Moscow Road, APN 096-170-006. The residence at 25260 Steelhead Blvd. was surveyed and evaluated as a potential individual landmark. It is considered eligible for listing on the California Register of Historical Resources and as a Sonoma County Landmark as a result of this survey.⁶ The Department of Parks and Recreation 523 Form for the property is included in Appendix C. The Russian River Sportsmen's Club and Russian River Rodeo were surveyed and evaluated as possible contributors to the Historic District, should the boundaries of the District be expanded.

The following properties are recommended here for inclusion in the District as part of an expansion of the District boundaries.

PROPERTIES TO BE ADDED TO THE DISTRICT			
FID⁷	APN	No.	Street
32	096-170-006	23450	Moscow Road
33	096-170-007	25150	Steelhead Blvd.

⁶ Note that a more thorough physical recordation of the property should be made in the future.

⁷ Field Identification number.

DUNCANS MILLS HISTORIC DISTRICT SURVEY AND DESIGN GUIDELINES

Table of Contents

EXECUTIVE SUMMARY

1. INTRODUCTION	9
<i>Purpose</i>	
<i>In this Document</i>	
<i>Methodology</i>	
<i>Evaluator Qualifications</i>	
2. HISTORIC CONTEXT AND OVERVIEW	11
<i>The Purpose of a Historic Context</i>	
<i>A Brief History of Duncans Mills</i>	
<i>Historic Overview</i>	
3. THE DESIGN REVIEW PROCESS	19
<i>Applicable Regulations</i>	
<i>The Design Review Process</i>	
<i>Frequently Asked Questions</i>	
4. DUNCANS MILLS HISTORIC DISTRICT DESIGN GUIDELINES	29
<i>Purpose</i>	
<i>Description and Overview</i>	
<i>Design Guidelines for Historic Buildings</i>	
<i>Additions to Historic Buildings</i>	
<i>Design Guidelines for New Construction</i>	
5. REFERENCES	58

Appendices

Appendix A: Map of the Duncans Mills Historic District

Appendix B: Tables of surveyed properties and contributing/non-contributing properties

Appendix C: Department of Parks and Recreation (DPR) 523 forms

Appendix D: Photographs of properties in the Duncans Mills Historic District that are less than 45 years old

Appendix E: Glossary of terms

Figures

- Figure 1:** New railroad bridge across Russian River, ca 1900
- Figure 2:** Postcard of Duncans Mills from 1908
- Figure 3:** Logging in Duncans Mills in 1899
- Figure 4:** Original plat of Duncans Mills
- Figure 5:** Project location map
- Figure 6:** Aerial photo of the northerly Duncans Mills shopping area
- Figure 7:** View of Highway 116 with northerly shopping area to left
- Figure 8:** Northerly shopping area looking west
- Figure 9:** Shopping area along Steelhead Blvd
- Figure 10:** The historic John Orr's Saloon, 1877
- Figure 11:** Examples of siding found in Duncans Mills
- Figure 12:** Window components
- Figure 13:** Casement window in Duncans Mills
- Figure 14:** Historic doors in Duncans Mills
- Figure 15:** Storefront on DeCarley Building
- Figure 16:** Porch on the historic Supervisor's Building
- Figure 17:** Front 'porch' on commercial building
- Figure 18:** Eating deck behind commercial building in Duncans Mills
- Figure 19:** Boardwalk between commercial buildings in Duncans Mills
- Figure 20:** Freestanding painted sign in Duncans Mills
- Figure 21:** Rooftop sign in Duncans Mills
- Figure 22:** Signage and building lighting in Duncans Mills
- Figure 23:** Gooseneck light on train depot
- Figure 24:** Board fence in Duncans Mills
- Figure 25:** Example of neutral color scheme in Duncans Mills
- Figure 26:** Solar panels discretely placed on an accessory structure

DUNCANS MILLS HISTORIC DISTRICT SURVEY AND DESIGN GUIDELINES

1. Introduction

PURPOSE

The purpose of this document is to provide updated information on the historic resources within the Duncans Mills Historic District and clear, concise guidance as to how existing and proposed new buildings and structures should be treated to maintain the District's historic character. The key to retaining Duncans Mills' unique character is to maintain important features of the existing buildings and the landscape and views, while ensuring that changes and new construction are compatible with their surroundings. The goal of the guidelines is to retain Duncans Mills' unique character by protecting this small, rural Sonoma County town's historic qualities that have existed and evolved for over 150 years, while preserving its attractions as a place to visit, live, work, and do business. These guidelines, as well as other incentives such as the use of the California Historical Building Code and tax advantages (under certain conditions), are also intended to assist property and business owners maintain the historic character of the town while enabling and guiding the changes that must occur in any vital community.

IN THIS DOCUMENT

The County of Sonoma commissioned Painter Preservation & Planning to prepare a Survey and Design Guidelines for the Duncans Mills Historic District in 2010 to inventory and update the documentation for this historic district, which was designated by the Sonoma County Landmarks Commission (Landmarks Commission) in 1982.

The Duncans Mills Historic District Survey and Design Guidelines include the following components:

- An historic context statement for the district;
- State of California Department of Parks and Recreation (DPR) Primary Record (523A) forms for all buildings over 45 years of age in the district;
- DPR Building, Structure, and Object (523B) forms for all individually listed landmark buildings within the district;
- DPR District (523D) form for the district;
- A list of contributing and non-contributing buildings within the district; and
- Clear, illustrated design guidelines based on the *Secretary of the Interior's Standards for the Treatment of Historic Properties*.

The guidelines are intended to both protect the existing character of the District and encourage compatible new construction. They are organized in the following manner. The first section on "Design Guidelines for Historic Buildings" addresses repair and maintenance of existing buildings materials. They then address the repair and maintenance of key building elements and features. In the second section is a discussion of "Additions to Historic Buildings." The third section on "Design Guidelines for New Buildings" provides guidelines for new infill construction of all types, including accessory structures. The final section on "Energy Efficiency Measures for

Historic Buildings and Properties” is also intended for all building types within the Historic District.

METHODOLOGY

Research Design

Archival research was undertaken by architectural historian Diana Painter to gather information about the history and development of Duncans Mills. The primary research repositories utilized were the Sonoma County History and Genealogy Library in Santa Rosa and the archives of the Sonoma County Landmarks Commission, which are located in the County Permit & Resource Management Department (PRMD). Standard histories of Sonoma County were referenced as well, in addition to primary and secondary sources specific to the history of Duncans Mills.

Field Work

The Duncans Mills Historic District was surveyed by Diana Painter. During site visits in February and March 2011, Ms. Painter systematically surveyed and documented the Duncans Mills Historic District through digital photography and field notes. Parcel and historic district boundary maps obtained from the County of Sonoma Permit & Resource Management Department (PRMD) were utilized for building identification, photo recording and field notes. Assessor data was also provided by PRMD, from which many of the construction dates for the survey were derived.

Recordation

In accordance with California Office of Historic Preservation (OHP) standards, only resources that are 45 years or older are typically recorded and evaluated for potential historic significance. A visual estimate of age and integrity was the basis for recordation when other information was not available. As of 2011, the year 1966 is typically used as the cut-off for historic resource surveys (note that this is a different date than the Period of Significance for the District). For the Duncans Mills Historic District survey update, only those properties that are 45 years or older have been recorded on State of California Department of Parks and Recreation (DPR) Primary Record (523A) and Building, Structure, and Object (523B) forms (see Appendix C). Those properties within the district that are less than 45 years old were documented with photographs (see Appendix D).

EVALUATOR QUALIFICATIONS

Diana J. Painter of Painter Preservation & Planning undertook this survey and inventory of historic resources and developed the design guidelines for the Duncans Mills Historic District. Ms. Painter is an architectural historian whose qualifications meet the Professional Qualifications Standards of the National Park Service in history and architectural history, as defined in the Code of Federal Regulations, 36 CFR Part 61. She is also a 25-year member of the American Institute of Certified Planners. She holds a PhD in Architecture and a Masters Degree in Urban Planning and has 30 years of professional experience in historic preservation and urban design. She is listed as an architectural historian on the roster of consultants on file with the State of California Office of Historic Preservation’s Eastern Information Center at University of California Riverside.

DUNCANS MILLS HISTORIC DISTRICT SURVEY AND DESIGN GUIDELINES

2. Historic Context and Overview

THE PURPOSE OF A HISTORIC CONTEXT

The significance of a historic property can only be evaluated within its historic context. A historic context identifies and explains the patterns of local, state or national history by which the importance of a property can be understood and its meaning made clear. In order to be considered historically significant, a property or resource must represent a significant part of the history, architecture, archaeology, engineering, or culture of an area, and must embody the characteristics that make it a good representative of properties associated with that aspect of the past.

In order to decide whether a property is significant within its historic context, the important historical trends must first be identified and determined significant; the property must be determined relevant and important in illustrating the historic context; and the property must possess the physical features necessary to convey that aspect of history with which it is associated. The following is a brief overview of the history of the town of Duncans Mills, which is provided here to help explain how the contributing and non-contributing properties in the Historic District are determined.

A BRIEF HISTORY OF DUNCANS MILLS

Early Beginnings

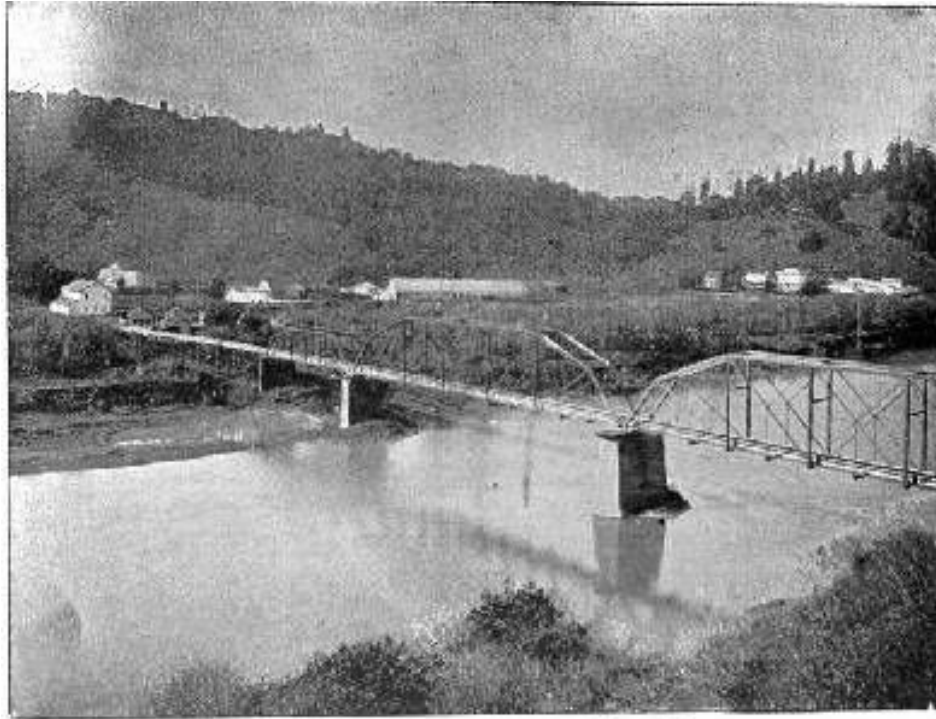
Duncans Mills was a company town, established by Alexander Duncan as part of the Duncans Mills Land and Lumber Company. It was not, however, the first location of the town nor the only lumber company in the town. The brothers Samuel M. and Alexander Duncan were among the first sawmill operators on the Sonoma Coast. They got their start in 1848 when a group of carpenters employed in building the Benicia barracks decided to establish a sawmill, as the price of lumber made this appear to be a profitable enterprise.

They called their company the Blumedale Saw-mill and Lumber Company and located the mill a few miles east of Freestone. By 1850 the price of lumber had gone down and the company was bought out. In 1852 new owners Joshua Hendy and Samuel M. Duncan continued the company under the name Hendy & Duncan. After several moves they brought the equipment to Salt Point, establishing the first steam sawmill in Sonoma County. By 1855 Hendy sold out to Samuel's brother Alexander, and the company continued under the name of Duncans Brothers.

Duncan's Mill

In 1860 the Duncans moved the mill to the first location of the town, on the south side of the Russian River near its mouth, the location of Bridgehaven today. This site had natural disadvantages, in that logs that were floated downstream to a boom were regularly swept out to sea in bad weather (*An Illustrated History of Sonoma County, 1889:192*). Shipping from this location was also difficult. The Duncans hauled the lumber by a horse-drawn tram to Duncan's Landing, about a mile to the south within the Wright Ranch, from which it was shipped to the San Francisco market.

Nonetheless, the small town thrived at this location from 1862 until 1877. In 1874 the town boasted the Duncans Mill Hotel, a store and the post office. An 1874 advertisement for the hotel noted its attractions as “good accommodations for travelers and pleasure-seekers,” with fishing, boating, hunting and attractive scenery (*Paulson, 1874:95*). However, Alexander Duncan recognized an opportunity when approached by the North Pacific Coast Railroad with the prospect of re-locating the mill inland. The company was re-formed under the name of the Duncans Mills Land and Lumber Company and moved to their present location (note that the mill at the Bridgehaven site burned in late 1877).



Duncan's Mills, Sonoma Co., Cal.

Figure 1 - New railroad bridge across Russian River, ca 1900

Courtesy Sonoma County Library

Duncans Mills

In 1877 many of Duncans Mills' buildings were moved three miles upstream by barge and re-established on the north side of the river, west of the new bridge constructed by the North Pacific Coast Railroad (*Thompson, 1877:24*). Now the terminus of the railroad, the town was renamed Duncans Mills (*Pappe, 1996:50*). Duncans Mills was the largest town in the Ocean Township at this time, hosting a post office, an express and telegraph office, and the headquarters of the North Pacific Coast Stage Company. By 1880 it had gained another hotel, a saloon, a meat market, a blacksmith shop, shoe shop, livery and stage stable, and a notion store (*Munro-Fraser, 1880:250*). The general store held the post office, rooms for lodgers, and a dance hall. Scotta, Ocean, Laurel Hill and Duncan's Mill School Districts were located within the township as a whole. The population of the town numbered about 250 people at this time.

Most of the town, as well as the mill, were owned by Alexander Duncan. By 1885 his son Samuel M. Duncan Jr. was superintendent of the mill, its accountant, and the postmaster. However, the Sonoma Land and Lumber Company and the Russian River Land & Lumber Company, both of which had large timber holdings in the area, also operated from Duncans Mills, as well as other locations.

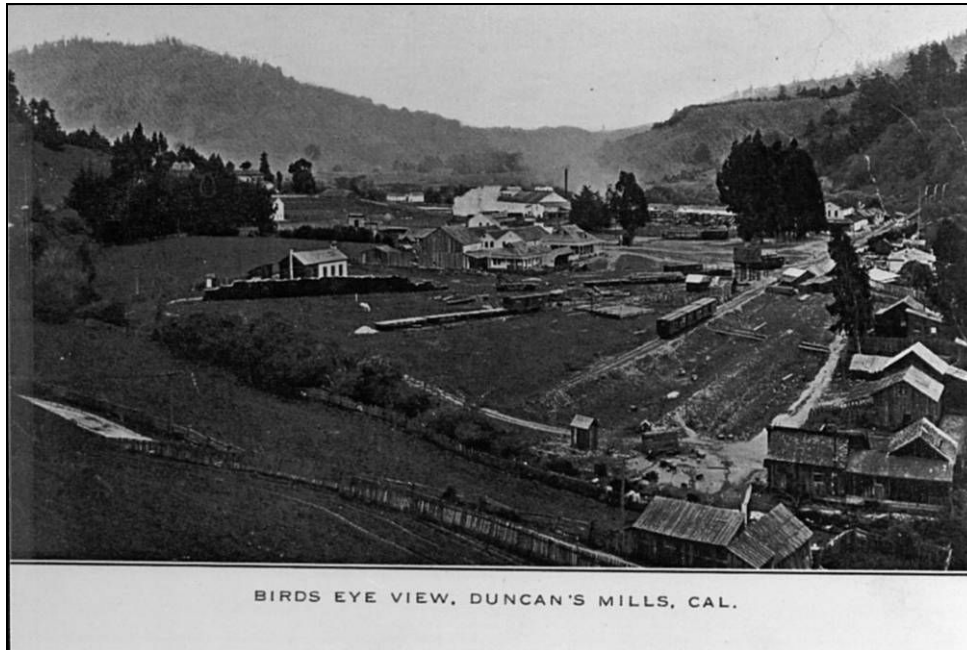


Figure 2 - Postcard of Duncans Mills from 1908
Courtesy of Sonoma County Library

In his 1880 history of Sonoma County, Munro-Fraser stated that there was more mill capacity in the Ocean Township than in any other in the county at that time (*Munro-Fraser, 1880:251*). Timber was the most important product of the Ocean Township, producing lumber, posts, pickets and shingles. In 1889 the Russian River Land and Lumber Company was the largest owner of timber land in the area, with 10,000 acres, which represented all the timber land on old Duncans Mills Rancho within Ocean Township. They owned the Tyrone and Moscow Mills, located south of Duncans Mills on the route of the North Pacific Coast Railroad. In contrast, Alexander Duncan owned 4,000 acres at this time, primarily on Austin Creek. His mill had the capacity to process thirty-five thousand feet of timber per day and employed 75 men (*An Illustrated History of Sonoma County, 1889:654*). Other major land owners in Ocean Township were dairymen and farmers. Additional products for which the township was known were dairy products, sheep, potatoes, grains and fruit (*McKenney:1878-79:240*).

The Railroads

Timber harvesting was originally selective, as oxen were required to remove trees to the mills. Railroads accelerated the commercial growth of the industry. The narrow gauge railroad, which was thought to be better able to access the terrain of the Russian River area, reached Duncans Mills in 1876 via a route that paralleled the coastline. While Duncans Mills remained the terminus of the North Pacific Coast Railroad until 1885, short line railroads were constructed throughout the region, extending from centers like Duncans Mills and Markham Mill to more

remote areas and mills. Ownership changes occurred within the railroad, contributing to its complex history. The North Pacific Coast briefly became the North Shore Railroad, which was taken over by the Northwestern Pacific in 1906. A broad or standard gauge line reached the Russian River in 1909. This line was eventually extended for an east-west connection from Fulton to beyond Guerneville, with spur lines serving smaller communities beyond the main track. In 1911 the Northwestern Pacific reached Duncans Mills from north, and the yard was retrofitted to accommodate both narrow and standard gauge trains. Duncans Mills Land and Lumber Company timber lands continued to be accessed by the narrow gauge, however, which traveled up Austin Creek to beyond what is Cazadero today.



Figure 3 - Logging in Duncans Mills in 1899

Courtesy Sonoma County Library

The railroads facilitated removal of milled timber from Duncans Mills and also the growth of tourism in the area. The railroad company had been advertising its excursions to travelers from San Francisco since 1877. They traveled by ferry from San Francisco and departed from Sausalito by train, traveling up the coast through San Rafael, Point Reyes, Valley Ford and Occidental, and along the River from Monte Rio to Duncans Mills. Until 1885 they would depart from the train and continue to points north via stage. The region was a popular vacation spot and tourist destination in those days, and most of the small towns and waysides hosted hotels and advertised their attractions (*Wilson, 2004:71*).

The Early 20th Century

Timber harvesting in the area had slowed dramatically by the turn of the century. Nonetheless, early 20th century directories show that among the common professions in Duncans Mills were railroad worker, mill worker, teamster, blacksmith, and woodsman. By the 1920s, however, mill worker was a less common occupation. Professions that continued were laborer, carpenter, rancher, dairyman, farmer, and proprietors of small businesses. Mrs. DeCarley operated the

hotel and general merchandise store in Duncans Mills in the early 20th century and the DeCarley store held the post office from 1915 to 1975 (*Pappe, 1996:50*).

The railroad's days were numbered not only by the decline of logging, but by the rise of the automobile which by the 1920s was the primary source of travel to the Russian River. The narrow gauge was discontinued in 1926 and the Northwestern Pacific, the broad gauge line that had been constructed to Duncans Mills in 1911, was discontinued in 1935 (*Wilson, 2002:46*). (Note that the broad and narrow gauge trains to Duncans Mills shared the same route via a three-track system with the broad gauge utilizing the outer rails and the narrow gauge utilizing an inner rail and one outer rail). Thus changes that began with changes in industry continued with new modes transportation, which in turn affected how business was conducted, where it was located, and the overall form of small logging towns like Duncans Mills.

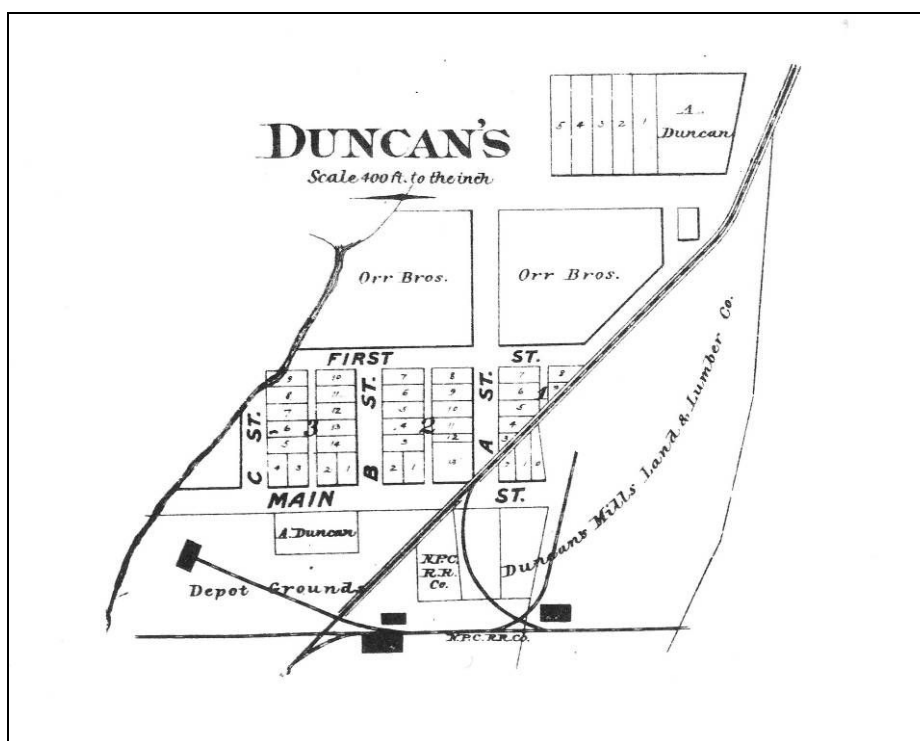


Figure 4 – Original plat of Duncans Mills
Source: 1897 atlas of Sonoma County

Duncans Mills Today

The 1897 atlas of Sonoma County shows a plat of the town of Duncans Mills and the location of the railroad and the Duncans Mills Land and Lumber Company. The small town was platted on the northwest side of the railroad track, which is the same route followed by Highway 116 today. Streets consisted of Main and First Streets, and A, B and C Streets (the small commercial center in the town today is located at Main and B Streets). The Orr Brothers owned large lots to the north, an area now occupied by several residences.

The Duncans Mills Land and Lumber Company was located on the southeast side of the main railroad tracks. A spur line of the North Pacific Coast Railroad Company ran east and west

between the railroad station and the freight house. Today Steelhead Lane is located where the spur line was previously, the station is still in place (note that this is the second station, as the first one was lost in the 1906 earthquake), and the Russian River District offices of the State of California Department of Parks and Recreation occupy the Freight House. Today the shops along Steelhead Lane are located in alignment with the freight house, on the south side of what was previously the spur line. Historically additional spur lines extended into the main yard of the lumber company and then rejoined the main line. The Russian River Rodeo Grounds occupies what was the main yard historically. The 1936 Sportsman's Club is beyond the bridge, on the north side of the river.

In the 1970s the 1907 train depot and many other buildings in the town were purchased and restored by Arnold Wallen. As expressed by one writer, he 'revived the town with western-style shops and cafes' (*Wilson, 2004:46*). The train station was restored in 1971 and turned into a museum, with four narrow gauge train cars – a coach, two box cars, and a caboose – on display on tracks in their historic location adjacent to the station. Most of the other historic structures in town are occupied by tourist-oriented uses, including shops and restaurants. A few buildings have been constructed as infill structures. The town was designated a historic district by Sonoma County in 1982. Today the population is 175, very close to what it was at the town's heyday as a company logging town.

HISTORIC OVERVIEW

In addition to being considered significant within its historic context, a property or district must possess the physical features necessary to convey that aspect of history with which it is associated. The following is a brief overview of the history and physical features of the town of Duncans Mills. To augment this description, see the Chapter 4 section entitled "Built Environment."

The Duncans Mills Historic District is a geographically contiguous district consisting of approximately 31 properties located within the town of Duncans Mills. This district consists of commercial, institutional and residential buildings and four trains. It is located north (northwest) and south (southeast) of Highway 116, off B Street on the north side and Steelhead Blvd. on the south side. There are three buildings in Duncans Mills that are individually listed on the Sonoma County Inventory of Historic Resources as Sonoma County Historic Landmarks. These are the Railroad Depot, the Scotta (Duncans Mills) School, and the Superintendent's House (note that the Scotta School is nearly a ruin at this time). It is estimated that approximately nine properties in the District were previously considered contributing properties (including the three individually listed properties), judging by that fact that a Historic Resources Inventory was completed for these properties and/or subject buildings in the past.

Duncans Mills was established in 1877 by Alexander Duncan as a company town for the Duncans Mills Land and Lumber Company. In 1860 it was located, in conjunction with the mill, near the mouth of the Russian River, at the present location of Bridgehaven. The town moved when the North Pacific Coast Railroad offered to build a bridge across the river at its present location, facilitating the movement of lumber and other goods from the mills in the region. This early history came to a close however in the first quarter of the twentieth century. The town was rehabilitated with additional infill construction in the 1970/1980s to close to its present appearance. A commercial center is located within the historical plat of the town. Another

commercial center is located on the opposite side of the highway where the railroad, mill buildings, and lumber yards once were.

Today the community features primarily low-rise, wood-frame, wood-clad commercial and residential structures in the Italianate style, as well as vernacular structures dating from 1877 to the 1980s. Because the town was rehabilitated in the late 1970s/early 1980s, when historic preservation values differed from values today, and because a number of new infill structures have been added, the architectural integrity of the town as a whole is not high. No buildings remain from the original mill, but the 1907 railroad depot has been restored, as well as an early commercial building dating from 1877, John Orr's Saloon. Several early homes and commercial structures remain as well. However, the town retains an overall character that conveys a sense of its history, and the quality of the infill development is very good. It is primarily this character that is addressed in these guidelines.

Boundary

The Duncans Mills Historic District encompasses the two commercial centers in Duncans Mills, both of which are oriented toward Highway 116. It also encompasses three residential clusters, all on the northwest side of the highway and at the periphery of the Historic District. For more information, see *Appendix A: Map of the Duncans Mills Historic District*.

Period of Significance

The period of significance for the Duncans Mills Historic District is 1877 to 1961.

Areas of Significance

Consistent with California Register of Historical Resources (CRHR) Criterion 1, the Duncans Mills Historic District is significant as a place that has made a significant contribution to the broad patterns of local history. The Duncans Mills community was established in 1877 as a company town associated with the Duncans Mills Land and Lumber Company. It was associated with that industry until the first quarter of the twentieth century. It is also significant for its association with the history of the narrow gauge North Coast Pacific Railroad in the Russian River, and the role of that railroad in the history of the timber industry in the Russian River. One building and a four train cars remain from that era and retain those associations. Today the town is divided by and also oriented toward Highway 116, just as it was historically oriented toward the railroad, which followed the same route. It retains a collection of its earlier buildings through preservation efforts, and some of the historical qualities of the historic town through preservation and infill development.

Character-Defining Features

The following character-defining features are typical of the most historic structures within the Duncans Mills Historic District.

- one and two-story, wood-frame buildings
- wood siding – v-groove drop siding, shiplap siding in a channel rustic pattern, board-and-batten, and shingles
- front and side gable roofs, hip roofs, and gable-on-hip roofs for residential development

- gable roofs, many with false fronts, for commercial development
- multi-light, wood-frame casement windows and double-hung, wood-sash windows with divided lights
- paneled doors, often with lights in the upper portion
- porches with shed and hip roofs supported by brackets or simple supports
- building orientation with primary entrances facing the street and highway, close to the natural grade

DUNCANS MILLS HISTORIC DISTRICT SURVEY AND DESIGN GUIDELINES

3. The Design Review Process

APPLICABLE REGULATIONS

The regulatory framework outlined below offers an overview of federal, state, and local criteria used to assess the historic significance and eligibility of a building, structure, object, site, or district for listing in the National Register of Historic Places (National Register), the California Register of Historical Resources (California Register), and as a Sonoma County Historic Landmark or Historic District. These criteria were used to evaluate the Duncans Mills Historic District for listing in the California Register and to justify its continued listing as a Sonoma County Historic District.

National Register Criteria for Evaluation

An historic property or historic district's significance may be determined using the National Register Criteria for Evaluation, which state that a historic property may be any district, site, building, structure, or object:

- A. that is associated with events that made a significant contribution to the broad patterns of our history (Criterion A);
- B. that is associated with the lives of persons significant to our past (Criterion B);
- C. that embodies the distinctive characteristics of a type, period, or method of construction, or that represents the work of a master, or that possesses high artistic values; or that represent a significant and distinguishable entity whose components may lack individual distinction (Criterion C); and/or
- D. that has yielded, or may be likely to yield, information important in prehistory or history (Criterion D) (36 CFR 60.4).

In addition to meeting one of more of the above Criteria, a property or historic resource must also retain integrity. The historic property or historic district must retain sufficient integrity to convey the reasons for its significance. To retain historic integrity, a property must possess most of the aspects of integrity and will usually retain those aspects of integrity most relevant to its significance (*Andrus, 1995:44*). The National Park Service recognizes seven aspects of integrity, which are used to determine whether a property or district retains the physical characteristics corresponding to its historic context:

- **Location** is the place where the historic property was constructed or the place where the historic event occurred.
- **Design** is the combination of elements that create the form, plan, space, structure, and style of a property.

-
- **Setting** is the physical environment of a historic property.
 - **Materials** are the physical elements that were combined or deposited during a particular period of time and in a particular pattern or configuration to form a historic property.
 - **Workmanship** is the physical evidence of the crafts of a particular culture or people during any given period in history or prehistory.
 - **Feeling** is a property's expression of the aesthetic or historic sense of a particular period of time.
 - **Association** is the direct link between an important historic event or person and a historic property.

The integrity of a historic district is determined by assessing the percentage of buildings and structures within the district that retain individual integrity. Typically between 50 and 60 percent of a district must retain integrity in order for it to be considered a historic district, although there is no set standard.

If a property or district is determined eligible for inclusion in the National Register, then it is automatically eligible for inclusion in the California Register. If a resource does not have sufficient integrity to be listed on the National Register, it may still be eligible for the California Register, which allows for a slightly lower level of integrity.

[Note that buildings and structures less than 50 years old do not meet the National Register criteria unless they are of exceptional importance, as stipulated under Criteria Consideration G and described in the National Park Service Bulletin No. 22, *How to Evaluate and Nominate Potential National Register Properties that Have Achieved Significance within the Last 50 Years* (Sherfy, 1998).]

California Register Eligibility Criteria

All resources listed in or formally determined eligible for listing in the NRHP are eligible for listing in the California Register. The California Register is a listing of State of California resources that are significant within the context of California's history. Properties designated under municipal or county ordinances are also eligible for listing in the California Register. For listing, a historic resource must be significant at the local, state, or national level with respect to one or more of the following criteria as defined in the California Code of Regulations Title 14, Chapter 11.5, Section 4850:

1. It is associated with events or patterns of events that have made a significant contribution to the broad patterns of local or regional history, or the cultural heritage of California or the United States; or
2. It is associated with the lives of persons important to local, California, or national history; or

3. It embodies the distinctive characteristics of a type, period, region, or method of construction, or represents the work of a master, or possesses high artistic values; or
4. It has yielded, or has the potential to yield, information important to the prehistory or history of the local area, California or the nation.

Designating Historic Properties in Sonoma County

Properties that are listed on a local register or identified as significant in a local historic resource survey are also recognized by the State of California as historic resources for planning and regulatory purposes or for purposes of compliance with the California Environmental Quality Act (CEQA) if they are identified or listed through approved processes. The California Register includes the following:

- (4) Historical resources and historic districts designated or listed as city or county landmarks or historic properties or districts pursuant to any city or county ordinance, if the criteria for designation or listing under the ordinance have been determined by the office to be consistent with California Register criteria adopted by the commission; and*
- (5) Local landmarks or historic properties designated under any municipal or county ordinance (California Code of Regulations Title 14, Chapter 11.5, Section 5024.1).*

Sonoma County recognizes two types of historic resources; Historic Landmarks and Historic Districts (note that these may include sites, buildings, structures, objects and/or districts, landscapes and/or landscape features). Below is a discussion of each resource type.

Historic Landmarks. A Sonoma County Historic Landmark is an individual or group of historic sites, buildings, structures, and/or objects that the Landmarks Commission has determined to be significant based on criteria for listing on the California Register. The Historic Landmarks in the County consist primarily of buildings and/or structures, although there are also historic sites, objects and landscapes in the County. Historic Landmark properties are so designated by adoption of an overlay zone, Historic District (HD), for the property, which allows for the preservation and regulation of the exterior of existing buildings and structures. The preservation and regulation of historic buildings and structures is accomplished through the design review process undertaken by the Sonoma County Landmarks Commission.

Historic Districts. A Sonoma County Historic District is a specific area of the County in which there is a significant concentration or continuity of sites, buildings, structures, and/or objects of historic merit or which represent an historic theme important to Sonoma County, the State of California, or the country, and which the Landmarks Commission has determined to be significant based on the criteria for listing on the California Register. The Historic Districts in the County consist primarily of buildings and structures, although there are also sites, objects and landscapes within the districts of historic merit which may also be regulated. Properties in Historic Districts are also so designated by adoption of an overlay zone, Historic District (HD), for the properties in the district. The preservation and regulation of historic districts is also accomplished through the design review process undertaken by the Sonoma County Landmarks Commission.

THE DESIGN REVIEW PROCESS

The Sonoma County Landmarks Commission

The design review process for historic resources in Sonoma County is undertaken by the Sonoma County Landmarks Commission. The Landmarks Commission was established in 1974 under Ordinance No.1768. The mission of the Landmarks Commission is to protect those structures, groups of structures, sites, and areas that are reminders of past eras; events and persons important in local, state, or national history; and/or which provide significant examples of architectural styles of the past, or which are unique and irreplaceable assets to the County and its communities (*Sonoma County Landmarks Commission Bylaws*). The Commission designates Historic Landmarks and Historic Districts, reviews development proposals and related activities concerning historic resources, and administers the Historic Resources Preservation Program. By ordinance the Landmarks Commission consists of one resident from each of the five Supervisorial Districts, appointed by the Board of Supervisors. The County Permit and Resource Management Department assigns County staff to assist with carrying out the Landmark Commission's responsibilities.

Design Review in Sonoma's Historic Districts

The Landmarks Commission reviews proposals for the following project types within a Historic District: 1) the repair, alteration and/or addition to the exterior of an existing building or structure; 2) the construction of new buildings and structures; and 3) the demolition of existing buildings and structures. The Landmarks Commission evaluates proposals for their consistency with the Secretary of Interior's Standards (typically the Secretary of Interior's Standards for Rehabilitation), and the applicable design guidelines.

The process for reviewing a proposal is as follows. The applicant for a development or related project proposed in a Historic District files an Administrative Design Review (ADR) application at the Permit and Resource Management Department and supplies the required supporting materials. Once these materials are determined to be sufficient to explain the proposal, a public hearing before the Landmarks Commission is scheduled. A Notice of Public Hearing before the Landmarks Commission is mailed to all property owners in the Historic District.

At the public hearing the Landmarks Commission takes comments from the public on the design of the proposed development project and determines whether it is consistent with the *Secretary of the Interior's Standards* and the applicable historic district design guidelines. If the project design is not consistent with these standards and guidelines, the Landmarks Commission may require changes to the proposal so that it is consistent with the standards and guidelines, and preserves the historic associations, historic character, and architectural qualities of the historic district.

Note that the Landmarks Commission has the following responsibilities with respect to projects within a designated Historic District. The Commission may:

- Approve, approve with conditions, or deny a proposed demolition;
- Approve, approve with recommendations, or deny an alteration to an existing building or structure;
- Approve, approve with recommendations, or deny the construction a new building or structure; and

- Approve, approve with recommendations, or deny the relocation a building or structure.

The Sonoma County Landmarks Commission meets monthly at the Permit and Resource Management Department Hearing Room at 2550 Ventura Avenue in Santa Rosa, California. Further information regarding Sonoma County Landmarks Commission public hearings may be obtained at their website: <http://www.sonoma-county.org/prmd/b-c/lc/index.htm>.

All work within the Duncans Mills Historic District must also comply with Sonoma County Building Codes (unless use of the California Historical Building Code is possible – see discussion below) and applicable zoning ordinances. The California Historical Building Code may be used in place of the Uniform Building Code for certain types of work on qualified historic buildings and structures.

Design Review Standards and Guidelines

Duncans Mills Historic District Design Guidelines. The Commission reviews alterations to the exterior of an existing building or structure and the construction of new structures in designated historic districts by evaluating the project proposal for its consistency with the applicable historic district design guidelines and the *Secretary of the Interior's Standards for the Treatment of Historic Properties (the Secretary of the Interior's Standards)*. The applicable historic district design guidelines in this case are the *Duncans Mills Historic District Design Guidelines* found in Chapter 4 of this document. Consistent with National Park Service direction, these guidelines are intended for use in conjunction with the Secretary of Interior's Standards and provide additional guidance specific to the design conditions found in the Duncans Mills Historic District.

The Secretary of Interior's Standards. The *Secretary of the Interior's Standards*, which are established by the National Park Service under the auspices of the Department of the Interior, are the standards that govern preservation, rehabilitation, restoration and reconstruction of our nation's historic buildings, structures, objects, sites and districts. They are also the standards that form the basis of most state and local standards and guidelines for the treatment of historic properties, including those in the State of California and Sonoma County.

Standards that implement each of the four treatment types are provided by the National Park Service, with guidelines to assist in their administration. Rehabilitation is the most common treatment, as it allows for the greatest flexibility in renovating a property. Rehabilitation is defined as: “. . . the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portion of features which convey its historical, cultural, or architectural values” (*Weeks, 1995:61*). In rehabilitation, as with the other treatment types, retaining and repairing the historic features of a property is recommended whenever possible. Priority is placed on retaining what is called the ‘historic fabric’ of a building or structure. However, recommendations are made for replacement when this is necessary for a variety of reasons.

The Secretary of Interior's Standards for Rehabilitation are as follows:

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.

2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired (*Weeks, 1995:62*).

The purpose of the design guidelines for historic districts is to assist with implementing the *Secretary of Interior's Standards* by providing additional information and detail specific to the historic district in question. The Duncans Mills Historic District Design Guidelines are consistent with this purpose.

The California Historical Building Code. The California Historical Building Code, which has been in place since 1975, is available to the owners of a recognized historic property that provides relief from provisions of the Uniform Building Code. Use of the Historic Building Code protects the integrity of a historic building, but can also represent a considerable cost savings to a building owner. More information on the California Historical Building Code can be found at: <http://www.dgs.ca.gov/dsa/AboutUs/shbsb/2010chbc.aspx>.

Additional standards and guidelines. Additional standards and guidelines may apply to the design and construction process for buildings and structures in the Duncans Mills Historic District. The Sonoma County Permit and Resource Management Department may be contacted for additional information: <http://www.sonoma-county.org/prmd/>.

FREQUENTLY ASKED QUESTIONS

The following section answers frequently asked questions regarding the historic district design guidelines and the design review process. For additional questions, Permit and Resource Management Department staff may be contacted through information provided on the department website: <http://www.sonoma-county.org/prmd/contact-dept.htm>.

What types of projects are exempt from design review by the Landmarks Commission?

Two types of projects are exempt from design review by the Landmarks Commission.

1) Work on the exterior of existing buildings and structures that does not require a building permit, including:

- painting
- window awnings which do not project more than 54 inches
- detached trellises, arbors, or gazebos
- fences not over 10 feet high
- decks not more than 30 inches above grade and not over any basement or story below
- replacement of windows and doors in-kind: same location, size, design, and materials
- children's play structures
- one-story detached structures not larger than 120 square feet
- prefabricated structures not more than 500 square feet
- retaining walls for not more than 3 feet of material
- swimming pools
- removal of up to 25% of the exterior coverings on walls or roofs or similar work for the purpose of determining structural condition

2) Any work on the interior of existing buildings and structures.

How do I use the Design Guidelines?

An applicant or architect or other representative of a property owner wishing to renovate a property or develop a new property in a historic district may use the *Duncans Mills Historic District Design Guidelines* to prepare their proposal. They may consult the design guidelines regarding the following aspects of their project to ensure that it is consistent with the historic associations, historic characteristics, and architectural qualities of the Duncans Mills Historic District and therefore more likely to be acceptable to the Landmarks Commission. Design elements that are addressed by the guidelines include:

- Site design
- Alignment and orientation
- Massing and scale
- Architectural design and detailing

-
- Roof form
 - Building materials
 - Windows and doors
 - Porches
 - Storefronts
 - Awnings
 - Lighting
 - Signage
 - Landscaping
 - Color scheme.

A member of the Sonoma County Landmarks Commission may use the *Duncans Mills Historic District Design Guidelines* in conjunction with the *Secretary of the Interior's Standards for the Treatment of Historic Properties* and information on the historic characteristics of existing buildings and structures in the district to determine whether the design of the proposed project is consistent with the historic associations, historic characteristics, and architectural qualities of the Duncans Mills Historic District.

What are the Secretary of the Interior's Standards for the Treatment of Historic Properties?

The *Secretary of the Interior's Standards for the Treatment of Historic Properties* (*Secretary of the Interior's Standards*) are standards established by the U.S. Secretary of the Interior for projects involving work on historic properties listed in or eligible for listing on the National Register of Historic Places. While established by the federal government for historic properties of national significance, the *Secretary of the Interior's Standards* have also been adopted by many state and local agencies, including the State of California and the County of Sonoma, because they are considered the best practices for protecting historic properties. The *Secretary of the Interior's Standards* include practices for preservation, rehabilitation, restoration, and reconstruction of historic properties.

The *Secretary of the Interior's Standards* are implemented through guidelines that assist property owners in protecting their historic property's significance on the long-term through the preservation of historic features and materials. They cannot, in and of themselves, be used to make essential decisions about which features of an historic building can be saved and which can be changed. This is often accomplished through use of a historic survey that identifies the significant historic features and materials of a property and their condition. Once a treatment for the property is selected (typically rehabilitation), the *Secretary of the Interior's Standards* with accompanying Guidelines and the historic district guidelines can provide philosophical consistency to the work.

The *Secretary of the Interior's Standards* pertain to historic buildings and structures of all types, styles, materials and sizes, and address the exterior and interior of the buildings. They also address related landscape features and the building's site and immediate environment, as well as attached, adjacent, or related new construction. For a complete copy of the *Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstruction Historic Buildings*, see the National Park Service website at <http://www.nps.gov/hps/tps/standguide/>.

How does the Landmarks Commission use the Secretary of the Interior’s Standards?

The Landmarks Commission reviews the design of a proposed project with respect to the *Secretary of the Interior’s Standards* and determines whether the design is consistent with these guidelines.

How do the Secretary of the Interior’s Standards relate to the Duncans Mills Historic District Design Guidelines?

The *Duncans Mills Historic District Design Guidelines* are based on and consistent with the *Secretary of the Interior’s Standards*, but are more detailed and specific to the historic associations, historic character, and architectural qualities of the Duncans Mills Historic District.

What if the Design Guidelines conflict with the Secretary of Interior’s Standards?

The *Duncans Mills Historic District Design Guidelines* were prepared so as not to contain conflicting guidelines. However, in the event that conflicting guidelines are identified, the Landmarks Commission will make a decision as to which guidelines take precedence.

What is the difference between contributing and non-contributing properties?

Properties in the Duncans Mills Historic District fall into one of two types: contributing and non-contributing. As a general rule, a contributing property contributes to the historic character of the District, whereas a non-contributing building does not.

A contributing property is any building, structure, object, or site within the boundaries of the Historic District which adds to, is an integral part of, or key to the Historic District’s historic associations, historic character, or architectural qualities. Contributing properties must be constructed during the period of significance for the property and retain a sufficient level of integrity to convey their significance.

Properties that are non-contributing to the Duncans Mills Historic District were constructed during the period of significance but have been significantly altered and no longer retain their integrity. Alternatively, they may also be buildings constructed beyond the period of significance for the district.

See *Appendix C* for a map and list of contributing and non-contributing properties.

Which design guidelines apply to non-contributing properties?

The *Secretary of the Interior’s Standards* and the *Duncans Mills Historic District Design Guidelines* also apply to non-contributing buildings or structures in the Duncans Mills Historic District. However, they are applied differently than for contributing buildings or structures, as described below.

What is the difference between Landmarks Commission design review of projects involving non-contributing versus contributing properties?

For a proposed development project involving exterior alterations or additions to an existing non-contributing building or structure or nearby new construction, the Landmarks Commission applies the *Secretary of the Interior's Standards* and the *Duncans Mills Historic District Design Guidelines* less strictly than for a project involving a contributing building or structure. Often the larger design aspects of the project - placement, orientation, scale, mass, and form - carry more importance than the more specific design aspects of the project for non-contributing buildings. However, the architectural type, architectural details, building materials, and craftsmanship may also be important. A non-contributing building – whether due to integrity or age - contributes to the setting of the contributing structures and in this sense, its design is an important aspect of the district as well. The *Secretary of Interior's Standards* 9 and 10 pertain most closely to a non-contributing building. For additional guidance, the National Park Service provides a number of bulletins and guides to interpreting the standards:
<http://www.nps.gov/hps/tps/tax/ITS/itshome.htm>.

What if my property is also a Historic Landmark?

If a property is not only in the Duncans Mills Historic District but is also an Historic Landmark, the Landmarks Commission will not only review the design of proposed project for consistency with the *Secretary of the Interior's Standards for the Treatment of Historic Properties* and the *Duncans Mills Historic District Design Guidelines*, but also review it relative to the historic associations, historic characteristics, and architectural qualities of a historic property that make it individually significant. These associations and characteristics may include the following:

- Your property is associated with an event that has made a significant contribution to the broad patterns of national, state, or local history.
- Your property is associated with the lives of persons significant in national, state, or local history.
- Your property embodies the distinctive characteristics of a type, period, or method of construction.
- Your property represents the work of a master or possesses high artistic values.
- Your property has yielded or may be likely to yield information important in prehistory or history.

Where can I get an application for Landmarks Commission design review of my project?

Applications for Landmarks Commission review of a proposed development project may be obtained from the Permit and Resource Management Department website at <http://www.sonoma-county.org/prmd/historic/review.htm>.

