

# HISTORIC RESOURCE REPORT FORMAT FOR CEQA PROJECTS

The Historic Resource Report will assist the Cultural Heritage Board and Planning staff to comply with the California Environmental Quality Act (CEQA) and the County of Ventura’s Initial Study Assessment Guidelines (ISAGs). The Report shall provide the Cultural Heritage Board and staff with the information necessary for making appropriate recommendations to the County of Ventura for purposes of project CEQA compliance review pursuant to CEQA Guidelines §15064.5(a). The report shall provide a clear description of the property’s history: its current and historic appearance, what changes were made and when. The Report shall provide recommendations for any proposed work based on existing conditions and preservation objectives on designated cultural heritage sites or those potentially eligible for designation; assess and advise the County of Ventura whether a proposed project would have a substantial change on the significance of such cultural heritage sites or potential sites; and recommend to the County of Ventura appropriate action in compliance with the “Secretary of the Interior’s Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings or the Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings” (The Standards).

The following is the recommended format for a Historic Resource Report:

<p><b>Table of Contents</b></p> <p><b>Introduction</b> Purpose of the report Project Description Authors of the Report</p> <p><b>Location Map</b></p> <p><b>Summary of Findings</b></p> <p><b>Administrative Setting</b> CEQA requirements- Impact Thresholds and Mitigations using County of Ventura ISAGs California Register of Historic Resources (CRHR) and National Register of Historic Places (NRHP) criteria Seven aspects of integrity Ventura County Cultural Heritage Ordinance criteria (if applicable)</p> <p><b>Historic Context</b> Identification of Historical Context and Theme or if within an existing County survey, use existing context as previously developed. History of the construction, ownership, and significant events, local and regional, based on physical and documentary evidence. Association with historical events, craftsmen/builders /architects/important persons Evolution of the property</p> <p><b>Description of Potential Historic Resources</b> Description of all building(s) and structure(s) on the property (original construction, and subsequent alterations) Chronology of Development and Use – include date(s) of construction of buildings/structures on the property, if documented, or estimated dates based on visual evidence, if not documented. Historical documentation and Literature Search, including previous determinations of eligibility. Early views, photographs, etc., showing appearance at different periods if available.</p>	<p><b>Evaluation of Significance</b> Determination of the property’s eligibility under the NRHP, CRHR criteria, and Ventura County Ordinance criteria.</p> <p>Identification of the character-defining features that convey the significance of the property.</p> <p><b>Evaluation of Eligibility</b> Evaluation of the property’s current integrity (the ability of the property to convey significance) using the 7 aspects of integrity</p> <p><b>Conclusion</b> ----- <b><i>If the consultant determines that a subject property is considered a historical resource, then the following are required:</i></b></p> <p><b>Recommendations/Mitigation Measures</b> Discussion of Project Impacts in terms of the criteria of eligibility, the aspects of integrity, and the Secretary of Interior’s Standards. Mitigation Measures for any proposed work based on existing conditions and preservation objectives (this might include a list of work priorities) with recommendations for an overall treatment approach. Alternatives and Statement of residual impacts after mitigation</p> <p><b>Drawings and Photographs</b> Copies of original drawings and specifications, if available, along with similar documentation of subsequent alterations. Drawings or plans of the property. Current conditions photographs and historic photos, when available. A good set of current photographs of all building elevations.</p> <p><b>Bibliography</b> (as needed)</p> <p><b>References</b> (as needed)</p> <p><b>Appendices</b> (as needed)</p> <p><b><i>Reports should be provided in PDF digital format and printed format (9) to Planning staff</i></b></p>
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