



Ventura County Cultural Heritage Board September 26, 2022 Meeting Agenda

County of Ventura • Resource Management Agency

800 S. Victoria Avenue, Ventura, CA 93009-1740 • (805) 654-2478 • www.vcrma.org/divisions/planning

Notice is hereby given that on **Monday, September 26, 2022**, at **1:15 p.m.** the Ventura County Cultural Heritage Board (CHB) will convene for an online Public Hearing using video conference and teleconference formats. Members of the public are welcome to attend. Please refer to the access instructions below.

IN RESPONSE TO THE DECLARED STATE AND LOCAL EMERGENCIES DUE TO THE NOVEL CORONAVIRUS, AND CONSISTENT WITH THE RECOMMENDATIONS OF THE VENTURA COUNTY PUBLIC HEALTH OFFICER DATED SEPTEMBER 21, 2021, AND NOVEMBER 15, 2021, AND PURSUANT TO GOVERNMENT CODE SECTION 54953, SUBDIVISION (e), ALL MEETINGS OF THE CULTURAL HERITAGE BOARD ARE BEING CONDUCTED ELECTRONICALLY. TO FIND OUT HOW YOU MAY ELECTRONICALLY ATTEND THE PUBLIC HEARING AND PROVIDE PUBLIC COMMENT, PLEASE REFER TO THE INSTRUCTIONS BELOW.

LISTENING TO THE MEETING ONLY

If you do not have access to a computer or if you would like to listen to the meeting by phone, please follow the steps below:

1. If you are in the United States, dial (669) 900-9128 or (346) 248-7799 or (646) 558-8656 or (253) 215-8782 or (301) 715-8592 or (312) 626-6799. If you dial a number near your current location, you may receive higher audio quality;
2. Enter Webinar ID: 878 6802 6142, when prompted; and
3. Listen to the meeting.

VIEWING THE MEETING ON YOUR COMPUTER OR TABLET

To view the meeting on your computer or tablet using Zoom, follow the steps below:

1. Turn on your computer or tablet and open your internet browser;
2. Navigate to the following weblink:

https://ventura-org-rma.zoom.us/webinar/register/WN_UA3wMzVITeq0Sfk71mzKEQ;

3. Please complete the registration information;

4. Upon successful registration, you will be provided the information needed to access the meeting;
5. Listen to the meeting.

PROVIDING PUBLIC COMMENT

Written Comment in Advance of the Meeting:

1. While written comments may be submitted by e-mail during the hearing, the public is encouraged to submit comments no later than 10:00 a.m. on the day of the hearing to Dillan Murray via email at Dillan.Murray@Ventura.org. Comments may not exceed 250 words. All comments received prior to the deadline which are 250 words or less will be read into the record by staff. Comments greater than 250 words will be distributed to the Cultural Heritage Board at the hearing and included in the public record;
2. Please indicate in the Subject Line the Agenda item number (e.g., Item No. 9) on which you are commenting.

Call-in and Video Public Comment using Zoom:

1. If you are accessing the hearing via phone and would like to speak on an item, dial *9 to raise your hand. If you are accessing the hearing online, select the “raise hand” function;
2. Interested speakers will be called upon in the order received. Dial *6 to be unmuted to provide comment or use the “unmute” function;
3. Requests to make live public comment on an agenda item will be accepted until the public comment period for each agenda item is complete. If you wish to make comments, you must be called into the meeting prior to the close of the public comment period.

AGENDA

1. **1:15 P.M. CALL TO ORDER THE MEETING OF THE VENTURA COUNTY CULTURAL HERITAGE BOARD USING VIDEO CONFERENCE AND TELECONFERENCE FORMATS**

2. **ROLL CALL AND DETERMINATION OF A QUORUM**

3. **APPROVAL OF AGENDA AND PREVIOUS MEETING MINUTES**

3a. Vote to approve the September 26, 2022 Agenda

3b. Vote to approve the August 29, 2022 Meeting Minutes

3c. Vote to approve the May 23, 2022 Meeting Minutes

4. **CONSENT ITEM**

A resolution authorizing continued remote teleconference meetings of the Cultural Heritage Board.