DUNCANS MILLS HISTORIC DISTRICT SURVEY AND DESIGN GUIDELINES

4. Duncans Mills Historic District Design Guidelines

PURPOSE

These design guidelines provide property owners a basis for making design decisions about the appropriate treatment of their buildings and about the design of compatible new construction within the Duncans Mills Historic District. They will help the property owner identify their building's distinctive characteristics and ways to preserve, rehabilitate, and restore them. The Landmarks Commission and Permit and Resource Management Department (PRMD) staff will also use the guidelines to make regulatory decisions regarding exterior alterations to buildings located within the historic district. Additional users may be business owners, architects, developers and builders.

The design guidelines apply to **all buildings** within the Duncans Mills Historic District, including contributing and non-contributing buildings and new construction. Contributing buildings are those that were constructed during the period of significance and that retain a sufficient level of integrity to be considered historic resources and convey the reasons for their significance. The period of significance is the particular period of history that best represents or conveys the importance or significance of the district. Buildings and features that date from the period of significance typically contribute to the character of the historic district. The Duncans Mills Historic District's period of significance begins with the date of construction of the earliest buildings and continues through the peak of its occupation and development (1877 - 1976).

Non-contributing buildings are buildings that were constructed during the period of significance but do not retain sufficient integrity or were constructed outside the period of significance (after 1963). Alterations to non-contributing buildings are reviewed by the Landmarks Commission, but the Commission applies a slightly lower threshold during the design review. *Appendix C* contains a map and list of contributing and non-contributing buildings.

DESCRIPTION AND OVERVIEW

Location and Setting

Location. Duncans Mills is a small, unincorporated town in west Sonoma County, located within Sections 14 and 15 of Township 7 North, Range 11 West on the United States Geological Survey (USGS 7.5 minute Duncans Mills 1979 Quadrangle). It is located on the north side of the Russian River, approximately four miles (as the crow flies) from the mouth of the river at the Pacific Ocean. Villa Grande, a small, primarily residential village and the town of Monte Rio are the nearest settlements to the east. The closest town to the west is the coastal village of Jenner. The town is accessed from the northeast by Highway 116 and from the southwest by Highway 116 via Highway 1 or the Coast Highway.

Natural setting. Duncans Mills is sited within a low-lying bend around which the Russian River flows from the north and continues to the west. Behind the town, forested hillsides rise steeply

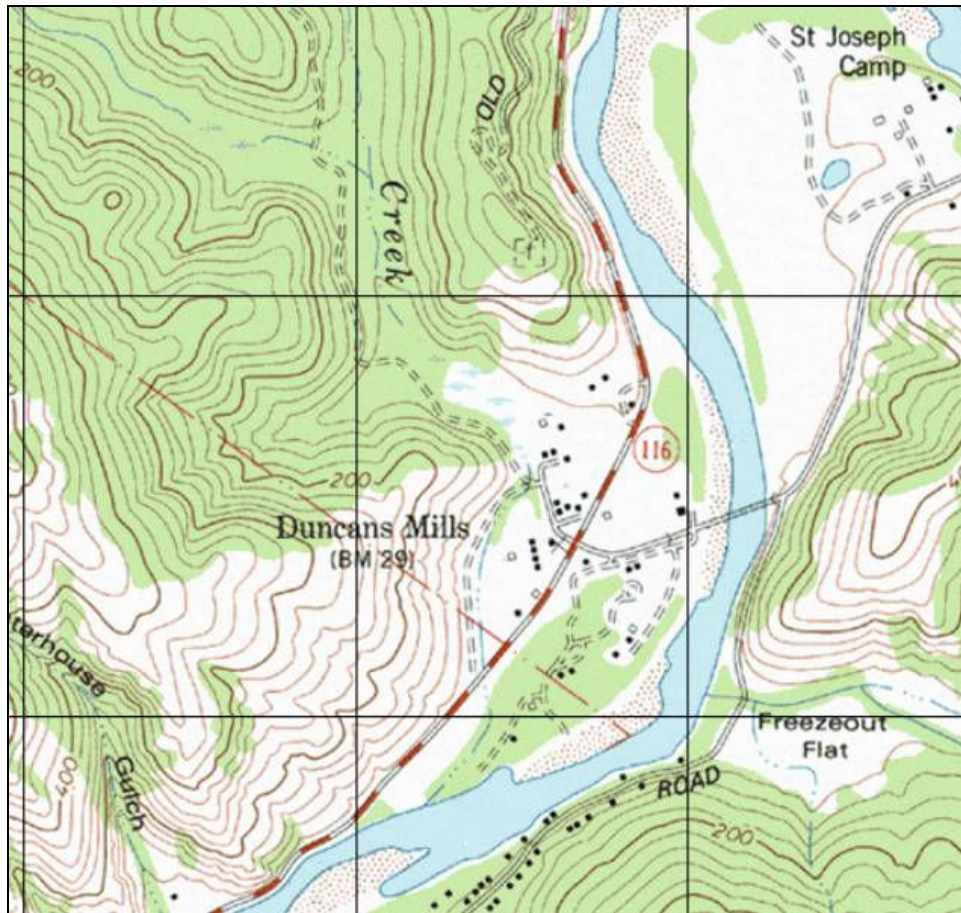


Figure 5 - Project location map
Source: USGS Topographic Maps

toward the northwest. Orrs Creek flows toward the town from this hillside but bypasses it, emptying into the Russian River just west of the village. Hillsides also rise steeply on the south bank of the Russian River, with the exception of Freezeout Flat, which is located directly opposite Duncans Mills on the south bank of the river. The hillsides are forested with redwoods.

Built Environment

Urban design character. Duncans Mills is composed of essentially two clusters of development bisected by Highway 116, which travels nearly northeast-southwest in this location. The highway is two lanes at this point with wide shoulders and a short turning lane to access the two commercial areas. The commercial area on the north side of the highway is accessed via B Street and is laid out in a grid pattern. Areas east and west of B Street are in pasture or grassland. On the periphery of the town are large, relatively undeveloped areas. The commercial area on the south side of the highway is accessed via Moscow Road. The commercial development here is located primarily on the south side of Steelhead Blvd., which is directly south of and parallel to Moscow Road, and is laid out in a linear pattern. North of Moscow Road is the grounds of the Russian River Rodeo. South of Steelhead Blvd., between Highway 116 and the River, are the Duncans Mills Camping Club facilities. This area is visually separate from the Steelhead Blvd. area due to both topography and vegetation.



Figure 6 - Aerial photo of the northerly Duncans Mills shopping area

The two commercial enclaves within the town are physically and visually separated by Highway 116 and by the distance of the commercial buildings from the highway. The commercial area to the north operates largely as a pedestrian shopping area, with parking on the periphery and behind the shops. The shopping enclave occupies the block bounded by Main Street and B Street and boardwalk walkways are located on the original rights-of-way within the small district. Areas within the districts have been made into board and brick-paved courts and small seating areas. The area is further defined by mature trees on the east side of B Street.

At one time the shops within the DeCarley General Store building would have enlarged and expanded this enclave, but this building is now vacant. Nonetheless, both shopping areas have a presence on the highway due to the large false-front buildings that face it. The small groups of residences in this portion of the town are located north and west of the shopping area. They are visually separate from the commercial area due to distance and vegetation. In the case of the property to the west, a yard of cars, sheds and the like also obscure the residential area. The historic Scotta District School in this area is barely visible, as it is behind the other buildings and somewhat removed from them.

The commercial enclave to the south consists of the row of commercial buildings and the Freight House that houses the district office of the California Department of Parks and Recreation. This commercial strip has parking in front of the businesses and on the opposite side of the gravel



Figure 7 – View of Highway 116 with northerly shopping area to left



Figure 8 - Northerly shopping area looking west



Figure 9 - Shopping area along Steelhead Blvd

street. On the north side of the street, on the west side, is the train station and the caboose. At the back of two of the commercial buildings here, facing onto the river, are outdoor eating areas. There are also several outdoor restrooms, storage sheds and small auxiliary buildings along this stretch. At the far west end of Steelhead Blvd. is a driveway to the campground and a hotel, both of which are below the main street and behind the commercial structures. At the far east end the street continues as a gravel road that becomes a frontage road along the river. Both areas are outside the historic district. Views of the river are obscured by vegetation.



Figure 10 - The historic John Orr's Saloon, 1877

Architecture. Most of the commercial buildings in Duncans Mills are one story, wood-frame vernacular structures of varying ages. The main exception on the south side of the highway is the two-story Freight House, which is visually prominent for its size and excellent condition. The main exception on the north side of the highway is the building at 25171 Highway 116, which is distinctive for the Italianate styling of its false front. The commercial buildings variously exhibit side gable, front gable, and hip roofs, but most have false fronts, which visually unifies the district.

The few residential structures in Duncans Mills are located on the periphery of the commercial areas. A row of five residences is located to the west of the northern enclave, behind the DeCarley General Store, on one property. They are distinguished by their alignment and also raised above grade. The main house is located closest to the Highway 116. The second residential enclave is along B Street behind the commercial area to the north. It consists of four residences of various styles that appear to be individually owned. There are also a number of outbuildings in this area. Two additional residences are located at the north end of the historic district, close to Highway 116, one of which is the historically significant "Supervisor's House."

DESIGN GUIDELINES FOR HISTORIC BUILDINGS

The key to retaining Duncans Mills' unique character is to maintain important features of the existing historic buildings, the streetscape, and the landscape and views, while ensuring that changes and new construction are compatible with their surroundings. All these elements collectively contribute to Duncans Mills' sense of place and its value as a historic district. Their protection will ensure that the town will continue to provide residents and visitors with a sense of the town's past, while being an attractive and vital place to visit and do business. Property and business owners in Duncans Mills have a special interest in respecting and protecting the historic character of the town's buildings and setting. The original character of historically significant buildings and urban design features should be retained and, ideally, the important features and elements that have been removed or altered should be restored.

The commercial and residential buildings of the Duncans Mills Historic District have much in common, particularly with respect to building materials, windows, doors, and overall form. The following design guidelines address best practices in maintenance, repair and restoration of historic buildings and features. This is followed by guidance specific to the individual design features of commercial and residential buildings in the Duncans Mills Historic

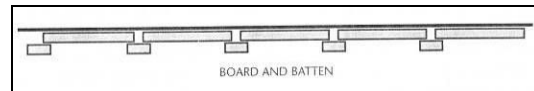
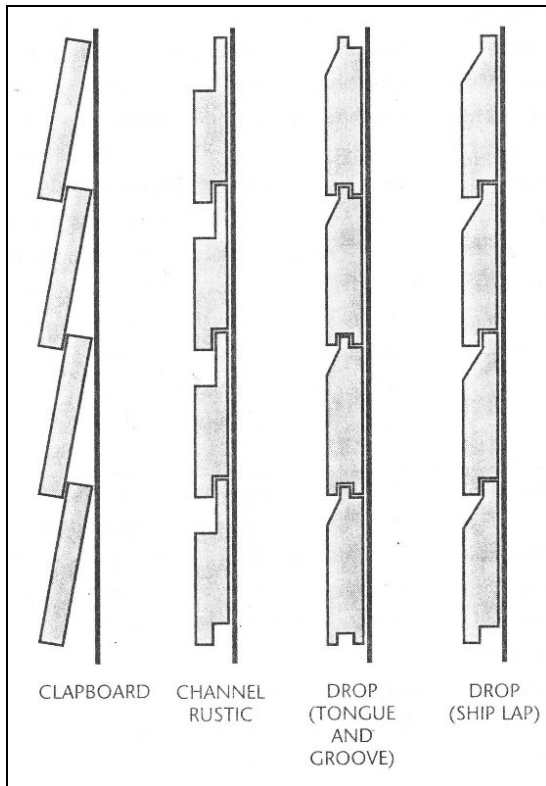


Figure 11 - Examples of siding found in Duncans Mills

Source: Architectural Surfaces

District, including advice on the removal of non-historic features, where applicable. Finally, the guidelines include information on what to avoid in order to better preserve the historic character of Duncans Mills' buildings and structures. Additional information on all these guidelines is available from sources which are listed at the end of this chapter. Energy efficiency measures that are sympathetic to historic buildings are included where applicable.

Building Materials

The materials addressed here are wood siding, brick masonry, and roofing materials. In the Duncans Mills Historic District, the most common siding is painted horizontal wood in a variety of patterns, with some board-and-batten buildings. Clapboard is also seen on the church. The scale, texture, and finish of the building materials contribute to the historic character of the district's buildings, as does the natural aging process of painted wood.

Guideline: Preserve historic building material whenever feasible. When possible, repair deteriorated or damaged building fabric before replacing it. Also consider consolidating and/or patching material rather than replacing it. Building fabric that has weathered over time or shows signs of wear do not necessarily need to be replaced. Its finish or patina conveys the building's age and may contribute to its historic character. Building cladding should be replaced only if it is beyond repair, and then should be replaced with like materials.

Wood siding

- Use the gentlest means possible to clean historic building materials. Clean a test patch first to determine that the method will not damage the historic material.
- In order to preserve wood surfaces and detailing, paint wood as it was painted historically. Ensure that the type and texture of the paint matches the historic finish. Use the gentlest means possible for removing old layers of paint. [Note that special measures are required for the removal of lead paint. Contact your local building department for additional information.]
- When replacing historic building materials, match the original material in type, texture, size, and finish (e.g. replace original wood clapboard in kind rather than



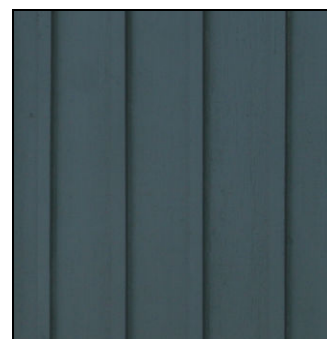
Channel Rustic siding



Clapboard siding



Coursed shingle siding



Board-and-batten siding

covering it with stucco, for example). Replace only the section of material that has deteriorated.

- Under most circumstances it is inappropriate and can be harmful to cover historic building materials, particularly with synthetic materials such as aluminum or vinyl siding, asbestos shingles, synthetic masonry, and cementitious materials such as Hardiboard. Wood siding that is covered can trap moisture and lead to damage that is not visible until it becomes a serious problem.



V-groove shiplap siding

- Consider removing non-contributing building materials if they obscure the historic building fabric and if removal will not cause damage to the material underneath. Remove a test patch in an inconspicuous place to determine if removing the top layer of siding is feasible. If not, consider replacing it with material that is appropriate to the building's architectural style.

Masonry

- Retain the original mortar if it is in good condition. Repoint mortar joints only where necessary such as places where a significant amount of mortar is missing or failing. Note that historic mortar has a different composition than mortar sold today. It may be necessary to test the existing mortar and develop a similar mixture to replace or repoint brick masonry.
- Leave masonry unpainted if historically it has not been painted. Paint on masonry surfaces traps moisture that is intended to escape through the mortar, and can damage the entire brick masonry surface, which then absorbs the moisture within the brick. If the brick has been painted and the paint is to be removed, use the gentlest means possible to remove it. Sand blasting and other harsh measures will remove the surface of the brick, allowing water to penetrate the brick and damage it over time.

Roofing

- Retain or replace original roofing in kind if it is a character-defining feature of the building, such as clay tile. Replace only the section of material or features that have deteriorated, when possible.
- If it is necessary to replace historic roofing material and features, match the original in type, texture, and finish (e.g. replace original wood shingles with shingles that have a similar size, color, texture, and pattern). This is particularly important for distinctive materials, such as clay tiles. It is possible to replace wood shingle roofing with some newer synthetic materials that provide a similar textured appearance as the original and also provide fire protection. Composition shingle or cementitious shingles, for example, can be an appropriate replacement material in some instances. Approval of replacements should be made by the Landmarks Commission.

- Standing seam metal roofing is appropriate only under certain conditions. This surface is more reflective and brighter and has a different texture than other roofing materials, and is usually out-of-place in a historic district (note that corrugated metal roofing can be a historic material and may not out-of-place as a replacement roof). Standing seam metal roofs should only be applied to new buildings and only then on approval by the Landmarks Commission.
- Composition shingle roofing is an appropriate roofing material on a historic building in most instances. There are many colors, textures and levels of quality available. Roofing materials and color can be a character-defining feature of a historic district, in addition to the individual building, and should be approved by the Landmarks Commission.

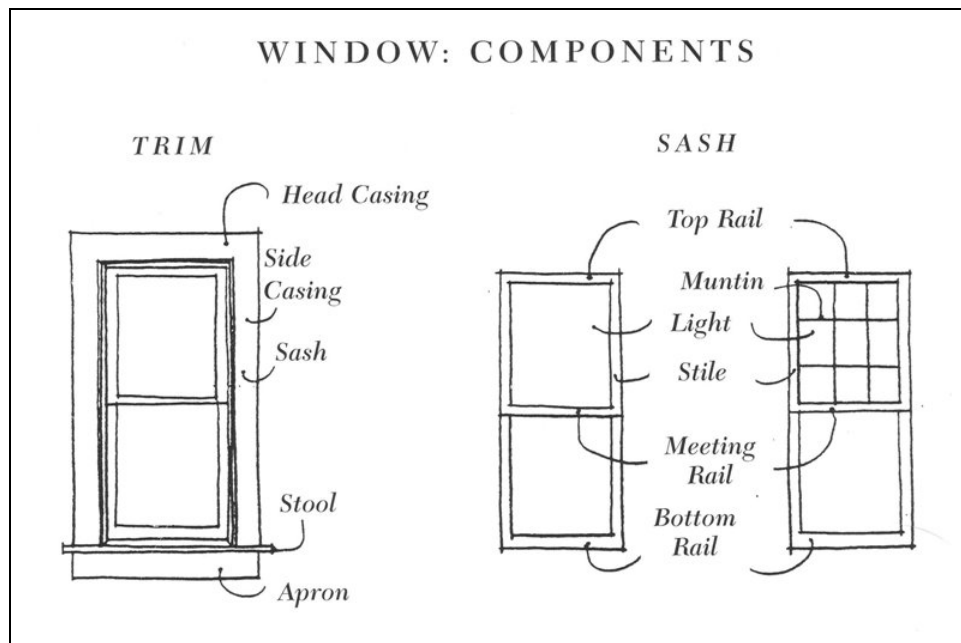


Figure 12 - Window components

Source: American Vernacular Buildings and Interiors, 1870 - 1960

Windows and Doors

In many historic buildings, the window sash, framing and the architectural detail surrounding windows (the window surround) are among the most important character-defining features of the building. They impart style, scale and character to the building. The historic and architectural character of a building can be seriously damaged by inappropriate window treatments. Doors and entrances are also important character-defining features of historic structures, providing scale and visual interest in the composition of a building. The doorway can be a richly ornamented part of a building, with special materials and finishes that together contribute to the architectural style and character of the building. It can also be relatively simple. The style of the building is key to door replacement, when this is necessary.

The most common historic windows in Duncans Mills are wood-frame, double leaf casement windows with multiple lights. Also seen are include two-over-two-light windows and windows

with multiple lights over one light. They are character-defining features of the District. Also seen in Duncans Mills are one-over-one-light, double-hung windows and the classic plate glass of storefront windows. (Note that additional guidelines for windows and doors are located in the final section of this chapter entitled, “Energy Efficiency Measures for Historic Buildings and Properties.”).

Guideline: Preserve the building’s historic windows and especially the window openings whenever feasible. Windows on the façade or other facades visible from the street are particularly important to preserve. Whenever possible, repair deteriorated or damaged windows. If it is necessary to replace damaged windows, replace them with new windows that match the historic windows in materials, configuration, operation, finish, and details.

Preserve the building’s historic doors and door openings whenever feasible. Primary entrance doors are particularly important to preserve. Where possible, repair deteriorated or damaged doors. If necessary, replace damaged doors to match historic doors in terms of materials, configuration, operation, design, details, and finish.

Windows

- If possible, replace select components of the window that have deteriorated or have been damaged rather than the entire window.
- Rather than replace windows that are difficult to operate or allow heat loss, consider restoring the window by removing paint layers and properly applying new coats of paint; replacing select deteriorated components, such as sash members or sills; and applying weather stripping to make them more



Figure 13 - Casement window in Duncans Mills

operate more easily and make them more energy efficient. Storm windows, either interior or exterior, may also be appropriate.

- Maintain historic window openings on the building. Avoid covering or filling in existing window openings or adding new window openings, particularly on the primary facades.
- If replacing a historic window, match the original window in terms of material, configuration, operation, finish and details (e.g. replace a wood, one-over-one, double-hung window in kind). If possible, preserve the historic casing and trim by replacing the window sash only.

- When adding new windows, ensure that they are compatible with the historic style of the building and maintain the historic ratio of voids (window openings) to solid expanses of walls. Windows in new additions may depart from historic windows in order to differentiate the new addition from the original window, but should maintain the proportions and relationships of the historic windows.
- Consider removing and replacing non-contributing windows if they have replaced historic windows. If all of the historic windows have been removed and the original window design is unknown, consider replacing newer windows with those that are appropriate to the building's architectural style. Photographic evidence of the windows in place on the building historically should guide the selection of new windows.
- It is not appropriate under any circumstances to replace an existing wood sash (frame) with a vinyl frame windows. Consideration may be given, under very limited conditions, to installing windows of alternative materials that have the same proportions, operation, and color as other wood sash on the building on the rear of the building or in locations otherwise not visible from a public street. Any alternative window replacement materials must be approved by the Landmarks Commission.



Figure 14 - Historic doors in Duncans Mills

Doors

- If possible, replace select components of the door that have deteriorated or have been damaged rather than the entire door. For example, consider replacing its hardware and framing components to make the door functional. Avoid shaving the door to make it fit the door frame.
- To prevent heat loss, consider adding weather stripping, fitting the door to the jamb and frame, and installing a storm door, rather than replacing the door. Select a door that does not obscure the exterior design of the historic door when possible.
- Maintain historic entrances on the building. Avoid covering or filling in existing entrances or adding new entrances, particularly on the primary facades.
- If replacing a historic door, match the original door in type, material, design, and finish (e.g. replace a historic wood paneled door in kind). Also consider preserving the historic frame, jamb, and sidelights by replacing the door only.
- Maintain historic door openings on the building. Avoid covering/filling in or adding new door openings, particularly on the primary facades.
- When adding new doors, ensure that they are compatible with the historic style of the building and maintain the historic ratio of voids (door openings) to solid expanses of walls.
- Consider removing and replacing non-contributing doors if they have replaced historic doors. Ensure that the new doors are appropriate to the architectural style of the building.

Roof Design

Roofs are typically one of the most important design elements of an historic building, but are also important to the historic district as a whole. Roofs and related elements such as cornices, fascia, parapets, brackets, eaves and rafters impart much of the architectural character of a building. The main function of a roof, whether utilitarian or ornate, is to keep water from entering the building and to direct water away from the building's exterior walls. Secondly, roofs are among the most important character-defining features of almost any building and are a key to the building's style. Finally a roof and particularly the cornice or parapet establishes continuity with the surrounding buildings and is a feature of the streetscape. In Duncans Mills false-front roofs are typical of the commercial area.

Guideline: Preserve the roof's historic form, materials, and features, such as eaves, rafter tails, and gutters, when feasible. Whenever possible, repair deteriorated or damaged roof materials and features. If necessary, replace damaged materials and features but maintain their original character-defining features, such as design, particularly the pitch, and proportion.

- Preserve the original pitch and form of the roof as well as the depth of its eave overhang. Preserve the historic architectural detailing associated with the roof.

- Maintain the roof by repairing cracks in chimney masonry where applicable and repairing or replacing loose or missing flashing, shingles and parapet materials, and by installing and maintaining appropriately sized gutters and downspouts.
- If a roof form that is inappropriate to the building has been added in an earlier addition, consider its removal and replacement with a more appropriate form.

Storefronts

These guidelines apply to the commercial buildings in the Duncans Mills Historic District. The storefront refers to the façade's first story and typically includes the main entrance, storefront and transom windows, and bulkheads or kickplate. Storefronts incorporate a large amount of glazing through large storefront windows and glazed doors to advertise merchandise and draw potential customers. Historically, commercial building owners often updated the design of their storefront as new building styles and materials were introduced, merchandising styles changed, or a new business moved in. Due to this constant evolution, storefronts are the most dynamic element of a commercial building.

Guideline: Preserve the building's historic storefront when feasible. Whenever possible, repair deteriorated or damaged components of the storefront. If necessary, replace damaged components but maintain their original character-defining features, such as materials, size, shape, and proportion. It is possible that a later renovation has achieved historic significance in itself.

- Preserve alterations to the storefront that have achieved significance in their own right, when appropriate.
- Maintain the storefront's historic window openings and entrances. Keep windows, including transom windows, and doors transparent by avoiding filling in or covering them.



Figure 15 - Storefront on DeCarley Building

- Maintain the original size, configuration, pattern, and proportion of storefront windows and doors. Maintain the height of the window bulkhead or kickplate. Maintain the existing spandrel panel and remove materials that have been added later to cover the original spandrel panel or transom window, when possible.
- If possible, replace select components of the storefront that have deteriorated or have been damaged rather than the entire storefront. For example, replace a window's sash members or sills or a door's hardware and framing components.
- If replacing a historic component of the storefront, match the new storefront components in terms of design, material, dimensions, details and profiles (e.g. replace a wood glazed door in kind).
- When a storefront has been significantly altered and the historic design is not known, design a new storefront to be compatible with the building's scale, materials, and architectural style. Glazed doors and large fixed storefront windows are appropriate. Use clear glass instead of tinted, opaque or reflective glass.
- If contributing a new bay within an existing storefront with several bays, the new bay may be more contemporary in character, if it utilizes traditional proportions and features. A new bay should not depart from the character-defining features of the historic district and should be, in most instances, set slightly back from the frame of the existing building.



Figure 16 - Porch on the historic Supervisor's Building

Porches and Plazas

Many historic residential buildings in the Duncans Mills Historic District feature porches, a significant character-defining feature. Porches are historically important and prominent; a porch protects an entrance from rain and provides shade and a sense of scale and aesthetic quality to the façade of a building. Porches connect a building to its surroundings by emphasizing its orientation to the street. Most historic architectural styles and building types developed with the porch or entrance as a prime feature of the front façade.

In Duncans Mills, outdoor areas, including porches, plazas, decks and boardwalks, are an integral part of the historic district. These areas are typically located adjacent to rights-of-way in the place of sidewalks, along building frontages, between buildings, and on the rear of buildings, in the case of the commercial buildings along Steelhead Blvd. These areas are important to extending commercial space and creating a lively pedestrian environment in the District.

Guideline. Preserve the building's historic porch when feasible. Whenever possible, repair deteriorated or damaged porch components. If necessary, replace a deteriorated or damaged porch but maintain its original character-defining features, such as its location, materials, size, design, and proportions. If it is missing and the original design is not known, a new porch should be compatible with the style and character of the building. Existing outdoor areas should be preserved, as well as the rights-of-way that make the outdoor areas possible.

- Preserve historic detailing of the porch, such as its posts, balustrades, and brackets. The spacing of the balusters, the height of the railing, and the design, size and shape of porch posts are significant architectural features that should be maintained.
- Replace missing or damaged porch components, such as balusters, posts, and brackets, with new porch components that match the historic details in terms of material, configuration, details, design and finish.
- If possible, replace selective components of the porch that have deteriorated or have been damaged rather than the entire porch. Enclose a porch with transparent materials, such as screens, rather than with opaque materials. Place the new material behind the porch posts. Ensure that it is removable and that its installation does not damage historic materials.
- Consider replacing a historic porch if it has been removed. First research the history of the house to identify photographs or drawings that depict its original design and examine the exterior of the house to find indications of its original location and design. If the original design is not available, construct a porch that is compatible with the building's architectural style and design. Buildings of the same era and style can provide design guidelines; although the new porch should not be an exact replica.
- It is possible to retrofit an existing porch and entrance for compliance with the American with Disabilities Act and maintain its historic character. Refer to National Park Service *Bulletin 22: Making Historic Properties Accessible* at <http://www.nps.gov/hps/tps/briefs/brief32.htm>.

- Augment existing outdoor areas and create new areas where possible when it would enhance the



Figure 17 - Front porch on commercial building

commercial and pedestrian environment in Duncans Mills.

Canopies and Awnings

Canopies and awnings were historically used to shade storefronts and to regulate the temperature inside the building. They can greatly contribute to the storefront's design and to the character of the streetscape. Awnings are generally temporary materials such as canvas or metal, affixed to a framework. Canopies tend to be permanent features of the building. They often have flat or hip roofs, supported by brackets or supports such as simple posts.

Guideline: Preserve the building's historic canopies when feasible. Whenever possible, repair deteriorated or damaged canopies and awnings. If necessary, replace damaged



Figure 18 - Eating deck behind commercial building in Duncans Mills



Figure 19 - Boardwalk between commercial buildings in Duncans Mills

components but maintain their original character-defining features, such as materials, size, shape, and proportion. New awnings should be compatible with the building's scale, materials, and architectural style.

- Preserve historic detailing of the canopy and replace missing details with replicas of historic features.
- If possible, replace selective components of the historic canopy that have deteriorated or have been damaged rather than the entire canopy.
- Design new canopies to be compatible with the architectural style, scale, and materials of the building. In particular, they should correspond to the size and shape of the storefront opening or window. Often historic photographs or surrounding buildings will provide information on an appropriate design for new canopies. Sloped, or shed-style, retractable awnings with a loose skirt are generally the most appropriate form of awning (in contrast to curved awnings).
- Awnings constructed of weather resistant fabric such as canvas are appropriate. Avoid installing vinyl, metal, or plastic awnings.
- Install and locate new awnings so that they do not obscure character-defining features of the storefront or building.
- Attach awnings to the building in a manner that does not cause permanent damage. For example, attach awnings through mortar joints rather than masonry.



Figure 20 - Freestanding painted sign in Duncans Mills



Figure 21 - Rooftop sign in Duncans Mills

Signage

This guideline refers primarily to commercial buildings, which nonetheless may have originally been a residential or other building type. Signs communicate the name of the business; colors and typeface are key design components as well. Signs can provide individuality to a commercial building as well as secondary information, such as store hours and policies. A sign's location, size, materials and imagery provide visual interest to the building and the streetscape. Signs in

Duncans Mills are typically wood painted signs, fixed to the building façade. They are an important component of the built environment.

Guideline: Preserve the building’s historic signs when feasible. Whenever possible, repair deteriorated or damaged signs. If necessary, replace damaged components but maintain their original character-defining features, such as materials, size, shape, and design. New signs should be compatible with the building’s scale, materials, and architectural style.

- Preserve a building’s historic signs, including those affixed to or painted on the building’s exterior or carved in the façade. Historic signs may include those from a previous business. Typically it is not appropriate to re-paint historic signs that are on a building.
- Design new signs to be compatible with the scale and style of the historic building. The size and scale of the sign’s typography should also be scaled to the size the building or storefront. New signs can be located on signboards spanning above the storefront, can project from the building, or can be applied to awning skirts, the edge of a canopy, or storefront windows. They can also include painted signs, applied letters, and hanging signs, as appropriate.
- Locate and place signs so that they do not obscure the building’s significant architectural features, such as cornices, trim, windows or decorative brickwork. They should emphasize existing architectural elements.
- Limit the number of signs on the storefront so that they do not detract from the overall character of the building or the surrounding streetscape.
- Limit the amount of information on the primary sign and select a legible font. Place secondary information, such as store hours and policies, on smaller signs attached to windows, doors, or the sides of the building.
- Attach signs to the building in a manner that does not cause permanent damage. For example, attach and install signs through mortar joints rather than masonry.



Figure 22 - Signage and building lighting in Duncans Mills

Lighting

Lighting can be used to enhance a storefront's visual appeal by highlighting signage and merchandise. It can also be used for security purposes and to create a sense of safety and for pedestrians. In Duncans Mills, goose-neck industrial lights are often used to illuminate painted signage. They are contributing elements of the streetscape.

Guideline: Preserve the building's historic lighting when feasible. Whenever possible,

repair deteriorated or damaged lights. If necessary, replace damaged lights but maintain their original character-defining features, such as materials, size, location, and design. New lights should be compatible with the building's scale,



Figure 23 - Gooseneck light on train depot

- materials, and architectural style and other lights in the historic district.
- Use lighting to highlight the building’s architectural detailing.
- Provide indirect lighting. Lighting should provide an even illumination level and should not be overly bright. Avoid installing flashing, pulsating, or moving lights.
- Design new lighting fixtures to be consistent across the façade and to compliment the building’s architectural style. Avoid lighting that overpowers the storefront and disrupts continuity within the district.
- Direct sign lighting on the sign itself rather than using it to light the surrounding area. Install separate fixtures for area lighting.
- Install and place new lighting fixtures so that they do not obscure character-defining features of the storefront or building. Whenever possible, install lighting fixtures so that there is no exposed conduit.
- Attach new lighting fixtures to the building in a manner that does not cause permanent damage. For example, attach lighting fixtures through mortar joints rather than masonry.



Figure 24 - Board fence in Duncans Mills

Fences

The following guideline applies primarily to residential buildings. Fences, often incorporated into the private open space in front and on the sides of historic buildings, were designed to harmonize with the buildings to which they are related. They also help unify the building and surrounding streetscape. Fences provide private outdoor space and separate the private space from the street or other public space.

Guideline: Preserve the building’s historic fence when feasible. Whenever possible, repair deteriorated or damaged fence components. If necessary, replace a deteriorated or damaged fence but maintain its original character-defining features, such as its location, materials, size, height, design, and proportions. If it is missing and the original design is not known, the design of the new fence should be compatible with the architectural style and character of the building.

- Preserve historic detailing of the fence, such as its posts, pickets, and rails. The spacing and the height of the pickets and the size and perimeter of the fence are important character-defining features.
- Replace missing or deteriorated fence component details, such as posts, pickets and rails, with new components that match the historic fence features.
- If possible, replace selective components of the fence that have deteriorated or have been damaged rather than replace the entire fence.
- Construct a new fence that is compatible with the building’s architectural style and design. Similar buildings of the same style and era can provide design guidelines; although the new fence does not have to be exact replica. Fences in the Duncans Mills Historic District are typically wood picket that are low in height, or approximately 36 inches in height. They are also “transparent,” or allow you to see through to the front yard. Therefore, low transparent, wood fences are typically more appropriate than high solid fences and fence constructed of chain link or concrete block materials
- Under no circumstances is it appropriate to build a vinyl fence in the Duncans Mills Historic District.



Figure 25 - Example of neutral color scheme in Duncans Mills

Color

Color is not typically a regulated design element in historic districts like the small districts found in Sonoma County. Color is considered a reversible feature that is easily changed. Nonetheless, a few guidelines are included below for consideration in the District.

A color scheme can be used to make the building stand out individually or blend it with surrounding buildings in the historic district. It can also be used to alter the perceived scale of a building and to define and accent architectural features.

- Select a simple color scheme with one base color and one to two accent colors, where applicable.
- Use the same color scheme throughout the building to unify its composition.
- Select a color scheme that is compatible with the historic character of the district.

ADDITIONS TO HISTORIC BUILDINGS

Additions have been constructed on many historic buildings over time, perhaps because the needs of the owner or the use of the building changed. Often, early additions were subordinate in scale to the main building and are located on the side or rear facades; this pattern should be emulated. Dormers are another common addition used to create more habitable space, particularly for residential buildings. If they were constructed during the period of significance, early additions may have achieved significance in their own right.

Guideline: New additions should be designed so that they preserve the character, design, scale, proportions, and dominance of the historic building. Additions that have achieved significance in their own right should be preserved.

- If possible, locate additions on the rear or side facades to avoid detracting from a building's primary façade, which should remain dominant.
- Use a smaller connecting element to join a larger addition to a historic building when this is appropriate.
- Set rooftop additions back from the main façade and limit their visibility from the street.
- Design new additions so that, if they are removed in the future, they do not impair the form, materials, and character-defining features of the building.
- Design new additions so that they are subordinate and differentiated from yet compatible with historic building in terms of materials, size, scale, proportion, and massing. The *Secretary of Interior's Standards* states that new additions should be differentiated from the older building, to prevent the creation of a false historical appearance.
- Consider removing non-contributing additions if they obscure the original building and their removal will not cause substantial damage to the building.

- In order to minimize its visibility from the street, locate new mechanical equipment, electrical service lines, and meter boxes to the side or rear facades of the building, within landscaped areas off the building, or screen them from view.

DESIGN GUIDELINES FOR NEW BUILDINGS

It is possible to add new buildings to the Duncans Mills Historic District and maintain the historic character of the district. New buildings will assist with maintaining the vitality of the District, housing new businesses and residents. However, new buildings should not detract from the district. In particular they should maintain the historic urban design qualities, characteristic landscape and views, and site design of the district. They may add new materials and styles if compatible with the district, these guidelines, and the *Secretary of Interior's Standards*.

Guideline: New buildings should be visually compatible with the existing character of the historic district. They do not have to be designed in a specific architectural style and they should not be designed in imitation of a historic style per se. In areas of the district with a range of architectural styles, scales, and materials, new buildings should help define and unify the district's character-defining features.

Alignment and Orientation

- Orient the new building in a similar manner as the surrounding buildings in the historic district. In most cases, orienting the façade so that it is parallel to and faces the street is appropriate.
- Locate the primary entrance in the same manner as surrounding buildings.
- In most cases include a front porch if the majority of adjacent or similar buildings have one.
- Maintain similar front and side setbacks as found in the historic district. If there is a range of setbacks, locate the new building within this range and create a front yard of a similar depth as adjacent buildings.

Mass and Scale

- Design the mass and scale of the new building to be compatible with surrounding buildings in the historic district. The general height, shape, and proportions of the new building, in particular its façade, should relate to existing surrounding buildings.
- Design the height and width of the building to be compatible with surrounding buildings in the streetscape. Buildings that are one-to-two stories in height are appropriate for the historic district.

Building and Roof Form

- Design the building form to be compatible with surrounding buildings in the streetscape and within the historic district.

- Design the roof form and roofline to be compatible with surrounding buildings in the streetscape and within the historic district. This includes the pitch of the roof and the depth of the eaves. In most cases, a gable or hipped roof is an appropriate roof form.

Materials

- Select building materials that are visually compatible with surrounding buildings in the Historic District. New materials may be considered, with an emphasis on authentic materials, such as corrugated metal. However, it may be appropriate to select wood siding if the surrounding buildings are clad in horizontal wood siding.
- Select a compatible roofing material in pattern, texture, and color.

Architectural Details

- Building design should be responsive to the historic district's overall context and visual character.
- Select architectural details that are compatible with surrounding buildings within the streetscape and within the historic district. Details should be in keeping with those found in the historic district, but should not be exact copies or replicas.
- A contemporary interpretation of historic details is often appropriate. If applied, contemporary features such as brackets, trim, and porches should be in scale with historic features found on surrounding buildings and with other features on the subject building.
- The fenestration pattern on the new building should be compatible with surrounding buildings in the historic district. This includes spacing, proportions, and the ratio of voids (window and door openings) to solids (expanses of wall).

New Accessory Structures

Accessory structures have been constructed adjacent to many historic buildings, typically to add more storage space on a property. They often take the form of detached garages and sheds. These accessory structures are also typically subordinate in scale to the main building and located to the side or the rear of the main building. Historically accessory structures were very plain in contrast to the main structure. If an accessory structure was constructed during the period of significance for the district, accessory structures may have achieved significance in their own right.

Guideline: New accessory structures should be designed so that they maintain the character, design, scale, and proportion of the historic building. Accessory structures that have achieved significance in their own right should be preserved.

- Set new accessory structures back or away from the historic building, so that they are subordinate to the historic building. If possible, locate these structures to the side or rear of the main building to avoid detracting from a building's primary façade, which should remain dominant.

- Design new accessory structures so that they are subordinate in style and differentiated from yet compatible with historic building in terms of materials, style, size, scale, proportion, and massing.
- Design garages so that they are compatible with buildings of similar style and age in the historic district. For example, many garages in the Duncans Mills Historic District are small, detached wood structures located to the rear of the building. Consider following this established pattern.
- Consider removing non-contributing accessory structures if they obscure or detract from the original building.
- If replacing a contributing accessory structure, build the new structure in the same location with the same building footprint when possible.
- Do not design an accessory structure to appear like a ‘small’ version of a high style building with which it may be associated. This is considered adding a sense of false history to a district.

ENERGY EFFICIENCY MEASURES FOR HISTORIC BUILDINGS AND PROPERTIES

There are many reasons why the preservation of historic buildings and building features is often the “greenest” decision that a building owner can make. Many early buildings have inherent energy-efficient advantages. The quality of materials in historic buildings is also often superior to what can be obtained today, particularly wood products, and is therefore more durable. An additional advantage to rehabilitating historic buildings is that the individual building components in a historic building can be repaired, unlike many newly manufactured building components or products, which must be replaced in whole. For example, a wood window frame can be repaired. A manufactured window, such as a vinyl window, must be totally replaced if, for example, a seal breaks. And it is likely that the repaired wood window will last far longer than the replacement vinyl window.

However, many historic building owners are interested in making their historic buildings more energy efficient. Historic buildings can be retrofitted to be more energy efficient and still preserve their historic character. For example, it is far more effective to insulate attic floors and basement ceilings and openings between the attic and basement into the main portion of the building than to replace windows. These measures have the added benefit that they typically do not alter the exterior appearance of a building. (Note that walls may also be insulated but best practices should be followed to ensure that the method chosen does not trap moisture within the walls or damage historic materials.)

To make historic buildings more energy efficient, the National Park Service recommends that the following steps be undertaken (*Grimmer, 2011:1*). The first step is to identify and assess the existing (or lost) energy-efficient characteristics of the historic building. In other words, the role that the building’s design, materials, type of construction, size, shape, site orientation, and surrounding landscape relative to the prevailing climate plays should be assessed. Then improvements should be planned that enhance the inherent energy efficiency of a building and retain and complement the original building, site and context.

The role that historic building components play together should also be considered. For example, porches and shutters can help keep a building cool, and operable, transom windows and screen doors can improve air flow and cross ventilation. Good maintenance practices are another important step in protecting the energy efficiency of historic buildings. These are outlined in more detail below. A third step is to undertake building weatherization and insulation, also discussed below. Lastly, it may be beneficial to invest in new technologies or building components, such as programmable thermostats, attic and ceiling fans, solar panels, etc., where appropriate (*Weeks, 2011:11*).

Additional guidance for making historic structures more energy efficient is noted below.

Site planning

- Utilize the existing site design of the building and landscaping to preserve and enhance the naturally sustainable aspects of a property wherever possible, while preserving historically appropriate vegetation and landscape elements. Natural, sustainable landscaping may include shade trees and native plants. Alternative landscape elements that increase sustainability may include permeable paving, bioswales, and similar materials and features.
- When planning a new addition or alteration to an existing historic structure, consider orienting the addition for maximum energy efficiency when possible and appropriate for the historic character of the building and/or setting.

Building features and elements

- Retain and/or replace the inherently sustainable features of a historic building such as functional shutters, operable windows, storm windows, transom windows, awnings, porches, vents, roof monitors, cupolas, skylights, and naturally-lit corridors where appropriate.
- Operable windows can be both historically significant and important to retaining the natural energy efficiency of a structure. Operable windows allow for controlled heat gain and loss, and support good air flow and cross ventilation without artificial means. To support the natural energy efficiency of windows, they should be maintained on a regular basis to ensure that they function properly and are operable. Weather stripping and caulking should be used, as appropriate, to make them weather-tight.
- When windows cannot be repaired, compatible and energy-efficient replacement windows that match the appearance, size, design, proportions and profile of existing historic windows may be considered. Retrofitting historic windows with high-performance glazing or clear film may also be possible if the historic character of the building can be retained.
- Interior or exterior storm windows that are compatible with existing historic windows should be used as appropriate to increase the energy efficiency of historic windows. Storm windows whose configuration matches the historic windows should be considered where possible. Consideration should be given to installing storm windows that are set

back from the plane of the exterior wall surface and feature a historically appropriate finish and color.

- To prevent heat loss at existing historic doors, consider adding weather stripping, fitting the door to the jamb and frame, and installing a storm door, rather than replacing the door. Care should be taken that the storm door does not obscure historic features, where possible.
- Consider the use of energy-efficient lighting, fixtures and appliances before the use of more invasive treatments that may negatively impact the historic appearance of a building.
- Use environmentally-friendly cleaning products that are compatible with historic finishes for maintenance, and sustainable products and treatments, such as VOC paints and adhesives and lead-safe paint removal methods when rehabilitating a building.



Figure 26 - Solar panels discretely placed on an accessory structure

Alternative methods

- Note that if other remedial measures are taken to improve energy efficiency, it may be less necessary to resort to alternative methods. Installing on-site solar technology should be considered in conjunction with or after implementing all appropriate treatments to improve energy efficiency.
- Installing solar devices and technologies within a historic property should be done in a compatible location on a site or on a non-historic building or addition where it will have minimal impact.

- Solar panels should be considered for secondary or rear building facades. When installing solar panels on the roof of a historic building, the panels should not alter the pitch or form of the roof. They should be located on the roof's rear or side slope and be lower than the roof's ridgeline, if possible. Visible, raised panels should be avoided whenever possible.
- The use of other alternative energy devices on a historic building should be considered only after other appropriate treatments to improve energy efficiency have been considered. Alternatives may include wind power, cool roofs and green roofs.

Salvage, recycling and re-use

- When existing historic materials and building features cannot be repaired and re-used on an existing historic structure, consideration should be given to re-using materials and features on site; salvaging building materials and features for re-use; and recycling features in environmentally responsible ways.

The following are resources for retrofitting historic buildings for greater energy efficiency.

National Park Service Technical Preservation Services, *The Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines on Sustainability for Rehabilitating Historic Building*. <http://www.nps.gov/history/hps/tps/>

National Trust for Historic Preservation Weatherization Guide,
<http://www.preservationnation.org/issues/weatherization/windows/>

- Home Energy Audits
- Windows Tips and Strategies
- Roofing Tips and Strategies
- Insulation Tips and Strategies
- Mechanical Systems Tips and Strategies.

DUNCANS MILLS HISTORIC DISTRICT SURVEY AND DESIGN GUIDELINES

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APPENDICES

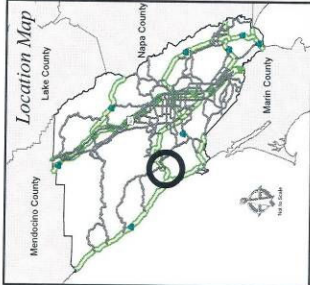
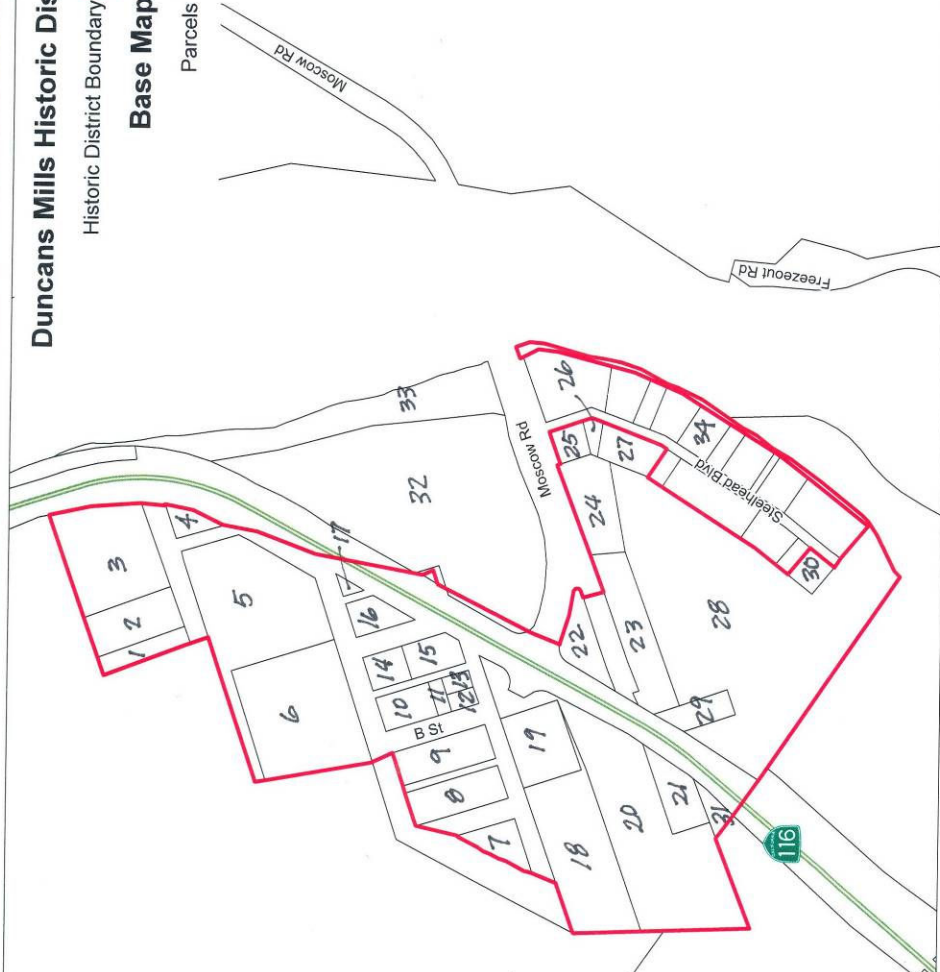
**APPENDIX A:
MAP OF THE DUNCANS MILLS
HISTORIC DISTRICT**

Duncans Mills Historic District

Historic District Boundary 

Base Map Data

Parcels 



Map Scale and Reproduction methods limit precision in physical features. This map is for illustrative purposes only, and is not suitable for parcel-specific decision making. The parcels contained herein are not intended to represent surveyed data. Assessor's parcel data are current as of June 30, 2008.

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County of Sonoma
 Permit and Resource Management Department
 2550 Ventura Avenue, Santa Rosa, California 95403
 707-565-1900 FAX 707-565-1103

**APPENDIX B:
TABLE OF CONTRIBUTING AND NON-
CONTRIBUTING PROPERTIES**

PROPERTIES IN SURVEY AREA &
DUNCANS MILLS HISTORIC DISTRICT

Site ID	APN	Assessor Street No.	Assessor Street	Actual Street No.	Actual Street	Name/Description	Const. Date	Existing Historic Status	Proposed Historic Status
1	096-160-008					VACANT		Non-contributing	Non-contributing
2	096-160-012			24951	Hwy 116	Superintendent's House	1878	Contributing	Contributing
3	096-160-006			25195	Hwy 116	Ranch house	1965	Non-contributing	Non-contributing
4	096-160-003			25001	Hwy 116	Craftsman bungalow	1925	Non-contributing	Non-contributing
5	096-160-002					VACANT		Non-contributing	Non-contributing
6	096-160-001	25000	B St	25201	B St	Unknown SFR	n.d.	Non-contributing	Non-contributing
		25000	B St	25211	B St	Gable roof SFR	n.d.	Non-contributing	Non-contributing
		25000	B St	25221	B St	Hip roof cottage	1900	Contributing	Contributing
		25000	B St	25231	B St	Cross gable SFR	n.d.	Non-contributing	Non-contributing
7	096-160-001					VACANT		Non-contributing	Non-contributing
8	096-160-002	29001	Main St	NONE	NONE	VACANT		Non-contributing	Non-contributing
9	096-160-003	25199	Main St	NONE	NONE	VACANT	NA	Contributing	Contributing
10	096-160-007					VACANT		Non-contributing	Non-contributing
11	096-160-006	25195	B St	25195	Hwy 116	Antiquarian	1934	Non-contributing	Non-contributing
						Studio Nouveau	n.d.	Non-contributing	Non-contributing
12	096-160-004	25191	Main St	25193	Main St	Country Stores/Pig Alley	1878	Contributing	Contributing
13	096-160-005	25193	Main St	25191	Main St	Cape Fear	1976	Non-contributing	Non-contributing
				25185 A & B	Main St	Tea shop	1946	Non-contributing	Non-contributing
14	096-160-009					VACANT		Non-contributing	Non-contributing
15	096-160-023	25171	Main St	25171	Main St	Worthy Goods	1877	Contributing	Contributing
				25171	Hwy 116	Wine & Cheese Tasting	1880	Contributing	Contributing
				25171	Main St	John Orr's Stores	1985	Non-contributing	Non-contributing
16	096-160-020	25171	Hwy 116	NONE	NONE	VACANT		Non-contributing	Non-contributing
17	096-160-019					VACANT		Non-contributing	Non-contributing
18	096-160-029	25250	Main St	NONE	NONE	Scottia School	1885	Contributing	Contributing
19	096-160-013	25200	Hwy 116	25200	Hwy 116	Duncans Mills General Store	1888	Contributing	Contributing
						Main house - gable on hip	1880	Non-contributing	Non-contributing
						House 2 - Front gable cottage	1880	Non-contributing	Non-contributing
						House 3 - U-shaped cottage	1880	Non-contributing	Non-contributing
20	096-160-028					VACANT (JUNK YARD)		Non-contributing	Non-contributing
21	096-160-018	25457	Hwy 116	25457	Hwy 116	Residence & outbuildings	n.d.	Non-contributing	Non-contributing
22	096-160-027	23600	Moscow Rd	23600	Moscow Rd	Depot Museum	1907	Contributing	Contributing
						Train (caboose)	1909	Non-contributing	Non-contributing
23	096-160-021	25377	Steelhead Blvd	25385	Steelhead Blvd.	State of California	1982	Non-contributing	Non-contributing
				25377	Steelhead Blvd.	Gold Coast Coffee	1982	Non-contributing	Non-contributing
				25375	Steelhead Blvd.	US Post Office	1982	Non-contributing	Non-contributing
				25389	Steelhead Blvd.	Trains (3)	1902/1910	Non-contributing	Non-contributing
24	096-140-016					Blue Heron Restaurant	1880	Non-contributing	Contributing
25	096-140-015					VACANT		Non-contributing	Non-contributing
26	096-140-014	25209	Steelhead Blvd	NONE	NONE	VACANT (driveway)		Non-contributing	Non-contributing
27	096-140-023			25233	Steelhead Blvd.	The Inn at Duncans Mills	1965	Non-contributing	Non-contributing
28	096-140-021			25387	Steelhead Blvd.	Duncans Mills Campground	1971	Non-contributing	Non-contributing
29	096-160-024	NONE	Hwy 116	NONE	NONE	VACANT		Non-contributing	Non-contributing
30	096-140-010			25365	Steelhead Blvd.	None	1950	Non-contributing	Non-contributing
31	096-160-031	25381	Steelhead Blvd	VACANT	VACANT	RIGHT-OF-WAY		Non-contributing	Non-contributing
	096-160-026	NONE	Hwy 116	NONE	NONE	VACANT		Non-contributing	Non-contributing

SURVEYED PROPERTIES

Site ID	APN	Assessor Street No.	Assessor Street	Actual Street No.	Actual Street	Name/description	Actual Street	Const. Date	Existing Historic Status	Proposed Historic Status
2	096-160-012			24951	Hwy 116	Superintendent's House	ca	1878	Contributing	Contributing
3	096-160-008			25195	Hwy 116	Ranch house	ca	1965	Non-contributing	Non-contributing
4	096-160-003			25001	Hwy 116	Craftsman bungalow	ca	1925	Non-contributing	Non-contributing
6	096-160-001	25000	B St	25201	B St	Unknown SFR		n.d.	Non-contributing	Non-contributing
		25000	B St	25211	B St	Gable roof SFR		n.d.	Non-contributing	Non-contributing
		25000	B St	25221	B St	Hip roof cottage		1900	Contributing	Contributing
9	096-150-003	25000	B St	25231	B St	Cross gable SFR	ca	n.d.	Non-contributing	Non-contributing
11	096-150-006	25199	Main St	NONE	NONE	Landscape feature		NA	Contributing	Contributing
		25195	B St	25195	Hwy 116	Antiquarian		1934	Non-contributing	Non-contributing
				NONE	NONE	Studio Nouveau		n.d.	Non-contributing	Non-contributing
12	096-150-004	25191	Main St	25193	Main St	Country Stores/Pig Alley		1878	Contributing	Contributing
13	096-150-005	25193	Main St	25191	Main St	Cape Fear		1976	Non-contributing	Non-contributing
				25185 A & B	Main St	Tea shop		1946	Non-contributing	Non-contributing
15	096-150-025	25171	Main St	25171	Main St	Worldly Goods		1877	Contributing	Contributing
				25171	Hwy 116	Wine & Cheese Tasting	ca	1880	Contributing	Contributing
18	096-150-029	25250	Main St	25171	Main St	John Orr's Stores	ca	1985	Non-contributing	Non-contributing
19	096-150-013	25200	Hwy 116	NONE	NONE	Scotta School		1885	Contributing	Contributing
				25200	Hwy 116	Duncans Mills General Store		1888	Contributing	Contributing
				NONE	NONE	Main house - gable on hip	ca	1880	Non-contributing	Contributing
				NONE	NONE	House 2 - Front gable cottage	ca	1880	Non-contributing	Contributing
				NONE	NONE	House 3 - U-shaped cottage	ca	1880	Non-contributing	Non-contributing
21	096-150-018	25457	Hwy 116	25457	Hwy 116	Residence & outbuildings		1910	Non-contributing	Non-contributing
22	096-150-027	23600	Moscow Rd	23600	Moscow Rd	Depot Museum		1907	Contributing	Contributing
23	096-150-021	25377	Steelhead Blvd	23600	Moscow Rd	Train (caboose)		1909	Non-contributing	Contributing
				25385	Steelhead Blvd	State of California		1982	Non-contributing	Non-contributing
				25377	Steelhead Blvd	Gold Coast Coffee		1982	Non-contributing	Non-contributing
				25375	Steelhead Blvd	US Post Office		1982	Non-contributing	Non-contributing
				25389	Steelhead Blvd	Trains (3)	1902/1910	Non-contributing	Contributing	Contributing
24	096-140-016			25275	Steelhead Blvd	Blue Heron Restaurant		1880	Non-contributing	Contributing
30	096-140-010			25365	Steelhead Blvd	None	ca	1950	Non-contributing	Non-contributing
32	096-170-006			23450	Moscow Rd	Russian River Rodeo		1965	Non-contributing	Non-contributing
33	096-170-007			25150	Steelhead Blvd	Russian River Sportsmen's Club		1936	Non-contributing	Contributing
34	096-140-005			25260	Steelhead Blvd	None	ca	1890	Non-contributing	Individually eligible

**APPENDIX C:
DEPARTMENT OF PARKS AND
RECREATION (DPR) FORMS**

**APPENDIX D:
PHOTOGRAPHS OF PROPERTIES THAT
ARE LESS THAN 45 YEARS OLD**



3 – 25195 Hwy 116, APN 096-160-006



12 – 25193 Main Street, APN 096-150-005



15 - 25171 Main Street, APN 096-150-025



23 - 25385 Steelhead Blvd., APN 096-150-021



23 – 25377 Steelhead Blvd., APN 096-150-021



23 – 25375 Steelhead Blvd., APN 096-150-021



27 – 25233 Steelhead Blvd., APN 096-140-023



27 – 25233 Steelhead Blvd., APN 096-140-023



28 – 25387 Steelhead Blvd., APN 096-140-021 (see also 096-140-015, outside district)

APPENDIX E: GLOSSARY OF TERMS

GLOSSARY OF TERMS

Note: Most of the definitions below are derived from *National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation*, or Cyril M. Harris's *American Architecture, An Illustrated Encyclopedia*. See "References" for additional information.

Alignment: The arrangement of objects along a straight line.

Architectural features: Prominent or significant parts or elements of a building or structure.

Articulation: Minor variation in the massing, setback, or height of a building, such as bay windows, porches, entrances or eaves that defines the structure.

Association: As related to the determination of "integrity" of a property, association refers to the direct link between a historic property and an important historic event, activity or person. Also, the quality of integrity through which a historic property is linked to a particular past time and place.

Bracket: A supporting member for a projecting element or shelf, sometimes in the shape of an inverted L and sometimes as a solid piece or triangular truss.

Board-and-Batten: Wood siding construction in which vertical boards are covered at the joints by narrow wood strips.

Building: A "building", such as a house, barn, church, hotel, or similar construction is created principally to shelter any form of human activity. The term "building" may also be used to refer to a historically and functionally related unit, such as a courthouse and jail or a house and barn.

Canopy: A roofed structure constructed for fabric or other material placed so that it extends outward from a building providing a protective cover for doors, windows, and other openings, supported by the building and supports extended to the ground directly under the canopy or cantilevered from the building.

Clapboards: Horizontal wooden boards that form the outer skin of the walls of many wood frame houses.

Compatibility: The size and character of a building element relative to other elements around it.

Context: The characteristics of the buildings, streetscape, and landscape that support or surround a given building.

Contributing building: A building within a historic district constructed during the period of significance of the district and retaining integrity.

Cornice: The molded horizontal projection that crowns or finishes the top of a wall where it meets the edge of the roof.

Design: As related to the determination of “integrity” of a property, design refers to the elements that create the physical form, plan, space, structure and style of a property.

District: A district possesses a significant concentration, linkage, or continuity of sites, buildings, structures, and/or objects united historically or aesthetically by plan or physical development.

Dormer: A roofed structure projecting from a sloping roof to allow for a vertical window or other opening into the room. A dormer can have a gable, hip or shed roof, and can be inset into the roof or project from its surface.

Double-hung window: A window with two sashes (the framework in which window panes are set), each moveable by a means of cords and weights.

Eave: The underside of a sloping roof projecting beyond the wall of a building.

Elevation: A drawing showing the vertical elements of a building, either interior or exterior, with all of the features shown as if in a single vertical plane.

Façade: The front or principal exterior face of a building, any side of a building that faces a street or other open space.

False front: A front wall which extends above the roof or beyond the sides of a building to create a more imposing façade.

Feeling: As related to the determination of “integrity” of a property, feeling refers a property’s expression of the aesthetic or historic sense of a particular period of time.

Fenestration: The arrangement and design of windows and other openings on a building’s façade.

Form: The overall shape of a structure.

Gable: The portion of an end wall of a building above the eaves or cornice usually adjoining a pitched roof and usually triangular in shape.

Gothic Revival style: A style of architecture based on Gothic architectural element and forms that was popular in the United States from about 1830 to 1880 and was most often seen in country houses, churches, and some public buildings. Typical elements of this style include steeply pitched gable roofs; decorative brackets, finials, and ornamented verge boards; pointed arches, particularly for window openings; use of hood or label moldings; and incorporation of towers or turrets, and other picturesque elements.

Greek Revival style: A style of architecture based on Greek precedents and popular in the United States from about 1820 to 1860. Typical elements of this style include strict symmetry, severe lines, a low-to-medium pitched gable or hipped roof, pedimented gable ends or pronounced cornice returns, a strong cornice line, and porches with regularly placed columns or supports.

Italianate style: A style of architecture popular in California in the 1860s and 1870s, about loosely based on rural Renaissance farmhouses in northern Italy, and varying from picturesque villas with ornate detailing and asymmetrical massing to restrained and rigidly symmetrical town houses and commercial buildings. Typical elements include multiple stories, bracketed cornices, low-pitched pyramidal roofs, and narrow, hooded, framed or bracketed windows, often with a one-story front porch.

Infill: In a historic district, the construction of a new building within the district.

Integrity: As defined by the National Park Service, a property exhibits integrity if most of the aspects of integrity are intact, particularly those that are most relevant to the significance of the property, and if the property dates from its established period of significance. The aspects of integrity are: location, design, setting, materials, workmanship, feeling and association. A historic district that retains integrity is one in which the majority (typically about 60%) of its individual elements or properties retain integrity and date to its established period of significance.

Lintel: A horizontal structural member such as a beam of wood or stone that spans the top of an opening in a door or window to support the weight above it.

Mass: The physical size and form of a structure.

Material: As related to the determination of “integrity” of a property, material refers to the physical elements that were combined or deposited in a particular pattern or configuration to form a historic property.

Molding: A long, narrow band or strip of material, typically wood or stone, with a constant profile or section, used as a decorative element at the edges of or joints between surfaces on bases, capitals, cornices, doors, panels, and windows.

Non-contributing building: A building within an historic district constructed outside the period of significance for the historic district, or a building that does not retain integrity.

Orientation: In urban design, the relationship of a building to the street or other public feature. The primary entrance to a building plays an important role in defining the orientation of the building.

Period of Significance: The span of time in which a property or a historic district attained its significance, typically the period in time in which its associations occurred, such an important event, association with an important person, or a period of architectural development.

Preservation: The act or process of applying measures to sustain the existing form, integrity and materials of a building or structure, and site. It may include initial stabilization and ongoing maintenance of historic materials and features.

Queen Anne style: A style of architecture, popular in the United States from about 1885 to 1910, based on a romantic reinterpretation of the earlier Queen Anne style. Typical elements include an asymmetrical form, often with a wrap-around porch; use of multiple, contrasting materials and textures in exterior cladding; multiple roof forms, including gables and hip roofs; the use of

dormers, towers and turrets to enliven the building form; and the use of applied decoration in the form of ‘gingerbread’ or decorative elements borrowed from other styles or eras.

Roof: The structure that caps or covers a building, including all materials and constructions to support it. Forms include the following:

Gable Roof features a single slope on each side of a central ridge.

Gambrel Roof features two slopes or flat surfaces on each side of a central ridge.

Hip Roof features adjacent flat surfaces that slope upward from all sides of the perimeter of a building.

Shed Roof features one slope composed of a single flat plane.

Jerkin-head Roof (clipped gable) is similar to gable but with a clipped end that assumes a hip shape.

Scale: The proportional relationship between buildings elements; in urban design, the relationship of a building to other built elements.

Setting: As related to the determination of “integrity” of a property, setting refers to the physical environment of a historic property.

Shingle: A thin piece of slate, tile, or wood used as an exterior covering on sloping roofs and/or walls.

Shiplap: An overlapping, joint the long edges of two boards, typically formed by a continuous, rectangular notch on opposite sides of both edges of each board; used to make a weather-tight joint for siding.

Siding: The nonstructural exterior wall covering of a wood frame building; types include horizontal board, shingle, board-and-batten, and various substitute materials; also seen as “cladding.”

Sill: The lowest horizontal member in a frame or opening for a window or door.

Stick style: An architectural style of wood-frame houses popular in the United States from about 1860 to 1890 that emphasized exterior wall patterns of varying textures divided by a rectangular grid of flat boards that typically expressed the inner structure of the building. Typical elements include asymmetrical massing, steeply pitched cross gable roofs, decorative trusses, brackets below overhanging eaves, and applied decorative elements.

Streetscape: The visual character of a street made up by a combination of elements, including the design of the cross section, the buildings enclosing each side, views along the route or at a distance, and decorative elements, including greenery, signage, and street fixtures.

Structure: The term “structure” is used to distinguish from a “building” those functional constructions made usually for purposes other than creating human shelter.

Stucco: An exterior wall covering consisting of Portland-cement mixed with lime, applied over a wood or metal lath.

Vernacular: A building built that is not designed by an architect or someone with formal design training; often based on traditional or regional forms; the style of a simple building with modest detailing and form, as opposed to a specific architectural style.

Visual continuity: A sense of unity among elements of the built environment due to similarities in alignment and orientation, form, scale, style, and/or detailing.

Window: An opening, generally in the external wall of a building, to admit light and/or air; usually glazed. The framework in which the glass is set is called a sash. A sash may be fixed (stationary) or move within the fixed frame. The glass may consist of one large pane of glass or may be subdivided into smaller panes or lights, divided by thin members called muntins.

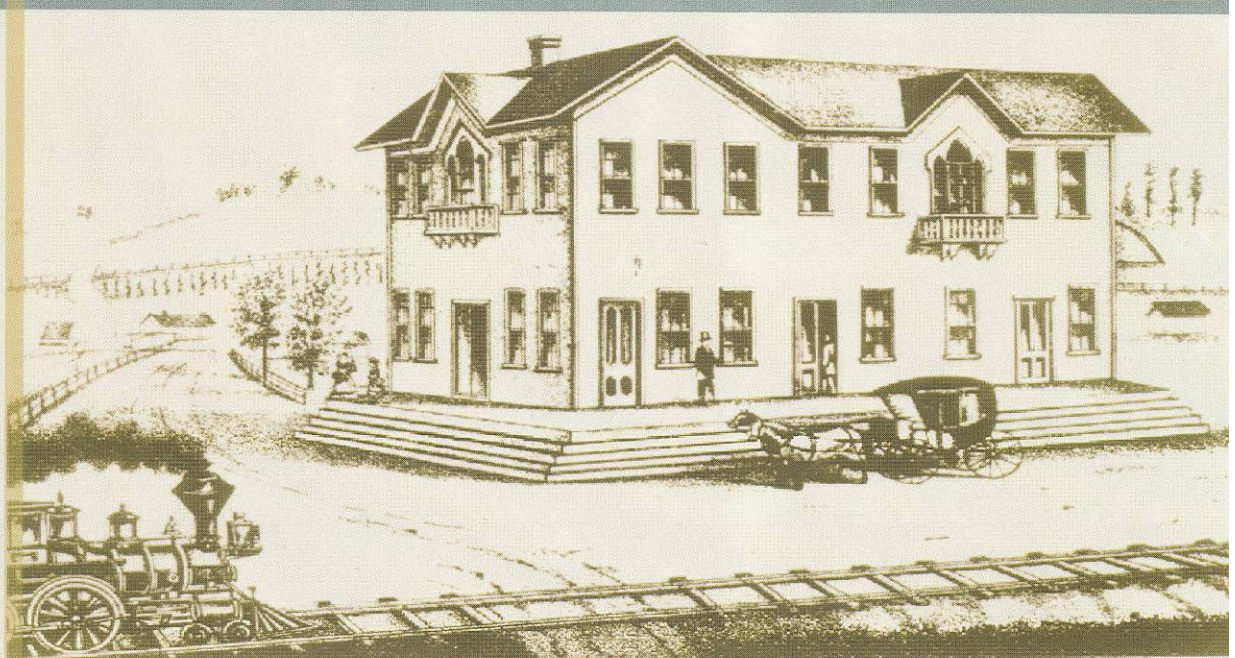
Workmanship: As related to the determination of “integrity” of a property, workmanship refers to the physical evidence of the crafts of a particular culture, people, or artisan.

FINAL

FREESTONE HISTORIC DISTRICT
SURVEY AND DESIGN GUIDELINES UPDATE,
FREESTONE, SONOMA COUNTY, CALIFORNIA



Garcia and Associates
Natural and Cultural Resource Consultants



HIND'S HOTEL, FREESTONE, SONOMA COUNTY, CAL.



August 2010

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GANDA

Revised by Painter Preservation & Planning
March 2012

EXECUTIVE SUMMARY

The County of Sonoma commissioned Garcia and Associates (GANDA) to prepare a Survey and Design Guidelines Update for the Freestone Historic District to inventory and update the documentation for this historic district, which was designated by the Sonoma County Landmarks Commission (Landmarks Commission) in 1974. An update of these guidelines, which primarily involved adding a section on design guidelines for energy efficiency in historic buildings and properties, was completed by Painter Preservation & Planning in March 2012.

The Freestone Historic District Survey and Design Guidelines Update includes the following components:

- An historic context statement for the district;
- State of California Department of Parks and Recreation (DPR) Primary Record (523A) forms for all buildings over 45 years of age in the district;
- DPR Building, Structure, and Object (523B) forms for all individually listed landmark buildings within the district;
- DPR District (523D) forms for the district;
- A list of contributing and non-contributing buildings within the district; and
- Clear, illustrated design guidelines based on the *Secretary of the Interior's Standards for the Treatment of Historic Properties*.

A summary of the Freestone Historic District's location, boundary, significance, and character-defining features is listed below. DPR 523 forms in Appendix C contain a complete description and evaluation of the historic district.

OVERVIEW

The Freestone Historic District is a geographically contiguous district consisting of approximately 33 buildings primarily located on one core street (Bohemian Highway) within the town of Freestone, Sonoma County, California. This rural district predominantly consists of residential buildings, although additional building types in the district include approximately five commercial buildings, one former school house building (now residential), barns, and one firehouse. Approximately 18 buildings are contributing, approximately 15 buildings are non-contributing, and eight buildings are less than 45 years old.

Freestone was first developed in the 1850s; today the rural community features primarily low-rise, wood-frame, wood-clad residential and commercial buildings in the Greek Revival, Italianate, Queen Anne styles and vernacular building types dating from 1870 to 1910. A few additional residential buildings were constructed in Freestone in the 1920 to 1940s, primarily vernacular buildings. Together these building styles impart a special sense of place.

Boundary

The Freestone Historic District's boundary encompasses the downtown section of Freestone along Bohemian Highway from Bodega Road to the northern limits of town. Three buildings in the Freestone Historic District are designated as Individual Historic Landmarks: 201 Bohemian Highway (Freestone District School); 306 Bohemian Highway (Hind's Hotel); and 500 Bohemian Highway (I.T. Ward's General Merchandise Store).

Period of Significance

The period of significance is 1870 to 1940.

Areas of Significance

Under California Register of Historic Resources (CRHR) Criterion 1, the Freestone Historic District is significant as a place that has made a significant contribution to the broad patterns of local history. The Freestone community was established during 1860-1870 as a rural community engaged in farming and logging. The growth of Freestone is closely intertwined with the development of the North Coast Pacific Railroad, a narrow gauge steam railroad that carried redwood lumber, local dairy and agricultural products, and passengers from Marin and Sonoma counties. The development of the community of Freestone was spurred by the construction of the railroad, which initially brought railroad laborers to the area and provided transportation of goods from this region to the San Francisco Bay Area. Freestone as a community reflects geographical patterns associated with its settlement and growth and railway transportation.

Under CRHR Criterion 3, the Freestone Historic District is significant for its distinctive characteristics of style and period. Freestone is a small but cohesive collection of residential and a few commercial buildings from the mid-to-late 19th century in the Greek Revival, Italianate and Queen Anne styles, and vernacular building types. These buildings retain a good level of architectural integrity and exhibit many of the typical character-defining features listed below. The buildings in Freestone are well constructed and designed; the Freestone Historic District embodies a collection of buildings related in architectural design, details and materials that are a good representation of a small, 19th century rural community in Sonoma County.

Character-defining Features

- one and two story, wood-frame buildings
- wood siding – shiplap (channel rustic pattern), vertical board-and-batten, shingles
- gable roofs, including gable roofs with false fronts
- double-hung, wood-sash windows, often with multiple divided lights
- porches with shed and hip roofs, decorative balustrades and trim details
- prominent fence form is low, transparent wood picket
- building orientation with primary entrances facing the street
- residential buildings aligned with front yards serving as a transitional space between the public street and the private building entry
- commercial buildings sited close to the street
- detached free-standing garages associated with residential buildings
- buildings sited at natural grade.

FINDINGS

Within the survey area and Freestone Historic District, surveys were completed for 33 properties. The properties that were not surveyed were either vacant or under 45 years of age (note that these properties were photographed and are included in Appendix D: “Photographs of properties in the Freestone Historic District that are less than 45 years old”). Of the remaining properties, eighteen are considered contributing to the district. In this survey properties were considered non-contributing due to a loss of integrity, or because they were outside the Period of Significance for the district.

The table below summarizes the survey findings.

Contributing/Non-Contributing Properties

Historic Contributing Properties	18
Historic Non-Contributing Properties	15
Non-Historic, Non-Contributing Properties	<u>9</u>
Total	42

RECOMMENDATIONS

The greatest threat to the integrity of the Freestone Historic District as a whole is inappropriate renovations, including replacement vinyl windows and other non-characteristic features, and inappropriate infill. To date attempts have been made to blend newer buildings into the historic fabric of the district by incorporating compatible building elements, materials and forms in the newer buildings. Care should be taken that new buildings, particularly residential structures, are not out-of-scale with the rest of the district. Care should also be taken to ensure that the spatial qualities of the district, which are characteristic of a small rural community, are respected. The scale of the buildings is important, but additionally the relationships between the buildings and between buildings and the street, must be respected to protect the character of the district.

TABLE OF CONTENTS

EXECUTIVE SUMMARY

1. INTRODUCTION	1
<i>Purpose</i>	
<i>In this Document</i>	
<i>Methodology</i>	
<i>Evaluator Qualifications</i>	
2. HISTORIC CONTEXT AND OVERVIEW	3
<i>The Purpose of a Historic Context</i>	
<i>A Brief History of Freestone</i>	
<i>Historic Overview</i>	
3. THE DESIGN REVIEW PROCESS	10
<i>Applicable Regulations</i>	
<i>The Design Review Process</i>	
<i>Frequently Asked Questions</i>	
4. FREESTONE HISTORIC DISTRICT DESIGN GUIDELINES	19
<i>Purpose</i>	
<i>Description and Overview</i>	
<i>Design Guidelines for Historic Buildings</i>	
<i>Additions to Historic Buildings</i>	
<i>Design Guidelines for New Construction</i>	
<i>Energy Efficiency Measures for Historic Buildings and Properties</i>	
5. REFERENCES	58

APPENDICES

- Appendix A:* Map of the Freestone Historic District
- Appendix B:* List of Contributing and Non-Contributing Properties within the Freestone Historic District
- Appendix C:* Department of Parks and Recreation (DPR) 523 Forms
- Appendix D:* Photographs of Properties within the Freestone Historic District and Less than 45 Years Old
- Appendix E:* Glossary of Terms

FIGURES

- Figure 1:** The O'Farrell adobe house at Analy Ranch
- Figure 2:** The O'Farrell house at Analy Ranch in Freestone
- Figure 3:** The Freestone Inn or Freestone Hotel
- Figure 4:** Freestone Depot circa 1888
- Figure 5:** Hind's Hotel, Freestone
- Figure 6:** The Freestone Methodist Church circa 1960
- Figure 7:** Project location map
- Figure 8:** View of rural property in Freestone
- Figure 9:** View of Freestone House from the north
- Figure 10:** View of Freestone Store from the east
- Figure 11:** Examples of siding found in Freestone
- Figure 12:** Hind's Hotel, 306 Bohemian Highway
- Figure 13:** Residence, 460 Bohemian Highway
- Figure 14:** Components of a typical double-hung window
- Figure 15:** Residence, 520 Bohemian Highway
- Figure 16:** Commercial building, 500 Bohemian Highway
- Figure 17:** Hind's Hotel, 306 Bohemian Highway
- Figure 18:** Hind's Hotel, 306 Bohemian Highway
- Figure 19:** Hind's Hotel, 306 Bohemian Highway
- Figure 20:** Commercial building, 140 Bohemian Highway
- Figure 21:** Residence, 301 Bohemian Highway
- Figure 22:** Commercial building, 500 Bohemian Highway
- Figure 23:** Commercial building, 500 Bohemian Highway
- Figure 24:** Freestone Vineyards sign, 12747 El Camino Bodega
- Figure 25:** Historic photograph of commercial building
- Figure 26:** Commercial building, 140 Bohemian Highway
- Figure 27:** Historic hanging light fixtures at Hind's Hotel
- Figure 28:** Historic hanging light fixtures at Hind's Hotel
- Figure 29:** Osmosis Day Spa, 209 Bohemian Highway
- Figure 30:** Residence, 184 Bohemian Highway
- Figure 31:** Residence, 160 Bohemian Highway
- Figure 32:** Residence, 425 Bohemian Highway
- Figure 33:** Gold Ridge Fire District's Freestone Fire Station
- Figure 34:** Residence, 469 Bohemian Highway
- Figure 35:** Residence, 489 Bohemian Highway
- Figure 36:** Residence, 425 Bohemian Highway
- Figure 37:** Residence, 489 Bohemian Highway
- Figure 38:** Solar panels on commercial building at 209 Bohemian Highway
- Figure 39:** Screen doors and transom windows

1. INTRODUCTION

PURPOSE

The purpose of this document is to provide updated information on the historic resources within the Freestone Historic District and clear, concise guidance as to how existing and proposed new buildings and structures should be treated to maintain the district's historic character. The key to retaining Freestone's unique character is to maintain important features of the existing buildings and the landscape and views, while ensuring that changes and new construction are compatible with their surroundings. The goal of the guidelines is to retain Freestone's unique character by protecting this small, rural Sonoma County town's historic qualities that have existed and evolved for over 150 years, while preserving its attractions as a place to visit, live, work, and do business. These guidelines, as well as other incentives such as the use of the California Historical Building Code and tax advantages (under certain conditions), are also intended to assist property and business owners maintain the historic character of the town while enabling and guiding the changes that must occur in any vital community.

IN THIS DOCUMENT

The County of Sonoma commissioned Garcia and Associates (GANDA) to prepare a Survey and Design Guidelines Update for the Freestone Historic District to inventory and update the documentation for this historic district, which was designated by the Sonoma County Landmarks Commission (Landmarks Commission) in 1974. An update of these guidelines, which primarily involved adding a section on design guidelines for energy efficiency in historic buildings and properties, was completed by Painter Preservation & Planning in March 2012.

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- Clear, illustrated design guidelines based on the *Secretary of the Interior's Standards for the Treatment of Historic Properties*.

The guidelines are intended to both protect the existing character of the district and encourage compatible new construction. They are organized in the following manner. The first guidelines section in Chapter 4 on "Design Guidelines for Historic Buildings" addresses repair and maintenance of existing building materials. They then address the repair and maintenance of key building elements and features. In the second section is a discussion of "Additions to Historic Buildings." The third section on "Design Guidelines for New Construction" provides guidelines for new infill construction of all types, including accessory structures. The final section on "Energy Efficiency Measures for Historic Buildings and Properties" is also intended for all building types within the Historic District.

METHODOLOGY

Research Design

Archival research was undertaken by architectural historian Jennifer Lang to gather information about the history and development of Freestone. The primary research repositories utilized were the Sonoma County History and Genealogy Library in Santa Rosa, and the West County Historical Society in Sebastopol. Numerous primary and secondary sources have also been referenced, compiled and integrated into this document.

Field Work

The Freestone Historic District was surveyed by Jennifer Lang. During site visits in February and March 2010, Ms. Lang systematically surveyed and documented the Freestone Historic District through digital photography and field notes. Parcel and historic district boundary maps obtained from the County of Sonoma Permit & Resource Management Department (PRMD) were utilized for building identification, photo recording and field notes.

Recordation

In accordance with California Office of Historic Preservation (OHP) standards, only resources that are 45 years or older should be recorded and evaluated for potential historic significance. As construction dates were not readily available for the properties being surveyed, a visual estimate of age and integrity was the basis for recordation. As of 2010, the year 1965 is typically used as the cut-off for age-eligible properties (those older than 45 years are considered age eligible). Professional judgment was used in selecting for recordation those properties that appeared to have been constructed prior to 1965 and that appear to retain the most original forms, features, and materials (i.e. physical integrity).

For the Freestone Historic District survey update, only those properties that are 45 years or older have been recorded on State of California Department of Parks and Recreation (DPR) Primary Record (523A) and Building, Structure, and Object (523B) forms (see Appendix C). Those properties within the district that are less than 45 years old were documented with photographs (see Appendix D).

EVALUATOR QUALIFICATIONS

Diana J. Painter of Painter Preservation & Planning undertook the update of the Freestone Historic District Guidelines. Ms. Painter is an architectural historian whose qualifications meet the Professional Qualifications Standards of the National Park Service in history and architectural history, as defined in the Code of Federal Regulations, 36 CFR Part 61. She is also a 25-year member of the American Institute of Certified Planners. She holds a PhD in Architecture and a Masters Degree in Urban Planning and has 30 years of professional experience in historic preservation and urban design. She is listed as an architectural historian on the roster of consultants on file with the State of California Office of Historic Preservation's Eastern Information Center at University of California Riverside.

2. HISTORIC CONTEXT AND OVERVIEW

THE PURPOSE OF A HISTORIC CONTEXT

The significance of a historic property can only be evaluated within its historic context. A historic context identifies and explains the patterns of local, state or national history by which the importance of a property can be understood and its meaning made clear. In order to be considered historically significant, a property or resource must represent a significant part of the history, architecture, archaeology, engineering, or culture of an area, and must embody the characteristics that make it a good representative of properties associated with that aspect of the past.

In order to decide whether a property is significant within its historic context, the important historical trends must first be identified and determined significant; the property must be determined relevant and important in illustrating the historic context; and the property must possess the physical features necessary to convey that aspect of history with which it is associated. The following is a brief overview of the history of the town of Freestone, which is provided here to help explain how the contributing and non-contributing properties in the historic district are determined.

A BRIEF HISTORY OF FREESTONE

Prior to 1850, Freestone was established in the vicinity of three ranchos/land grants: Rancho Estero Americano, Canada de Pogolimi and Canada de Jonvie. General Vallejo and his family were given generous portions of land in Sonoma County by the Mexican government. In 1835, General Vallejo, through his brother-in-law John Cooper, invited three sailors James McIntosh, James Dawson and James Black to settle on a portion of this land in the Freestone vicinity. The land around the Freestone area was forested with giant redwoods, pine and other lumber trees, and was also good for farming. The three men formed a partnership to build a saw mill on Salmon Creek, and subsequently in 1839 James Black alone was granted the land from the Mexican government. A legal battle over the land ensued between McIntosh and Dawson. Dawson applied for and received the Canada de Pogolimi grant, and his widow Antoinia Caseres Dawson received a patent for the same (Thompson 1877). In 1847 Antoinia Dawson married Frederick G. Blume (a German immigrant); Blume became the manager of the Rancho Pogolome. In 1844 James Black married Mexican Mary Augustinia Sais, became a Mexican citizen, and moved his livestock out of Rancho Jonive and built an adobe dwelling near Freestone. The saw mill on the Jonive was completed and ran until 1849 by McIntosh, James Black, Thomas Butters, William Leighton, and Thomas Wood. In 1849, all the lumber from the mill was sold to F.G. Blume, and the men left for the gold mines in the foothills of California.

In 1849 Jasper O'Farrell (1817-1875) exchanged his Nicasio Rancho in Marin County for Rancho Jonive in Sonoma County, and later purchased the adjoining Rancho Estero Americano. O'Farrell, an Irishman, surveyed San Francisco, Vallejo, Benicia, Martinez, Petaluma, and San Rafael as well as lands to the north including areas of the Estero Americano (Minassian 2004). O'Farrell called this property "Analy Township." He married Mary McChristian, and they initially lived in the adobe dwelling erected at the foot of Jonive Hill near Freestone by the former owner James Black. The adobe and redwood constructed house was built in 1843, and was damaged and fell down in the 1906 earthquake. O'Farrell built a large house on his property at the northeast end of Freestone Valley known as Jonive Hill, now known as O'Farrell Hill. In 1859 O'Farrell was elected to the State Senate to represent Sonoma County. By 1860, O'Farrell fell on difficult times and had to sell off most of his Marin and Sonoma county land. In 1870, he lost his home in Freestone and moved to San Francisco.



Figure 1: The O'Farrell adobe house on Analy Ranch owned by Jasper O'Farrell in Freestone (Courtesy of the West County Historical Society, Sebastopol). This building was built by James Black prior to 1844.



Figure 2: The O'Farrell house at Analy Ranch in Freestone, CA, circa 1890s (Courtesy of the West County Historical Society, Sebastopol).

Freestone was appropriately named for a quarry of sandstone in the area, which was worked and used for building purposes. A March 22, 1861 *Sonoma County Journal* article states that three men were

getting out stone from a quarry near Freestone that operated from time to time, to ship to San Francisco. The 1867 assessor's map of Freestone (one of the earliest assessor's maps that Sonoma County possesses) shows the town of Freestone with two main property owners, F.G. Blume and Thomas O'Grady. Jasper O'Farrell is listed as owning five hundred and sixty acres in the Freestone Valley (Minassian 2004). In 1849, Freestone had a saloon with a small attached store (built by Ferdinand Harbordt), and in 1850 a larger store was constructed by S. Bruggerman. In 1853 a stagecoach line started operation with Freestone as one of its stops. Also in 1853, F.G. Blume built a two-story hotel on 12 acres of operated by Dobs, W. H. Sailhardt built a blacksmith shop, and Thomas O'Grady built a second blacksmith shop. The Freestone Inn was located on 12 acres of land. In 1864 Blume sold the hotel and land to Thomas O'Grady. The Freestone Inn burnt down on September 27, 1861.



Figure 3: The Freestone Inn (or Freestone Hotel) built by F.G. Blume in 1853 and operated by Dobs.

In 1876, the North Pacific Coast Railroad Company came to the Bodega Bay region. The narrow gauge railroad ran from Point Reyes Station on Tomales Bay, along the eastern side of Tomales Bay to Tomales, and Valley Ford, Freestone, Occidental, Camp Meeker, Monte Rio, Duncan Mills, and Cazadero. The depot in Freestone, located ½ -mile north of Lower Freestone, was a gable roofed building with vertical wood siding (Figure 4). Hollis B. Hinds, a farmer who owned land near O'Farrell Hill, built Hind's Hotel, a thirty-two room hotel near the new depot in Freestone in August 1876, just before the railroad reached Freestone in September (Figure 5). The train began running to Freestone in September 1876, and Hinds' Hotel did a good business providing lodgings for railroad workers (*Sonoma County Journal*, August 25, 1876) (Trussell 1960). The train provided transportation of wood products from the surrounding lumber mills in the area, such as cut cordwood and tanbark, as well as produce (potatoes, hay, rice and fruit such as apples and peaches) and dairy products (butter) to San Francisco. In 1902 the North Pacific Coast Railroad was purchased by

the North Pacific Coast Company who changed the name to North Shore Railroad, and in 1907 the railroad was purchased by the Santa Fe and South Pacific Railroad who changed the name to Northwestern Pacific Railroad. In 1930 due to competition with automobiles and trucking companies, the railroad service was stopped, the railroad was discontinued, and the tracks were removed.



Figure 4: Freestone Depot circa 1888 (Courtesy of the Sonoma County History and Genealogy Library, Santa Rosa).



Figure 5: Hind's Hotel, Freestone, constructed circa 1876 (Courtesy of the Sonoma County History and Genealogy Library, Santa Rosa).

In the 1870-1880s a one-room school house was constructed in Freestone on a bluff near Salmon Creek for the educational needs of the children within the community. The prominent Greek Revival style building was used as a school house until circa 1958, and today it is used as a private residence. In 1881, F.G. Blum deeded property for the construction a Methodist Church in lower Freestone, Reverend C.G. Milnes was the minister. This building no longer exists, and a second Methodist Church was built in 1907 also located in lower Freestone near the present location of Freestone Vineyards, and was demolished in 1960s (Figure 6).



Figure 6: The Freestone Methodist Church circa 1960 (no longer standing). Constructed circa 1907, this was the second Methodist Church in Freestone (Courtesy of the West County Historical Society, Sebastopol).

By the 1880s, lower Freestone (the area west of the intersection of Bodega Highway and Bohemian Highway, and upper Freestone (the area around the present day Freestone Store) had developed into a community with residences and businesses such as a hotel, blacksmith shops, stables, saloons, a butcher shop, a saw mill, general stores, a tannery, and a post office (Minassian 2004). There was not substantial change in the community into the first few decades of the 1900s. A few additional residential and commercial buildings were constructed in the 1920 and 1940s. When the railroad was discontinued in 1930, the era of development and prosperity in Freestone ended.

HISTORIC OVERVIEW

In addition to being considered significant within its historic context, a property or district must possess the physical features necessary to convey that aspect of history with which it is associated. The following is a brief overview of the history and physical features of the town of Freestone. To augment this description, see the Chapter 4 section entitled “Built Environment.”

Description

The Freestone Historic District is a geographically contiguous district consisting of approximately 33 buildings primarily located on one core street (Bohemian Highway) within the town of Freestone, Sonoma County, California. This rural district predominantly consists of residential buildings, although additional building types in the district include approximately five commercial buildings, one former school house building (now residential), barns, and one firehouse. Approximately 18 buildings are contributing, approximately 15 buildings are non-contributing, and eight buildings are less than 45 years old.

Freestone was first developed in the 1850s; today the rural community features primarily low-rise, wood-frame, wood-clad residential and commercial buildings in the Greek Revival, Italianate, Queen Anne styles with vernacular building types dating from 1870 to 1910. A few additional residential, primarily vernacular buildings were constructed in Freestone in the 1920 to 1940s. Together these building styles impart a special sense of place.

Boundary

The Freestone Historic District's boundary encompasses the downtown section of Freestone along Bohemian Highway from Bodega Road to the northern limits of town. Three buildings in the Freestone Historic District are designated as Individual Historic Landmarks: 201 Bohemian Highway (Freestone District School); 306 Bohemian Highway (Hind's Hotel); and 500 Bohemian Highway (I.T. Ward's General Merchandise Store).

Period of Significance

The period of significance is 1870 to 1940.

Areas of Significance

Under California Register of Historic Resources (CRHR) Criterion 1, the Freestone Historic District is significant as a place that has made a significant contribution to the broad patterns of local history. The Freestone community was established during 1860-1870 as a rural community engaged in farming and logging. The growth of Freestone is closely intertwined with the development of the North Coast Pacific Railroad, a narrow gauge steam railroad that carried redwood lumber, local dairy and agricultural products, and passengers from Marin and Sonoma counties. The development of the community of Freestone was spurred by the construction of the railroad, which initially brought railroad laborers to the area and provided transportation of goods from this region to the San Francisco Bay Area. Freestone as a community reflects geographical patterns associated with its settlement and growth and railway transportation.

Under CRHR Criterion 3, the Freestone Historic District is significant for its distinctive characteristics of style and period. Freestone is a small but cohesive collection of residential and a few commercial buildings from the mid-to-late 19th century in the Greek Revival, Italianate, and Queen Anne styles and vernacular building types from the same eras. These buildings retain good architectural integrity and exhibit many of the typical character-defining features listed below. The buildings in Freestone are well constructed and designed; the Freestone Historic District embodies a collection of consistent elements of architectural design, details and materials that are representative of a small, rural community of late 19th century Sonoma County.