5. **PUBLIC COMMENTS**

This time is set aside for public comment on items not otherwise on this agenda which are within the purview of the Cultural Heritage Board (CHB). Speakers wishing to address the CHB shall be allowed a maximum of three minutes for their comments. The CHB is prohibited from taking action on any item that is not part of the printed and published agenda.

6. **CONTINUED ITEMS**

None

7. **NEW BUSINESS**

7a. **Location:** Brandeis-Bardin Campus, American Jewish University, 1101 Peppertree Lane, Simi Valley, CA 93064 (unincorporated Ventura County; Supervisorial District 4 – Huber).

Action: A request for a Certificate of Appropriateness (COA) (Cultural Heritage Ordinance (CHO) §1371) and environmental review related to a proposed Modification of Conditional Use Permit 1776 (Case No. PL22-0032) at the Brandeis-Bardin Campus of American Jewish University, located at 1101 Peppertree Lane adjacent to the City of Simi Valley and

the Santa Susanna Knolls Area. The proposed project includes the demolition of six existing structures and construction of approximately 41,000 square feet (sq. ft.) of new accessible camper housing and bathrooms, replacement of existing administration buildings and staff lounge with a 6,000-square-foot Welcome Center and associated parking area, the addition of an exterior open-air shaded pavilion, and landscaping improvements. (Case No. CH22-0022).

ADJOURN AS THE VENTURA COUNTY CULTURAL HERITAGE BOARD

CONVENE AS THE OXNARD CULTURAL HERITAGE BOARD

- 7b. Location:** 351 S F Street, Oxnard, CA 93030 (Landmark No. 161 - Henry T. Oxnard Historic District and Landmark Area) (Supervisory District 5).

Action: A request for a Certificate of Appropriateness (COA) (Cultural Heritage Ordinance (CHO) §1371) for an attic conversion and related exterior alterations at a residence addressed as 351 S F Street, Oxnard, CA 93030 (Case No. CH22-0024).

ADJOURN AS THE OXNARD CULTURAL HERITAGE BOARD

RECONVENE AS THE VENTURA COUNTY CULTURAL HERITAGE BOARD

- 7c. Location:** County-wide.

Action: Receive training on the following California Preservation Foundation webinar: *Continuum of Care – Indigenous Cultural Resources*.

8. REPORTS

- 8a.** Board Member Reports
- 8b.** CHB Program Updates from Staff

9. NEXT MEETING

The next regularly scheduled meeting is October 10, 2022.

10. ADJOURNMENT



Ventura County Cultural Heritage Board (CHB) August 29, 2022 **Draft** Meeting Minutes – Item 3b

County of Ventura • Resource Management Agency

800 S. Victoria Avenue, Ventura, CA 93009-1740 • (805) 654-2478 • www.vcrma.org/divisions/planning

Note: The following is a summary of actions taken by the CHB at their public hearing and not a verbatim transcription.

1. **10:00 A.M. CALL TO ORDER THE MEETING OF THE VENTURA COUNTY CULTURAL HERITAGE BOARD AT 1057 BRIGGS ROAD, SANTA PAULA, CA 93060 FOR A PUBLIC TOUR**

2. **ROLL CALL AND DETERMINATION OF A QUORUM**

CHB Members Present:

Miguel Fernandez (Chair)

CHB Members Absent:

Tyson Cline, Gary Blum, John Kulwicz, Linda Plaks, and Stephen Schafer

Staff Present:

Dillan Murray, Cultural Heritage Program Planner, Planning Division

Tricia Maier, Manager, Planning Programs Section, Planning Division

Neal Subic, applicant, and Matt Perrett, property owner, led a public tour of the exterior and interior of the structures at the property.