Character-defining Features

- one and two story, wood-frame buildings
- wood siding – shiplap (channel rustic pattern), vertical board-and-batten, shingles
- gable roofs, including gable roofs with false fronts
- double-hung, wood-sash windows, often with multiple divided lights

- porches with shed and hip roofs, decorative balustrades and trim details
- prominent fence form is low, transparent wood picket
- building orientation with primary entrances facing the street
- residential buildings aligned with front yards serving as a transitional space between the public street and the private building entry
- commercial buildings sited close to the street
- detached free-standing garages associated with residential buildings
- buildings sited at natural grade.

3. THE DESIGN REVIEW PROCESS

APPLICABLE REGULATIONS

The regulatory framework outlined below offers an overview of federal, state, and local criteria used to assess the historic significance and eligibility of a building, structure, object, site, or district for listing in the National Register of Historic Places (National Register), the California Register of Historical Resources (California Register), and as a Sonoma County Historic Landmark or Historic district. These criteria were used to evaluate the Freestone Historic District for listing in the California Register and to justify its continued listing as a Sonoma County Historic District.

National Register Criteria for Evaluation

An historic property or historic district's significance is determined using the National Register Criteria for Evaluation, which state that a historic property may be any district, site, building, structure, or object:

- A. that is associated with events that made a significant contribution to the broad patterns of our history (Criterion A);
- B. that is associated with the lives of persons significant to our past (Criterion B);
- C. that embodies the distinctive characteristics of a type, period, or method of construction, or that represents the work of a master, or that possesses high artistic values; or that represent a significant and distinguishable entity whose components may lack individual distinction (Criterion C); and/or
- D. that has yielded, or may be likely to yield, information important in prehistory or history (Criterion D) (36 CFR 60.4).

In addition to meeting one or more of the above Criteria, a property or historic resource must also retain integrity. The historic property or historic district must retain sufficient integrity to convey the reasons for its significance. To retain historic integrity, a property must possess most of the aspects of integrity and will usually retain those aspects of integrity most relevant to its significance (Andrus, 1995:44). The National Park Service recognizes seven aspects of integrity, which are used to determine whether a property or district retains the physical characteristics corresponding to its historic context:

- **Location** is the place where the historic property was constructed or the place where the historic event occurred.
- **Design** is the combination of elements that create the form, plan, space, structure, and style of a property.
- **Setting** is the physical environment of a historic property.
- **Materials** are the physical elements that were combined or deposited during a particular period of time and in a particular pattern or configuration to form a historic property.

- **Workmanship** is the physical evidence of the crafts of a particular culture or people during any given period in history or prehistory.
- **Feeling** is a property's expression of the aesthetic or historic sense of a particular period of time.
- **Association** is the direct link between an important historic event or person and a historic property.

The integrity of a historic district is determined by assessing the percentage of buildings and structures within the district that retain individual integrity. Typically between 50 and 60 percent of a district must retain integrity in order for it to be considered a historic district, although there is no set standard.

If a property or district is determined eligible for inclusion in the National Register, then it is automatically eligible for inclusion in the California Register. If a resource does not have sufficient integrity to be listed on the National Register, it may still be eligible for the California Register, which allows for a slightly lower level of integrity.

[Note that buildings and structures less than 50 years old do not meet the National Register criteria unless they are of exceptional importance, as stipulated under Criteria Consideration G and described in the National Park Service Bulletin No. 22, *How to Evaluate and Nominate Potential National Register Properties that Have Achieved Significance within the Last 50 Years* (Sherfy, 1998).]

California Register Eligibility Criteria

All resources listed in or formally determined eligible for listing in the NRHP are eligible for listing in the California Register. The California Register is a listing of State of California resources that are significant within the context of California's history. Additionally, properties designated under municipal or county ordinances are also eligible for listing in the California Register. For listing, a historic resource must be significant at the local, state, or national level with respect to one or more of the following criteria as defined in the California Code of Regulations Title 14, Chapter 11.5, Section 4850:

1. It is associated with events or patterns of events that have made a significant contribution to the broad patterns of local or regional history, or the cultural heritage of California or the United States; or
2. It is associated with the lives of persons important to local, California, or national history; or
3. It embodies the distinctive characteristics of a type, period, region, or method of construction, or represents the work of a master, or possesses high artistic values; or
4. It has yielded, or has the potential to yield, information important to the prehistory or history of the local area, California or the nation.

Designating Historic Properties in Sonoma County

Properties that are listed on a local register or identified as significant in a local historic resource survey are also recognized by the State of California as historic resources for planning and regulatory

purposes or for purposes of compliance with the California Environmental Quality Act (CEQA) if they are identified or listed through approved processes. The California Register includes the following:

(4) Historical resources and historic districts designated or listed as city or county landmarks or historic properties or districts pursuant to any city or county ordinance, if the criteria for designation or listing under the ordinance have been determined by the office to be consistent with California Register criteria adopted by the commission; and (5) Local landmarks or historic properties designated under any municipal or county ordinance (California Code of Regulations Title 14, Chapter 11.5, Section 5024.1).

Sonoma County recognizes two types of historic resources; Historic Landmarks and Historic Districts (note that these may include sites, buildings, structures, objects and/or districts, landscapes and/or landscape features). Below is a discussion of each resource type.

Historic Landmarks. A Sonoma County Historic Landmark is an individual or group of historic sites, buildings, structures, and/or objects that the Landmarks Commission has determined to be significant based on criteria for listing on the California Register. The Historic Landmarks in the County consist primarily of buildings and/or structures, although there are also historic sites, objects and landscapes in the County. Historic Landmark properties are so designated by adoption of an overlay zone, Historic District (HD), for the property, which allows for the preservation and regulation of the exterior of existing buildings and structures. The preservation and regulation of historic buildings and structures is accomplished through the design review process undertaken by the Sonoma County Landmarks Commission.

Historic Districts. A Sonoma County historic district is a specific area of the County in which there is a significant concentration or continuity of sites, buildings, structures, and/or objects of historic merit or which represent an historic theme important to Sonoma County, the State of California, or the country, and which the Landmarks Commission has determined to be significant based on the criteria for listing on the California Register. The historic districts in the County consist primarily of buildings and structures, although there are also sites, objects and landscapes within the districts of historic merit which may also be regulated. Properties in historic districts are also so designated by adoption of an overlay zone, Historic District (HD), for the properties in the district. The preservation and regulation of historic districts is also accomplished through the design review process undertaken by the Sonoma County Landmarks Commission.

THE DESIGN REVIEW PROCESS

The Sonoma County Landmarks Commission

The design review process for historic resources in Sonoma County is undertaken by the Sonoma County Landmarks Commission. The Landmarks Commission was established in 1974 under Ordinance No.1768. The mission of the Landmarks Commission is to protect those structures, groups of structures, sites, and areas that are reminders of past eras; events and persons important in local, state, or national history; and/or which provide significant examples of architectural styles of the past, or which are unique and irreplaceable assets to the County and its communities (*Sonoma County Landmarks Commission Bylaws*). The Commission designates Historic Landmarks and Historic Districts, reviews development proposals and related activities concerning historic resources, and administers the Historic Resources Preservation Program. By ordinance the Landmarks Commission consists of one resident from each of the five Supervisorial Districts, appointed by the Board of Supervisors. The County Permit and Resource Management Department assigns County staff to assist with carrying out the Landmark Commission's responsibilities.

Design Review in Sonoma's Historic Districts

The Landmarks Commission reviews proposals for the following project types within a historic district: 1) the repair, alteration and/or addition to the exterior of an existing building or structure; 2) the construction of new buildings and structures; and 3) the demolition of existing buildings and structures. The Landmarks Commission evaluates proposals for their consistency with the Secretary of Interior's Standards (typically the Secretary of Interior's Standards for Rehabilitation), and the applicable design guidelines.

The process for reviewing a proposal is as follows. The applicant for a development or related project proposed in a historic district files an Administrative Design Review (ADR) application at the Permit and Resource Management Department and supplies the required supporting materials. Once these materials are determined to be sufficient to explain the proposal, a public hearing before the Landmarks Commission is scheduled. A Notice of Public Hearing before the Landmarks Commission is mailed to all property owners in the historic district.

At the public hearing the Landmarks Commission takes comments from the public on the design of the proposed development project and determines whether it is consistent with the *Secretary of the Interior's Standards* and the applicable historic district design guidelines. If the project design is not consistent with these standards and guidelines, the Landmarks Commission may require changes to the proposal so that it is consistent with the standards and guidelines, and preserves the historic associations, historic character, and architectural qualities of the historic district.

Note that the Landmarks Commission has the following responsibilities with respect to projects within a designated historic district. The Commission may:

- Approve, approve with conditions, or deny a proposed demolition;
- Approve, approve with recommendations, or deny an alteration to an existing building or structure;
- Approve, approve with recommendations, or deny the construction a new building or structure; and
- Approve, approve with recommendations, or deny the relocation a building or structure.

The Sonoma County Landmarks Commission meets monthly at the Permit and Resource Management Department Hearing Room at 2550 Ventura Avenue in Santa Rosa, California. Further information regarding Sonoma County Landmarks Commission public hearings may be obtained at their website: <http://www.sonoma-county.org/prmd/b-c/lc/index.htm>.

All work within the Freestone Historic District must also comply with Sonoma County Building Codes (unless use of the California Historical Building Code is possible – see discussion below) and applicable zoning ordinances. The California Historical Building Code may be used in place of the Uniform Building Code for certain types of work on qualified historic buildings and structures.

Design Review Standards and Guidelines

Freestone Historic District Design Guidelines. The Commission reviews alterations to the exterior of an existing building or structure and the construction of new structures in designated historic districts by evaluating the project proposal for its consistency with the applicable historic district design guidelines and the *Secretary of the Interior's Standards for the Treatment of Historic Properties (the Secretary of the Interior's Standards)*. The applicable historic district design guidelines in this case are the *Freestone Historic District Design Guidelines* found in Chapter 4 of this document. Consistent with National Park Service direction, these guidelines are intended for use in conjunction with the

Secretary of Interior's Standards and provide additional guidance specific to the design conditions found in the Freestone Historic District.

The Secretary of Interior's Standards. The *Secretary of the Interior's Standards*, which are established by the National Park Service under the auspices of the Department of the Interior, are the standards that govern preservation, rehabilitation, restoration and reconstruction of our nation's historic buildings, structures, objects, sites and districts. They are also the standards that form the basis of most state and local standards and guidelines for the treatment of historic properties, including those in the State of California and Sonoma County.

Standards that implement each of the four treatment types are provided by the National Park Service, with guidelines to assist in their administration. Rehabilitation is the most common treatment, as it allows for the greatest flexibility in renovating a property. Rehabilitation is defined as: “. . . the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portion of features which convey its historical, cultural, or architectural values” (Weeks, 1995:61). In rehabilitation, as with the other treatment types, retaining and repairing the historic features of a property is recommended whenever possible. Priority is placed on retaining what is called the ‘historic fabric’ of a building or structure. However, recommendations are made for replacement when this is necessary for a variety of reasons.

The Secretary of Interior's Standards for Rehabilitation are as follows:

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic

materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired (*Weeks, 1995:62*).

The purpose of the design guidelines for historic districts is to assist with implementing the *Secretary of Interior's Standards* by providing additional information and detail specific to the historic district in question. The *Freestone Historic District Design Guidelines* are consistent with this purpose.

The California Historical Building Code. The California Historical Building Code, which has been in place since 1975, is available to the owners of a recognized historic property that provides relief from provisions of the Uniform Building Code. Use of the Historic Building Code protects the integrity of a historic building, but can also represent a considerable cost savings to a building owner. More information on the California Historical Building Code can be found at: <http://www.dgs.ca.gov/dsa/AboutUs/shbsb/2010chbc.aspx>.

Additional standards and guidelines. Additional standards and guidelines may apply to the design and construction process for buildings and structures in the Freestone Historic District. The Sonoma County Permit and Resource Management Department may be contacted for additional information: <http://www.sonoma-county.org/prmd/>.

FREQUENTLY ASKED QUESTIONS

The following section answers frequently asked questions regarding the historic district design guidelines and the design review process. For additional questions, Permit and Resource Management Department staff may be contacted through information provided on the department website: <http://www.sonoma-county.org/prmd/contact-dept.htm>.

What types of projects are exempt from design review by the Landmarks Commission?

Two types of projects are exempt from design review by the Landmarks Commission.

1) Work on the exterior of existing buildings and structures that does not require a building permit, including:

- painting
- window awnings which do not project more than 54 inches
- detached trellises, arbors, or gazebos
- fences not over 10 feet high
- decks not more than 30 inches above grade and not over any basement or story below
- replacement of windows and doors in-kind: same location, size, design, and materials
- children's play structures
- one-story detached structures not larger than 120 square feet
- prefabricated structures not more than 500 square feet
- retaining walls for not more than 3 feet of material
- swimming pools
- removal of up to 25% of the exterior coverings on walls or roofs or similar work for the purpose of determining structural condition

2) Any work on the interior of existing buildings and structures.

How do I use the Design Guidelines?

An applicant or architect or other representative of a property owner wishing to renovate a property or develop a new property in a historic district may use the *Freestone Historic District Design Guidelines* to prepare their proposal. They may consult the design guidelines regarding the following aspects of their project to ensure that it is consistent with the historic associations, historic characteristics, and architectural qualities of the Freestone Historic District and therefore more likely to be acceptable to the Landmarks Commission. Design elements that are addressed by the guidelines include:

- Site design
- Alignment and orientation
- Massing and scale
- Architectural design and detailing
- Roof form
- Building materials
- Windows and doors
- Porches
- Storefronts
- Awnings
- Lighting
- Signage
- Landscaping
- Color scheme.

A member of the Sonoma County Landmarks Commission may use the *Freestone Historic District Design Guidelines* in conjunction with the *Secretary of the Interior's Standards for the Treatment of Historic Properties* and information on the historic characteristics of existing buildings and structures in the district to determine whether the design of the proposed project is consistent with the historic associations, historic characteristics, and architectural qualities of the Freestone Historic District.

What are the Secretary of the Interior's Standards for the Treatment of Historic Properties?

The *Secretary of the Interior's Standards for the Treatment of Historic Properties* (*Secretary of the Interior's Standards*) are standards established by the U.S. Secretary of the Interior for projects involving work on historic properties listed in or eligible for listing on the National Register of Historic Places. While established by the federal government for historic properties of national significance, the *Secretary of the Interior's Standards* have also been adopted by many state and local agencies, including the State of California and the County of Sonoma, because they are considered the best practices for protecting historic properties. The *Secretary of the Interior's Standards* include practices for preservation, rehabilitation, restoration, and reconstruction of historic properties.

The *Secretary of the Interior's Standards* are implemented through guidelines that assist property owners in protecting their historic property's significance on the long term through the preservation of historic features and materials. They cannot, in and of themselves, be used to make essential decisions about which features of an historic building can be saved and which can be changed. This is typically accomplished through use of a historic survey that identifies the significant historic features and materials of a property and their condition. Once a treatment for the property is

selected (typically rehabilitation), the *Secretary of the Interior's Standards* with accompanying Guidelines and the historic district guidelines can provide philosophical consistency to the work.

The *Secretary of the Interior's Standards* pertain to historic buildings and structures of all types, styles, materials and sizes, and address the exterior and interior of the buildings. They also address related landscape features and the building's site and immediate environment, as well as attached, adjacent, or related new construction. For a complete copy of the *Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstruction Historic Buildings*, see the National Park Service website at <http://www.nps.gov/hps/tps/standguide/>.

How does the Landmarks Commission use the Secretary of the Interior's Standards?

The Landmarks Commission reviews the design of a proposed project with respect to the *Secretary of the Interior's Standards* and determines whether the design is consistent with these guidelines.

How do the Secretary of the Interior's Standards relate to the Freestone Historic District Design Guidelines?

The *Freestone Historic District Design Guidelines* are based on and consistent with the *Secretary of the Interior's Standards*, but are more detailed and specific to the historic associations, historic character, and architectural qualities of the Freestone Historic District.

What if the Design Guidelines conflict with the Secretary of Interior's Standards?

The *Freestone Historic District Design Guidelines* were prepared so as not to contain conflicting guidelines. However, in the event that conflicting guidelines are identified, the Landmarks Commission will make a decision as to which guidelines take precedence.

What is the difference between contributing and non-contributing properties?

Properties in the Freestone Historic District fall into one of two types: contributing and non-contributing. As a general rule, a contributing property contributes to the historic character of the district, whereas a non-contributing building does not.

A contributing property is any building, structure, object, or site within the boundaries of the historic district which adds to, is an integral part of, or key to the historic district's historic associations, historic character, or architectural qualities. Contributing properties must be constructed during the period of significance for the property and retain a sufficient level of integrity to convey their significance.

Properties that are non-contributing to the Freestone Historic District were constructed during the period of significance but have been significantly altered and no longer retain their integrity. Alternatively, they may also be buildings constructed beyond the period of significance for the district.

See *Appendix C* for a map and list of contributing and non-contributing properties.

Which design guidelines apply to non-contributing properties?

The *Secretary of the Interior's Standards* and the *Freestone Historic District Design Guidelines* also apply to non-contributing buildings or structures in the Freestone Historic District. However, they are applied differently than for contributing buildings or structures, as described below.

What is the difference between Landmarks Commission design review of projects involving non-contributing versus contributing properties?

For a proposed development project involving exterior alterations or additions to an existing non-contributing building or structure or nearby new construction, the Landmarks Commission applies the *Secretary of the Interior's Standards* and the *Freestone Historic District Design Guidelines* less strictly than for a project involving a contributing building or structure. Often the larger design aspects of the project - placement, orientation, scale, mass, and form - carry more importance than the more specific design aspects of the project for non-contributing buildings. However, the architectural type, architectural details, building materials, and craftsmanship may also be important. A non-contributing building – whether due to integrity or age - contributes to the setting of the contributing structures and in this sense, its design is an important aspect of the district as well. The *Secretary of Interior's Standards* 9 and 10 pertain most closely to a non-contributing building. For additional guidance, the National Park Service provides a number of bulletins and guides to interpreting the standards: <http://www.nps.gov/hps/tps/tax/TTS/itshome.htm>.

What if my property is also a Historic Landmark?

If a property is not only in the Freestone Historic District but is also an Historic Landmark, the Landmarks Commission will not only review the design of proposed project for consistency with the *Secretary of the Interior's Standards for the Treatment of Historic Properties* and the *Freestone Historic District Design Guidelines*, but will also review it relative to the historic associations, historic characteristics, and architectural qualities of a historic property that make it individually significant. These associations and characteristics may include the following:

- Your property is associated with an event that has made a significant contribution to the broad patterns of national, state, or local history.
- Your property is associated with the lives of persons significant in national, state, or local history.
- Your property embodies the distinctive characteristics of a type, period, or method of construction.
- Your property represents the work of a master or possesses high artistic values.
- Your property has yielded or may be likely to yield information important in prehistory or history.

Where can I get an application for Landmarks Commission design review of my project?

Applications for Landmarks Commission review of a proposed development project may be obtained from the Permit and Resource Management Department website at <http://www.sonoma-county.org/prmd/historic/review.htm>.

4. FREESTONE HISTORIC DISTRICT DESIGN GUIDELINES

PURPOSE

These design guidelines provide property owners a basis for making design decisions about the appropriate treatment of their buildings and about the design of compatible new construction within the Freestone Historic District. They will help the property owner identify their building's distinctive characteristics and ways to preserve, rehabilitate, and restore them. The Landmarks Commission and Permit and Resource Management Department (PRMD) staff will also use the guidelines to make regulatory decisions regarding exterior alterations to buildings located within the historic district. Additional users may be business owners, architects, developers and builders.

The design guidelines apply to **all buildings** within the Freestone Historic District, including contributing and non-contributing buildings and new construction. Contributing buildings are those that were constructed during the period of significance and that retain a sufficient level of integrity to be considered historic resources and convey the reasons for their significance. The period of significance is the particular period of history that best represents or conveys the importance or significance of the district. Buildings and features that date from the period of significance typically contribute to the character of the historic district. The Freestone Historic District's period of significance begins with the date of construction of Freestone's extant early buildings, which coincides with the development of the railroad in this area, and continues through the development of the buildings that best represent its architectural significance in Sonoma County (1870 - 1940).

Non-contributing buildings are buildings that were constructed during the period of significance but do not retain sufficient integrity or were constructed outside the period of significance (after 1940). Alterations to non-contributing buildings are reviewed by the Landmarks Commission, but the Commission applies a slightly lower threshold during the design review. *Appendix C* contains a map and list of contributing and non-contributing buildings.

DESCRIPTION AND OVERVIEW

Location and Setting

Location. Freestone is a small, unincorporated town in southern Sonoma County, located within Section 12, Township 6 North, Range 10 West of the United States Geological Survey (USGS 7.5 minute Valley Ford 1971 quadrangle). It is located approximately five miles west of Sebastopol along Salmon Creek. Freestone is located at the intersection of Bodega Highway and Bohemian Highway, and is primarily oriented toward Bohemian Highway as it travels west and northwest toward Occidental.

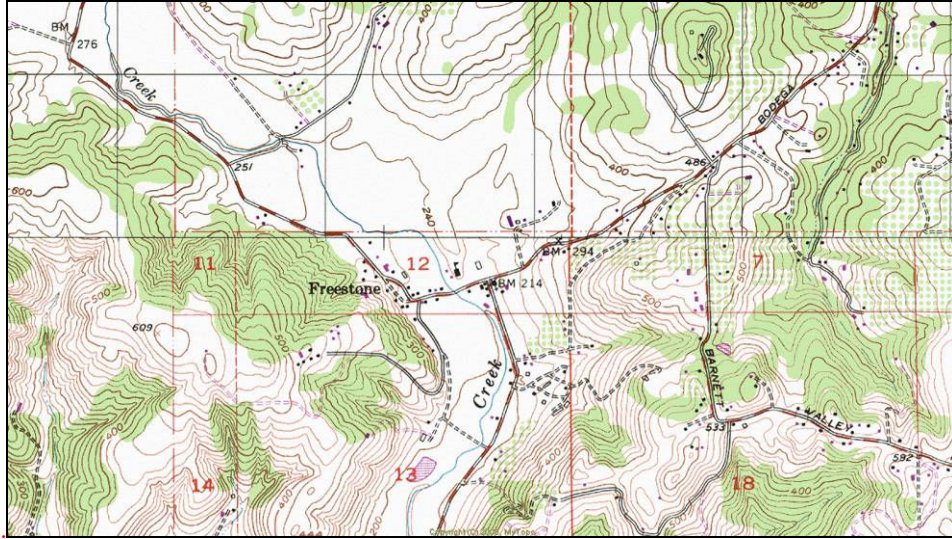


Figure 7: Project location map (Source: USGS Topographic Maps)

Natural setting. Freestone is located within the Salmon Creek watershed. Salmon Creek encircles the town to the east, traveling from the northwest and then south, eventually reaching the coast at Salmon Creek, northwest of Bodega Bay. Approaching Freestone from the east, the road crosses Salmon Creek roughly 600 feet from the center of town at Bohemian Highway and El Camino Bodega. Hillsides rise to the east and west, but most steeply on the west side of the town, where the base of the hills is located almost directly behind development along the north-south route of Bohemian Highway. Vegetation is dense and reflects a mix of the oak-studded grasslands that characterize much of west Sonoma County and the evergreen forests of the Russian River area. The area surrounding the town is a combination of open farm, pasture and grassland and densely wooded areas, contributing to the rich sense of Freestone as a country village.



Figure 8: View of rural property in Freestone with hillsides beyond

Built Environment

Urban design character. The Freestone Historic District is a linear district, with development occurring north and south of Bohemian Highway as it travels east-west, and east and west of Bohemian Highway as it travels northwesterly toward the coast from the heart of Freestone. The village, which is set within rural Sonoma County, is approached from Sebastopol to the northeast via the Bodega Highway. It is approached from Petaluma to the southeast via Valley Ford Road, Valley Ford Freestone Road, and Bodega Highway where it intersects with Bohemian Highway. It is also approached from the town of Bodega to the southwest via Bodega Highway. And it is accessed from the Russian River area to the northwest via Bohemian Highway and the town of Occidental. Most of the commercial and residential development in the district is located on and oriented toward Bohemian Highway, with the exception of a few properties that are oriented toward Freestone Street, which parallels the Highway.

Most of the developed properties are located close to the road, which consists of two lanes with no curbs, gutters or sidewalks. Buildings that are set back from the road often have fences and/or plantings along the roadway, so that the street edge is maintained. The road still has much the appearance of a country lane despite the through traffic. Lots are typically large and irregularly shaped. Many parcels within the district are deep, transitioning into agricultural land behind residences. The primary commercial uses are on the south side of the east-west run of Bohemian Highway, from the [new] Freestone Vineyards winery at El Camino Bodega and Bohemian Highway to the Freestone House (historically the Freestone Inn or Freestone Hotel) at Freestone Street and Bohemian Highway. A secondary cluster is located on the west side of the northerly leg of Bohemian Highway within the district.



Figure 9 - View of Freestone House from the north, traveling on Bohemian Highway

The visually prominent Freestone House is the most dramatic building in town. It terminates the view as one travels southeast toward Freestone from the north. The 1876 Freestone Store terminates the view as one travels west through the town, as it also is located on the curve of the road.



Figure 10: View of the Freestone Store from the east, traveling on Bohemian Highway

Architecture. Most of the historic structures in Freestone, with the exception of the two-story Freestone House, are one to one-and-one-half stories in height and relatively small in scale. The majority are residential structures. The commercial buildings typically have the false fronts of vernacular, nineteenth and early twentieth century commercial structures. An exception is, again, the Freestone Building, whose gabled frontages display an eclectic mix of architectural details within a visually prominent form. Another exception is the commercial structure at Bohemian Highway and El Camino Bodega Road, which appears to have been a gas station at some point. The town retains its rural character, with just a few commercially active businesses and relatively sparse residential development.

DESIGN GUIDELINES FOR HISTORIC BUILDINGS

The key to retaining Freestone's unique character is to maintain the important features of the existing historic buildings, the streetscape, and the landscape and views, while ensuring that changes and new construction are compatible with their surroundings. All these elements collectively contribute to Freestone's sense of place and its value as a historic district. Their protection will ensure that the town continues to provide residents and visitors with a sense of the town's past, while being an attractive and vital place to visit and do business. Property and business owners in Freestone have a special interest in respecting and protecting the historic character of the town's buildings and setting. The original character of historically significant buildings and urban design features should be retained and, ideally, the important features and elements that have been removed or altered should be restored.

The commercial and residential buildings of the Freestone Historic District have much in common, particularly with respect to building materials, windows, doors, and overall form. The following design guidelines address best practices in maintenance, repair and restoration of historic buildings and features. This is followed by guidance specific to the individual design features of commercial, and residential buildings in the Freestone Historic District, including advice on the removal of non-historic features, where applicable. Finally, the guidelines include information on what to avoid in

order to better preserve the historic character of Freestone’s buildings and structures. Additional information on all these guidelines is available from sources which are listed at the end of this chapter. Energy efficiency measures that are sympathetic to historic buildings are included where applicable.

Building Materials

The materials addressed here are wood siding, brick masonry, and roofing materials. In the Freestone Historic District, the most common siding is painted wood in the form of clapboard, shiplap, or board-and-batten. Newer structures are also finished in stucco. The scale, texture, and finish of the building materials contribute to the historic character of the district’s buildings, as does the natural aging process of painted wood.

Guideline: Preserve historic building material whenever feasible. When possible, repair deteriorated or damaged building fabric before replacing it. Also consider consolidating and/or patching material rather than replacing it. Building fabric that has weathered over time or shows signs of wear do not necessarily need to be replaced. Its finish or patina conveys the building’s age and may contribute to its historic character. Building cladding should be replaced only if it is beyond repair, and then should be replaced with like materials.

Wood siding

- Use the gentlest means possible to clean historic building materials. Clean a test patch first to determine that the method will not damage the historic material.
- In order to preserve wood surfaces and detailing, paint wood as it was painted historically. Ensure that the type and texture of the paint matches the historic finish. Use the gentlest means possible for removing old layers of paint. [Note that special measures are required for the removal of lead paint. Contact your local building department for additional information.]
- When replacing historic building materials, match the original material in type, texture, size, and finish (e.g. replace original wood clapboard in kind rather than covering it with stucco, for example). Replace only the section of material that has deteriorated.
- Under most circumstances it is inappropriate and can be harmful to cover historic building materials, particularly with synthetic materials such as aluminum or vinyl siding, asbestos shingles, synthetic masonry, and cementitious materials such as Hardiboard. Wood siding that is covered can trap moisture and lead to



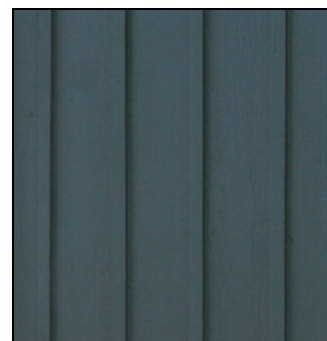
Channel Rustic siding



Clapboard siding



Coursed shingle siding



Board-and-batten siding

damage that is not visible until it becomes a serious problem.

- Consider removing non-contributing building materials if they obscure the historic building fabric and if removal will not cause damage to the material underneath. Remove a test patch in an inconspicuous place to determine if removing the top layer of siding is feasible. If not, consider replacing it with material that is appropriate to the building's architectural style.



V-groove shiplap siding

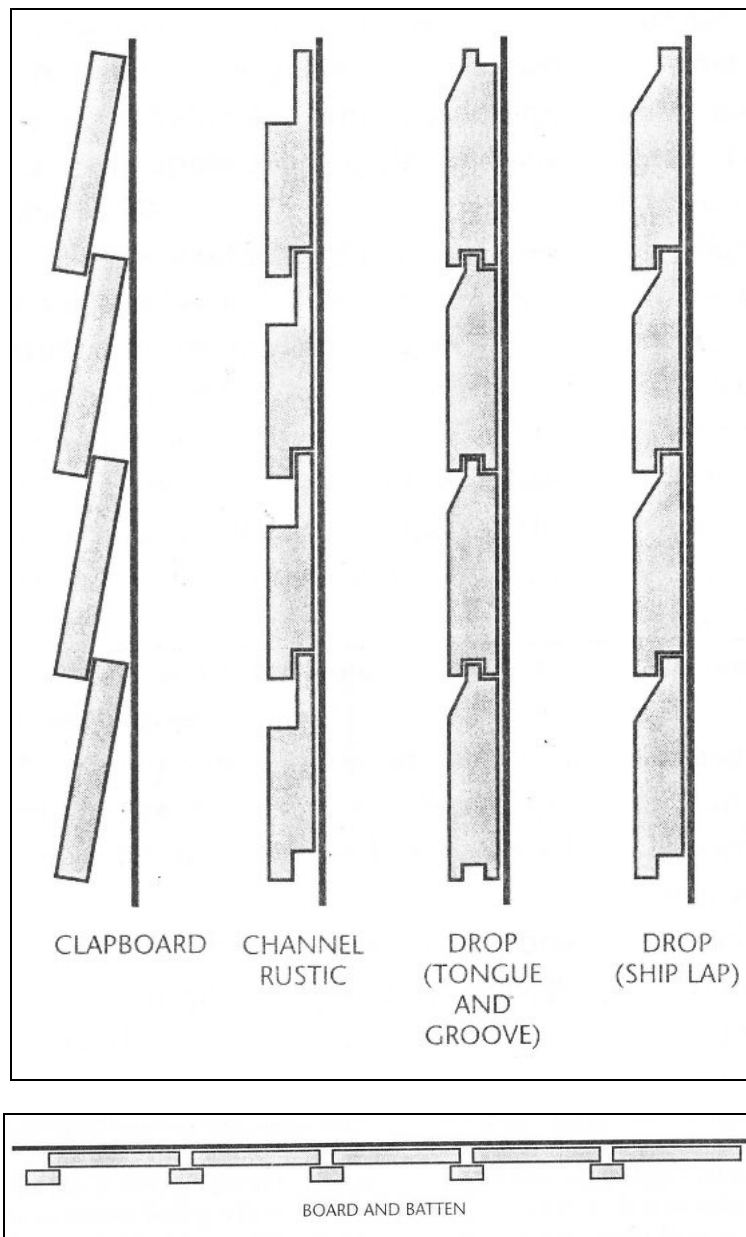


Figure 11 - Examples of siding found in Freestone (Source: *Architectural Surfaces*)

Masonry

- Retain the original mortar if it is in good condition. Repoint mortar joints only where necessary such as places where a significant amount of mortar is missing or failing. Note that historic mortar has a different composition than mortar sold today. It may be necessary to test the existing mortar and develop a similar mixture to replace or repoint brick masonry.
- Leave masonry unpainted if historically it has not been painted. Paint on masonry surfaces traps moisture that is intended to escape through the mortar, and can damage the entire brick masonry surface, which then absorbs the moisture within the brick. If the brick has been painted and the paint is to be removed, use the gentlest means possible to remove it. Sand blasting and other harsh measures will remove the surface of the brick, allowing water to penetrate the brick and damage it over time.

Roofing

- Retain or replace original roofing in kind if it is a character-defining feature of the building, such as clay tile. Replace only the section of material or features that have deteriorated, when possible.
- If it is necessary to replace historic roofing material and features, match the original in type, texture, and finish (e.g. replace original wood shingles with shingles that have a similar size, color, texture, and pattern). This is particularly important for distinctive materials, such as clay tiles. It is possible to replace wood shingle roofing with some newer synthetic materials that provide a similar textured appearance as the original and also provide fire protection. Composition shingle or cementitious shingles, for example, can be an appropriate replacement material in some instances. Approval of replacements should be made by the Landmarks Commission.
- Standing seam metal roofing is appropriate only under certain conditions. This surface is more reflective and brighter and has a different texture than other roofing materials, and is usually out-of-place in a historic district (note that corrugated metal roofing can be a historic material and may not out-of-place as a replacement roof). Standing seam metal roofs should only be applied to new buildings and only then on approval by the Landmarks Commission.
- Composition shingle roofing is an appropriate roofing material on a historic building in most instances. There are many colors, textures and levels of quality available. Roofing materials and color can be a character-defining feature of a historic district, in addition to the individual building, and should be approved by the Landmarks Commission.



Figure 12: Hind's Hotel, 306 Bohemian Highway. The building has historically been clad in painted, wood shiplap siding.



Figure 13: Residence, 460 Bohemian Highway. This addition has new board-and-batten siding that is compatible with the neighborhood.

Windows and Doors

In many historic buildings the window sash, framing and the architectural detail surrounding windows (the window surround) are among the most important character-defining features of the building. They impart style, scale and character to the building. The historic and architectural character of a building can be seriously damaged by inappropriate window treatments. Doors and entrances are also important character-defining features of historic structures, providing scale and visual interest in the composition of a building. The doorway can be a richly ornamented part of a building, with special materials and finishes that together contribute to the architectural style and character of the building. It can also be relatively simple. The style of the building is key to door replacement, when this is necessary.

The most common historic windows in Freestone are double-hung windows, including one-over-one-light and six-over-six-light, wood-frame, double-hung windows. Many buildings in the district, however, have had their windows replaced. Historic windows are character-defining features of a district and should be retained if at all possible. The focal window on the Hinds Hotel is a character-defining feature of that building, but not appropriate elsewhere in the district. Property owners with inappropriate replacement windows are encouraged to replace them with historically appropriate windows when possible.

Guideline: Preserve the building's historic windows and especially the window openings whenever feasible. Windows on the front façade or other facades visible from the street are particularly important to preserve. Whenever possible, repair deteriorated or damaged windows. If it is necessary to replace damaged windows, replace them with new windows that match the historic windows in materials, configuration, operation, finish, and details.

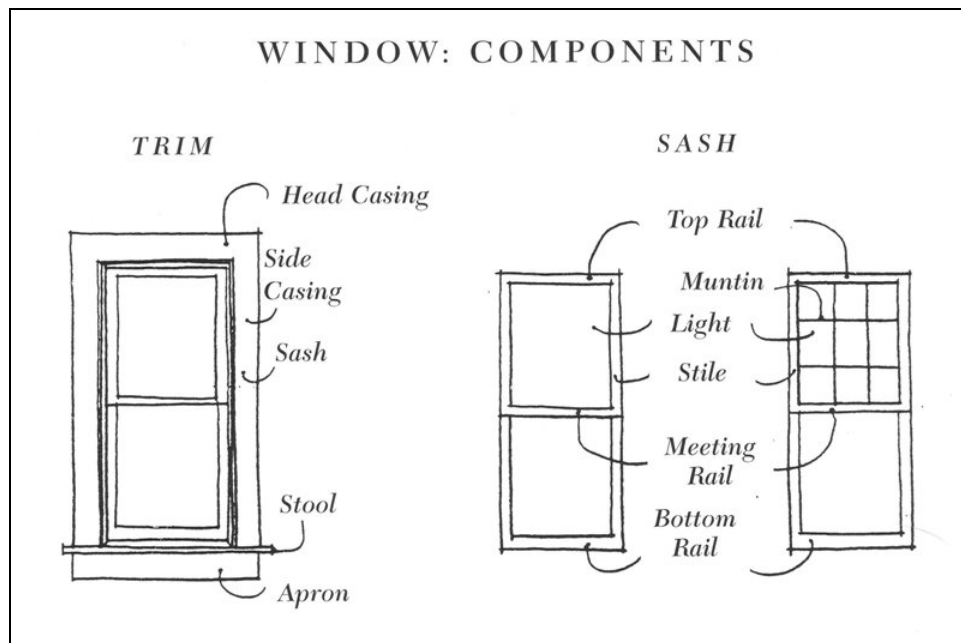


Figure 14: Components of a typical double-hung window
Source: *American Vernacular Buildings and Interiors, 1870 - 1960*

Preserve the building's historic doors and door openings whenever feasible. Primary entrance doors are particularly important to preserve. Where possible, repair deteriorated or damaged doors. If necessary, replace damaged doors to match historic doors in terms of materials, configuration, operation, design, details, and finish.

Windows

- If possible, replace select components of the window that have deteriorated or have been damaged rather than the entire window.
- Rather than replace windows that are difficult to operate or allow heat loss, consider restoring the window by removing paint layers and properly applying new coats of paint; replacing select deteriorated components, such as sash members or sills; and applying weather stripping to make them more operate more easily and make them more energy efficient. Storm windows, either interior or exterior, may also be a possibility.
- Maintain historic window openings on the building. Avoid covering or filling in existing window openings or adding new window openings, particularly on the primary facades.
- If replacing a historic window, match the original window in terms of material, configuration, operation, finish and details (e.g. replace a wood, one-over-one, double-hung window in kind). If possible, preserve the historic casing and trim by replacing the window sash only.
- When adding new windows, ensure that they are compatible with the historic style of the building and maintain the historic ratio of voids (window openings) to solid expanses of walls. Windows in new additions may depart from historic windows in order to differentiate the new addition from the original window, but should maintain the proportions and relationships of the historic windows.
- Consider removing and replacing non-contributing windows historic windows have been replaced. If all of the historic windows have been removed and the original window design is unknown, consider replacing newer windows with those that are appropriate to the building's architectural style. Photographic evidence of the windows in place on the building historically should guide the selection of new windows.
- It is not appropriate under any circumstances to replace an existing wood sash (frame) with vinyl frame windows. Consideration may be given, under very limited conditions, to installing windows of alternative materials that have the same proportions, operation, and color as other wood sash on the building on the rear of the building or in locations otherwise not visible from a public street. Any alternative window replacement materials must be approved by the Landmarks Commission.



Figure 15: Residence, 520 Bohemian Highway. Although the original windows were likely wood, two-over-two, double-hung windows, the replacement windows are paired, narrow in width, and have a segmental-arched, upper sash. Therefore, they maintain the original windows' historic shape, operation, details and finish.



*Figure 16: Commercial building, 500 Bohemian Highway.
This building retains some original, wood six-over-six,
double-hung windows with simple surrounds.*



*Figure 17: Hind's Hotel, 306 Bohemian Highway.
The distinctive Gothic arched windows on the second story are an
important character-defining feature of the building and should be preserved.*

Doors

- If possible, replace select components of the door that have deteriorated or have been damaged rather than the entire door. For example, consider replacing its hardware and framing components to make the door functional. Avoid shaving the door to make it fit the door frame.
- To prevent heat loss, consider adding weather stripping, fitting the door to the jamb and frame, and installing a storm door, rather than replacing the door. Select a door that does not obscure the exterior design of the historic door when possible.
- Maintain historic entrances on the building. Avoid covering or filling in existing entrances or adding new entrances, particularly on the primary facades.
- If replacing a historic door, match the original door in type, material, design, and finish (e.g. replace a historic wood paneled door in kind). Also consider preserving the historic frame, jamb, and sidelights by replacing the door only.
- Maintain historic door openings on the building. Avoid covering/filling in or adding new door openings, particularly on the primary facades.
- When adding new doors, ensure that they are compatible with the historic style of the building and maintain the historic ratio of voids (door openings) to solid expanses of walls.
- Consider removing and replacing non-contributing doors if they have replaced historic doors. Ensure that the new doors are appropriate to the architectural style of the building.



Figure 18: Hind's Hotel, 306 Bohemian Highway. Although they may not be the building's original doors, these paneled, glazed wood double-leaf doors are in keeping with the style of the building and original openings have been retained.

Roof Design

Roofs are typically one of the most important design elements of an historic building, but are also important to the historic district as a whole. Roofs and related elements such as cornices, fascia, parapets, brackets, eaves and rafters impart much of the architectural character of a building. The main function of a roof, whether utilitarian or ornate, is to keep water from entering the building and to direct water away from the building's exterior walls. Secondly, roofs are among the most important character-defining features of almost any building and are a key to the building's style. Finally a roof and particularly the cornice or parapet establishes continuity with the surrounding buildings and is a feature of the streetscape.

Guideline: Preserve the roof's historic form, materials, and features, such as eaves, rafter tails, and fascia, when feasible. Whenever possible, repair deteriorated or damaged roof materials and features. If necessary, replace damaged materials and features but maintain their original character-defining features, such as design, particularly the pitch, and proportion.

- Preserve the original pitch and form of the roof as well as the depth of its eave overhang. Preserve the historic architectural detailing associated with the roof.
- Maintain the roof by repairing cracks in chimney masonry where applicable and repairing or replacing loose or missing flashing, shingles and parapet materials, and by installing and maintaining appropriately sized gutters and downspouts.
- If a roof form that is inappropriate to the building has been added in an earlier addition, consider its removal and replacement with a more appropriate form.



*Figure 19: Hind's Hotel, 306 Bohemian Highway.
Note the distinctive steeply-pitched, cross gable roof and gabled dormers.*



Figure 20: Commercial building, 140 Bohemian Highway. This building features a simple corrugated metal gable roof masked by a false front stepped parapet.

Storefronts

These guidelines apply to commercial buildings in the Freestone Historic District. The storefront refers to the façade's first story and typically includes the main entrance, storefront and transom windows, and bulkheads or kickplate. Storefronts incorporate a large amount of glazing through large storefront windows and glazed doors to advertise merchandise and draw potential customers. Historically commercial building owners often updated the design of their storefront as new building styles and materials were introduced, merchandising styles changed, or a new business moved in. Due to this constant evolution, storefronts are the most dynamic element of a commercial building.

Guideline: Preserve the building's historic storefront when feasible. Whenever possible, repair deteriorated or damaged components of the storefront. If necessary, replace damaged components but maintain their original character-defining features, such as materials, size, shape, and proportion. It is possible that a later renovation has achieved historic significance in itself.

- Preserve alterations to the storefront that have achieved significance in their own right.
- Maintain the storefront's historic window openings and entrances. Keep windows, including transom windows, and doors transparent by avoiding filling in or covering them.
- Maintain the original size, configuration, pattern, and proportion of storefront windows and doors. Maintain the height of the window bulkhead or kickplate. Maintain the existing

spandrel panel and remove materials that have been added later to cover the original spandrel panel or transom window, when possible.

- If possible, replace select components of the storefront that have deteriorated or have been damaged rather than the entire storefront. For example, replace a window's sash members or sills or a door's hardware and framing components.
- If replacing a historic component of the storefront, match the new storefront components in terms of design, material, dimensions, details and profiles (e.g. replace a wood glazed door in kind).
- When a storefront has been significantly altered and the historic design is not known, design a new storefront to be compatible with the building's scale, materials, and architectural style. Glazed doors and large fixed storefront windows are appropriate. Use clear glass instead of tinted, opaque or reflective glass.
- If contributing a new bay within an existing storefront with several bays, the new bay may be more contemporary in character, if it utilizes traditional proportions and features. A new bay should not depart from the character-defining features of the historic district and should be, in most instances, set slightly back from the frame of the existing building.

Porches

A number of historic residential buildings in the Freestone Historic District feature porches, a significant character-defining feature. Commercial buildings also include what might be considered a 'front porch,' although they are not typically referred to as such. Porches are historically important and prominent; a porch protects an entrance from rain and provides shade and a sense of scale and aesthetic quality to the façade of a building. Porches connect a building to its surroundings by emphasizing its orientation to the street. Most historic architectural styles and building types developed with the porch or entrance as a prime feature of the front façade.

Guideline: Preserve the building's historic porches when feasible. Whenever possible, repair deteriorated or damaged porch components. If necessary, replace a deteriorated or damaged porch but maintain its original character-defining features, such as its location, materials, size, design, and proportion. If it is missing and the original design is not known, a new porch should be compatible with the style and character of the building.

- Preserve historic detailing of the porch, such as its posts, balustrades, and brackets. The spacing of the balusters, the height of the railing, and the design, size and shape of porch posts are significant architectural features that should be maintained.
- Replace missing or damaged porch components, such as balusters, posts, and brackets, with new porch components that match the historic details in terms of material, configuration, details, design and finish.
- If possible, replace selective components of the porch that have deteriorated or have been damaged rather than the entire porch.
- Enclose a porch with transparent materials, such as screens, rather than with opaque materials. Place the new material behind the porch posts. Ensure that it is removable and that its installation does not damage historic materials.

- Consider replacing a historic porch if it has been removed. First research the history of the house to identify photographs or drawings that depict its original design and examine the exterior of the house to find marks that indicate its original location. If the original design is not available, construct a porch that is compatible with the building’s architectural style and design. Buildings of the same era and style can provide design guidelines; although the new porch does not have to be exact replica.
- It is possible to retrofit an existing porch and entrance for compliance with the American with Disabilities Act and maintain its historic character. Refer to National Park Service *Bulletin 22: Making Historic Properties Accessible* at <http://www.nps.gov/hps/tps/briefs/brief32.htm>.



Figure 21: Residence, 301 Bohemian Highway. Although the bracketed porch supports and open railing are likely not original, the details of the porch are in keeping with the style and scale of the building. In particular, the height of the railing and spacing of the balusters are appropriate for the porch.

Canopies and Awnings

Canopies and awnings were historically used to shade storefronts and to regulate the temperature inside the building. They can greatly contribute to the storefront’s design and to the character of the streetscape. Awnings are generally temporary materials such as canvas or metal, affixed to a framework. Canopies tend to be permanent features of the building. They often have flat or hip roofs, supported by brackets or simple supports such as wood posts. Many of the historic canopies in the Freestone Historic District are wood and on the historic storefronts, span the full width of the front facade.



*Figure 22: Commercial building, 500 Bohemian Highway.
This commercial building has a full-width canopy.
Even if it is not the original canopy, it is typical of buildings
from the era and consistent with the historic district.*

Guideline: Preserve the building’s historic canopies when feasible. Whenever possible, repair deteriorated or damaged canopies and awnings. If necessary, replace damaged components but maintain their original character-defining features, such as materials, size, shape, and proportion. New awnings should be compatible with the building’s scale, materials, and architectural style.

- Preserve historic detailing of the canopy and replace missing details with replicas of historic features.
- If possible, replace selective components of the historic canopy that have deteriorated or have been damaged rather than the entire canopy.
- Design new canopies to be compatible with the architectural style, scale, and materials of the building. In particular, they should correspond to the size and shape of the storefront opening or window. Often historic photographs or surrounding buildings will provide information on an appropriate design for new canopies. Sloped, or shed-style, retractable awnings with a loose skirt are generally the most appropriate form of awning (in contrast to curved awnings).
- Awnings constructed of weather resistant fabric such as canvas are appropriate. Avoid installing vinyl, metal, or plastic awnings.
- Install and locate new awnings so that they do not obscure character-defining features of the storefront or building.
- Attach awnings to the building in a manner that does not cause permanent damage. For example, attach awnings through mortar joints rather than masonry.

Signage

This guideline refers primarily to commercial buildings, which nonetheless may have originally been a residential or other building type. Signs communicate the name of the business; colors and typeface are key design components as well. Signs can provide individuality to a commercial building as well as secondary information, such as store hours and policies. A sign's location, size, materials and imagery provide visual interest to the building and the streetscape. Signs in Bodega are typically wood painted signs, fixed to the building façade. They are an important component of the built environment.

Guideline: Preserve the building's historic signs when feasible. Whenever possible, repair deteriorated or damaged signs. If necessary, replace damaged components but maintain their original character-defining features, such as materials, size, shape, and design. New signs should be compatible with the building's scale, materials, and architectural style.

- Preserve a building's historic signs, including those affixed to or painted on the building's exterior or carved in the façade. Historic signs may include those from a previous business. Typically it is not appropriate to re-paint historic signs that are on a building.
- Design new signs to be compatible with the scale and style of the historic building. The size and scale of the sign's typography should also be scaled to the size the building or storefront. New signs can be located on signboards spanning above the storefront, can project from the building, or can be applied to awning skirts, the edge of a canopy, or storefront windows. They can also include painted signs, applied letters, and hanging signs, as appropriate.
- Locate and place signs so that they do not obscure the building's significant architectural features, such as cornices, trim, windows or decorative brickwork. They should emphasize existing architectural elements.
- Limit the number of signs on the storefront so that they do not detract from the overall character of the building or the surrounding streetscape.
- Limit the amount of information on the primary sign and select a legible font. Place secondary information, such as store hours and policies, on smaller signs attached to windows, doors, or the sides of the building.
- Attach signs to the building in a manner that does not cause permanent damage. For example, attach and install signs through mortar joints rather than masonry.



Figure 23: Commercial building, 500 Bohemian Highway. The false front displays the primary sign consisting of the name of the store and the building construction date. Secondary information, such as items for sale, are placed on small signs hanging from the porch or located on the façade. The size, scale, and placement of these signs are appropriate to the building, because they do not detract from the building's overall character.



Figure 24: Freestone Vineyards, 12747 El Camino Bodega. This simple, low-scale freestanding wood sign marks the entrance to the winery. It is a good example of a secondary sign that does not detract from the character of the surrounding historic district.



Figure 25: Historic photograph of the commercial building at 500 Bohemian Highway.



*Figure 26: Commercial building, 140 Bohemian Highway.
This sign on the building's façade is a good example of an appropriately scaled and designed sign. Its simple rectangular shape matches the width of the parapet and its color scheme complements the colors on the building.*

Lighting

Lighting can be used to enhance a storefront's visual appeal by highlighting signage and merchandise. It can also be used for security purposes and to create a sense of safety and for pedestrians. Goose-neck industrial lights used to illuminate painted signage can be attractive and contribute to the character of a commercial district and streetscape.

Guideline: Preserve the building's historic lighting when feasible. Whenever possible, repair deteriorated or damaged lights. If necessary, replace damaged lights but maintain their original character-defining features, such as materials, size, location, and design. New lights should be compatible with the building's scale, materials, and architectural style and other lighting in the historic district.

- Use lighting to highlight the building's architectural detailing.
- Provide indirect lighting. Lighting should provide an even illumination level and should not be overly bright. Avoid installing flashing, pulsating, or moving lights.
- Design new lighting fixtures to be consistent across the façade and to compliment the building's architectural style. Avoid lighting that overpowers the storefront and disrupts continuity within the district.
- Direct sign lighting on the sign itself rather than using it to light the surrounding area. Install separate fixtures for area lighting.
- Install and place new light fixtures so that they do not obscure character-defining features of the storefront or building. Whenever possible, install light fixtures so that there is no exposed conduit.
- Attach new light fixtures to the building in a manner that does not cause permanent damage. For example, attach lighting fixtures through mortar joints rather than masonry.

Fences

The following guideline applies primarily to residential buildings. Fences, often incorporated into the private open space in front and on the sides of historic buildings, should be designed to harmonize with the buildings to which they are related. They also help unify the building and surrounding streetscape. Fences provide private outdoor space and separate the private space from the street or other public space.

Guideline: Preserve the building's historic fence when feasible. Whenever possible, repair deteriorated or damaged fence components. If necessary, replace a deteriorated or damaged fence but maintain its original character-defining features, such as its location, materials, size, height, design, and proportion. If it is missing and the original design is not known, the design of the new fence should be compatible with the architectural style and character of the building.

- Preserve historic detailing of the fence, such as its posts, pickets, and rails. The spacing and the height of the pickets and the size and perimeter of the fence are important character-defining features.



Figures 27 and 28: These historic hanging light fixtures are character-defining features of the Hind's Hotel at 306 Bohemian Highway (left) and at the commercial building at 500 Bohemian Highway (right).

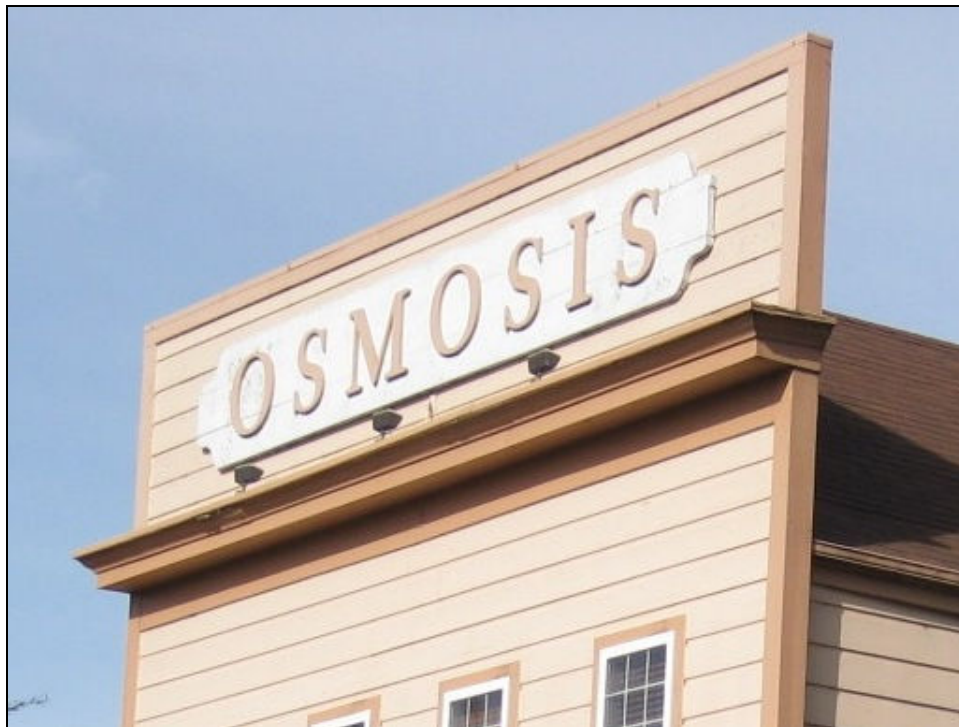


Figure 29: Osmosis Day Spa, 209 Bohemian Highway. These simple lights located under the false front fascia illuminate the sign on the building's parapet.

replace missing or deteriorated fence component details, such as posts, pickets and rails, with new components that match the historic fence features.

- If possible, replace selective components of the fence that have deteriorated or have been damaged rather than replace the entire fence.
- Construct a new fence that is compatible with the building's architectural style and design. Similar buildings of the same style and era can provide design guidelines; although the new fence does not have to be exact replica. Fences in the Freestone Historic District are typically wood picket that are low in height, or approximately 36 inches in height. They are also “transparent,” or allow you to see through to the front yard. Therefore, low transparent, wood fences are more appropriate than high solid fences and fence constructed of chain link or concrete block materials.
- Under no circumstances is it appropriate to build a vinyl fence in the Freestone Historic District.



*Figure 30: Residence, 184 Bohemian Highway.
Although this is a contemporary wood fence, it is low in height
and transparent, providing a view into the front yard.*

Color

Color is not typically a regulated design element in the small historic districts found in Sonoma County. Color is considered a reversible feature that is easily changed. Nonetheless, a few guidelines are included below for consideration in the district.

A color scheme can be used to make the building stand out individually or blend with surrounding buildings in the historic district. It can also be used to alter the perceived scale of a building and to define and accent architectural features.

- Select a simple color scheme with one base color and one to two accent colors, where applicable.
- Use the same color scheme throughout the building to unify its composition.
- Select a color scheme that is compatible with the historic character of the district.



*Figure 31: Residence, 160 Bohemian Highway.
This single-family house features a simple color scheme
with a pale yellow base color and two accent colors: a brick red for the
door and window sashes and white for the porch supports and window surrounds.*

ADDITIONS TO HISTORIC BUILDINGS

Additions have been constructed on many historic buildings over time, perhaps because the needs of the owner or the use of the building has changed. Often, early additions were subordinate in scale to the main building and are located on the side or rear facades; this pattern should be emulated.

Dormers are another common addition used to create more habitable space, particularly for residential buildings. If they were constructed during the period of significance, early additions may have achieved significance in their own right.

Guideline: New additions should be designed so that they preserve the character, design, scale, proportions, and dominance of the historic building. Additions that have achieved significance in their own right should be preserved.

- If possible, locate additions on the rear or side facades to avoid detracting from a building's primary façade, which should remain dominant.
- Use a smaller connecting element to join a larger addition to a historic building when this is appropriate.
- Set rooftop additions back from the main façade and limit their visibility from the street.
- Design new additions so that, if they are removed in the future, they do not impair the form, materials, and character-defining features of the building.
- Design new additions so that they are subordinate and differentiated from yet compatible with historic building in terms of materials, size, scale, proportion, and massing. The *Secretary of Interior's Standards* states that new additions should be differentiated from the older building, to prevent the creation of a false historical appearance.
- Consider removing non-contributing additions if they obscure the original building and their removal will not cause substantial damage to the building.
- In order to minimize its visibility from the street, locate new mechanical equipment, electrical service lines, and meter boxes to the side or rear facades of the building, within landscaped areas of the building, or screen them from view.



Figure 32: Residence, 425 Bohemian Highway. The gabled addition is located on the rear elevation of the historic home. The addition's one-story height is subordinate in size to the historic house while its roof form and siding are also compatible and in keeping with the style and character of the historic house.

DESIGN GUIDELINES FOR NEW CONSTRUCTION

It is possible to add new buildings to the Freestone Historic District and maintain the historic character of the district. New buildings will assist with maintaining the vitality of the district, housing new businesses and residents. However, new buildings should not detract from the district. In particular they should maintain the historic urban design qualities, landscape characteristics and views, and site design of the district. They may add new materials and styles if compatible with the district, these guidelines, and the *Secretary of Interior's Standards*.

Guideline: New buildings should be visually compatible with the existing character of the historic district. They do not have to be designed in a specific architectural style and they should not be designed in imitation of a historic style per se. In areas of the district with a range of architectural styles, scales, and materials, new buildings should help define and unify the district's character-defining features.

Alignment and Orientation

- Orient the new building in a similar manner as the surrounding buildings in the historic district. In most cases, orienting the façade so that it is parallel to and faces the street is appropriate.
- Locate the primary entrance in the same manner as surrounding buildings.
- In most cases include a front porch if the majority of adjacent or similar buildings have one.

- Maintain similar front and side setbacks as found in the historic district. If there is a range of setbacks, locate the new building within this range and create a front yard of a similar depth as adjacent buildings.

Mass and Scale

- Design the mass and scale of the new building to be compatible with surrounding buildings in the historic district. The general height, shape, and proportions of the new building, in particular its façade, should relate to existing surrounding buildings.
- Design the height and width of the building to be compatible with surrounding buildings in the streetscape. Buildings that are one-to-two stories in height are appropriate for the historic district.

Building and Roof Form

- Design the building form to be compatible with surrounding buildings in the streetscape and within the historic district.
- Design the roof form and roofline to be compatible with surrounding buildings in the streetscape and within the historic district. This includes the pitch of the roof and depth and design of the eave. In most cases, a gable or hipped roof is an appropriate roof form.

Materials

- Select building materials that are visually compatible with surrounding buildings in the historic district. New materials may be considered, with an emphasis on authentic materials, such as corrugated metal. However, it may be appropriate to select wood siding if the surrounding buildings are clad in horizontal wood siding.
- Select a roofing material that is compatible in pattern, texture, and color.

Architectural Details

- Building design should be responsive to the historic district's overall context and visual character.
- Select architectural details that are compatible with surrounding buildings within the streetscape and within the historic district. Details should be in keeping with those found in the historic district, but should not be exact copies or replicas.
- A contemporary interpretation of historic details is often appropriate. If applied, contemporary features such as brackets, trim, and porches should be in scale with historic features found on surrounding buildings and with other features on the subject building.
- The fenestration pattern on the new building should be compatible with surrounding buildings in the historic district. This includes spacing, proportions, and the ratio of voids (window and door openings) to solids (expanses of wall).



Figure 33: Gold Ridge Fire District's Freestone Fire Station, 456 Bohemian Highway. The building's one-story height, steeply-pitched gable roof, and board-and-batten siding are compatible with the surrounding historic district. The building's orientation parallel to the street is a common characteristic of surrounding buildings in the historic district.



Figures 34 and 35: This building addressed as 469 Bohemian Highway (left) stands approximately 100 feet east of the historic house on the same parcel at 489 Bohemian Highway (right). The new building's one-story height, wood siding, minimal ornamentation, and color scheme complement the existing historic residence.

New Accessory Structures

Accessory structures have been constructed adjacent to many historic buildings, typically to add more storage space on a property. They often take the form of detached garages and sheds. These accessory structures are also typically subordinate in scale to the main building and located to the side or the rear of the main building. Historically accessory structures were very plain in contrast to the main structure. If an accessory structure was constructed during the period of significance for the district, it may have achieved significance in their own right.

Guideline: New accessory structures should be designed so that they maintain the character, design, scale, and proportion of the historic building. Accessory structures that have achieved significance in their own right should be preserved.

- Set new accessory structures back or away from the historic building, so that they are subordinate to the historic building. If possible, locate these structures to the side or rear of the main building to avoid detracting from a building's primary façade, which should remain dominant.
- Design new accessory structures so that they are subordinate in style and differentiated from yet compatible with the historic building in terms of materials, style, size, scale, proportion, and massing.
- Design garages so that they are compatible with buildings of similar style and age in the historic district. For example, many garages in the Freestone Historic District are small, detached wood structures located to the rear of the building. Consider following this established pattern.
- Consider removing non-contributing accessory structures if they obscure or detract from the original building.
- If replacing a contributing accessory structure, build the new structure in the same location with the same building footprint when possible.
- Do not design an accessory structure to appear like a 'small' version of a high style building with which it may be associated. This is considered adding a sense of false history to a district.



Figure 36: Residence, 425 Bohemian Highway. The residence's modern single-car garage is located behind the house and toward the back of the lot. Its small size, rectangular plan, wood shiplap siding, and front gable roof are compatible with the historic style and character of the house.



Figure 37: Residence, 489 Bohemian Highway. The new detached garage (on the right) is located away from the historic residence (on the left) at an appropriate distance. The garage's one-story height, gabled roof, wood siding, and paint color do not detract from the historic house.

ENERGY EFFICIENCY MEASURES FOR HISTORIC BUILDINGS AND PROPERTIES

There are many reasons why the preservation of historic buildings and building features is often the “greenest” decision that a building owner can make. Many early buildings have inherent energy-efficient advantages. The quality of materials in historic buildings is also often superior to what can be obtained today, particularly wood products, and is therefore more durable. An additional advantage to rehabilitating historic buildings is that the individual building components in a historic building can be repaired, unlike many newly manufactured building components or products, which must be replaced in whole. For example, a wood window frame can be repaired. A manufactured window, such as a vinyl window, must be totally replaced if, for example, a seal breaks. And it is likely that the repaired wood window will last far longer than the replacement vinyl window.

However, many historic building owners are interested in making their historic buildings more energy efficient. Historic buildings can be retrofitted to be more energy efficient and still preserve their historic character. For example, it is far more effective to insulate attic floors and basement ceilings and openings between the attic and basement into the main portion of the building than to replace windows. These measures have the added benefit that they typically do not alter the exterior appearance of a building. (Note that walls may also be insulated but best practices should be followed to ensure that the method chosen does not trap moisture within the walls or damage historic materials.)

To make historic buildings more energy efficient, the National Park Service recommends that the following steps be undertaken (Grimmer, 2011:1). The first step is to identify and assess the existing (or lost) energy-efficient characteristics of the historic building. In other words, the role that the building’s design, materials, type of construction, size, shape, site orientation, and surrounding landscape relative to the prevailing climate plays should be assessed. Then improvements should be planned that enhance the inherent energy efficiency of a building and retain and complement the original building, site and context.

The role that historic building components play together should also be considered. For example, porches and shutters can help keep a building cool, and operable, transom windows and screen doors can improve air flow and cross ventilation. Good maintenance practices are another important step in protecting the energy efficiency of historic buildings. These are outlined in more detail below. A third step is to undertake building weatherization and insulation, also discussed below. Lastly, it may be beneficial to invest in new technologies or building components, such as programmable thermostats, attic and ceiling fans, solar panels, etc., where appropriate (Weeks, 2011:11).

Additional guidance for making historic structures more energy efficient is noted below.

Site planning

- Utilize the existing site design of the building and landscaping to preserve and enhance the naturally sustainable aspects of a property wherever possible, while preserving historically appropriate vegetation and landscape elements. Natural, sustainable landscaping may include shade trees and native plants. Alternative landscape elements that increase sustainability may include permeable paving, bioswales, and similar materials and features.
- When planning a new addition or alteration to an existing historic structure, consider orienting the addition for maximum energy efficiency when possible and appropriate for the historic character of the building and/or setting.

Building features and elements

- Retain and/or replace the inherently sustainable features of a historic building such as functional shutters, operable windows, storm windows, transom windows, awnings, porches, vents, roof monitors, cupolas, skylights, and naturally-lit corridors where appropriate.
- Operable windows can be both historically significant and important to retaining the natural energy efficiency of a structure. Operable windows allow for controlled heat gain and loss, and support good air flow and cross ventilation without artificial means. To support the natural energy efficiency of windows, they should be maintained on a regular basis to ensure that they function properly and are operable. Weather stripping and caulking should be used, as appropriate, to make them weather-tight.
- When windows cannot be repaired, compatible and energy-efficient replacement windows that match the appearance, size, design, proportions and profile of existing historic windows may be considered. Retrofitting historic windows with high-performance glazing or clear film may also be possible if the historic character of the building can be retained.
- Interior or exterior storm windows that are compatible with existing historic windows should be used as appropriate to increase the energy efficiency of historic windows. Storm windows whose configuration matches the historic windows should be considered where possible. Consideration should be given to installing storm windows that are set back from the plane of the exterior wall surface and feature a historically appropriate finish and color.
- To prevent heat loss at existing historic doors, consider adding weather stripping, fitting the door to the jamb and frame, and installing a storm door, rather than replacing the door. Care should be taken that the storm door does not obscure historic features, where possible.
- Consider the use of energy-efficient lighting, fixtures and appliances before the use of more invasive treatments that may negatively impact the historic appearance of a building.
- Use environmentally-friendly cleaning products that are compatible with historic finishes for maintenance, and sustainable products and treatments, such as VOC paints and adhesives and lead-safe paint removal methods when rehabilitating a building.



Figure 38: Solar panels discretely placed on a side gable behind the false front.

Alternative methods

- Note that if other remedial measures are taken to improve energy efficiency, it may be less necessary to resort to alternative methods. Installing on-site solar technology should be considered in conjunction with or after implementing all other appropriate treatments to improve energy efficiency.
- Installing solar devices and technologies within a historic property should be done in a compatible location on a site or on a non-historic building or addition where it will have minimal impact.
- Solar panels should be considered for secondary or rear building facades. When installing solar panels on the roof of a historic building, the panels should not alter the pitch or form of the roof. They should be located on the roof's rear or side slope and be lower than the roof's ridgeline, if possible. Visible, raised panels should be avoided whenever possible.
- The use of other alternative energy devices on a historic building should be considered only after other appropriate treatments to improve energy efficiency have been considered. Alternatives may include wind power, cool roofs and green roofs.

Salvage, recycling and re-use

- When existing historic materials and building features cannot be repaired and re-used on an existing historic structure, consideration should be given to re-using materials and features on site; salvaging building materials and features for re-use; and recycling features in environmentally responsible ways.

The following are resources for retrofitting historic buildings for greater energy efficiency.

National Park Service Technical Preservation Services, *The Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines on Sustainability for Rehabilitating Historic Building*,
<http://www.nps.gov/history/hps/tps/>

National Trust for Historic Preservation Weatherization Guide,
<http://www.preservationnation.org/issues/weatherization/windows/>

- Home Energy Audits
- Windows Tips and Strategies
- Roofing Tips and Strategies
- Insulation Tips and Strategies
- Mechanical Systems Tips and Strategies.



Figure 39: Screen doors and transom windows allow for natural air circulation.

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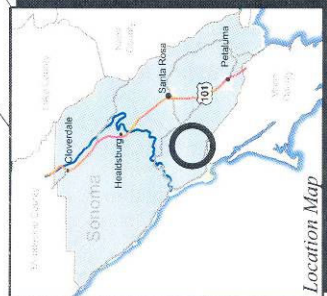
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APPENDIX A

Map of the Freestone Historic District

Freestone Historic District Map Key		Freestone Historic District	
1	12605 Bodega Highway N	26	469-489 Bohemian Highway C/H
2	12775 Bodega Highway N	27	500 Bohemian Highway C
3	12879 Bodega Highway N	28	520 Bohemian Highway C
4	12740 Bodega Highway C	29	493 Bohemian Highway N
5	12777 Bodega Highway N	30	521-525 Bohemian Highway N
6	12747 El Camino Bodega N	31	611 Bohemian Highway N
7	12950 El Camino Bodega N	32	562 Bohemian Highway C
8	12790 Bodega Highway C		
9	140 Bohemian Highway C		
10	160 Bohemian Highway C		
11	184 Bohemian Highway N		
12	201 Bohemian Highway C		
13	209 Bohemian Highway N		
14	215 Bohemian Highway N		
15	281 Bohemian Highway C		
16	301 Bohemian Highway C		
17	306 Bohemian Highway C		
18	222 Bohemian Highway N		
19	218 Bohemian Highway N		
20	425 Bohemian Highway C		
21	342 Bohemian Highway C		
22	380 Bohemian Highway C		
23	463 Bohemian Highway C		
24	460 Bohemian Highway N		
25	456 Bohemian Highway N		




Freestone Historic District Map
Sonoma County, California.

Project Area

Data Provided by:
Sonoma County Planning Department (2015/05/05)
Project and Boundary:
Sonoma County Planning Department



APPENDIX B

**List of Contributing and Non-Contributing Properties
within the Freestone Historic District**

**FREESTONE HISTORIC DISTRICT
CONTRIBUTING AND NON-CONTRIBUTING BUILDINGS**

Contributing Buildings: Contributing buildings within the Freestone Historic District are buildings that were constructed during the period of significance (1870-1940) and retain a sufficient level of integrity.

- 1) 12740 Bodega Highway
- 2) 12790 Bodega Highway
- 3) 140 Bohemian Highway
- 4) 160 Bohemian Highway
- 5) 184 Bohemian Highway
- 6) 201 Bohemian Highway
- 7) 281 Bohemian Highway
- 8) 301 Bohemian Highway
- 9) 306 Bohemian Highway
- 10) 342 Bohemian Highway
- 11) 380 Bohemian Highway
- 12) 425 Bohemian Highway
- 13) 460 Bohemian Highway
- 14) 463 Bohemian Highway
- 15) 489 Bohemian Highway
- 16) 500 Bohemian Highway
- 17) 520 Bohemian Highway
- 18) 562 Bohemian Highway

Non-Contributing Buildings: Non-contributing buildings within the Freestone Historic District are buildings that were constructed during the period of significance (1870-1940) but do not retain a sufficient level of integrity or buildings that were constructed after the period of significance (after 1940).

- 1) 12605 Bodega Highway
- 2) 12775 Bodega Highway
- 3) 12777 Bodega Highway
- 4) 12879 Bodega Highway
- 5) 209 Bohemian Highway
- 6) 215 Bohemian Highway
- 7) 218 Bohemian Highway
- 8) 222 Bohemian Highway
- 9) 456 Bohemian Highway
- 10) 469 Bohemian Highway (located on the same parcel as 489 Bohemian Highway)
- 11) 493 Bohemian Highway
- 12) 521-525 Bohemian Highway
- 13) 611 Bohemian Highway
- 14) 12747 El Camino Bodega
- 15) 12950 El Camino Bodega

APPENDIX C

Department of Parks and Recreation (DPR) 523 Forms

APPENDIX D

**Photographs of Properties within the Freestone Historic District
that are Less than 45 Years Old**



12775 Bodega Highway, Freestone



209 Bohemian Highway, Freestone



222 Bohemian Highway, Freestone



456 Bohemian Highway, Freestone



*489 Bohemian Highway, Freestone.
(Located on the same parcel as 489 Bohemian Highway)*



521 Bohemian Highway, Freestone



611 Bohemian Highway, Freestone



12747 El Camino Bodega, Freestone



12777 Bodega Highway, Freestone

APPENDIX E

Glossary of Terms

APPENDIX E

Glossary of Terms

Note: Most of the definitions below are derived from *National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation*, or Cyril M. Harris's *American Architecture, An Illustrated Encyclopedia*.

Alignment: The arrangement of objects along a straight line.

Architectural features: Prominent or significant parts or elements of a building or structure.

Articulation: Minor variation in the massing, setback, or height of a building, such as bay windows, porches, entrances or eaves that defines the structure.

Association: As related to the determination of “integrity” of a property, association refers to the direct link between a historic property and an important historic event, activity or person. Also, the quality of integrity through which a historic property is linked to a particular past time and place.

Bracket: A supporting member for a projecting element or shelf, sometimes in the shape of an inverted L and sometimes as a solid piece or triangular truss.

Board-and-Batten: Wood siding construction in which vertical boards are covered at the joints by narrow wood strips.

Building: A “building”, such as a house, barn, church, hotel, or similar construction is created principally to shelter any form of human activity. The term “building” may also be used to refer to a historically and functionally related unit, such as a courthouse and jail or a house and barn.

Canopy: A roofed structure constructed for fabric or other material placed so that it extends outward from a building providing a protective cover for doors, windows, and other openings, supported by the building and supports extended to the ground directly under the canopy or cantilevered from the building.

Clapboards: Horizontal wooden boards that form the outer skin of the walls of many wood frame houses.

Compatibility: The size and character of a building element relative to other elements around it.

Context: The characteristics of the buildings, streetscape, and landscape that support or surround a given building.

Contributing building: A building within a historic district constructed during the period of significance of the district and retaining integrity.

Cornice: The molded horizontal projection that crowns or finishes the top of a wall where it meets the edge of the roof.

Design: As related to the determination of “integrity” of a property, design refers to the elements that create the physical form, plan, space, structure and style of a property.

District: A district possesses a significant concentration, linkage, or continuity of sites, buildings, structures, and/or objects united historically or aesthetically by plan or physical development.

Dormer: A roofed structure projecting from a sloping roof to allow for a vertical window or other opening into the room. A dormer can have a gable, hip or shed roof, and can be inset into the roof or project from its surface.

Double-hung window: A window with two sashes (the framework in which window panes are set), each moveable by a means of cords and weights.

Eave: The underside of a sloping roof projecting beyond the wall of a building.

Elevation: A drawing showing the vertical elements of a building, either interior or exterior, with all of the features shown as if in a single vertical plane.

Façade: The front or principal exterior face of a building, any side of a building that faces a street or other open space.

False front: A front wall which extends above the roof or beyond the sides of a building to create a more imposing façade.

Feeling: As related to the determination of “integrity” of a property, feeling refers a property’s expression of the aesthetic or historic sense of a particular period of time.

Fenestration: The arrangement and design of windows and other openings on a building’s façade.

Form: The overall shape of a structure.

Gable: The portion of an end wall of a building above the eaves or cornice usually adjoining a pitched roof and usually triangular in shape.

Gothic Revival style: A style of architecture based on Gothic architectural element and forms that was popular in the United States from about 1830 to 1880 and was most often seen in country houses, churches, and some public buildings. Typical elements of this style include steeply pitched gable roofs; decorative brackets, finials, and ornamented verge boards; pointed arches, particularly for window openings; use of hood or label moldings; and incorporation of towers or turrets, and other picturesque elements.

Greek Revival style: A style of architecture based on Greek precedents and popular in the United States from about 1820 to 1860. Typical elements of this style include strict symmetry, severe lines, a low-to-medium pitched gable or hipped roof, pedimented gable ends or pronounced cornice returns, a strong cornice line, and porches with regularly placed columns or supports.

Italianate style: A style of architecture popular in California in the 1860s and 1870s, about loosely based on rural Renaissance farmhouses in northern Italy, and varying from picturesque villas with ornate detailing and asymmetrical massing to restrained and rigidly symmetrical town houses and commercial buildings. Typical elements include multiple stories, bracketed cornices, low-pitched pyramidal roofs, and narrow, hooded, framed or bracketed windows, often with a one-story front porch.

Infill: In a historic district, the construction of a new building within the district.

Integrity: As defined by the National Park Service, a property exhibits integrity if most of the aspects of integrity are intact, particularly those that are most relevant to the significance of the property, and if the property dates from its established period of significance. The aspects of integrity are: location, design, setting, materials, workmanship, feeling and association. A historic district that retains integrity is one in which the majority (typically about 60%) of its individual elements or properties retain integrity and date to its established period of significance.

Lintel: A horizontal structural member such as a beam of wood or stone that spans the top of an opening in a door or window to support the weight above it.

Mass: The physical size and form of a structure.

Material: As related to the determination of ‘integrity’ of a property, material refers to the physical elements that were combined or deposited in a particular pattern or configuration to form a historic property.

Molding: A long, narrow band or strip of material, typically wood or stone, with a constant profile or section, used as a decorative element at the edges of or joints between surfaces on bases, capitals, cornices, doors, panels, and windows.

Non-contributing building: A building within an historic district constructed outside the period of significance for the historic district, or a building that does not retain integrity.

Orientation: In urban design, the relationship of a building to the street or other public feature. The primary entrance to a building plays an important role in defining the orientation of the building.

Period of Significance: The span of time in which a property or a historic district attained its significance, typically the period in time in which its associations occurred, such an important event, association with an important person, or a period of architectural development.

Preservation: The act or process of applying measures to sustain the existing form, integrity and materials of a building or structure, and site. It may include initial stabilization and ongoing maintenance of historic materials and features.

Queen Anne style: A style of architecture, popular in the United States from about 1885 to 1910, based on a romantic reinterpretation of the earlier Queen Anne style. Typical elements include an asymmetrical form, often with a wrap-around porch; use of multiple, contrasting materials and textures in exterior cladding; multiple roof forms, including gables and hip roofs; the use of dormers, towers and turrets to enliven the building form; and the use of applied decoration in the form of ‘gingerbread’ or decorative elements borrowed from other styles or eras.

Roof: The structure that caps or covers a building, including all materials and constructions to support it. Forms include the following:

Gable Roof features a single slope on each side of a central ridge.

Gambrel Roof features two slopes or flat surfaces on each side of a central ridge.

Hip Roof features adjacent flat surfaces that slope upward from all sides of the perimeter of a building.

Shed Roof features one slope composed of a single flat plane.

Jerkin-head Roof (clipped gable) is similar to gable but with a clipped end that assumes a hip shape.

Scale: The proportional relationship between buildings elements; in urban design, the relationship of a building to other built elements.

Setting: As related to the determination of “integrity” of a property, setting refers to the physical environment of a historic property.

Shingle: A thin piece of slate, tile, or wood used as an exterior covering on sloping roofs and/or walls.

Shiplap: An overlapping, joint the long edges of two boards, typically formed by a continuous, rectangular notch on opposite sides of both edges of each board; used to make a weather-tight joint for siding.

Siding: The nonstructural exterior wall covering of a wood frame building; types include horizontal board, shingle, board-and-batten, and various substitute materials; also seen as “cladding.”

Sill: The lowest horizontal member in a frame or opening for a window or door.

Stick style: An architectural style of wood-frame houses popular in the United States from about 1860 to 1890 that emphasized exterior wall patterns of varying textures divided by a rectangular grid of flat boards that typically expressed the inner structure of the building. Typical elements include asymmetrical massing, steeply pitched cross gable roofs, decorative trusses, brackets below overhanging eaves, and applied decorative elements.

Streetscape: The visual character of a street made up by a combination of elements, including the design of the cross section, the buildings enclosing each side, views along the route or at a distance, and decorative elements, including greenery, signage, and street fixtures.

Structure: The term “structure” is used to distinguish from a “building” those functional constructions made usually for purposes other than creating human shelter.

Stucco: An exterior wall covering consisting of Portland-cement mixed with lime, applied over a wood or metal lath.

Vernacular: A building built that is not designed by an architect or someone with formal design training; often based on traditional or regional forms; the style of a simple building with modest detailing and form, as opposed to a specific architectural style.

Visual continuity: A sense of unity among elements of the built environment due to similarities in alignment and orientation, form, scale, style, and/or detailing,

Window: An opening, generally in the external wall of a building, to admit light and/or air; usually glazed. The framework in which the glass is set is called a sash. A sash may be fixed (stationary) or move within the fixed frame. The glass may consist of one large pane of glass or may be subdivided into smaller panes or lights, divided by thin members called muntins.

Workmanship: As related to the determination of “integrity” of a property, workmanship refers to the physical evidence of the crafts of a particular culture, people, or artisan.

FINAL

OCCIDENTAL HISTORIC DISTRICT
SURVEY AND DESIGN GUIDELINES UPDATE,
OCCIDENTAL, SONOMA COUNTY, CALIFORNIA



Garcia and Associates
Natural and Cultural Resource Consultants



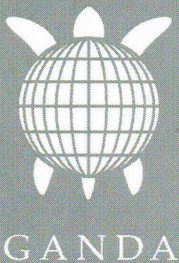
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March 2012

EXECUTIVE SUMMARY

The County of Sonoma commissioned Garcia and Associates (GANDA) to prepare a Survey and Design Guidelines Update for the Occidental Historic District to inventory and update the documentation for this historic district, which was designated by the Sonoma County Landmarks Commission (Landmarks Commission) in 1980. An update of these guidelines, which primarily involved adding a section on design guidelines for energy efficiency in historic buildings and properties, was completed by Painter Preservation & Planning in March 2012.

The Occidental Historic District Survey and Design Guidelines Update includes the following components:

- An historic context statement for the district;
- State of California Department of Parks and Recreation (DPR) Primary Record (523A) forms for all buildings over 45 years of age in the district;
- DPR Building, Structure, and Object (523B) forms for all individually listed landmark buildings within the district;
- DPR District (523D) forms for the district;
- A list of contributing and non-contributing buildings within the district; and
- Clear, illustrated design guidelines based on the *Secretary of the Interior's Standards for the Treatment of Historic Properties*.

A summary of the Occidental Historic District's location, boundary, significance, and character-defining features is listed below. DPR 523 forms in Appendix C contain a complete description and evaluation of the historic district.

Overview

The Occidental Historic District is a geographically contiguous district consisting of approximately 103 buildings primarily located on a grid plan of streets within the town of Occidental. This district consists primarily of commercial buildings located on Bohemian Highway and Main Street, and residential buildings located on the streets perpendicular to Bohemian Highway and Main Street. Additional building types in the district include two churches, two motels, a post office, a community center, a fire station, a barn, and a community arts center. Approximately 42 buildings are contributing, approximately 32 buildings are non-contributing, and 24 buildings are less than 45 years old.

Occidental was first developed in the 1860 to 1870s; today the community features primarily low-rise, wood-frame, wood-clad residential and commercial buildings in the Greek Revival, Queen Anne, and Stick/Eastlake styles, and vernacular buildings dating from 1870 to 1910. Additional residential and commercial buildings were constructed in Occidental in the 1920 to 1950s primarily in the Craftsman/Bungalow, Modern and vernacular buildings. Together these buildings style help to impart a special sense of place. Occidental is located at a high point and laid out on a grid pattern, with Bohemian Highway and Main Street the main commercial thoroughfare (in line with the former railroad bed). Perpendicular streets lined with residential buildings climb up the steep sides of the mountains east and west of the commercial core.

Boundary

The Occidental Historic District generally encompasses downtown Occidental, the east and west sides of both Bohemian Highway and Main Street between 1st Street and Graton Road; and extends along the west side of Bohemian Highway from the intersection of Graton Road to about 1000 feet northwest, and along both sides of Coleman Valley Road from the intersection with Bohemian Highway to approximately 400 feet northwest. Four buildings in the Occidental Historic District are designated as Individual County Landmarks: 3730 Bohemian Highway (St. Phillips Catholic Church); 3637 Church Street (Occidental Community Church); 3731 Main Street (Union Hotel); and 3611 Main Street (Taylor Building).

Period of Significance

The period of significance is 1870 to 1950.

Area of Significance

Under CRHR Criterion 1, the Occidental Historic District is significant as a place that has made a significant contribution to the broad patterns of local history. The Occidental community was established during the 1860s and 1870s as a rural community engaged in farming and logging. The growth of Occidental is closely intertwined with the development of the North Coast Pacific Railroad, a narrow gauge steam railroad that carried redwood lumber, local dairy and agricultural products, and passengers from Marin and Sonoma counties. The development of the community of Occidental was spurred by the construction of the railroad, which initially brought railroad laborers to the area and provided transportation of goods from this region to the San Francisco Bay Area. Occidental as a community reflects geographical patterns associated with its settlement and growth and railway transportation.

Under CRHR Criterion 3, the Occidental Historic District is significant for its distinctive characteristics of style and period. Occidental is a cohesive collection of residential and commercial buildings from the mid to late 19th century in the Greek Revival, Queen Anne, and Stick/Eastlake styles and vernacular buildings that retain a good level of architectural integrity. The buildings exhibit and maintain many of the typical character-defining features. The buildings in Occidental are well constructed and designed; the Occidental Historic District embodies a collection of buildings related in architectural design, details and materials that are a good representation of a small, 19th century rural community in Sonoma County.

Character-defining Features

- one and two story, wood-frame buildings
- wood siding – shiplap vertical board-and-batten, shingles and decorative shingles
- gable roofs, sometimes with dormers
- double-hung, wood-sash windows, often with multiple divided lights
- shed roof porches with decorative balustrades and trim details
- commercial buildings with stepped false fronts and shed or hipped roof wood awnings/canopies
- common fence form is low, transparent, wood picket
- building orientation with primary entrances facing the street
- residential buildings aligned with front yards serving as a transitional space between the public street and the private building entry
- detached free-standing garages for residential buildings
- hilly topography on the perpendicular streets necessitates retaining walls.

FINDINGS

Within the survey area and Occidental Historic District, surveys were completed for 103 properties. The properties that were not surveyed were either vacant or under 45 years of age. In this district, approximately 42 buildings are contributing to the district, approximately 32 buildings are non-contributing, and 24 buildings are less than 45 years old (note that properties under 45 years of age have been photographed and are included in Appendix D). Additionally, four contributing properties are individually listed as Sonoma County Landmarks.

The table below summarizes the survey findings.

Contributing/Non-Contributing Properties

Historic Contributing Properties	42
Historic Non-Contributing Properties	32
Non-Historic, Non-Contributing Properties	24
Vacant	<u>5</u>
Total	103

RECOMMENDATIONS

The greatest threat to the integrity of the Occidental Historic District as a whole is inappropriate infill buildings. Many of the buildings in the district retain good integrity and a number have been restored. Infill development that has occurred since about 1950 represents the most evident infill that is inconsistent with the district in both siting/placement and character. If in the future these buildings are replaced, new construction must meet the Secretary of Interior's Standards and these guidelines. Another potential threat to the district is infill construction that does not meet the Secretary of Interior's Standards and these guidelines in terms of creating a false sense of history. New construction should be compatible with the district, but should also be of its own time.

TABLE OF CONTENTS

EXECUTIVE SUMMARY

1. INTRODUCTION	1
<i>Purpose</i>	
<i>In this Document</i>	
<i>Methodology</i>	
<i>Evaluator Qualifications</i>	
2. HISTORIC CONTEXT AND OVERVIEW	3
<i>The Purpose of a Historic Context</i>	
<i>A Brief History of Occidental</i>	
<i>Historic Overview</i>	
3. THE DESIGN REVIEW PROCESS	10
<i>Applicable Regulations</i>	
<i>The Design Review Process</i>	
<i>Frequently Asked Questions</i>	
4. OCCIDENTAL HISTORIC DISTRICT DESIGN GUIDELINES	19
<i>Purpose</i>	
<i>Description and Overview</i>	
<i>Design Guidelines for Historic Buildings</i>	
<i>Additions to Historic Buildings</i>	
<i>Design Guidelines for New Construction</i>	
<i>Energy Efficiency Measures for Historic Buildings and Properties</i>	
5. REFERENCES	55

APPENDICES

- Appendix A:* Map of the Occidental Historic District
- Appendix B:* List of Contributing and Non-Contributing Properties within the Occidental Historic District
- Appendix C:* Department of Parks and Recreation (DPR) 523 Forms
- Appendix D:* Photographs of Properties within the Occidental Historic District and Less than 45 Years Old
- Appendix E:* Glossary of Terms

FIGURES

- Figure 1:** A drawing of William Howard's homestead
- Figure 2:** Occidental Community Church
- Figure 3:** View of the Occidental Depot
- Figure 4:** Taylor Building prior to its destruction
- Figure 5:** The Altamont Hotel circa 1899
- Figure 6:** Project location map
- Figure 7:** Shops and Occidental's oldest building
- Figure 8:** Buildings along the east side of Bohemian Highway
- Figure 9:** Historic and contemporary views of Taylor Building
- Figure 10:** Examples of siding found in Occidental
- Figure 11:** Residence, 3622 Church Street
- Figure 12:** Residence, 14895 Coleman Valley Road
- Figure 13:** Residence, 3337 Main Street
- Figure 14:** Components of a typical double-hung window
- Figure 15:** Residence, 14895 Coleman Valley Road
- Figure 16:** Occidental Community Church
- Figure 17:** Residence, 3804 Bohemian Highway
- Figure 18:** Occidental Community Church, 3637 Church Street
- Figure 19:** Residence, 14952 Coleman Valley Road
- Figure 20:** Residence, 14717 2nd Street
- Figure 21:** Commercial building, 3625 Main Street
- Figure 22:** A good example of a commercial storefront
- Figure 23:** Residence, 3622 Bohemian Highway
- Figure 24:** Commercial building, 3633 Bohemian Highway
- Figure 25:** Union Hotel, 3731 Main Street
- Figure 26:** Union Hotel, 3731 Main Street
- Figure 27:** Commercial building, 3633 Bohemian Highway
- Figure 28:** Occidental Hotel Lodge, 3610 Bohemian Highway
- Figure 29:** St. Philip the Apostle Church, 3730 Bohemian Highway
- Figure 30:** Commercial building, 3782 Bohemian Highway
- Figure 31:** Residence, 3622 Bohemian Highway
- Figure 32:** Historic photograph, residence, 3622 Bohemian Highway
- Figure 33:** Residence, 14945 Coleman Valley Road
- Figure 34:** Inn at Occidental, 3657 Church Street
- Figure 35:** Commercial building, 3692 Bohemian Highway
- Figure 36:** Commercial building, 3782 Bohemian Highway
- Figure 37:** Residence, 3622 Bohemian Highway
- Figure 38:** Screen doors and transom windows allow for natural air circulation
- Figure 39:** Solar panels placed discretely on an accessory structure

1. INTRODUCTION

PURPOSE

The purpose of this document is to provide updated information on the historic resources within the Occidental Historic District and clear, concise guidance as to how existing and proposed new buildings and structures should be treated to maintain the district's historic character. The goal of the guidelines is to retain Occidental's unique character by protecting this small, rural Sonoma County town's historic qualities that have existed and evolved for over 150 years, while preserving its attractions as a desirable place to visit, live, work, and do business. The key to retaining Occidental's unique character is to maintain important features of the existing buildings and the landscape and views, while ensuring that changes and new construction are compatible with their surroundings. These guidelines, as well as other incentives such as the use of the California Historical Building Code and tax advantages (under certain conditions), are also intended to assist property and business owners maintain the historic character of the town while enabling and guiding the changes that must occur in any vital community.

IN THIS DOCUMENT

The County of Sonoma commissioned Garcia and Associates (GANDA) to prepare a Survey and Design Guidelines Update for the Occidental Historic District to inventory and update the documentation for this historic district, which was designated by the Sonoma County Landmarks Commission (Landmarks Commission) in 1980.

The Occidental Historic District Survey and Design Guidelines Update includes the following components:

- An historic context statement for the district;
- State of California Department of Parks and Recreation (DPR) Primary Record (523A) forms for all buildings over 45 years of age in the district;
- DPR Building, Structure, and Object (523B) forms for all individually listed landmark buildings within the district;
- DPR District (523D) forms for the district;
- A list of contributing and non-contributing buildings within the district; and
- Clear, illustrated design guidelines based on the *Secretary of the Interior's Standards for the Treatment of Historic Properties*.

The guidelines are intended to both protect the existing character of the district and encourage compatible new construction. They are organized in the following manner. The first guidelines section in Chapter 4 on "Design Guidelines for Historic Buildings" addresses repair and maintenance of existing building materials. They then address the repair and maintenance of key building elements and features. In the second section is a discussion of "Additions to Historic Buildings." The third section on "Design Guidelines for New Construction" provides guidelines for new infill construction of all types, including accessory structures. The final section on "Energy Efficiency Measures for Historic Buildings and Properties" is also intended for all building types within the Historic District.