3. **ADJOURN UNTIL 1:15 P.M. MEETING OF THE VENTURA COUNTY CULTURAL HERITAGE BOARD**

4. **1:20 P.M. RECONVENE THE MEETING OF THE VENTURA COUNTY CULTURAL HERITAGE BOARD USING VIDEO CONFERENCE AND TELECONFERENCE FORMATS**

5. **ROLL CALL AND DETERMINATION OF A QUORUM**

CHB Members Present:

Miguel Fernandez (Chair), Tyson Cline, Gary Blum, John Kulwicz, Linda Plaks, and Stephen Schafer (arrived late)

CHB Members Absent:

None

Staff Present:

Dillan Murray, Cultural Heritage Program Planner, Planning Division

Tricia Maier, Manager, Planning Programs Section, Planning Division

6. **APPROVAL OF AGENDA**

6a. Vote to approve the August 29, 2022 Agenda

Board Member Plaks made a motion to approve the August 29, 2022 Agenda. Board Member Cline seconded the motion. Motion passed 5-0.

7. CONSENT ITEM

Board Member Plaks made a motion to approve the resolution authorizing continued remote teleconference meetings of the Cultural Heritage Board. Board Member Kulwiec seconded the motion. Motion passed 5-0.

8. PUBLIC COMMENTS

None

9. CONTINUED ITEMS

None

10. NEW ITEMS

Board Member Schafer arrived to the virtual hearing at this time.

10a. Location: E.E. Gerry Residence, 1057 Briggs Road, Santa Paula, CA 93060 (unincorporated Ventura County; Supervisorial District 3 – Long).

Action: A request for a Certificate of Appropriateness (COA) (Cultural Heritage Ordinance (CHO) §1366) for the demolition of an existing 1,200 square foot (sq. ft.) residence, a 2,160 sq. ft. storage/garage building, and a 2,000 sq. ft. paved parking area at a property addressed as 1057 Briggs Road, Santa Paula, CA 93060. (Case No. CH22-0009).

Disclosures: Board Member Schafer disclosed that he has access to a book on architect Selwyn Shaw and additional materials on Victorian-style homes that other Board Members do not have access to.

Dillan Murray, Staff, disclosed information on the morning site tour. At the tour, the applicant team led attendees on a walkaround of the exterior of the property and interior of the residence, garage building, and shed. During the tour, building issues were pointed out, including damage to the foundation, front porch, windows, roofing, and siding. In addition, a rear addition and lean-to addition were identified at the residence. Discussion points included the question of retaining the original portion of the residence. The applicant

team noted potential challenges with this in terms of viability. Additionally, the point was raised that the historic building code could potentially be used at the property and the original building materials at the property were noted as being of high quality. At the tour, Staff noted that any future project would come back to the Cultural Heritage Board for review and comment.

Presentation by Staff: Dillan Murray, Staff, presented a PowerPoint presentation outlining the project location, background, history, context, project description, and Staff recommendations. Staff recommended the CHB take the following actions on this item:

1. **CONDUCT** public hearing, **RECEIVE** oral and written testimony, and **CONSIDER** the Planning Division staff report and all exhibits and attachments hereto;
2. **FIND** whether the proposed project meets the requirements of the Ventura County Cultural Heritage Ordinance Section 1366-3(d);
3. If the requisite finding can be made based on the preceding evidence and analysis, **APPROVE** the Certificate of Appropriateness (Cultural Heritage Ordinance [CHO] § 1366) with any Cultural Heritage Board or Staff recommendations determined necessary to better conform to the *Secretary of the Interior's Standards*.

Public Comments: None.

Discussion and Deliberation:

Neal Subic, applicant, and Matt Perrett, property owner, were in attendance.

Board Member Schafer inquired as to the applicant's future plans for the property.

Mr. Subic stated that the applicant team intends to replace the residence with a similar, single-story, Victorian-style residence of approximately 1,800 square feet. In addition, the storage building is planned to be replaced with a more ornate barn building with a garage element.