METHODOLOGY

Research

Archival research was undertaken by architectural historian Jennifer Lang to gather information about the history and development of Occidental. The primary research repositories utilized were the Sonoma County History and Genealogy Library in Santa Rosa, and the West County Historical Society in Sebastopol. Numerous primary and secondary sources have also been referenced, compiled and integrated into this document.

Field Work

The Occidental Historic District was surveyed by Jennifer Lang. During site visits in February and March 2010, Ms. Lang systematically surveyed and documented the Occidental Historic District through digital photography and field notes. Parcel and historic district boundary maps obtained from the County of Sonoma Permit & Resource Management Department (PRMD) were utilized for building identification, photo recording and field notes.

Recordation

In accordance with California Office of Historic Preservation (OHP) standards, only resources that are 45 years or older should be recorded and evaluated for potential historic significance. As construction dates were not readily available for the properties being surveyed, a visual estimate of age and integrity was the basis for recordation. As of 2010, the year 1965 is typically used as the cut-off for age-eligible properties (those older than 45 years are considered age eligible). Professional judgment was used in selecting for recordation those properties that appeared to have been constructed prior to 1965 and that appear to retain the most original forms, features, and materials (i.e. physical integrity).

For the Occidental Historic District survey update, only those properties that are 45 years or older have been recorded on State of California Department of Parks and Recreation (DPR) Primary Record (523A) and Building, Structure, and Object (523B) forms (see Appendix C). Those properties within the district that are less than 45 years old were documented with photographs (see Appendix D).

EVALUATOR QUALIFICATIONS

Diana J. Painter of Painter Preservation & Planning undertook the update of the Occidental Historic District Guidelines. Ms. Painter is an architectural historian whose qualifications meet the Professional Qualifications Standards of the National Park Service in history and architectural history, as defined in the Code of Federal Regulations, 36 CFR Part 61. She is also a 25-year member of the American Institute of Certified Planners. She holds a PhD in Architecture and a Masters Degree in Urban Planning and has 30 years of professional experience in historic preservation and urban design. She is listed as an architectural historian on the roster of consultants on file with the State of California Office of Historic Preservation's Eastern Information Center at University of California Riverside.

2. HISTORIC CONTEXT AND OVERVIEW

THE PURPOSE OF A HISTORIC CONTEXT

The significance of a historic property can only be evaluated within its historic context. A historic context identifies and explains the patterns of local, state or national history by which the importance of a property can be understood and its meaning made clear. In order to be considered historically significant, a property or resource must represent a significant part of the history, architecture, archaeology, engineering, or culture of an area, and must embody the characteristics that make it a good representative of properties associated with that aspect of the past.

In order to decide whether a property is significant within its historic context, the important historical trends must first be identified and determined significant; the property must be determined relevant and important in illustrating the historic context; and the property must possess the physical features necessary to convey that aspect of history with which it is associated. The following is a brief overview of the history of the town of Occidental, which is provided here to help explain how the contributing and non-contributing properties in the historic district are determined.

A BRIEF HISTORY OF OCCIDENTAL

The land on which Occidental lies was never claimed as a Mexican land grant; although it is surrounded by the Rancho Bodega to the west, the Ranch Estero Americano to the south, the Rancho Canada de Jonive to the southeast, and the Rancho El Molino to the northeast. Agricultural activities were impractical due to the thick forests and deep canyons in the Occidental area. Known as Summit, Meeker's, Howard's Summit, and Howard's Station before Occidental, the town of Howard's was the creation of one of the area's early settlers and principal landowners, William Howard (also known as "Dutch Bill") who arrived around 1849. Howard's holdings, which composed the town of Howards, included the land north of 3rd Street (at the present day Altamont Bar and Grille). In 1876, Melvin Cyrus "Boss" Meeker arrived in the area; he was successful in acquiring land for timber and began his own steam powered sawmill in 1866 (Hill 1997). Meeker, anticipating the economic benefits of the approaching North Pacific Coast Railroad laid out and built the adjacent town of Occidental in a grid pattern.

Meeker and Howard competed for position, each creating their own town. Meeker and his brothers owned the majority of town land south of an east/west line at the Minna Street, and William Howard owned the land north of this east-west line (the block between Front Street on the west, Hill Street on the north and midway between Third and Minna Streets on the south). The town of Howards existing informally through the late 1800s; after Howard's wife died, he ran into financial problems, lost most of his land, and moved back to San Francisco where he died in 1899. The thoroughfare of the North Coast Pacific Railroad ran north-south through the center of town; Howard offered free right-of-way to the railroad on his land. Meeker was instrumental in helping to construct the Occidental Methodist/Episcopal Church in 1876 (Figure 2), as well as the Union Hotel in 1879.

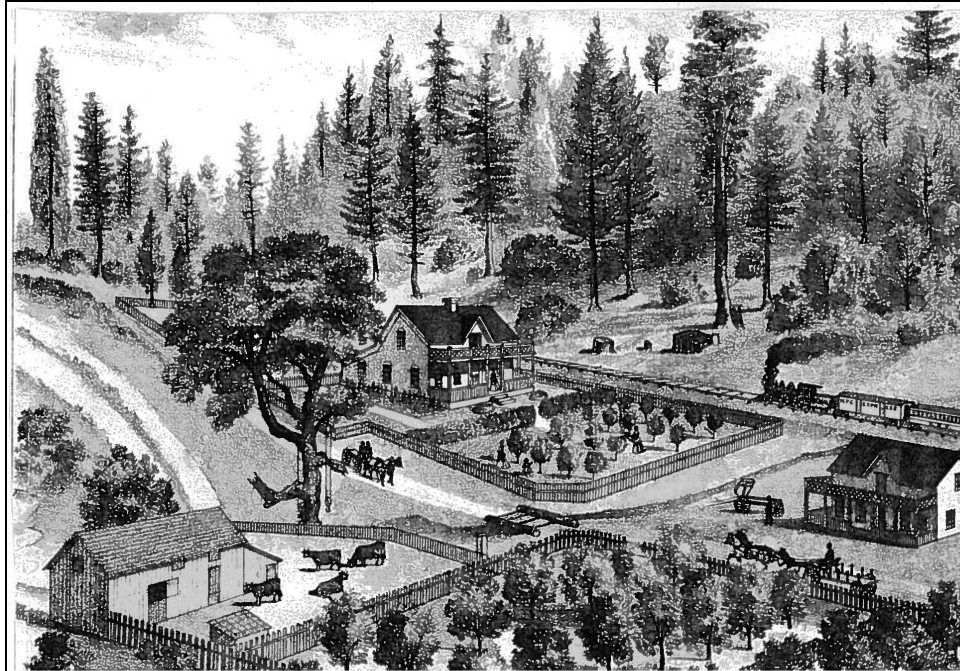


Figure 1: A drawing of William Howard's homestead (courtesy of New Historical Atlas of Sonoma Count, Thomas H. Thompson & Co., Oakland, CA 1877). Today this site is the approximate location of 4093 Bohemian Highway.



Figure 2: Occidental Community Church (courtesy of the Sonoma County History and Genealogy Public Library, Santa Rosa).

In 1876, the North Pacific Coast Railroad Company came to the Bodega Bay region. The narrow gauge railroad ran from Point Reyes Station on Tomales Bay, along the eastern side of Tomales Bay to Tomales, and Valley Ford, Freestone, Occidental, Camp Meeker, Monte Rio, Duncan Mills, and

Cazadero. The depot in Occidental, initially called Howards Station, was a wood-frame, gable roof building with vertical wood siding divided into a ticket office, waiting room, and baggage room (Figure 3). The train began running to Occidental in 1876. The train provided transportation for wood products from the surrounding lumber mills in the area, such as cut cord-wood and tanbark, wine, charcoal, as well as produce (potatoes, hay, rice and fruit such as apples and peaches) and dairy products (butter) to San Francisco. The North Pacific Coast Railroad helped to create the town of Occidental. The railroad provided income through businesses providing food, lodging and services to railroad personnel and tourists, as a commercial transport to goods to San Francisco and Marin County, and as transportation for tourists to the region. In 1902 the North Pacific Coast Railroad was purchased by the North Pacific Coast Company, who changed the name to North Shore Railroad. In 1907 the railroad was purchased by the Santa Fe and South Pacific Railroad, who changed the name to Northwestern Pacific Railroad. In 1930 due to competition from automobiles and trucking companies, the railroad service was stopped, the railroad was discontinued, and the tracks were removed. The Occidental Depot was demolished circa 1937.



Figure 3: View of the Occidental Depot (courtesy of the Sonoma County History and Genealogy Library, Santa Rosa).

In 1876 Cyrus Meeker commissioned the construction of a 29-room hotel to coincide with the arrival of the North Pacific Coast Railroad. The hotel is named Summit House, but its name was later changed to the Altamont Hotel (Figure 5). The hotel was one of the earliest businesses in Occidental. In 1879 Amelia Jones constructed a two story building, the Union Hotel and Saloon, on land sold to her by William Howard. In 1924, the Altamont Hotel was destroyed by a fire which burned approximately two blocks on the east side of Occidental between Second and Minna Streets. The Union Hotel was damaged by the fire, but not destroyed (Hill 1997).

In the 1880s some additional industries outside of lumber became profitable in Occidental, including tanbark, the manufacture of charcoal, shingles, grapestakes, pickets and posts. Common occupations for local Occidental residents included ranching, farming, dairying, viticulture, and fruit-growing.

In 1886, the original Taylor Building (Figure 4) was constructed by William Freeman Taylor, a Nova Scotia native who ran a grain warehouse and livery stable on adjoining lots, as a general merchandise store with living quarters above. The building was destroyed by fire in 1906 and was rebuilt by Taylor in a replica of the original 1886 building.

An 1890s account of Occidental describes the town as “...well built and contains a neat depot, two shoemaker shops, four hotels, a winery, warehouses and several dozen neat and commodious dwellings” (Reynolds and Proctor 1897; 52).



Figure 4: The Taylor Building prior to its destruction in the 1906 earthquake (courtesy of the Sonoma County History and Genealogy Library, Santa Rosa).



Figure 5: The Altamont Hotel circa 1899 (courtesy of the Sonoma County History and Genealogy Library, Santa Rosa).

There was not substantial change in the community of Occidental into the first few decades of the 1900s. Some additional residential and commercial buildings were constructed in the 1920s and 1940s. When the railroad was discontinued in 1930, the era of development and prosperity in Occidental ended.

HISTORIC OVERVIEW

In addition to being considered significant within its historic context, a property or district must possess the physical features necessary to convey that aspect of history with which it is associated. The following is a brief overview of the history and physical features of the town of Occidental. To augment this description, see the Chapter 4 section entitled “Built Environment.”

Description

The Occidental Historic District is a geographically contiguous district consisting of approximately 103 buildings primarily located on a grid plan of streets within the town of Occidental. This district consists primarily of commercial buildings located on Bohemian Highway and Main Street, and residential buildings located on the streets perpendicular to Bohemian Highway and Main Street. Additional building types in the district include two churches, two motels, a post office, a community center, a fire station, a barn, and a community arts center. Approximately 42 buildings are contributing, approximately 32 buildings are non-contributing, and 24 buildings are less than 45 years old.

Occidental was first developed in the 1860 to 1870s; today the community features primarily low-rise, wood-frame, wood-clad residential and commercial buildings in the Greek Revival, Queen Anne, and Stick/Eastlake styles, and vernacular buildings dating from 1870 to 1910. Additional residential and commercial buildings were constructed in Occidental in the 1920 to 1950s primarily in the Craftsman/Bungalow, Modern and vernacular buildings. Together these buildings style help to

impart a special sense of place. Occidental is located at a high point and laid out on a grid pattern, with Bohemian Highway and Main Street the main commercial thoroughfare (in line with the former railroad bed). Perpendicular streets lined with residential buildings climb up the steep sides of the mountains east and west of the commercial core.

Boundary

The Occidental Historic District generally encompasses downtown Occidental, the east and west sides of both Bohemian Highway and Main Street between 1st Street and Graton Road; and extends along the west side of Bohemian Highway from the intersection of Graton Road to about 1000 feet northwest, and along both sides of Coleman Valley Road from the intersection with Bohemian Highway to approximately 400 feet northwest. Four buildings in the Occidental Historic District are designated as Individual County Landmarks: 3730 Bohemian Highway (St. Phillips Catholic Church); 3637 Church Street (Occidental Community Church); 3731 Main Street (Union Hotel); and 3611 Main Street (Taylor Building).

Period of Significance

The period of significance is 1870 to 1950.

Area of Significance

Under CRHR Criterion 1, the Occidental Historic District is significant as a place that has made a significant contribution to the broad patterns of local history. The Occidental community was established during the 1860s and 1870s as a rural community engaged in farming and logging. The growth of Occidental is closely intertwined with the development of the North Coast Pacific Railroad, a narrow gauge steam railroad that carried redwood lumber, local dairy and agricultural products, and passengers from Marin and Sonoma counties. The development of the community of Occidental was spurred by the construction of the railroad, which initially brought railroad laborers to the area and provided transportation of goods from this region to the San Francisco Bay Area. Occidental as a community reflects geographical patterns associated with its settlement and growth and railway transportation.

Under CRHR Criterion 3, the Occidental Historic District is significant for its distinctive characteristics of style and period. Occidental is a cohesive collection of residential and commercial buildings from the mid-to-late 19th century in the Greek Revival, Queen Anne, and Stick/Eastlake styles and vernacular buildings that retain a good level of architectural integrity. The buildings exhibit and maintain many of the typical character-defining features. The buildings in Occidental are well constructed and designed; the Occidental Historic District embodies a collection of buildings related in architectural design, details and materials that are a good representation of a small, 19th century rural community in Sonoma County.

Character-defining Features

- one and two story, wood-frame buildings
- wood siding – shiplap vertical board-and-batten, shingles and decorative shingles
- gable roofs, sometimes with dormers
- double-hung, wood-sash windows, often with multiple divided lights
- shed roof porches with decorative balustrades and trim details
- commercial buildings with stepped false fronts and shed or hipped roof wood awnings/canopies
- common fence form is low, transparent, wood picket
- building orientation with primary entrances facing the street

- residential buildings aligned with front yards serving as a transitional space between the public street and the private building entry
- detached free-standing garages for residential buildings
- hilly topography on the perpendicular streets necessitates retaining walls.

3. THE DESIGN REVIEW PROCESS

APPLICABLE REGULATIONS

The regulatory framework outlined below offers an overview of federal, state, and local criteria used to assess the historic significance and eligibility of a building, structure, object, site, or district for listing in the National Register of Historic Places (National Register), the California Register of Historical Resources (California Register), and as a Sonoma County Historic Landmark or Historic District. These criteria were used to evaluate the Occidental Historic District for listing in the California Register and to justify its continued listing as a Sonoma County Historic District.

National Register Criteria for Evaluation

An historic property or historic district's significance is determined using the National Register Criteria for Evaluation, which state that a historic property may be any district, site, building, structure, or object:

- A. that is associated with events that made a significant contribution to the broad patterns of our history (Criterion A);
- B. that is associated with the lives of persons significant to our past (Criterion B);
- C. that embodies the distinctive characteristics of a type, period, or method of construction, or that represents the work of a master, or that possesses high artistic values; or that represent a significant and distinguishable entity whose components may lack individual distinction (Criterion C); and/or
- D. that has yielded, or may be likely to yield, information important in prehistory or history (Criterion D) (36 CFR 60.4).

In addition to meeting one of more of the above Criteria, a property or historic resource must also retain integrity. The historic property or historic district must retain sufficient integrity to convey the reasons for its significance. To retain historic integrity, a property must possess most of the aspects of integrity and will usually retain those aspects of integrity most relevant to its significance (Andrus, 1995:44). The National Park Service recognizes seven aspects of integrity, which are used to determine whether a property or district retains the physical characteristics corresponding to its historic context:

- **Location** is the place where the historic property was constructed or the place where the historic event occurred.
- **Design** is the combination of elements that create the form, plan, space, structure, and style of a property.
- **Setting** is the physical environment of a historic property.
- **Materials** are the physical elements that were combined or deposited during a particular period of time and in a particular pattern or configuration to form a historic property.

- **Workmanship** is the physical evidence of the crafts of a particular culture or people during any given period in history or prehistory.
- **Feeling** is a property's expression of the aesthetic or historic sense of a particular period of time.
- **Association** is the direct link between an important historic event or person and a historic property.

The integrity of a historic district is determined by assessing the percentage of buildings and structures within the district that retain individual integrity. Typically between 50 and 60 percent of a district must retain integrity in order for it to be considered a historic district, although there is no set standard.

If a property or district is determined eligible for inclusion in the National Register, then it is automatically eligible for inclusion in the California Register. If a resource does not have sufficient integrity to be listed on the National Register, it may still be eligible for the California Register, which allows for a slightly lower level of integrity.

[Note that buildings and structures less than 50 years old do not meet the National Register criteria unless they are of exceptional importance, as stipulated under Criteria Consideration G and described in the National Park Service Bulletin No. 22, *How to Evaluate and Nominate Potential National Register Properties that Have Achieved Significance within the Last 50 Years* (Sherfy, 1998).]

California Register Eligibility Criteria

All resources listed in or formally determined eligible for listing in the NRHP are eligible for listing in the California Register. The California Register is a listing of State of California resources that are significant within the context of California's history. Additionally, properties designated under municipal or county ordinances are also eligible for listing in the California Register. For listing, a historic resource must be significant at the local, state, or national level with respect to one or more of the following criteria as defined in the California Code of Regulations Title 14, Chapter 11.5, Section 4850:

1. It is associated with events or patterns of events that have made a significant contribution to the broad patterns of local or regional history, or the cultural heritage of California or the United States; or
2. It is associated with the lives of persons important to local, California, or national history; or
3. It embodies the distinctive characteristics of a type, period, region, or method of construction, or represents the work of a master, or possesses high artistic values; or
4. It has yielded, or has the potential to yield, information important to the prehistory or history of the local area, California or the nation.

Designating Historic Properties in Sonoma County

Properties that are listed on a local register or identified as significant in a local historic resource survey are also recognized by the State of California as historic resources for planning and regulatory

purposes or for purposes of compliance with the California Environmental Quality Act (CEQA) if they are identified or listed through approved processes. The California Register includes the following:

(4) Historical resources and historic districts designated or listed as city or county landmarks or historic properties or districts pursuant to any city or county ordinance, if the criteria for designation or listing under the ordinance have been determined by the office to be consistent with California Register criteria adopted by the commission; and (5) Local landmarks or historic properties designated under any municipal or county ordinance (California Code of Regulations Title 14, Chapter 11.5, Section 5024.1).

Sonoma County recognizes two types of historic resources; Historic Landmarks and Historic Districts (note that these may include sites, buildings, structures, objects and/or districts, landscapes and/or landscape features). Below is a discussion of each resource type.

Historic Landmarks. A Sonoma County Historic Landmark is an individual or group of historic sites, buildings, structures, and/or objects that the Landmarks Commission has determined to be significant based on criteria for listing on the California Register. The Historic Landmarks in the County consist primarily of buildings and/or structures, although there are also historic sites, objects and landscapes in the County. Historic Landmark properties are so designated by adoption of an overlay zone, Historic District (HD), for the property, which allows for the preservation and regulation of the exterior of existing buildings and structures. The preservation and regulation of historic buildings and structures is accomplished through the design review process undertaken by the Sonoma County Landmarks Commission.

Historic Districts. A Sonoma County historic district is a specific area of the County in which there is a significant concentration or continuity of sites, buildings, structures, and/or objects of historic merit or which represent an historic theme important to Sonoma County, the State of California, or the country, and which the Landmarks Commission has determined to be significant based on the criteria for listing on the California Register. The historic districts in the County consist primarily of buildings and structures, although there are also sites, objects and landscapes within the districts of historic merit which may also be regulated. Properties in historic districts are also so designated by adoption of an overlay zone, Historic District (HD), for the properties in the district. The preservation and regulation of historic districts is also accomplished through the design review process undertaken by the Sonoma County Landmarks Commission.

THE DESIGN REVIEW PROCESS

The Sonoma County Landmarks Commission

The design review process for historic resources in Sonoma County is undertaken by the Sonoma County Landmarks Commission. The Landmarks Commission was established in 1974 under Ordinance No.1768. The mission of the Landmarks Commission is to protect those structures, groups of structures, sites, and areas that are reminders of past eras; events and persons important in local, state, or national history; and/or which provide significant examples of architectural styles of the past, or which are unique and irreplaceable assets to the County and its communities (*Sonoma County Landmarks Commission Bylaws*). The Commission designates Historic Landmarks and Historic Districts, reviews development proposals and related activities concerning historic resources, and administers the Historic Resources Preservation Program. By ordinance the Landmarks Commission consists of one resident from each of the five Supervisorial Districts, appointed by the Board of Supervisors. The County Permit and Resource Management Department assigns County staff to assist with carrying out the Landmark Commission's responsibilities.

Design Review in Sonoma's Historic Districts

The Landmarks Commission reviews proposals for the following project types within a historic district: 1) the repair, alteration and/or addition to the exterior of an existing building or structure; 2) the construction of new buildings and structures; and 3) the demolition of existing buildings and structures. The Landmarks Commission evaluates proposals for their consistency with the Secretary of Interior's Standards (typically the Secretary of Interior's Standards for Rehabilitation), and the applicable design guidelines.

The process for reviewing a proposal is as follows. The applicant for a development or related project proposed in a historic district files an Administrative Design Review (ADR) application at the Permit and Resource Management Department and supplies the required supporting materials. Once these materials are determined to be sufficient to explain the proposal, a public hearing before the Landmarks Commission is scheduled. A Notice of Public Hearing before the Landmarks Commission is mailed to all property owners in the historic district.

At the public hearing the Landmarks Commission takes comments from the public on the design of the proposed development project and determines whether it is consistent with the *Secretary of the Interior's Standards* and the applicable historic district design guidelines. If the project design is not consistent with these standards and guidelines, the Landmarks Commission may require changes to the proposal so that it is consistent with the standards and guidelines, and preserves the historic associations, historic character, and architectural qualities of the historic district.

Note that the Landmarks Commission has the following responsibilities with respect to projects within a designated historic district. The Commission may:

- Approve, approve with conditions, or deny a proposed demolition;
- Approve, approve with recommendations, or deny an alteration to an existing building or structure;
- Approve, approve with recommendations, or deny the construction a new building or structure; and
- Approve, approve with recommendations, or deny the relocation a building or structure.

The Sonoma County Landmarks Commission meets monthly at the Permit and Resource Management Department Hearing Room at 2550 Ventura Avenue in Santa Rosa, California. Further information regarding Sonoma County Landmarks Commission public hearings may be obtained at their website: <http://www.sonoma-county.org/prmd/b-c/lc/index.htm>.

All work within the Occidental Historic District must also comply with Sonoma County Building Codes (unless use of the California Historical Building Code is possible – see discussion below) and applicable zoning ordinances. The California Historical Building Code may be used in place of the Uniform Building Code for certain types of work on qualified historic buildings and structures.

Design Review Standards and Guidelines

Occidental Historic District Design Guidelines. The Commission reviews alterations to the exterior of an existing building or structure and the construction of new structures in designated historic districts by evaluating the project proposal for its consistency with the applicable historic district design guidelines and the *Secretary of the Interior's Standards for the Treatment of Historic Properties (the Secretary of the Interior's Standards)*. The applicable historic district design guidelines in this case are the *Occidental Historic District Design Guidelines* found in Chapter 4 of this document. Consistent with National Park Service direction, these guidelines are intended for use in conjunction with the

Secretary of Interior's Standards and provide additional guidance specific to the design conditions found in the Occidental Historic District.

The Secretary of Interior's Standards. The *Secretary of the Interior's Standards*, which are established by the National Park Service under the auspices of the Department of the Interior, are the standards that govern preservation, rehabilitation, restoration and reconstruction of our nation's historic buildings, structures, objects, sites and districts. They are also the standards that form the basis of most state and local standards and guidelines for the treatment of historic properties, including those in the State of California and Sonoma County.

Standards that implement each of the four treatment types are provided by the National Park Service, with guidelines to assist in their administration. Rehabilitation is the most common treatment, as it allows for the greatest flexibility in renovating a property. Rehabilitation is defined as: “. . . the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portion of features which convey its historical, cultural, or architectural values” (*Weeks, 1995:61*). In rehabilitation, as with the other treatment types, retaining and repairing the historic features of a property is recommended whenever possible. Priority is placed on retaining what is called the ‘historic fabric’ of a building or structure. However, recommendations are made for replacement when this is necessary for a variety of reasons.

The Secretary of Interior's Standards for Rehabilitation are as follows:

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new

work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired (*Weeks, 1995:62*).

The purpose of the design guidelines for historic districts is to assist with implementing the *Secretary of Interior's Standards* by providing additional information and detail specific to the historic district in question. The *Occidental Historic District Design Guidelines* are consistent with this purpose.

The California Historical Building Code. The California Historical Building Code, which has been in place since 1975, is available to the owners of a recognized historic property that provides relief from provisions of the Uniform Building Code. Use of the Historic Building Code protects the integrity of a historic building, but can also represent a considerable cost savings to a building owner. More information on the California Historical Building Code can be found at: <http://www.dgs.ca.gov/dsa/AboutUs/shbsb/2010chbc.aspx>.

Additional standards and guidelines. Additional standards and guidelines may apply to the design and construction process for buildings and structures in the Occidental Historic District. The Sonoma County Permit and Resource Management Department may be contacted for additional information: <http://www.sonoma-county.org/prmd/>.

FREQUENTLY ASKED QUESTIONS

The following section answers frequently asked questions regarding the historic district design guidelines and the design review process. For additional questions, Permit and Resource Management Department staff may be contacted through information provided on the department website: <http://www.sonoma-county.org/prmd/contact-dept.htm>.

What types of projects are exempt from design review by the Landmarks Commission?

Two types of projects are exempt from design review by the Landmarks Commission.

1) Work on the exterior of existing buildings and structures that does not require a building permit, including:

- painting
- window awnings which do not project more than 54 inches
- detached trellises, arbors, or gazebos
- fences not over 10 feet high
- decks not more than 30 inches above grade and not over any basement or story below
- replacement of windows and doors in-kind: same location, size, design, and materials
- children's play structures
- one-story detached structures not larger than 120 square feet
- prefabricated structures not more than 500 square feet
- retaining walls for not more than 3 feet of material
- swimming pools
- removal of up to 25% of the exterior coverings on walls or roofs or similar work for the

purpose of determining structural condition

2) Any work on the interior of existing buildings and structures.

How do I use the Design Guidelines?

An applicant or architect or other representative of a property owner wishing to renovate a property or develop a new property in a historic district may use the *Occidental Historic District Design Guidelines* to prepare their proposal. They may consult the design guidelines regarding the following aspects of their project to ensure that it is consistent with the historic associations, historic characteristics, and architectural qualities of the Occidental Historic District and therefore more likely to be acceptable to the Landmarks Commission. Design elements that are addressed by the guidelines include:

- Site design
- Alignment and orientation
- Massing and scale
- Architectural design and detailing
- Roof form
- Building materials
- Windows and doors
- Porches
- Storefronts
- Awnings
- Lighting
- Signage
- Landscaping
- Color scheme.

A member of the Sonoma County Landmarks Commission may use the *Occidental Historic District Design Guidelines* in conjunction with the *Secretary of the Interior's Standards for the Treatment of Historic Properties* and information on the historic characteristics of existing buildings and structures in the district to determine whether the design of the proposed project is consistent with the historic associations, historic characteristics, and architectural qualities of the Occidental Historic District.

What are the Secretary of the Interior's Standards for the Treatment of Historic Properties?

The *Secretary of the Interior's Standards for the Treatment of Historic Properties* (*Secretary of the Interior's Standards*) are standards established by the U.S. Secretary of the Interior for projects involving work on historic properties listed in or eligible for listing on the National Register of Historic Places. While established by the federal government for historic properties of national significance, the *Secretary of the Interior's Standards* have also been adopted by many state and local agencies, including the State of California and the County of Sonoma, because they are considered the best practices for protecting historic properties. The *Secretary of the Interior's Standards* include practices for preservation, rehabilitation, restoration, and reconstruction of historic properties.

The *Secretary of the Interior's Standards* are implemented through guidelines that assist property owners in protecting their historic property's significance on the long term through the preservation of historic features and materials. They cannot, in and of themselves, be used to make essential decisions about which features of an historic building can be saved and which can be changed. This is typically accomplished through use of a historic survey that identifies the significant historic

features and materials of a property and their condition. Once a treatment for the property is selected (typically rehabilitation), the *Secretary of the Interior's Standards* with accompanying Guidelines and the historic district guidelines can provide philosophical consistency to the work.

The *Secretary of the Interior's Standards* pertain to historic buildings and structures of all types, styles, materials and sizes, and address the exterior and interior of the buildings. They also address related landscape features and the building's site and immediate environment, as well as attached, adjacent, or related new construction. For a complete copy of the *Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstruction Historic Buildings*, see the National Park Service website at <http://www.nps.gov/hps/tps/standguide/>.

How does the Landmarks Commission use the Secretary of the Interior's Standards?

The Landmarks Commission reviews the design of a proposed project with respect to the *Secretary of the Interior's Standards* and determines whether the design is consistent with these guidelines.

How do the Secretary of the Interior's Standards relate to the Occidental Historic District Design Guidelines?

The *Occidental Historic District Design Guidelines* are based on and consistent with the *Secretary of the Interior's Standards*, but are more detailed and specific to the historic associations, historic character, and architectural qualities of the Occidental Historic District.

What if the Design Guidelines conflict with the Secretary of Interior's Standards?

The *Occidental Historic District Design Guidelines* were prepared so as not to contain conflicting guidelines. However, in the event that conflicting guidelines are identified, the Landmarks Commission will make a decision as to which guidelines take precedence.

What is the difference between contributing and non-contributing properties?

Properties in the Occidental Historic District fall into one of two types: contributing and non-contributing. As a general rule, a contributing property contributes to the historic character of the district, whereas a non-contributing building does not.

A contributing property is any building, structure, object, or site within the boundaries of the historic district which adds to, is an integral part of, or key to the historic district's historic associations, historic character, or architectural qualities. Contributing properties must be constructed during the period of significance for the property and retain a sufficient level of integrity to convey their significance.

Properties that are non-contributing to the Occidental Historic District were constructed during the period of significance but have been significantly altered and no longer retain their integrity. Alternatively, they may also be buildings constructed beyond the period of significance for the district.

See *Appendix C* for a map and list of contributing and non-contributing properties.

Which design guidelines apply to non-contributing properties?

The *Secretary of the Interior's Standards* and the *Occidental Historic District Design Guidelines* also apply to non-contributing buildings or structures in the Occidental Historic District. However, they are applied differently than for contributing buildings or structures, as described below.

What is the difference between Landmarks Commission design review of projects involving non-contributing versus contributing properties?

For a proposed development project involving exterior alterations or additions to an existing non-contributing building or structure or nearby new construction, the Landmarks Commission applies the *Secretary of the Interior's Standards* and the *Occidental Historic District Design Guidelines* less strictly than for a project involving a contributing building or structure. Often the larger design aspects of the project - placement, orientation, scale, mass, and form - carry more importance than the more specific design aspects of the project for non-contributing buildings. However, the architectural type, architectural details, building materials, and craftsmanship may also be important. A non-contributing building – whether due to integrity or age - contributes to the setting of the contributing structures and in this sense, its design is an important aspect of the district as well. The *Secretary of Interior's Standards* 9 and 10 pertain most closely to a non-contributing building. For additional guidance, the National Park Service provides a number of bulletins and guides to interpreting the standards: <http://www.nps.gov/hps/tps/tax/TTS/itshome.htm>.

What if my property is also a Historic Landmark?

If a property is not only in the Occidental Historic District but is also an Historic Landmark, the Landmarks Commission will not only review the design of proposed project for consistency with the *Secretary of the Interior's Standards for the Treatment of Historic Properties* and the *Occidental Historic District Design Guidelines*, but will also review it relative to the historic associations, historic characteristics, and architectural qualities of a historic property that make it individually significant. These associations and characteristics may include the following:

- Your property is associated with an event that has made a significant contribution to the broad patterns of national, state, or local history.
- Your property is associated with the lives of persons significant in national, state, or local history.
- Your property embodies the distinctive characteristics of a type, period, or method of construction.
- Your property represents the work of a master or possesses high artistic values.
- Your property has yielded or may be likely to yield information important in prehistory or history.

Where can I get an application for Landmarks Commission design review of my project?

Applications for Landmarks Commission review of a proposed development project may be obtained from the Permit and Resource Management Department website at <http://www.sonoma-county.org/prmd/historic/review.htm>.

4. OCCIDENTAL HISTORIC DISTRICT DESIGN GUIDELINES

PURPOSE

These design guidelines provide property owners a basis for making decisions about the appropriate treatment of existing buildings and about the design of compatible new construction located within the Occidental Historic District. The guidelines also provide information about the building's distinctive characteristics and ways to preserve, rehabilitate, and restore them. The Landmarks Commission and Permit and Resource Management Department (PRMD) staff will use the guidelines to make regulatory decisions regarding exterior alterations to buildings located within the historic district.

The design guidelines apply to **all buildings** within the Occidental Historic District, including contributing and non-contributing buildings and new construction. Contributing buildings are those that were constructed during the period of significance and that retain a sufficient level of integrity. The period of significance is the particular period of history that it represents or that conveys its significance. Buildings and features that date from the period of significance typically contribute to the character of the historic district. The Occidental Historic District's period of significance begins with the date of construction of the earliest buildings and continues through the peak of its occupation and development (1870 to 1950).

Non-contributing buildings are buildings that were constructed during the period of significance but do not retain their integrity or were constructed after the period of significance (after 1950). Alterations to non-contributing buildings come before the Landmarks Commission, but the Commission applies a slightly lower threshold during the design review. Appendix C contains a map and list of contributing and non-contributing buildings.

DESCRIPTION AND OVERVIEW

Location and Setting

Location. Occidental is a small, unincorporated town in southwestern Sonoma County, located within Section 34, Township 7 North, Range 10 West on the United States Geological Survey (USGS) 7.5 minute Camp Meeker 1971 quadrangle). It is located at a high point, approximately eight miles west of Sebastopol and ten miles east of the Pacific Ocean, within the Salmon Creek watershed. Occidental is located on Bohemian Highway; to the south is Freestone Valley, and to the north is Howard's Canyon toward Camp Meeker and Monte Rio.

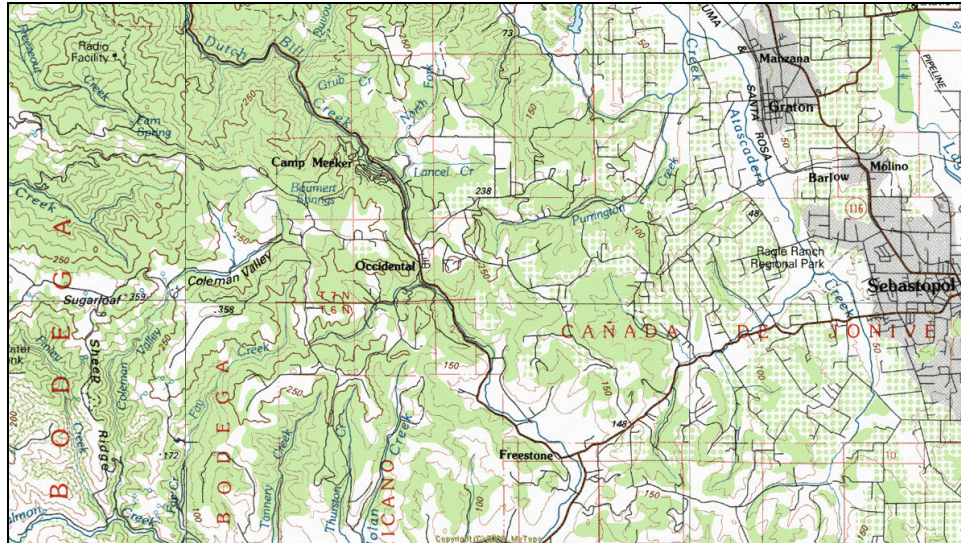


Figure 6: Project location map (Source: USGS Topographic Maps)

Natural setting. Occidental is a small town laid out along the north-south Bohemian Highway. Buildings line the street west of Bohemian Highway and east of the parallel Main Street, and then climb the slopes to the west and east in a more informal fashion. The countryside around Occidental quickly becomes heavily wooded with the evergreen forest that is characteristic of the Russian River area and commensurate with Occidental's logging history.

Built Environment

Urban design character. Occidental developed around its railroad station, which accounts in part for its 'two' main streets. The railroad station that served the town was historically located between what is now the Bohemian Highway and Main Street. Previously Front Street, as the main street was called, was wide enough to accommodate two tracks between the station and building frontages on the west side, and a spur track between the station and the more densely developed part of town on the east side.

Today Bohemian Highway is a two-lane street in the center of Occidental with sidewalks and landscaping on either side. In back of the sidewalks are perpendicular parking, a parking lot drive, and another row of perpendicular parking in front of the shops. The driveway on the east side occupies what was historically the spur track when the railroad still ran down the center of Occidental.

On the east side of Main Street is a continuous row of commercial frontages that vary from one-to-two stories in height. These are among the oldest buildings in Occidental. The gridded street pattern continues up the hillside as it rises to the east, with slightly sparser, mostly residential development. An exception is the historic Occidental Community Church, historically the Methodist Episcopal Church.



Figure 7: Shops and Occidental's oldest building, the Union Hotel, along Main Street

On the west side of the Bohemian Highway development is less cohesive. Here the hillside rises more quickly, making access more difficult and retaining walls a more prevalent feature. Residential buildings are mixed with commercial structures here, and some residential structures have been converted to commercial uses. There are more contemporary buildings along this side of the street. As a result, this portion of Occidental does not convey the same historic quality as the east side of the town.



Figure 8: Buildings along the east side of Bohemian Highway

Today the town's thriving commercial center is occupied by specialty shops, restaurants, and everyday businesses such as the Gonnella's Country Market. Other uses (some in new buildings) such as the churches, fire station, and post office tend to be located slightly farther from the center or set back from the main street. On the north end of town is a new "historic" residential development that is in early stages of construction. The historic Harmony Union School on the north end of town has been retained and converted to The Occidental Center for the Arts.

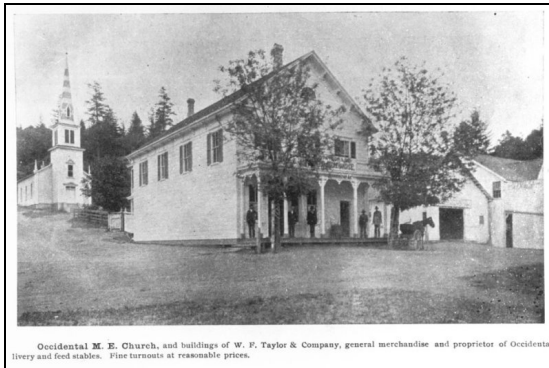


Figure 9: Historic (left) and contemporary views of the Taylor Building and Episcopal Methodist Church

Occidental is a relatively dense town with its commercial core focused on several blocks in the heart of the city. Some residences are also located within this core area, but others enjoy dramatic views from hillside locations outside the downtown. With the exception of the small grid of streets east of Main Street, as one moves away from the heart of Occidental streets quickly become country roads that follow the hilly topography, including Coleman Valley Road, Bohemian Highway, Occidental Road, Bittner Road, and Graton Road.

Architecture. The buildings in Occidental consist primarily of one-and-two-story, wood-frame structures. Many of the historic structures are substantial, particularly buildings along Main Street in the center of town. The two main historic churches – the Occidental Community Church and St. Phillips Catholic Church – are impressive buildings that anchor each end of the downtown. A number of historic buildings have been well cared for and/or rehabilitated, and contemporary structures tend to be compatible with the historic town, with the exception of some mid-twentieth-century renovations and infill. There has been some conversion of residential structures to commercial uses, but the town continues to convey the feel of a 19th and early 20th century rural town in Sonoma County, where residences are mixed with commercial and institutional uses in a traditional way.

DESIGN GUIDELINES FOR HISTORIC BUILDINGS

The key to retaining Occidental's unique character is to maintain the important features of the existing historic buildings, the streetscape, and the landscape and views, while ensuring that changes and new construction are compatible with their surroundings. All these elements collectively contribute to Occidental's sense of place and its value as a historic district. Their protection will ensure that the town continues to provide residents and visitors with a sense of the town's past, while being an attractive and vital place to visit and do business. Property and business owners in Occidental have a special interest in respecting and protecting the historic character of the town's buildings and setting. The original character of historically significant buildings and urban design

features should be retained and, ideally, the important features and elements that have been removed or altered should be restored.

The commercial and residential buildings of the Occidental Historic District have much in common, particularly with respect to building materials, windows, doors, and overall form. The following design guidelines address best practices in maintenance, repair and restoration of historic buildings and features. This is followed by guidance specific to the individual design features of commercial, institutional and residential buildings in the Occidental Historic

District, including advice on the removal of non-historic features, where applicable. Finally, the guidelines include information on what to avoid in order to better preserve the historic character of Occidental's buildings and structures. Additional information on all these guidelines is available from sources which are listed at the end of this chapter. Energy efficiency measures that are sympathetic to historic buildings are included where applicable.

Building Materials

The materials addressed here are wood siding, brick masonry, and roofing materials. In the Freestone Historic District, the most common siding is painted wood in the form of clapboard, shiplap, or board-and-batten. Newer structures are also finished in stucco. The scale, texture, and finish of the building materials contribute to the historic character of the district's buildings, as does the natural aging process of painted wood.

Guideline: Preserve historic building material whenever feasible. When possible, repair deteriorated or damaged building fabric before replacing it. Also consider consolidating and/or patching material rather than replacing it. Building fabric that has weathered over time or shows signs of wear do not necessarily need to be replaced. Its finish or patina conveys the building's age and may contribute to its historic character. Building cladding should be replaced only if it is beyond repair, and then should be replaced with like materials.

Wood siding

- Use the gentlest means possible to clean historic building materials. Clean a test patch first to determine that the method will not damage the historic material.



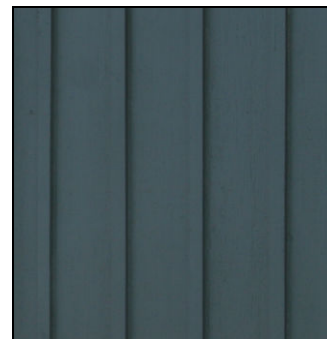
Channel Rustic siding



Clapboard siding



Coursed shingle siding



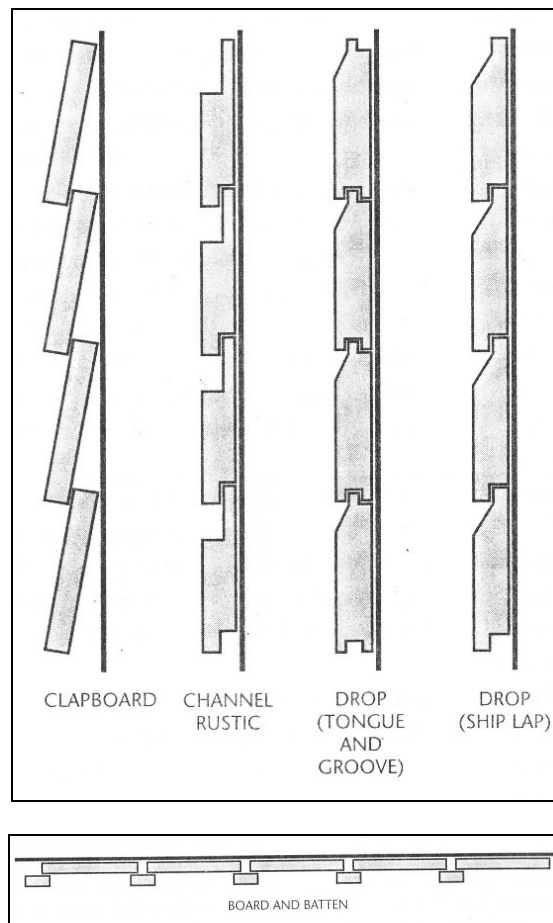
Board-and-batten siding

- In order to preserve wood surfaces and detailing, paint wood as it was painted historically. Ensure that the type and texture of the paint matches the historic finish. Use the gentlest means possible for removing old layers of paint. [Note that special measures are required for the removal of lead paint. Contact your local building department for additional information.]



V-groove shiplap siding

- When replacing historic building materials, match the original material in type, texture, size, and finish (e.g. replace original wood clapboard in kind rather than covering it with stucco, for example). Replace only the section of material that has deteriorated.
- Under most circumstances it is inappropriate and can be harmful to cover historic building materials, particularly with synthetic materials such as aluminum or vinyl siding, asbestos shingles, synthetic masonry, and cementitious materials such as Hardiboard. Wood siding that is covered can trap moisture and lead to damage that is not visible until it becomes a serious problem.



*Figure 10: Examples of siding found in Occidental
(Source: Architectural Surfaces)*

- Consider removing non-contributing building materials if they obscure the historic building fabric and if removal will not cause damage to the material underneath. Remove a test patch in an inconspicuous place to determine if removing the top layer of siding is feasible. If not, consider replacing it with material that is appropriate to the building's architectural style.

Masonry

- Retain the original mortar if it is in good condition. Repoint mortar joints only where necessary such as places where a significant amount of mortar is missing or failing. Note that historic mortar has a different composition than mortar sold today. It may be necessary to test the existing mortar and develop a similar mixture to replace or repoint brick masonry.
- Leave masonry unpainted if historically it has not been painted. Paint on masonry surfaces traps moisture that is intended to escape through the mortar, and can damage the entire brick masonry surface, which then absorbs the moisture within the brick. If the brick has been painted and the paint is to be removed, use the gentlest means possible to remove it. Sand blasting and other harsh measures will remove the surface of the brick, allowing water to penetrate the brick and damage it over time.

Roofing

- Retain or replace original roofing in kind if it is a character-defining feature of the building, such as clay tile. Replace only the section of material or features that have deteriorated, when possible.
- If it is necessary to replace historic roofing material and features, match the original in type, texture, and finish (e.g. replace original wood shingles with shingles that have a similar size, color, texture, and pattern). This is particularly important for distinctive materials, such as clay tiles. It is possible to replace wood shingle roofing with some newer synthetic materials that provide a similar textured appearance as the original and also provide fire protection. Composition shingle or cementitious shingles, for example, can be an appropriate replacement material in some instances. Approval of replacements should be made by the Landmarks Commission.
- Standing seam metal roofing is appropriate only under certain conditions. This surface is more reflective and brighter and has a different texture than other roofing materials, and is usually out-of-place in a historic district (note that corrugated metal roofing can be a historic material and may not out-of-place as a replacement roof). Standing seam metal roofs should only be applied to new buildings and only then on approval by the Landmarks Commission.
- Composition shingle roofing is an appropriate roofing material on a historic building in most instances. There are many colors, textures and levels of quality available. Roofing materials and color can be a character-defining feature of a historic district, in addition to the individual building, and should be approved by the Landmarks Commission.



Figure 11: Residence, 3622 Church Street. This single-family house features painted, wood shiplap siding.

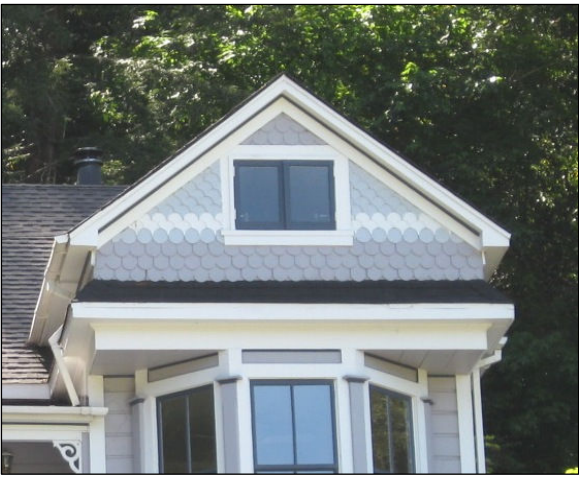


Figure 12: Residence, 14895 Coleman Valley Road. This residence features distinctive patterned wood shingles in the gable.



Figure 13: Residence, 3337 Main Street. This bungalow residence has a stucco finish.

Windows and Doors

In many historic buildings the window sash, framing and the architectural detail surrounding windows (the window surround) are among the most important character-defining features of the building. They impart style, scale and character to the building. The historic and architectural character of a building can be seriously damaged by inappropriate window treatments. Doors and entrances are also important character-defining features of historic structures, providing scale and visual interest in the composition of a building. The doorway can be a richly ornamented part of a

building, with special materials and finishes that together contribute to the architectural style and character of the building. It can also be relatively simple. The style of the building is key to door replacement, when this is necessary.

The most common historic windows in Occidental are double-hung windows in a variety of configurations. The oldest are two-over-two-light, double-hung, wood-frame windows, as seen on the Union Hotel. They are character-defining features of the district where they occur on existing buildings. Also seen in Occidental are one-over-one-light, double-hung windows and the classic plate glass of storefront windows, as well as other window types. Some of the windows on St. Phillip's Catholic Church have pointed arches and others have an unusual shape and diamond panes. They are character-defining features of this building, but are not appropriate

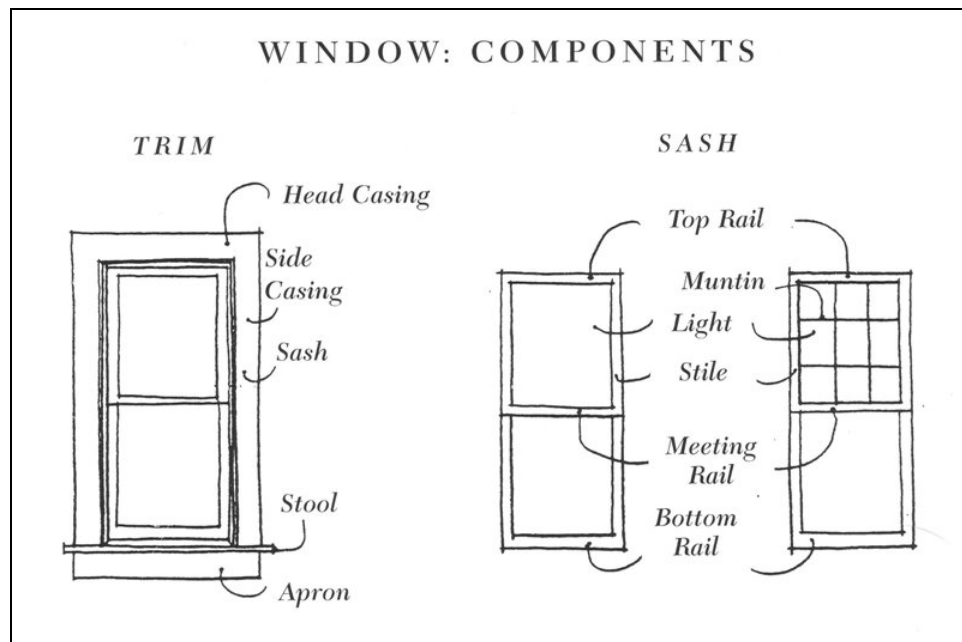


Figure 14 – Components of a typical window
(Source: *American Vernacular Buildings and Interiors, 1870 – 1960*)

elsewhere in the district. (Note that additional guidelines for windows and doors are located in the final section of this chapter entitled, “Energy Efficiency Measures for Historic Buildings and Properties”).

Guideline: Preserve the building’s historic windows and especially the window openings whenever feasible. Windows on the façade or other facades visible from the street are particularly important to preserve. Whenever possible, repair deteriorated or damaged windows. If it is necessary to replace damaged windows, replace them with new windows that match the historic windows in materials, configuration, operation, finish, and details. Preserve the building’s historic doors and door openings whenever feasible. Primary entrance doors are particularly important to preserve. Where possible, repair deteriorated or damaged doors. If necessary, replace damaged doors to match historic doors in terms of materials, configuration, operation, design, details, and finish.

Windows

- If possible, replace select components of the window that have deteriorated or have been damaged rather than the entire window.
- Rather than replace windows that are difficult to operate or allow heat loss, consider restoring the window by removing paint layers and properly applying new coats of paint; replacing select deteriorated components, such as sash members or sills; and applying weather stripping to make them more operate more easily and make them more energy efficient. Storm windows, either interior or exterior, may also be a possibility.
- Maintain historic window openings on the building. Avoid covering or filling in existing window openings or adding new window openings, particularly on the primary facades.
- If replacing a historic window, match the original window in terms of material, configuration, operation, finish and details (e.g. replace a wood, one-over-one, double-hung window in kind). If possible, preserve the historic casing and trim by replacing the window sash only.
- When adding new windows, ensure that they are compatible with the historic style of the building and maintain the historic ratio of voids (window openings) to solid expanses of walls. Windows in new additions may depart from historic windows in order to differentiate the new addition from the original window, but should maintain the proportions and relationships of the historic windows.
- Consider removing and replacing non-contributing windows if the historic windows have been replaced. If all of the historic windows have been removed and the original window design is unknown, consider replacing newer windows with those that are appropriate to the building's architectural style. Photographic evidence of the windows in place on the building historically should guide the selection of new windows.
- It is not appropriate under any circumstances to replace an existing wood sash (frame) with vinyl frame windows. Consideration may be given, under very limited conditions, to installing windows of alternative materials that have the same proportions, operation, and color as other wood sash on the building on the rear of the building or in locations otherwise not visible from a public street. Any alternative window replacement materials must be approved by the Landmarks Commission.



Figure 15: Residence, 14895 Coleman Valley Road. Although the original windows may have been replaced, these two-over-two, double-hung windows maintain the original windows' historic configuration, operation, details and finish and the distinctive window surrounds have been maintained.



Figure 16: Occidental Community Church, 3637 Church Street. The distinctive central window on the front façade featuring a pediment surround (left) and the wood, six-over-six, double-hung windows (right) are character-defining features of this building.

Doors

- If possible, replace select components of the door that have deteriorated or have been damaged rather than the entire door. For example, consider replacing its hardware and framing components to make the door functional. Avoid shaving the door to make it fit the door frame.
- To prevent heat loss, consider adding weather stripping, fitting the door to the jamb and frame, and installing a storm door, rather than replacing the door. Select a door that does not obscure the exterior design of the historic door when possible.
- Maintain historic entrances on the building. Avoid covering or filling in existing entrances or adding new entrances, particularly on the primary facades.
- If replacing a historic door, match the original door in type, material, design, and finish (e.g. replace a historic wood paneled door in kind). Also consider preserving the historic frame, jamb, and sidelights by replacing the door only.
- Maintain historic door openings on the building. Avoid covering/filling in or adding new door openings, particularly on the primary facades.
- When adding new doors, ensure that they are compatible with the historic style of the building and maintain the historic ratio of voids (door openings) to solid expanses of walls.
- Consider removing and replacing non-contributing doors if historic doors have been replaced in the past. Ensure that the new doors are appropriate to the architectural style of the building.



Figure 17: Residence, 3804 Bohemian Highway. This simple wood paneled door is in keeping with the style and character of this vernacular circa 1880 cottage



Figure 18: Occidental Community Church, 3637 Church Street. The door's centered location on the façade and prominent gabled pediment and transom are important character-defining features that should be preserved.

Roof Design

Roofs are typically one of the most important design elements of an historic building, but are also important to the historic district as a whole. Roofs and related elements such as cornices, fascia, parapets, brackets, eaves and rafters impart much of the architectural character of a building. The main function of a roof, whether utilitarian or ornate, is to keep water from entering the building and to direct water away from the building's exterior walls. Secondly, roofs are among the most important character-defining features of almost any building and are a key to the building's style. Finally a roof and particularly the cornice or parapet establishes continuity with the surrounding buildings and is a feature of the streetscape.

Guideline: Preserve the roof's historic form, materials, and features, such as eaves, rafter tails, and fascia, when feasible. Whenever possible, repair deteriorated or damaged roof materials and features. If necessary, replace damaged materials and features but maintain their original character-defining features, such as design, particularly the pitch, and proportion.

- Preserve the original pitch and form of the roof as well as the depth of its eave overhang. Preserve the historic architectural detailing associated with the roof.
- Maintain the roof by repairing cracks in chimney masonry where applicable and repairing or replacing loose or missing flashing, shingles and parapet materials, and by installing and maintaining appropriately sized gutters and downspouts.
- If a roof form that is inappropriate to the building has been added in an earlier addition, consider its removal and replacement with a more appropriate form.



Figure 19: Residence, 14952 Coleman Valley Road. This Victorian residence features a complex roof form with prominent gabled wall dormers.



Figure 20: Residence, 14717 2nd Street. This building features a simple front gable roof.

Storefronts

These guidelines apply to commercial buildings in the Occidental Historic District. The storefront refers to the lower level of the front façade and typically includes the main entrance, storefront and transom windows, and bulkheads or kickplate. Storefronts incorporate a large amount of glazing through large storefront windows and glazed doors to advertise merchandise and draw potential customers. Historically commercial building owners often updated the design of their storefront as new building styles and materials were introduced, merchandising styles changed, or a new business moved in. Due to this constant evolution, storefronts are the most dynamic element of a commercial building.

Guideline: Preserve the building's historic storefront when feasible. Whenever possible, repair deteriorated or damaged components of the storefront. If necessary, replace damaged components but maintain their original character-defining features, such as materials, size, shape, and proportion. It is possible that a later renovation has achieved historic significance in itself.

- Preserve alterations to the storefront that have achieved significance in their own right.
- Maintain the storefront's historic window openings and entrances. Keep windows, including transom windows, and doors transparent by avoiding filling in or covering them.
- Maintain the original size, configuration, pattern, and proportion of storefront windows and doors. Maintain the height of the window bulkhead or kickplate. Maintain the existing spandrel panel and remove materials that have been added later to cover the original spandrel panel or transom window, when possible.
- If possible, replace select components of the storefront that have deteriorated or have been damaged rather than the entire storefront. For example, replace a window's sash members or sills or a door's hardware and framing components.
- If replacing a historic component of the storefront, match the new storefront components in terms of design, material, dimensions, details and profiles (e.g. replace a wood glazed door in kind).
- When a storefront has been significantly altered and the historic design is not known, design a new storefront to be compatible with the building's scale, materials, and architectural style. Glazed doors and large fixed storefront windows are appropriate. Use clear glass instead of tinted, opaque or reflective glass.
- If contributing a new bay within an existing storefront with several bays, the new bay may be more contemporary in character if it utilizes traditional proportions and features. A new bay should not depart from the character-defining features of the historic district and should be, in most instances, set slightly back from the frame of the existing building.



*Figure 21: Commercial building, 3625 Main Street.
This commercial building features a well-designed storefront.
Although its components, such as the door and tiled bulkheads may not be original,
the design and composition is compatible with what it might have looked like historically.*



Figure 22: A good example of a commercial storefront.

Porches

Many historic residential buildings in the Occidental Historic District feature porches, a significant character-defining feature. Commercial buildings also include what might be considered a ‘front porch,’ although they are not typically referred to as such. Porches are historically important and prominent; a porch protects an entrance from rain and provides shade and a sense of scale and aesthetic quality to the façade of a building. Porches connect a building to its surroundings by emphasizing its orientation to the street. Most historic architectural styles and building types developed with the porch or entrance as a prime feature of the front façade.

Guideline: Preserve the building’s historic porches when feasible. Whenever possible, repair deteriorated or damaged porch components. If necessary, replace a deteriorated or damaged porch but maintain its original character-defining features, such as its location, materials, size, design, and proportion. If it is missing and the original design is not known, a new porch should be compatible with the style and character of the building.

- Preserve historic detailing of the porch, such as its posts, balustrades, and brackets. The spacing of the balusters, the height of the railing, and the design, size and shape of porch posts are significant architectural features that should be maintained.
- Replace missing or damaged porch components, such as balusters, posts, and brackets, with new porch components that match the historic details in terms of material, configuration, details, design and finish.
- If possible, replace selective components of the porch that have deteriorated or have been damaged rather than the entire porch.
- Enclose a porch with transparent materials, such as screens, rather than with opaque materials. Place the new material behind the porch posts. Ensure that it is removable and that its installation does not damage historic materials.
- Consider replacing a historic porch if it has been removed. First research the history of the house to identify photographs or drawings that depict its original design and examine the exterior of the house to find marks that indicate its original location. If the original design is not available, construct a porch that is compatible with the building’s architectural style and design. Buildings of the same era and style can provide design guidelines; although the new porch does not have to be exact replica.
- It is possible to retrofit an existing porch and entrance for compliance with the American with Disabilities Act and maintain its historic character. Refer to National Park Service *Bulletin 22: Making Historic Properties Accessible* at <http://www.nps.gov/hps/tps/briefs/brief32.htm>.



*Figure 23: Residence, 3622 Bohemian Highway.
This building appears to have retained its original porch,
including its turned posts, scrolled brackets, and distinctive balustrade.
These important character-defining features should be preserved.*

Canopies and Awnings

Canopies and awnings were historically used to shade storefronts and to regulate the temperature inside the building. They can greatly contribute to the storefront's design and to the character of the streetscape. Awnings are generally temporary materials such as canvas or metal, affixed to a framework. Canopies tend to be permanent features of the building. They often have flat or hip roofs, supported by brackets or simple supports such as wood posts. Many of the historic canopies in the Occidental Historic District are wood and on the historic storefronts, span the full width of the front facade.

Guideline: Preserve the building's historic canopies when feasible. Whenever possible, repair deteriorated or damaged canopies and awnings. If necessary, replace damaged components but maintain their original character-defining features, such as materials, size, shape, and proportion. New awnings should be compatible with the building's scale, materials, and architectural style.

- Preserve historic detailing of the canopy and replace missing details with replicas of historic features.
- If possible, replace selective components of the historic canopy that have deteriorated or have been damaged rather than the entire canopy.

- Design new canopies to be compatible with the architectural style, scale, and materials of the building. In particular, they should correspond to the size and shape of the storefront opening or window. Often historic photographs or surrounding buildings will provide information on an appropriate design for new canopies. Sloped, or shed-style, retractable awnings with a loose skirt are generally the most appropriate form of awning (in contrast to curved awnings).
- Awnings constructed of weather resistant fabric such as canvas are appropriate. Avoid installing vinyl, metal, or plastic awnings.
- Install and locate new awnings so that they do not obscure character-defining features of the storefront or building.
- Attach awnings to the building in a manner that does not cause permanent damage. For example, attach awnings through mortar joints rather than masonry.



Figure 24: Commercial building, 3633 Bohemian Highway.

This commercial building features a good example of a well-designed storefront. The wide glazed double doors and flanking storefront windows are well proportioned and compatible with the building's design.



Figure 25: Union Hotel, 3731 Main Street. The full-width wood awning that wraps around the side elevation provides scale, character, and shade on this commercial building. Its wood construction is typical of awnings located on buildings within this historic district.

Signage

This guideline refers primarily to commercial buildings, which nonetheless may have originally been a residential or other building type. Signs communicate the name of the business; colors and typeface are key design components as well. Signs can provide individuality to a commercial building as well as secondary information, such as store hours and policies. A sign's location, size, materials and imagery provide visual interest to the building and the streetscape. Signs in Occidental are typically wood painted signs, fixed to the building façade. They are an important component of the built environment.

Guideline: Preserve the building's historic signs when feasible. Whenever possible, repair deteriorated or damaged signs. If necessary, replace damaged components but maintain their original character-defining features, such as materials, size, shape, and design. New signs should be compatible with the building's scale, materials, and architectural style.

- Preserve a building's historic signs, including those affixed to or painted on the building's exterior or carved in the façade. Historic signs may include those from a previous business. Typically it is not appropriate to re-paint historic signs that are on a building.
- Design new signs to be compatible with the scale and style of the historic building. The size and scale of the sign's typography should also be scaled to the size the building or storefront. New signs can be located on signboards above the storefront, can project from the building, or can be applied to awning skirts, the edge of a canopy, or storefront windows. They can also include painted signs, applied letters, and hanging signs, as appropriate.

- Locate and place signs so that they do not obscure the building's significant architectural features, such as cornices, trim, windows or decorative brickwork. They should emphasize existing architectural elements.
- Limit the number of signs on the storefront so that they do not detract from the overall character of the building or the surrounding streetscape.
- Limit the amount of information on the primary sign and select a legible font. Place secondary information, such as store hours and policies, on smaller signs attached to windows, doors, or the sides of the building.
- Attach signs to the building in a manner that does not cause permanent damage. For example, attach and install signs through mortar joints rather than masonry.



*Figure 26: Union Hotel, 3731 Main Street.
The signs on the façade of this two-story historic building
are appropriately scaled to the building's size and massing.*



Figure 27: Commercial building, 3633 Bohemian Highway. The signage on this commercial building is compatible with the character of the surrounding historic district. The primary sign on the porch roof is well designed and scaled to the building. The signs clearly communicate the name of the business, while secondary small hanging signs advertise specific items for sale.



Figure 28: Occidental Hotel Lodge, 3610 Bohemian Highway. These simple, low-scale freestanding wood signs mark the entrance to the hotel. They are good examples of secondary signs that are in keeping with the character of the surrounding historic district.

Lighting

Lighting can be used to enhance a storefront's visual appeal by highlighting signage and merchandise. It can also be used for security purposes and to create a sense of safety and for pedestrians. Additionally lighting and light fixtures are a contributing elements of the streetscape.

Guideline: Preserve the building's historic lighting when feasible. Whenever possible, repair deteriorated or damaged lights. If necessary, replace damaged lights but maintain their original character-defining features, such as materials, size, location, and design. New lights should be compatible with the building's scale, materials, and architectural style and other lighting in the historic district.

- Use lighting to highlight the building's architectural detailing.
- Provide indirect lighting. Lighting should provide an even illumination level and should not be overly bright. Avoid installing flashing, pulsating, or moving lights.
- Design new light fixtures to be consistent across the façade and to compliment the building's architectural style. Avoid light fixtures that overpowers the storefront and disrupts continuity within the district.
- Direct sign lighting on the sign itself rather than using it to light the surrounding area. Install separate fixtures for area lighting.
- Install and place new light fixtures so that they do not obscure character-defining features of the storefront or building. Whenever possible, install light fixtures so that there is no exposed conduit.
- Attach new light fixtures to the building in a manner that does not cause permanent damage. For example, attach light fixtures through mortar joints rather than masonry.



Figure 29: St. Philip the Apostle Church, 3730 Bohemian Highway. This simple hanging light fixture is used to illuminate the main entrance to the church and is compatible with the building's scale and design.



Figure 30: Commercial building, 3782 Bohemian Highway. Small lights are used to illuminate the building's sign on the façade (left) and the entrance and window on the side elevation (right).

Fences

The following guideline applies primarily to residential buildings. Fences, often incorporated into the private open space in front and on the sides of historic buildings, should be designed to harmonize with the buildings to which they are related. They also help unify the building and surrounding streetscape. Fences provide private outdoor space and separate the private space from the street or other public space.

Guideline: Preserve the building's historic fence when feasible. Whenever possible, repair deteriorated or damaged fence components. If necessary, replace a deteriorated or damaged fence but maintain its original character-defining features, such as its location, materials, size, height, design, and proportion. If it is missing and the original design is not known, the design of the new fence should be compatible with the architectural style and character of the building.

- Preserve historic detailing of the fence, such as its posts, pickets, and rails. The spacing and the height of the pickets and the size and perimeter of the fence are important character-defining features.
- Replace missing or deteriorated fence component details, such as posts, pickets and rails, with new components that match the historic fence features.
- If possible, replace selective components of the fence that have deteriorated or have been damaged rather than replace the entire fence.
- Construct a new fence that is compatible with the building's architectural style and design. Similar buildings of the same style and era can provide design guidance; although the new

fence does not have to be exact replica. Fences in the Occidental Historic District are typically wood picket that are low in height, or approximately 36 inches in height. They are also “transparent,” or allow you to see through to the front yard. Therefore, low transparent, wood fences are more appropriate than high solid fences and fence constructed of chain link or concrete block materials.

- Under no circumstances is it appropriate to build a vinyl fence in the Occidental Historic District.



Figure 31: Residence, 3622 Bohemian Highway. Although the wood pickets are placed more closely together, the wood fence’s height, materials, and design are compatible with the home’s early fence (below).



Figure 32: Historic photograph, residence, 3622 Bohemian Highway

Color

Color is not typically a regulated design element in the small historic districts found in Sonoma County. Color is considered a reversible feature that is easily changed. Nonetheless, a few guidelines are included below for consideration in the district.

A color scheme can be used to make the building stand out individually or blend with surrounding buildings in the historic district. It can also be used to alter the perceived scale of a building and to define and accent architectural features.

- Select a simple color scheme with one base color and one to two accent colors, where applicable.
- Use the same color scheme throughout the building to unify its composition.
- Select a color scheme that is compatible with the historic character of the district.



Figure 33: Residence, 14945 Coleman Valley Road. This single-family house features a simple color scheme with a pale yellow base color and a light blue accent color for the window trim. The patterned shingles are also highlighted with several hues that complement the base color.

ADDITIONS TO HISTORIC BUILDINGS

Additions have been constructed on many historic buildings over time, perhaps because the needs of the owner or the use of the building has changed. Often, early additions were subordinate in scale to the main building and are located on the side or rear facades; this pattern should be emulated. Dormers are another common addition used to create more habitable space, particularly for residential buildings. If they were constructed during the period of significance, early additions may have achieved significance in their own right.

Guideline: New additions should be designed so that they preserve the character, design, scale, proportions, and dominance of the historic building. Additions that have achieved significance in their own right should be preserved.

- If possible, locate additions on the rear or side facades to avoid detracting from a building's primary façade, which should remain dominant.
- Use a smaller connecting element to join a larger addition to a historic building when this is appropriate.
- Set rooftop additions back from the main façade and limit their visibility from the street.
- Design new additions so that, if they are removed in the future, they do not impair the form, materials, and character-defining features of the building.

- Design new additions so that they are subordinate and differentiated from yet compatible with historic building in terms of materials, size, scale, proportion, and massing. The *Secretary of Interior's Standards* states that new additions should be differentiated from the older building, to prevent the creation of a false historical appearance.
- Consider removing non-contributing additions if they obscure the original building and their removal will not cause substantial damage to the building.
- In order to minimize its visibility from the street, locate new mechanical equipment, electrical service lines, and meter boxes to the side or rear facades of the building, within landscaped areas of the building, or screen them from view.



Figure 34: Inn at Occidental, 3657 Church Street. This two-story building, a modern addition to the hotel complex, stands on the hillside to the rear of the historic hotel. Its gabled roof, dark brown wood siding, and dense vegetation covering the porches, help reduce its scale and massing and make it appear to blend with the hillside.

DESIGN GUIDELINES FOR NEW BUILDINGS

It is possible to add new buildings to the Occidental Historic District and maintain the historic character of the district. New buildings will assist with maintaining the vitality of the district, housing new businesses and residents. However, new buildings should not detract from the district. In particular they should maintain the historic urban design qualities, landscape characteristics and views, and site design of the district. They may add new materials and styles if compatible with the district, these guidelines, and the *Secretary of Interior's Standards*.

Guideline: New buildings should be visually compatible with the existing character of the historic district. They do not have to be designed in a specific architectural style and they should not be

designed in imitation of a historic style per se. In areas of the district with a range of architectural styles, scales, and materials, new buildings should help define and unify the district's character-defining features.

Alignment and Orientation

- Orient the new building in a similar manner as the surrounding buildings in the historic district. In most cases, orienting the façade so that it is parallel to and faces the street is appropriate.
- Locate the primary entrance in the same manner as surrounding buildings.
- In most cases include a front porch if the majority of adjacent or similar buildings have one.
- Maintain similar front and side setbacks as found in the historic district. If there is a range of setbacks, locate the new building within this range and create a front yard of a similar depth as adjacent buildings.

Mass and Scale

- Design the mass and scale of the new building to be compatible with surrounding buildings in the historic district. The general height, shape, and proportions of the new building, in particular its façade, should relate to existing surrounding buildings.
- Design the height and width of the building to be compatible with surrounding buildings in the streetscape. Buildings that are one-to-two stories in height are appropriate for the historic district.

Building and Roof Form

- Design the building form to be compatible with surrounding buildings in the streetscape and within the historic district.
- Design the roof form and roofline to be compatible with surrounding buildings in the streetscape and within the historic district. This includes the pitch of the roof and depth of the eave. In most cases, a gable or hipped roof is an appropriate roof form.

Materials

- Select building materials that are visually compatible with surrounding buildings in the historic district. New materials may be considered, with an emphasis on authentic materials, such as corrugated metal. However, it may be appropriate to select wood siding if the surrounding buildings are clad in horizontal wood siding.
- Select a compatible roofing material in pattern, texture, and color.

Architectural Details

- Building design should be responsive to the historic district's overall context and visual character.

- Select architectural details that are compatible with surrounding buildings within the streetscape and within the historic district. Details should be in keeping with those found in the historic district, but should not be exact copies or replicas.
- A contemporary interpretation of historic details is often appropriate. If applied, contemporary features such as brackets, trim, and porches should be in scale with historic features found on surrounding buildings and with other features on the subject building.
- The fenestration pattern on the new building should be compatible with surrounding buildings in the historic district. This includes spacing, proportions, and the ratio of voids (window and door openings) to solids (expanses of wall).



Figure 35: Commercial building, 3692 Bohemian Highway. This modern building's two-story height, front gable roof, and rectangular plan are compatible with the surrounding historic district. This commercial building maintains the existing pattern of setbacks from Bohemian Highway.



Figure 36: Commercial building, 3782 Bohemian Highway. This building's one-story height, wood siding, and simple fenestration complement the surrounding historic district. Similar to other historic buildings located across the street, this building has a minimal setback from the street

New Accessory Structures

Accessory structures have been constructed adjacent to many historic buildings, typically to add more storage space on a property. They often take the form of detached garages and sheds. These accessory structures are also typically subordinate in scale to the main building and located to the side or the rear of the main building. Historically accessory structures were very plain in contrast to the main structure. If an accessory structure was constructed during the period of significance for the district, it may have achieved significance in its own right.

Guideline: New accessory structures should be designed so that they maintain the character, design, scale, and proportion of the historic building. Accessory structures that have achieved significance in their own right should be preserved.

- Set new accessory structures back or away from the historic building, so that they are subordinate to the historic building. If possible, locate these structures to the side or rear of the main building to avoid detracting from a building's primary façade, which should remain dominant.
- Design new accessory structures so that they are subordinate in style and differentiated from yet compatible with the historic building in terms of materials, style, size, scale, proportion, and massing.

- Design garages so that they are compatible with buildings of similar style and age in the historic district. For example, many garages in the Occidental Historic District are small, detached wood structures located to the rear of the building. Consider following this established pattern.
- Consider removing non-contributing accessory structures if they obscure or detract from the original building.
- If replacing a contributing accessory structure, build the new structure in the same location with the same building footprint when possible.
- Do not design an accessory structure to appear like a ‘small’ version of a high style building with which it may be associated. This is considered adding a sense of false history to a district.



Figure 37: Residence, 3622 Bohemian Highway. The small, detached building’s one-story height, small footprint, gable roof, and wood siding are in keeping with the adjacent historic residence’s historic character and style.

ENERGY EFFICIENCY MEASURES FOR HISTORIC BUILDINGS AND PROPERTIES

There are many reasons why the preservation of historic buildings and building features is often the “greenest” decision that a building owner can make. Many early buildings have inherent energy-efficient advantages. The quality of materials in historic buildings is also often superior to what can be obtained today, particularly wood products, and is therefore more durable. An additional advantage to rehabilitating historic buildings is that the individual building components in a historic building can be repaired, unlike many newly manufactured building components or products, which must be replaced in whole. For example, a wood window frame can be repaired. A manufactured

window, such as a vinyl window, must be totally replaced if, for example, a seal breaks. And it is likely that the repaired wood window will last far longer than the replacement vinyl window.

However, many historic building owners are interested in making their historic buildings more energy efficient. Historic buildings can be retrofitted to be more energy efficient and still preserve their historic character. For example, it is far more effective to insulate attic floors and basement ceilings and openings between the attic and basement into the main portion of the building than to replace windows. These measures have the added benefit that they typically do not alter the exterior appearance of a building. (Note that walls may also be insulated but best practices should be followed to ensure that the method chosen does not trap moisture within the walls or damage historic materials.)

To make historic buildings more energy efficient, the National Park Service recommends that the following steps be undertaken (*Grimmer, 2011:1*). The first step is to identify and assess the existing (or lost) energy-efficient characteristics of the historic building. In other words, the role that the building's design, materials, type of construction, size, shape, site orientation, and surrounding landscape relative to the prevailing climate plays should be assessed. Then improvements should be planned that enhance the inherent energy efficiency of a building and retain and complement the original building, site and context.

The role that historic building components play together should also be considered. For example, porches and shutters can help keep a building cool, and operable, transom windows and screen doors can improve air flow and cross ventilation. Good maintenance practices are another important step in protecting the energy efficiency of historic buildings. These are outlined in more detail below. A third step is to undertake building weatherization and insulation, also discussed below. Lastly, it may be beneficial to invest in new technologies or building components, such as programmable thermostats, attic and ceiling fans, solar panels, etc., where appropriate (*Weeks, 2011:11*).

Additional guidance for making historic structures more energy efficient is noted below.

Site planning

- Utilize the existing site design of the building and landscaping to preserve and enhance the naturally sustainable aspects of a property wherever possible, while preserving historically appropriate vegetation and landscape elements. Natural, sustainable landscaping may include shade trees and native plants. Alternative landscape elements that increase sustainability may include permeable paving, bioswales, and similar materials and features.
- When planning a new addition or alteration to an existing historic structure, consider orienting the addition for maximum energy efficiency when possible and appropriate for the historic character of the building and/or setting.

Building features and elements

- Retain and/or replace the inherently sustainable features of a historic building such as functional shutters, operable windows, storm windows, transom windows, awnings, porches, vents, roof monitors, cupolas, skylights, and naturally-lit corridors where appropriate.
- Operable windows can be both historically significant and important to retaining the natural energy efficiency of a structure. Operable windows allow for controlled heat gain and loss, and support good air flow and cross ventilation without artificial means. To support the

natural energy efficiency of windows, they should be maintained on a regular basis to ensure that they function properly and are operable. Weather stripping and caulking should be used, as appropriate, to make them weather-tight.

- When windows cannot be repaired, compatible and energy-efficient replacement windows that match the appearance, size, design, proportions and profile of existing historic windows may be considered. Retrofitting historic



Figure 38: Screen doors and transom windows allow for natural air circulation

windows with high- performance glazing or clear film may also be possible if the historic character of the building can be retained.

- Interior or exterior storm windows that are compatible with existing historic windows should be used as appropriate to increase the energy efficiency of historic windows. Storm windows whose configuration matches the historic windows should be considered where possible. Consideration should be given to installing storm windows that are set back from the plane of the exterior wall surface and feature a historically appropriate finish and color.

- To prevent heat loss at existing historic doors, consider adding weather stripping, fitting the door to the jamb and frame, and installing a storm door, rather than replacing the door. Care should be taken that the storm door does not obscure historic features, where possible.
- Consider the use of energy-efficient lighting, fixtures and appliances before the use of more invasive treatments that may negatively impact the historic appearance of a building.
- Use environmentally-friendly cleaning products that are compatible with historic finishes for maintenance, and sustainable products and treatments, such as VOC paints and adhesives and lead-safe paint removal methods when rehabilitating a building.



Figure 39: Solar panels placed discretely on an accessory structure

Alternative methods

- Note that if other remedial measures are taken to improve energy efficiency, it may be less necessary to resort to alternative methods. Installing on-site solar technology should be considered in conjunction with or after implementing all appropriate treatments to improve energy efficiency.
- Installing solar devices and technologies within a historic property should be done in a compatible location on a site or on a non-historic building or addition where it will have minimal impact.
- Solar panels should be considered for secondary or rear building facades. When installing solar panels on the roof of a historic building, the panels should not alter the pitch or form of the roof. They should be located on the roof's rear or side slope and be lower than the roof's ridge line, if possible. Visible, raised panels should be avoided whenever possible.

- The use of other alternative energy devices on a historic building should be considered only after other appropriate treatments to improve energy efficiency have been considered. Alternatives may include wind power, cool roofs and green roofs.

Salvage, recycling and re-use

- When existing historic materials and building features cannot be repaired and re-used on an existing historic structure, consideration should be given to re-using materials and features on site; salvaging building materials and features for re-use; and recycling features in environmentally responsible ways.

The following are resources for retrofitting historic buildings for greater energy efficiency.

National Park Service Technical Preservation Services, *The Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines on Sustainability for Rehabilitating Historic Building*,
<http://www.nps.gov/history/hps/tps/>

National Trust for Historic Preservation Weatherization Guide,
<http://www.preservationnation.org/issues/weatherization/windows/>

- Home Energy Audits
- Windows Tips and Strategies
- Roofing Tips and Strategies
- Insulation Tips and Strategies
- Mechanical Systems Tips and Strategies.

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APPENDIX A

Map of the Occidental Historic District

Occidental Historic District

Historic District Boundary

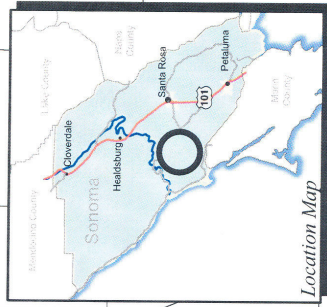
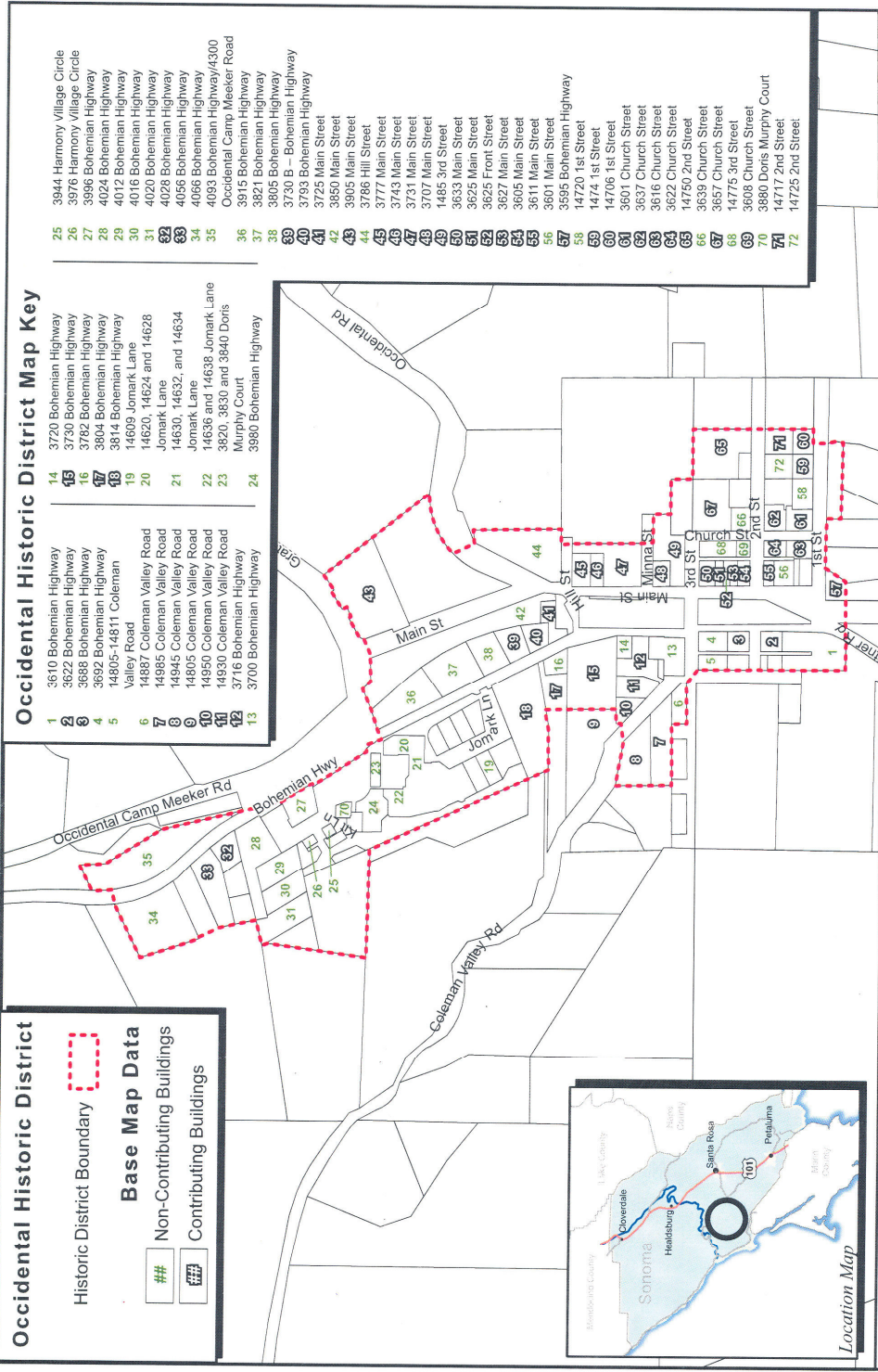
Base Map Data

- ## Non-Contributing Buildings
- ## Contributing Buildings

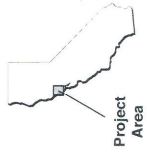
Occidental Historic District Map Key

- | | |
|----|--|
| 1 | 3610 Bohemian Highway |
| 2 | 3622 Bohemian Highway |
| 3 | 3688 Bohemian Highway |
| 4 | 3692 Bohemian Highway |
| 5 | 14805-14811 Coleman Valley Road |
| 6 | 14887 Coleman Valley Road |
| 7 | 14885 Coleman Valley Road |
| 8 | 14945 Coleman Valley Road |
| 9 | 14805 Coleman Valley Road |
| 10 | 14950 Coleman Valley Road |
| 11 | 14930 Coleman Valley Road |
| 12 | 3716 Bohemian Highway |
| 13 | 3700 Bohemian Highway |
| 14 | 3720 Bohemian Highway |
| 15 | 3730 Bohemian Highway |
| 16 | 3783 Bohemian Highway |
| 17 | 3804 Bohemian Highway |
| 18 | 3814 Bohemian Highway |
| 19 | 14609 Jomark Lane |
| 20 | 14620, 14624, and 14628 Jomark Lane |
| 21 | 14630, 14632, and 14634 Jomark Lane |
| 22 | 14636 and 14638 Jomark Lane |
| 23 | 3820, 3830 and 3840 Doris Murphy Court |
| 24 | 3980 Bohemian Highway |

- | | |
|----|--|
| 25 | 3944 Harmony Village Circle |
| 26 | 3976 Harmony Village Circle |
| 27 | 3996 Bohemian Highway |
| 28 | 4024 Bohemian Highway |
| 29 | 4012 Bohemian Highway |
| 30 | 4016 Bohemian Highway |
| 31 | 4020 Bohemian Highway |
| 32 | 4028 Bohemian Highway |
| 33 | 4056 Bohemian Highway |
| 34 | 4066 Bohemian Highway |
| 35 | 4093 Bohemian Highway/4300 Occidental Camp Meeker Road |
| 36 | 3915 Bohemian Highway |
| 37 | 3821 Bohemian Highway |
| 38 | 3805 Bohemian Highway |
| 39 | 3730 B - Bohemian Highway |
| 40 | 3798 Bohemian Highway |
| 41 | 3725 Main Street |
| 42 | 3850 Main Street |
| 43 | 3905 Main Street |
| 44 | 3786 Hill Street |
| 45 | 3777 Main Street |
| 46 | 3743 Main Street |
| 47 | 3731 Main Street |
| 48 | 3707 Main Street |
| 49 | 1485 3rd Street |
| 50 | 3653 Main Street |
| 51 | 3625 Main Street |
| 52 | 3625 Front Street |
| 53 | 3627 Main Street |
| 54 | 3605 Main Street |
| 55 | 3611 Main Street |
| 56 | 3601 Main Street |
| 57 | 3595 Bohemian Highway |
| 58 | 14720 1st Street |
| 59 | 1474 1st Street |
| 60 | 14706 1st Street |
| 61 | 3601 Church Street |
| 62 | 3637 Church Street |
| 63 | 3616 Church Street |
| 64 | 3622 Church Street |
| 65 | 14750 2nd Street |
| 66 | 3639 Church Street |
| 67 | 3657 Church Street |
| 68 | 14775 3rd Street |
| 69 | 3608 Church Street |
| 70 | 3880 Doris Murphy Court |
| 71 | 14717 2nd Street |
| 72 | 14725 2nd Street |



Data Provided by
Permal and Resource Management Consultants (PRMC),
County of Sonoma, California



Contributing and Non-Contributing Resources in the Occidental Historic District.



APPENDIX B

List of Contributing and Non-Contributing Properties within the Occidental Historic District

**OCCIDENTAL HISTORIC DISTRICT
CONTRIBUTING AND NON-CONTRIBUTING BUILDINGS**

Contributing Buildings: Contributing buildings within the Occidental Historic District are buildings that were constructed during the period of significance (1870-1950) and retain a sufficient level of integrity.

- 1) 1474 1st Street
- 2) 14706 1st Street
- 3) 14717 2nd Street
- 4) 14750 2nd Street
- 5) 1485 3rd Street
- 6) 3595 Bohemian Highway
- 7) 3622 Bohemian Highway
- 8) 3688 Bohemian Highway
- 9) 3716 Bohemian Highway
- 10) 3730 Bohemian Highway
- 11) 3730B Bohemian Highway
- 12) 3793 Bohemian Highway
- 13) 3804 Bohemian Highway
- 14) 3814 Bohemian Highway
- 15) 4028 Bohemian Highway
- 16) 4056 Bohemian Highway
- 17) 3601 Church Street
- 18) 3608 Church Street
- 19) 3616 Church Street
- 20) 3622 Church Street
- 21) 3637 Church Street
- 22) 3657 Church Street
- 23) 14805 Coleman Valley Road
- 24) 14930 Coleman Valley Road
- 25) 14945 Coleman Valley Road
- 26) 14950 Coleman Valley Road
- 27) 14985 Coleman Valley Road
- 28) 3625 Front Street
- 29) 3605 Main Street
- 30) 3611 Main Street
- 31) 3625 Main Street
- 32) 3627 Main Street
- 33) 3633 Main Street
- 34) 3707 Main Street
- 35) 3725 Main Street
- 36) 3731 Main Street
- 37) 3743 Main Street
- 38) 3777 Main Street
- 39) 3905 Main Street

Non-Contributing Buildings: Non-contributing buildings within the Occidental Historic District are buildings that were constructed during the period of significance (1870-1950) but do not retain a sufficient level of integrity or buildings that were constructed after the period of significance (after 1950).

- 1) 14720 1st Street
- 2) 14725 2nd Street
- 3) 14775 3rd Street
- 4) 3610 Bohemian Highway
- 5) 3692 Bohemian Highway
- 6) 3700 Bohemian Highway
- 7) 3720 Bohemian Highway
- 8) 3782 Bohemian Highway
- 9) 3805 Bohemian Highway
- 10) 3821 Bohemian Highway
- 11) 3915 Bohemian Highway
- 12) 3980 Bohemian Highway
- 13) 3996 Bohemian Highway
- 14) 4012 Bohemian Highway
- 15) 4016 Bohemian Highway
- 16) 4020 Bohemian Highway
- 17) 4024 Bohemian Highway
- 18) 4066 Bohemian Highway
- 19) 4093 Bohemian Highway/4300 Occidental Camp Meeker Road
- 20) 3639 Church Street
- 21) 14805 Coleman Valley Road
- 22) 14887 Coleman Valley Road
- 23) 3820, 3830, and 3840 Doris Murphy Court
- 24) 3880 Doris Murphy Court
- 25) 3944 Harmony Village Circle
- 26) 3976 Harmony Village Circle
- 27) 3786 Hill Street
- 28) 14609 Jomark Lane
- 29) 14620, 14626 and 14628 Jomark Lane
- 30) 14630, 14632, and 14634 Jomark Lane
- 31) 14636 and 14638 Jomark Lane
- 32) 3601 Main Street
- 33) 3850 Main Street

APPENDIX C

Department of Parks and Recreation (DPR) 523 Forms

APPENDIX D

**Photographs of Properties within the Occidental Historic District
that are Less than 45 Years Old**



14720 1st Street, Occidental



14725 2nd Street, Occidental



3610 Bohemian Highway, Occidental



3690 Bohemian Highway, Occidental



3692 Bohemian Highway, Occidental



3782 Bohemian Highway, Occidental



3805 Bohemian Highway, Occidental



3821 Bohemian Highway, Occidental



3915 Bohemian Highway, Occidental



3980 Bohemian Highway, Occidental



3996 Bohemian Highway, Occidental



3639 Church Street, Occidental



On the same parcel as 3657 Church Street, Occidental



14887 Coleman Valley Road, Occidental



3820, 3830, and 3840 Doris Murphy Court, Occidental



3880 Doris Murphy Court, Occidental



3944 Harmony Village Circle, Occidental



3976 Harmony Village Circle, Occidental



14609 Jomark Lane, Occidental



Garage at 14609 Jomark Lane, Occidental



14620, 14624, and 14628 Jomark Lane, Occidental



14630, 14632, and 14634 Jomark Lane, Occidental



14636 and 14638 Jomark Lane, Occidental



3601 Main Street, Occidental

APPENDIX E

Glossary of Terms

APPENDIX E

Glossary of Terms

Note: Most of the definitions below are derived from *National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation*, or Cyril M. Harris's *American Architecture, An Illustrated Encyclopedia*. See "References" for additional information.

Alignment: The arrangement of objects along a straight line.

Architectural features: Prominent or significant parts or elements of a building or structure.

Articulation: Minor variation in the massing, setback, or height of a building, such as bay windows, porches, entrances or eaves that defines the structure.