Board Member Schafer noted his preference, from a preservation standpoint, that the entire project be reviewed at one time rather than splitting it into components. Board Member Schafer noted the possibility that the original house be kept as manager's office and a new house built next to it, along with a replacement agricultural storage building, if the zoning

code allows. Board Member Schafer emphasized the importance of architect Selwyn Shaw in the history of the area and the property's likely eligibility for listing in the National Register of Historic Places. Board Member Schafer noted the CHB's goal is preservation of historic resources.

Mr. Subic inquired as to whether there is allowance in the zoning code to allow for a standalone ranch manager's office. Dillan Murray, Staff, noted that he would need to discuss the modified proposal with Permit Administration staff. Mr. Murray noted that the Non-Coastal Zoning Ordinance allows for deviations from the development standards for Cultural Heritage Sites with an approved Planned Development Permit.

Mr. Subic noted that he would discuss modifying the scope of work with the property owner.

Board Member Schafer inquired as to whether the applicant originally planned to retain the main residence and only remove later additions. Mr. Subic stated that he initially explored removing additions and assessing adding square footage to the existing residence. Based on what it would take to accomplish this from a structural standpoint, the proposal instead is to demolish the entire residence and reconstruct at a later date.

Board Member Plaks inquired whether the residence looked more deteriorated in person than in the photos submitted. Chair Fernandez noted his view that the residence is in better condition than anticipated and the original dwelling looked the most intact. The property merits additional consideration prior to demolition.

Board Member Schafer noted his view that the residence was in good condition and retained integrity.

Board Member Cline stated his view that the project warranted a cost benefit analysis of rehabilitation versus reconstruction. In addition, Board Member Cline noted that there is a benefit to retaining the residence. Board Member Cline hoped to see a deeper dive and analysis into the deterioration.

Mr. Subic inquired as to whether a consensus of the Board felt that removal of the garage building was warranted. Mr. Subic noted that the building needed, at a minimum, a new roof and structural improvements.

Chair Fernandez noted his view that he is not committed to saving the barn as it does not appear directly associated with the importance of the residence.

Board Member Schafer noted his view that the barn is not likely original. However, Mr. Schafer would like to see the corrugated material and redwood material salvaged. In addition, Board Member Schafer noted his view that mature plants, the concrete walkway, and the distance from street should all be retained at the house if it is to be preserved.

Board Member Plaks noted that she would like to see photo documentation of the property.

Chair Fernandez inquired as to whether HABS photo documentation would still be warranted if the original residence is retained and only the garage is demolished. Board Member Schafer noted his view that demolition of the residence warranted HABS documentation, but if it is rehabilitated, the rest of the site could instead be photographed in a "HABS-like" manner by a professional photographer in digital form and 8x10 prints could be donated to the Museum of Ventura County and the Planning Division. Photos should capture the site context, where the buildings sit on the street, and how the grouping of buildings relate to one another.

Mr. Subic supported continuing the item to provide the applicant team time to discuss modifying the scope of work as discussed.

Board Member Schafer made a motion to continue the item to a future date uncertain. Board Member Cline seconded the motion. Motion passed 6-0.

10b. Location: County-wide.

Action: A resolution of the Ventura County Cultural Heritage Board commending retiring member Rikki Mikkelsen.

Presentation by Staff: Dillan Murray, CHB Staff, read the draft resolution into the record.

Public Comments: None.

Discussion and Deliberation:

Chair Fernandez inquired as to whether the resolution could be formalized in a more attractive format and inquired how staff planned to deliver it? In addition, Chair Fernandez requested the ability to physically sign the resolution.

Dillan Murray, Staff, noted that he would check if the Planning Division has more formal paper to print the resolution on. Mr. Murray noted that it is planned to be mailed to Ricki Mikkelsen and Staff can work with Chair Fernandez to find a time to sign it.

Board Member Plaks inquired as to whether the Board of Supervisors are planning to put something together commemorating Ricki Mikkelsen. Tricia Maier, Staff, noted that this would be Supervisor Park's purview. Staff can share with her office that the Planning Division intends to provide this resolution to Ricki. In addition, Ms. Maier noted that the Planning Division will follow up on the digital thank-you card sent to Ricki with a printed version to be sent in the mail.