Association: As related to the determination of "integrity" of a property, association refers to the direct link between a historic property and an important historic event, activity or person. Also, the quality of integrity through which a historic property is linked to a particular past time and place.

Bracket: A supporting member for a projecting element or shelf, sometimes in the shape of an inverted L and sometimes as a solid piece or triangular truss.

Board-and-Batten: Wood siding construction in which vertical boards are covered at the joints by narrow wood strips.

Building: A "building", such as a house, barn, church, hotel, or similar construction is created principally to shelter any form of human activity. The term "building" may also be used to refer to a historically and functionally related unit, such as a courthouse and jail or a house and barn.

Canopy: A roofed structure constructed for fabric or other material placed so that it extends outward from a building providing a protective cover for doors, windows, and other openings, supported by the building and supports extended to the ground directly under the canopy or cantilevered from the building.

Clapboards: Horizontal wooden boards that form the outer skin of the walls of many wood frame houses.

Compatibility: The size and character of a building element relative to other elements around it.

Context: The characteristics of the buildings, streetscape, and landscape that support or surround a given building.

Contributing building: A building within a historic district constructed during the period of significance of the district and retaining integrity.

Cornice: The molded horizontal projection that crowns or finishes the top of a wall where it meets the edge of the roof.

Design: As related to the determination of “integrity” of a property, design refers to the elements that create the physical form, plan, space, structure and style of a property.

District: A district possesses a significant concentration, linkage, or continuity of sites, buildings, structures, and/or objects united historically or aesthetically by plan or physical development.

Dormer: A roofed structure projecting from a sloping roof to allow for a vertical window or other opening into the room. A dormer can have a gable, hip or shed roof, and can be inset into the roof or project from its surface.

Double-hung window: A window with two sashes (the framework in which window panes are set), each moveable by a means of cords and weights.

Eave: The underside of a sloping roof projecting beyond the wall of a building.

Elevation: A drawing showing the vertical elements of a building, either interior or exterior, with all of the features shown as if in a single vertical plane.

Façade: The front or principal exterior face of a building, any side of a building that faces a street or other open space.

False front: A front wall which extends above the roof or beyond the sides of a building to create a more imposing façade.

Feeling: As related to the determination of “integrity” of a property, feeling refers a property’s expression of the aesthetic or historic sense of a particular period of time.

Fenestration: The arrangement and design of windows and other openings on a building’s façade.

Form: The overall shape of a structure.

Gable: The portion of an end wall of a building above the eaves or cornice usually adjoining a pitched roof and usually triangular in shape.

Gothic Revival style: A style of architecture based on Gothic architectural element and forms that was popular in the United States from about 1830 to 1880 and was most often seen in country houses, churches, and some public buildings. Typical elements of this style include steeply pitched gable roofs; decorative brackets, finials, and ornamented verge boards; pointed arches, particularly for window openings; use of hood or label moldings; and incorporation of towers or turrets, and other picturesque elements.

Greek Revival style: A style of architecture based on Greek precedents and popular in the United States from about 1820 to 1860. Typical elements of this style include strict symmetry, severe lines, a low-to-medium pitched gable or hipped roof, pedimented gable ends or pronounced cornice returns, a strong cornice line, and porches with regularly placed columns or supports.

Italianate style: A style of architecture popular in California in the 1860s and 1870s, about loosely based on rural Renaissance farmhouses in northern Italy, and varying from picturesque villas with ornate detailing and asymmetrical massing to restrained and rigidly symmetrical town houses and commercial buildings. Typical elements include multiple stories, bracketed cornices, low-pitched pyramidal roofs, and narrow, hooded, framed or bracketed windows, often with a one-story front porch.

Infill: In a historic district, the construction of a new building within the district.

Integrity: As defined by the National Park Service, a property exhibits integrity if most of the aspects of integrity are intact, particularly those that are most relevant to the significance of the property, and if the property dates from its established period of significance. The aspects of integrity are: location, design, setting, materials, workmanship, feeling and association. A historic district that retains integrity is one in which the majority (typically about 60%) of its individual elements or properties retain integrity and date to its established period of significance.

Lintel: A horizontal structural member such as a beam of wood or stone that spans the top of an opening in a door or window to support the weight above it.

Mass: The physical size and form of a structure.

Material: As related to the determination of ‘integrity’ of a property, material refers to the physical elements that were combined or deposited in a particular pattern or configuration to form a historic property.

Molding: A long, narrow band or strip of material, typically wood or stone, with a constant profile or section, used as a decorative element at the edges of or joints between surfaces on bases, capitals, cornices, doors, panels, and windows.

Non-contributing building: A building within an historic district constructed outside the period of significance for the historic district, or a building that does not retain integrity.

Orientation: In urban design, the relationship of a building to the street or other public feature. The primary entrance to a building plays an important role in defining the orientation of the building.

Period of Significance: The span of time in which a property or a historic district attained its significance, typically the period in time in which its associations occurred, such an important event, association with an important person, or a period of architectural development.

Preservation: The act or process of applying measures to sustain the existing form, integrity and materials of a building or structure, and site. It may include initial stabilization and ongoing maintenance of historic materials and features.

Queen Anne style: A style of architecture, popular in the United States from about 1885 to 1910, based on a romantic reinterpretation of the earlier Queen Anne style. Typical elements include an asymmetrical form, often with a wrap-around porch; use of multiple, contrasting materials and textures in exterior cladding; multiple roof forms, including gables and hip roofs; the use of dormers, towers and turrets to enliven the building form; and the use of applied decoration in the form of ‘gingerbread’ or decorative elements borrowed from other styles or eras.

Roof: The structure that caps or covers a building, including all materials and constructions to support it. Forms include the following:

Gable Roof features a single slope on each side of a central ridge.

Gambrel Roof features two slopes or flat surfaces on each side of a central ridge.

Hip Roof features adjacent flat surfaces that slope upward from all sides of the perimeter of a building.

Shed Roof features one slope composed of a single flat plane.

Jerkin-head Roof (clipped gable) is similar to gable but with a clipped end that assumes a hip shape.

Scale: The proportional relationship between buildings elements; in urban design, the relationship of a building to other built elements.

Setting: As related to the determination of “integrity” of a property, setting refers to the physical environment of a historic property.

Shingle: A thin piece of slate, tile, or wood used as an exterior covering on sloping roofs and/or walls.

Shiplap: An overlapping, joint the long edges of two boards, typically formed by a continuous, rectangular notch on opposite sides of both edges of each board; used to make a weather-tight joint for siding.

Siding: The nonstructural exterior wall covering of a wood frame building; types include horizontal board, shingle, board-and-batten, and various substitute materials; also seen as “cladding.”

Sill: The lowest horizontal member in a frame or opening for a window or door.

Stick style: An architectural style of wood-frame houses popular in the United States from about 1860 to 1890 that emphasized exterior wall patterns of varying textures divided by a rectangular grid of flat boards that typically expressed the inner structure of the building. Typical elements include asymmetrical massing, steeply pitched cross gable roofs, decorative trusses, brackets below overhanging eaves, and applied decorative elements.

Streetscape: The visual character of a street made up by a combination of elements, including the design of the cross section, the buildings enclosing each side, views along the route or at a distance, and decorative elements, including greenery, signage, and street fixtures.

Structure: The term “structure” is used to distinguish from a “building” those functional constructions made usually for purposes other than creating human shelter.

Stucco: An exterior wall covering consisting of Portland-cement mixed with lime, applied over a wood or metal lath.

Vernacular: A building built that is not designed by an architect or someone with formal design training; often based on traditional or regional forms; the style of a simple building with modest detailing and form, as opposed to a specific architectural style.

Visual continuity: A sense of unity among elements of the built environment due to similarities in alignment and orientation, form, scale, style, and/or detailing,

Window: An opening, generally in the external wall of a building, to admit light and/or air; usually glazed. The framework in which the glass is set is called a sash. A sash may be fixed (stationary) or move within the fixed frame. The glass may consist of one large pane of glass or may be subdivided into smaller panes or lights, divided by thin members called muntins.

Workmanship: As related to the determination of “integrity” of a property, workmanship refers to the physical evidence of the crafts of a particular culture, people, or artisan.



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HISTORIC DISTRICT DESIGN GUIDELINES

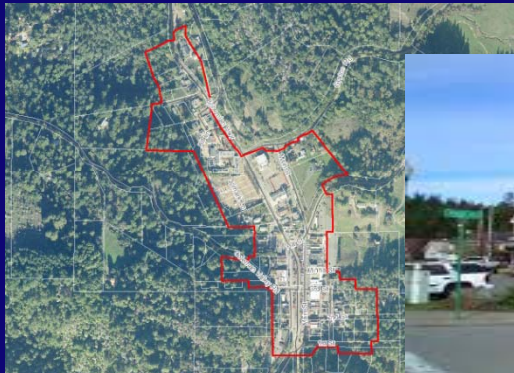
Board of Supervisors

March 12, 2013



HISTORIC DISTRICT DESIGN GUIDELINES

- ❖ Freestone, Occidental, Bodega, Duncans Mills
- ❖ Amend Zoning Code to:
 - reference Historic District Design Guidelines
 - allow administrative approval for minor alterations
- ❖ Direction regarding Historic District boundary amendments



HISTORIC DISTRICTS

What is an Historic District?

- ❖ Designated area containing structures, sites, or objects of historic significance to county, state, or country.



HISTORIC DISTRICTS

What is the purpose of an Historic District?

- ❖ Protect and preserve integrity of historic structures and sites and community identity.
- ❖ Zoning requires that Landmarks Commission review & approve project design.



HISTORIC DISTRICTS

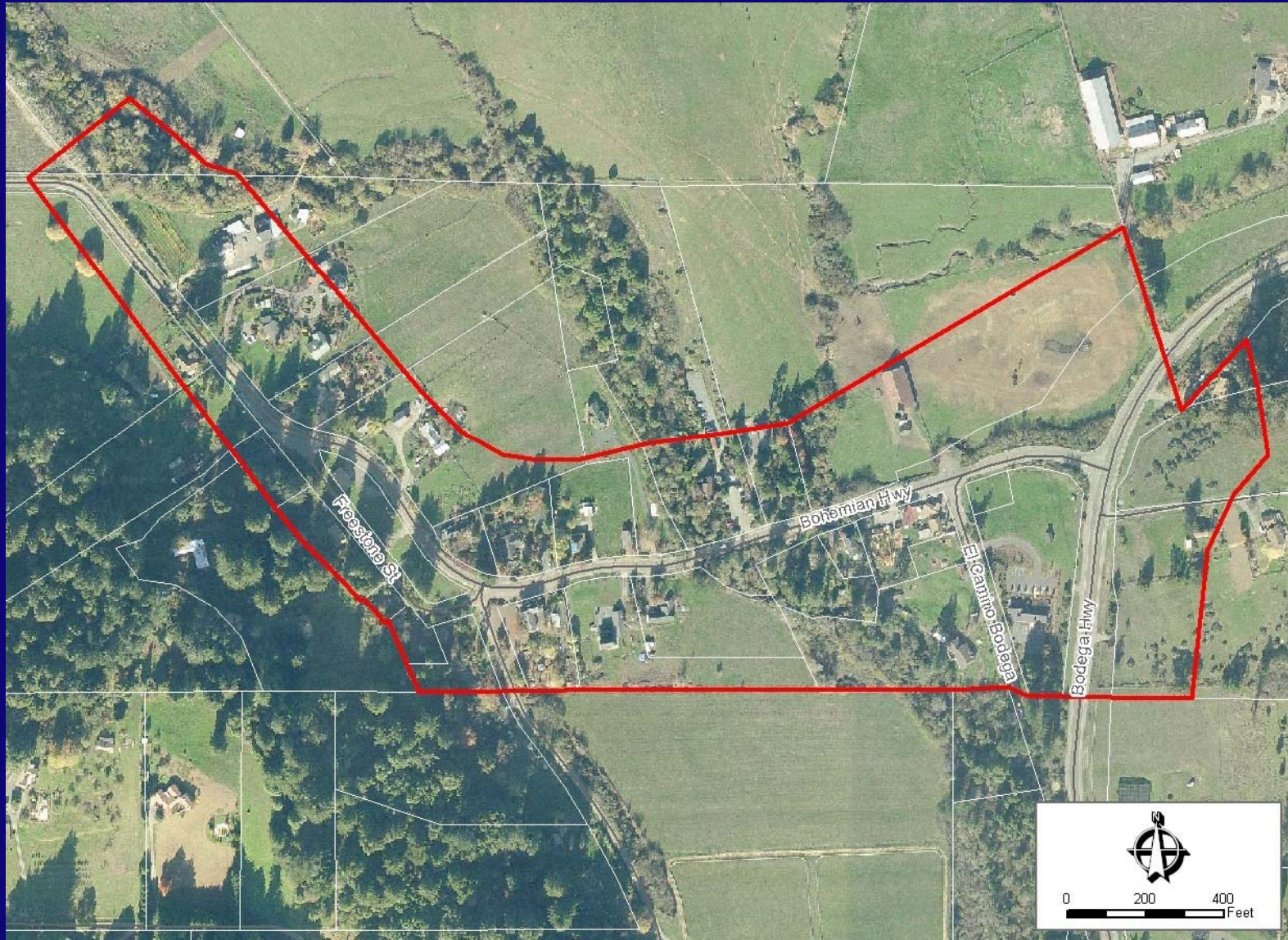
What are the Sonoma County Historic Districts?

- ❖ Bodega 1983
- ❖ Duncans Mills 1982
- ❖ Freestone 1974
- ❖ Occidental 1980
- ❖ Penngrove 1984



Freestone

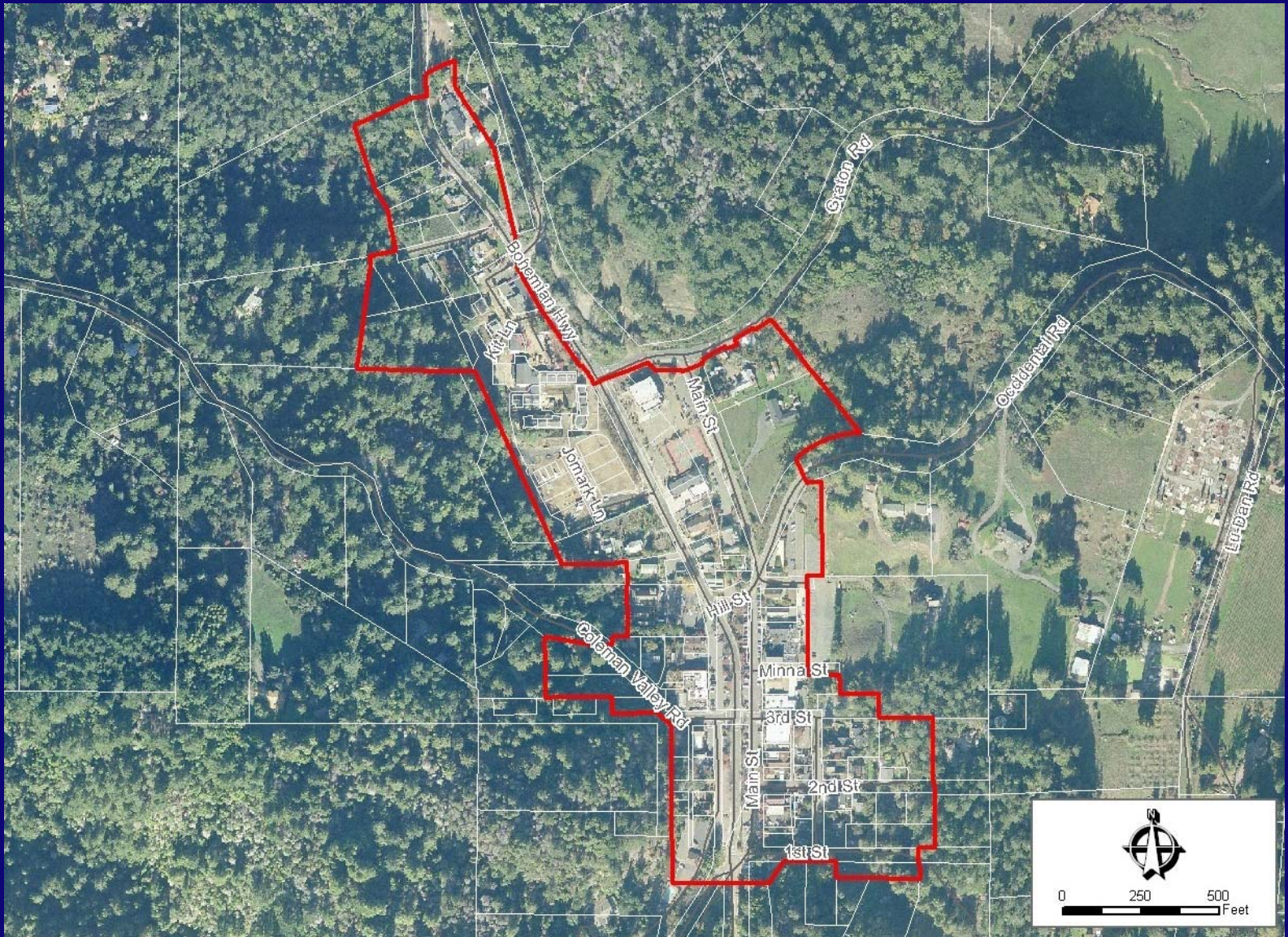




Freestone Historic District

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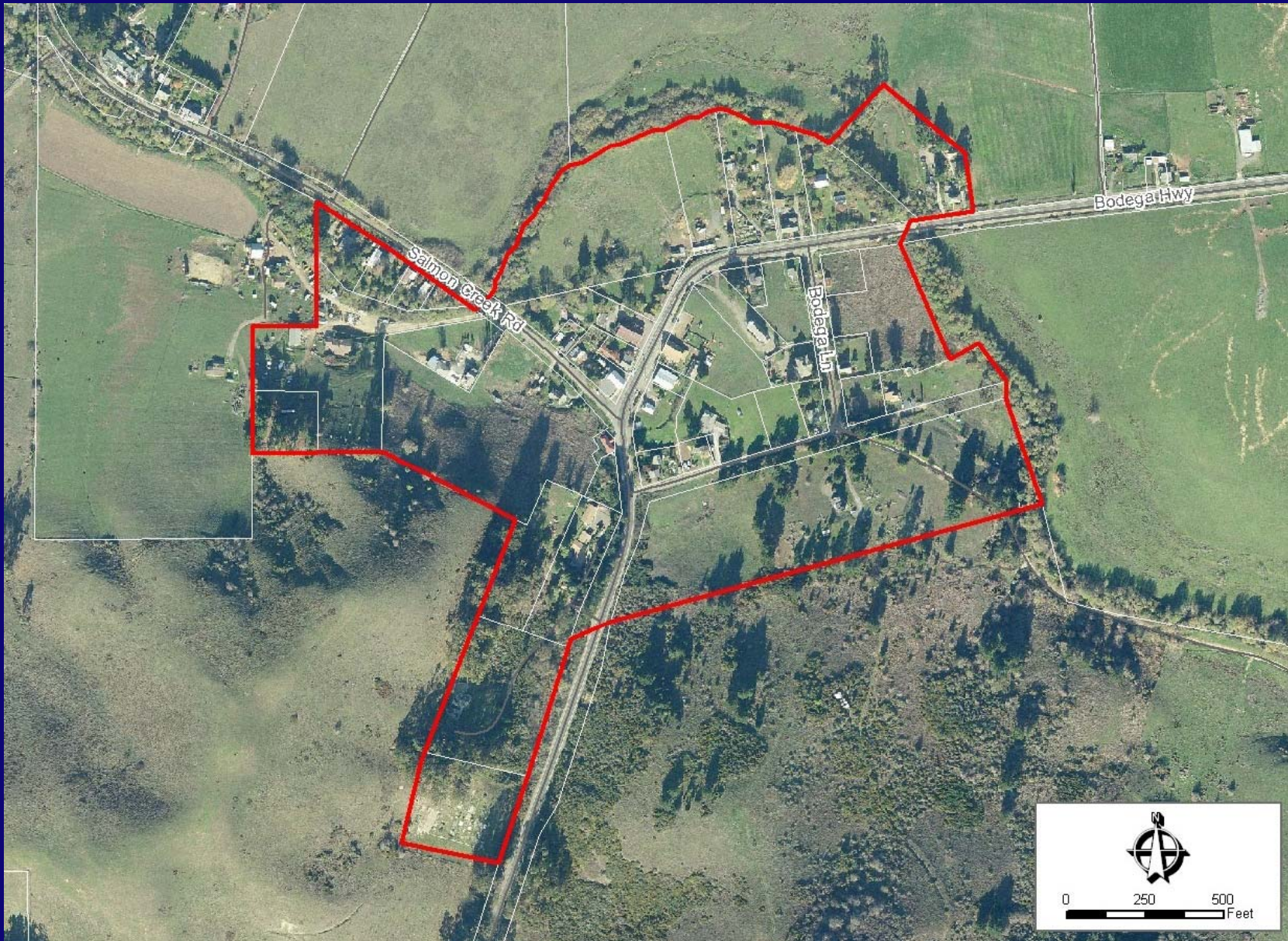
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Occidental Historic District

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Bodega Historic District

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Duncans Mills Historic District

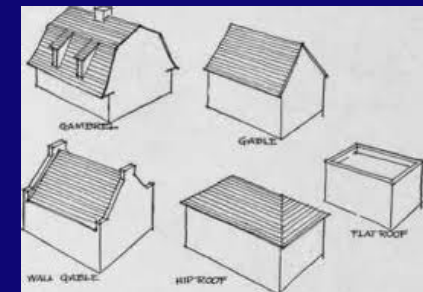
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HISTORIC DISTRICT BOUNDARIES

How is the Boundary of an Historic District Determined?

1. Establish Historic Context
2. Determine Period of Significance
3. Determine Areas of Significance



HISTORIC DISTRICT BOUNDARIES

How is the Boundary of an Historic District Determined?

4. Evaluate Whether Historic Properties Are Contributing or Non-Contributing
5. Map Locations of Properties



HISTORIC DISTRICT BOUNDARIES

How is the Boundary of an Historic District Determined?

6. Draw Appropriate Boundary Using Four Principles

❖ Properties Are Concentrated, Contiguous, and Associated:

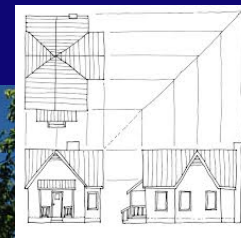
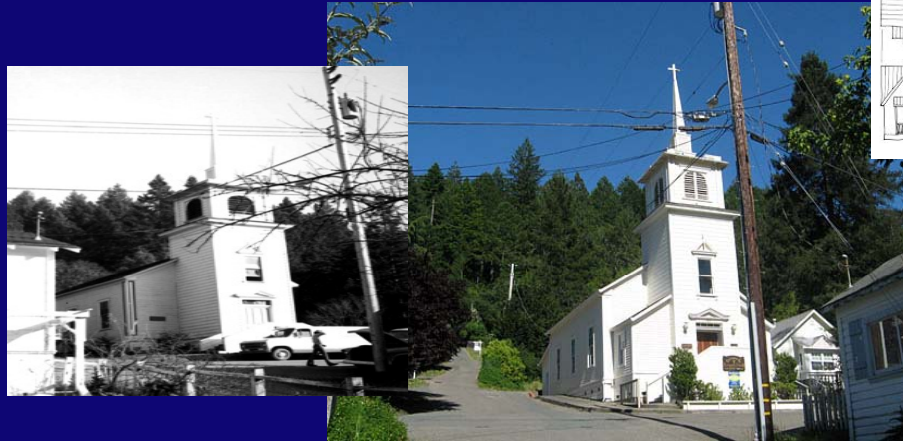
- ❖ occur in specific geographic area
- ❖ Period of Significance in common
- ❖ Areas of Significance in common
- ❖ substantially unchanged & retain integrity



HISTORIC DISTRICT BOUNDARIES

How is the Boundary of an Historic District Determined?

- ❖ **Properties Are Significant:**
 - ❖ for historical, archaeological, or cultural values
 - ❖ grouping of individual properties must be significant as a whole



HISTORIC DISTRICT BOUNDARIES

How is the Boundary of an Historic District Determined?

- ❖ **Types of Properties, Features, & Resources:**
 - ❖ wide variety
 - ❖ may lack individual distinction
 - ❖ may be Non-Contributing
 - ❖ about 60% should be Contributing



HISTORIC DISTRICT BOUNDARIES

How is the Boundary of an Historic District Determined?

- ❖ **Specific Geographical Boundary:**
 - ❖ based on shared relationship among properties
 - ❖ not limited by parcels or planning areas
 - ❖ distinguished from surrounding properties

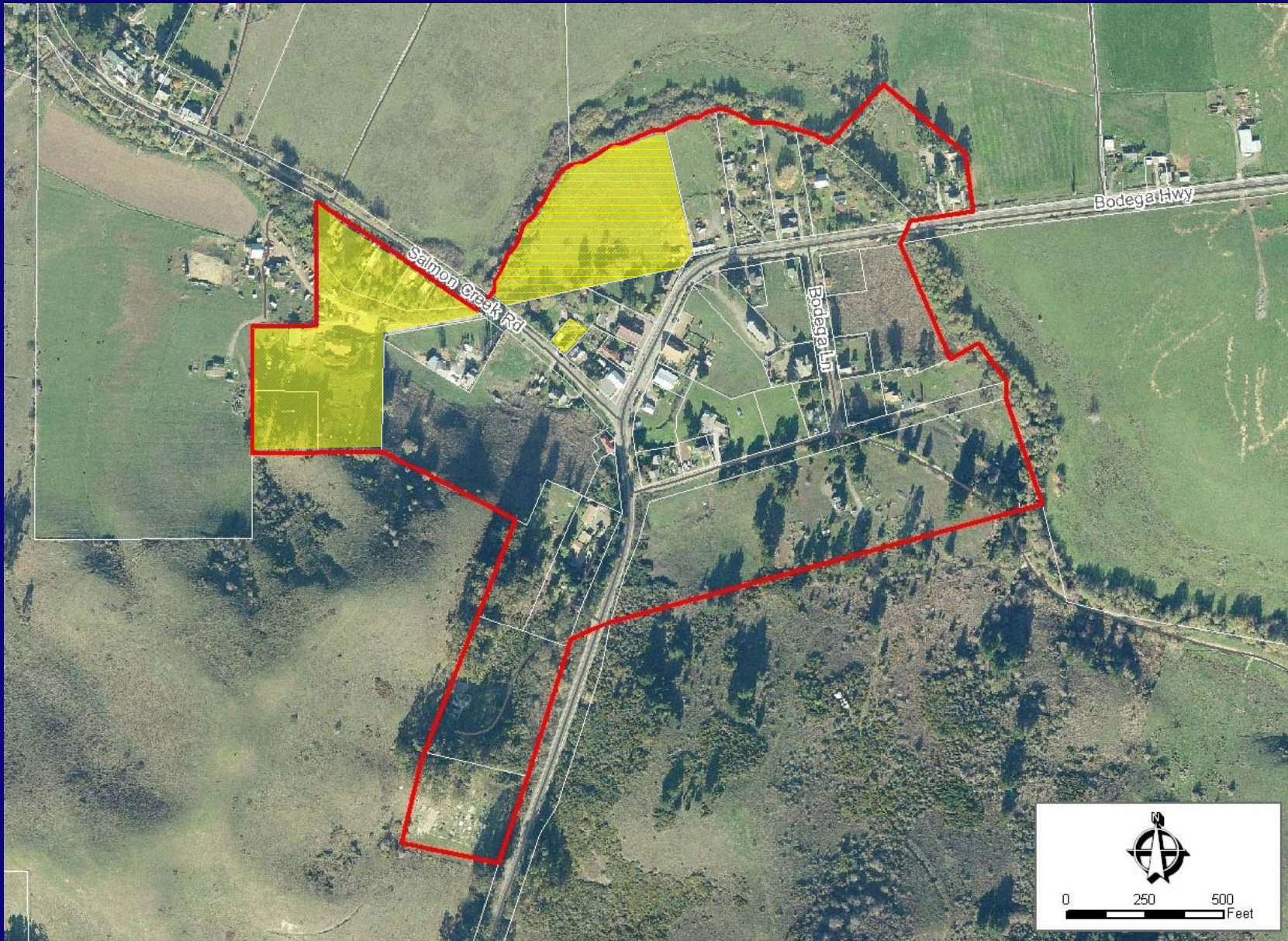


HISTORIC DISTRICT BOUNDARIES

Bodega Historic District: Why is the Boundary Considered for Amendment?

- ❖ **Consultant recommends removal of 8 Properties:**
 - ❖ do not meet Period of Significance
 - ❖ do not meet Areas of Significance
 - ❖ geographically separate from Bodega center
 - ❖ not visible from Bodega center





Bodega Historic District
Boundary Amendments Considered

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HISTORIC DISTRICT BOUNDARIES

Duncans Mills Historic District: Why is the Boundary Considered for Amendment?

❖ Consultant recommends removal of 4 properties:

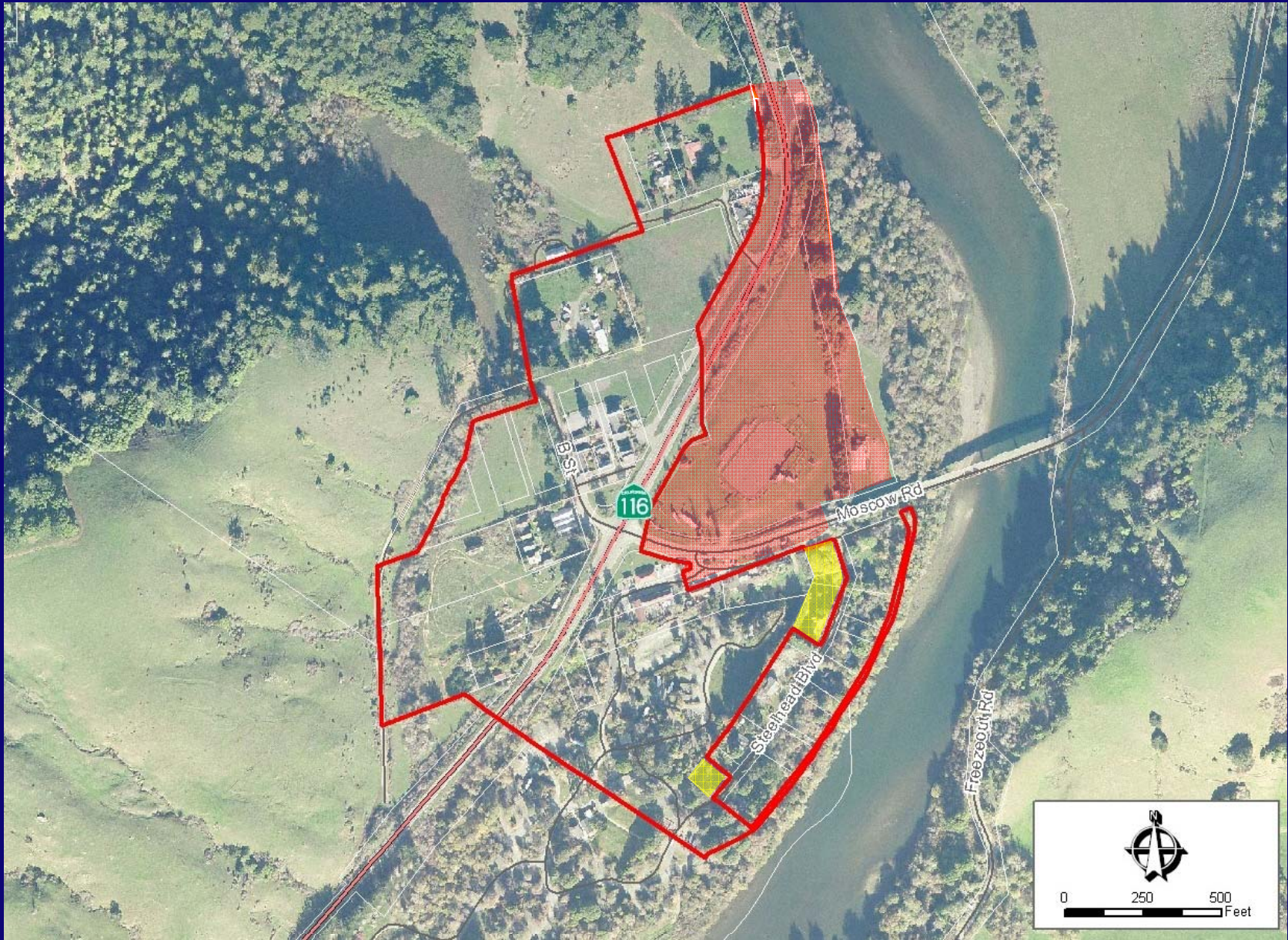
- ❖ do not meet Period of Significance
- ❖ vacant and Non-Contributing



HISTORIC DISTRICT BOUNDARIES

Duncans Mills Historic District: Why is the Boundary Considered for Amendment?

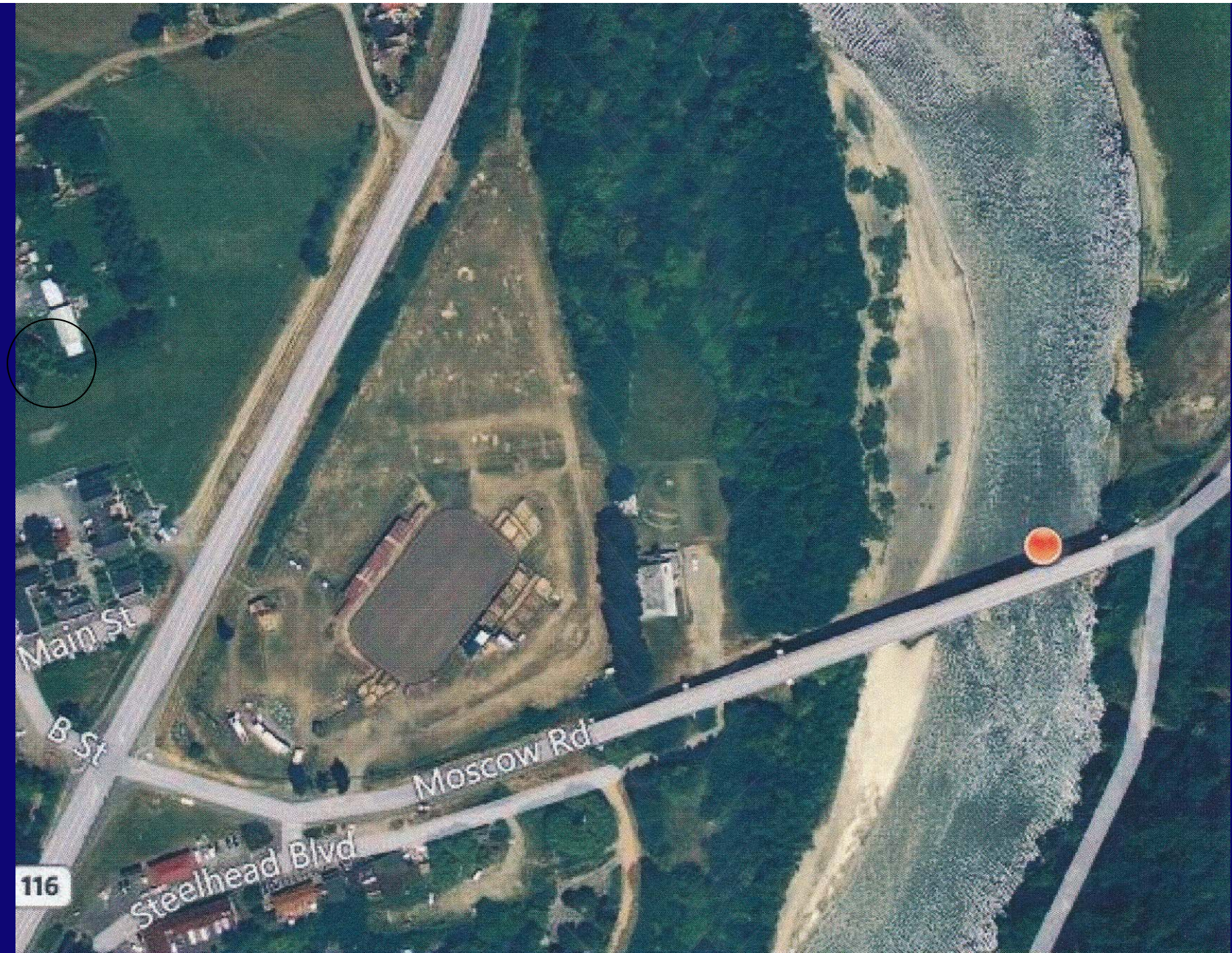
- ❖ **Consultant recommends addition of 2 properties:**
 - ❖ **Russian River Sportsmen's Club**
 - meets Period of Significance & retains integrity
 - New development could be inconsistent
 - ❖ **Russian River Rodeo Grounds**
 - creates continuous boundary and link between Bodega center and Sportsmen's Club
 - new development could be inconsistent



Duncans Mills Historic District
Boundary Amendments Considered

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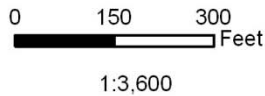
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Aerial Photo of Russian River Rodeo Grounds and Sportsmen's Club

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Zoning and Combining Districts



- | | | |
|-----------------------|------------------------|---------------------|
| City Limit | SD Scenic Design | MR Mineral Resource |
| AH Affordable Housing | SR Scenic Resource | G Geologic Hazard |
| LU Policy | VOH Valley Oak Habitat | F1 Floodway |
| HD Historic District | BR Biotic Resource | F2 Floodplain |

HISTORIC DISTRICT BOUNDARIES

Duncans Mills Historic District: Russian River Rodeo Grounds & Sportsmen's Club

- ❖ **Zoning: RRD F1 F2 SR**
- ❖ **RRD – Resources and Rural Development**
RV park, campground, lodging, or other recreational or visitor-serving use; or winery or other agricultural processing facility are allowed with Use Permit/Design Review.
- ❖ **F1 – Primary Floodway**
New structures are not allowed.

HISTORIC DISTRICT BOUNDARIES

Duncans Mills Historic District: Russian River Rodeo Grounds & Sportsmen's Club

❖ **F2 – Secondary Floodplain**

New structures must be raised at least 1 foot above base flood elevation.

❖ **SR – Scenic Resources**

Design Review for new development required to screen it from view to extent possible and reduce visual impacts as seen from public roads.



Russian River Rodeo Grounds

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Russian River Sportsmen's Club

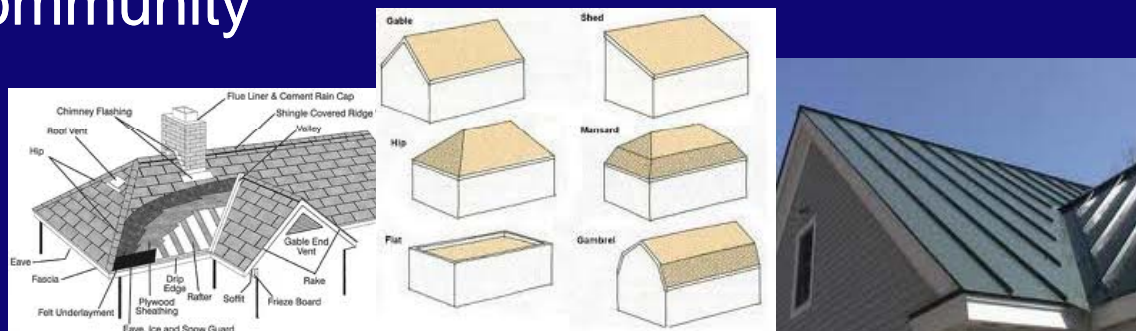
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HISTORIC DISTRICT DESIGN GUIDELINES

What is the Purpose of the Design Guidelines?

- ❖ Protect and retain unique historic character of community
- ❖ Assist property and business owners in maintaining historic character of community
- ❖ Document community history
- ❖ Explain significance of historic resources to community



HISTORIC DISTRICT DESIGN GUIDELINES

What is the Purpose of the Design Guidelines?

- ❖ Provide guidance on how to:
 - maintain unique historic character of District
 - maintain important features of structures, landscape, and views
 - ensure changes and new development are compatible with surroundings



HISTORIC DISTRICT DESIGN GUIDELINES

Why are Updated or New Design Guidelines Necessary?

- ❖ Freestone & Occidental – inadequate
- ❖ Bodega & Duncans Mills – not developed



HISTORIC DISTRICT DESIGN GUIDELINES

What do the Design Guidelines Contain?

❖ Historic Context

- ❖ History
- ❖ Boundary
- ❖ Period of Significance
- ❖ Areas of Significance
- ❖ Character-Defining Features



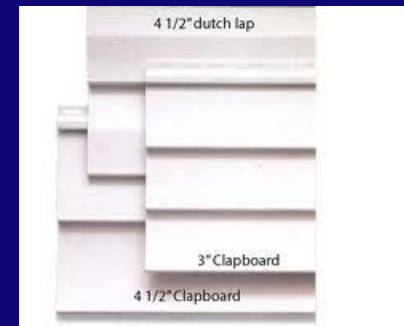
HISTORIC DISTRICT DESIGN GUIDELINES

What do the Design Guidelines Contain?

- ❖ Contributing & Non-Contributing Properties

- ❖ Design Guidelines

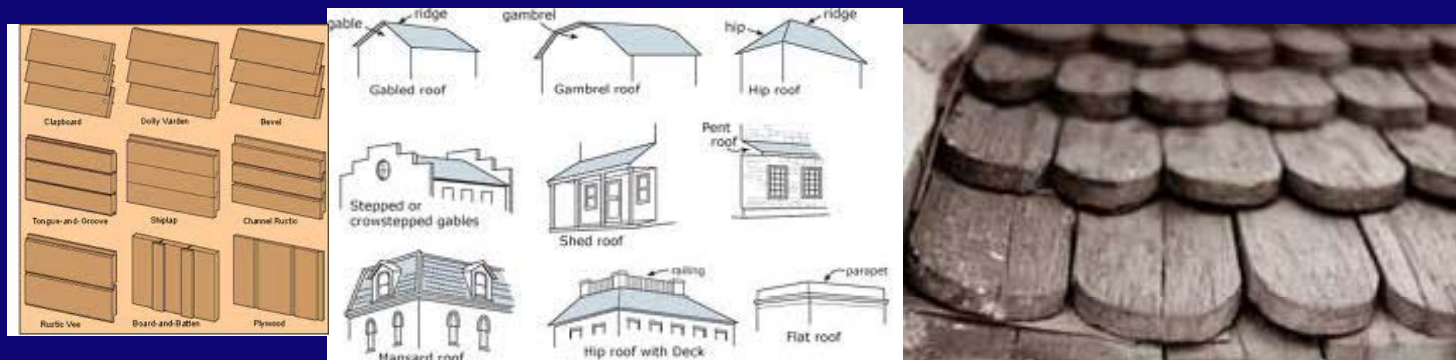
- ❖ Based on Federal Standards
- ❖ Existing Structures
- ❖ New Structures
- ❖ Additions to Structures
- ❖ Energy Efficiency Measures



DEVELOPMENT REVIEW

What is Required for Development?

- ❖ Design Review by Landmarks Commission
 - ❖ Construction of new structures
 - ❖ Exterior alterations to existing structures
 - ❖ Demolition of existing structures

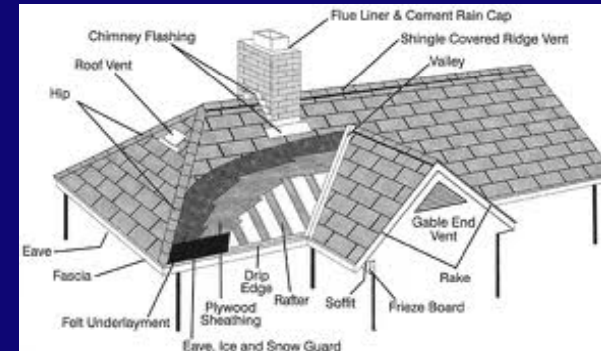


DEVELOPMENT REVIEW

What is Required for Development?

❖ Design Review Application

- ❖ Proposal Statement
- ❖ Site Plan
- ❖ Architectural Drawings
- ❖ Photographs
- ❖ Historic Resources Survey
- ❖ Historic Resources Evaluation



DEVELOPMENT REVIEW

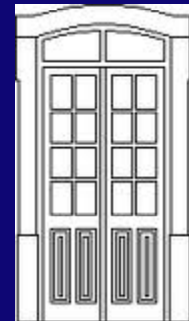
What is Required for Development?

❖ Landmarks Commission Fees

- ❖ Depend on project size & complexity
- ❖ \$656 - \$1,787
- ❖ May change under future Development Code

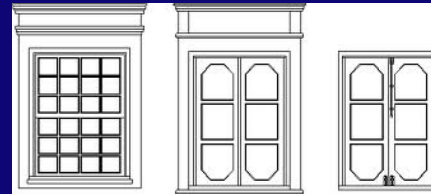
❖ Staff Only Fees

- ❖ Replacement or minor repair in kind
- ❖ \$281 if site review necessary
- ❖ May change under future Development Code



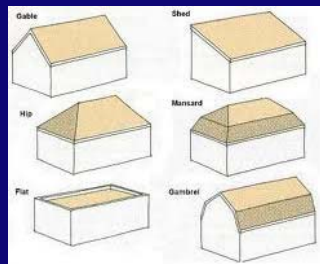
PLANNING COMMISSION RECOMMENDATIONS

- ❖ **Adopt Design Guidelines**



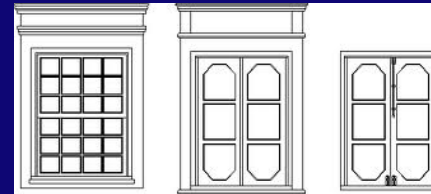
- ❖ **Approve Ordinance amending Zoning Code**

- ❖ **Direct staff whether to consider Bodega & Duncans Mills Historic District boundary amendments**



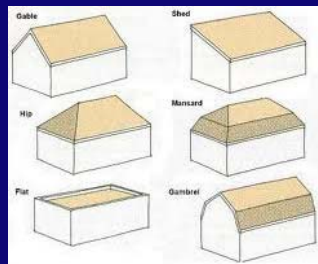
PLANNING COMMISSION RECOMMENDATIONS

- ❖ **Adopt Design Guidelines**



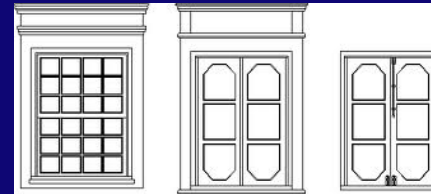
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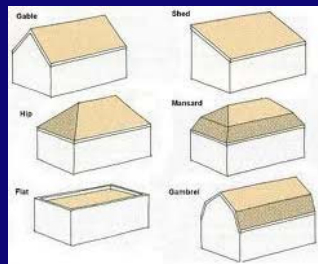
PLANNING COMMISSION RECOMMENDATIONS

- ❖ **Adopt Design Guidelines**



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