Board Member Schafer made a motion to approve the resolution. Board Member Plaks seconded the motion. Motion passed 6-0.

11. **REPORTS**

11a. Board Member Reports

Board Member Schafer reported that the City of Ventura is conducting outreach for its General Plan update effort. In addition, there is ongoing discussion regarding the future of unused school buildings in Ventura. Lastly, Board Member Schafer reported on discussions regarding future development entitlements in downtown Ventura.

Board Member Blum reported that a proposed residential project in the City of Oxnard near Meta Street and 6th Street is soliciting input on an art mural component. Board Member Blum recommended to the developer that the mural incorporate elements of the neighborhood's residential history and uses. Next, Board Member Blum reported that the Maulhardt Farm Park in the City of Oxnard is going for National Register of Historic Places status in mid-October.

Board Member Kulwiec reported that the Santa Paula homeless shelter is expanding, but the project is having difficulties sourcing building materials.

Chair Fernandez reported that he drove through downtown Santa Paula following the morning site tour.

Other Board Members did not have anything to report.

11b. CHB Program Updates from Staff

Dillan Murray, Staff, reported that the revisions to the Cultural Heritage Ordinance were unanimously adopted by the Board of Supervisors on July 26th and the revised Ordinance is now in effect as of August 25th. Next, Mr. Murray reported that the CHB previously requested an update from Staff on a property addressed as 421 South G Street in the City of Oxnard. Mr. Murray noted that Staff reached out to Oxnard city staff for an update; there has been no activity on this case and Oxnard city staff intend to reach out to the property owner again.

Tricia Maier, Staff, noted that the County received a notice regarding the State Historical Resources Commission meeting scheduled for Friday, October 21st at 9:00 am via Zoom for consideration of listing the Maulhardt Farm on the National Register.

Board Member Schafer inquired about a statement sent by Staff to remind all Board Members to maintain high professional standards when conducting business. Tricia Maier, Staff, noted that no action is needed by the CHB on the statement, and that Staff were simply requested by the CEO's Office to forward the information to all County boards and commissions.

12. NEXT MEETING

The next regularly scheduled meeting was reported to be September 12, 2022.

13. ADJOURNMENT

At 2:24 p.m., the Cultural Heritage Board was adjourned.

Chair
Cultural Heritage Board

ATTEST:

Dillan Murray
Cultural Heritage Program Planner

Date



Ventura County Cultural Heritage Board (CHB)

May 23, 2022 **Draft** Meeting Minutes – Item 3c

County of Ventura • Resource Management Agency

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Note: The following is a summary of actions taken by the CHB at their public hearing and not a verbatim transcription.

1. **1:15 P.M. CALL TO ORDER THE MEETING OF THE VENTURA COUNTY CULTURAL HERITAGE BOARD USING VIDEO CONFERENCE AND TELECONFERENCE FORMATS**

2. **ROLL CALL AND DETERMINATION OF A QUORUM**

CHB Members Present:

Miguel Fernandez (Acting Chair), Tyson Cline, John Kulwicz, Gary Blum, Stephen Schafer, and Linda Plaks (arrived late)

CHB Members Absent:

Ricki Mikkelsen

Staff Present:

Dillan Murray, Cultural Heritage Program Planner, Planning Division
Tricia Maier, Manager, Planning Programs Section, Planning Division

3. **APPROVAL OF AGENDA**

Board Member Plaks arrived virtually at this time.

3a. Vote to approve the May 23, 2022 Agenda

Board Member Blum made a motion to approve the May 23, 2022 Agenda. Board Member Cline seconded the motion. Motion passed 6-0.

3b. Vote to approve the May 9, 2022 Meeting Minutes

Board Member Cline made a motion to approve the May 9, 2022 Meeting Minutes. Board Member Blum seconded the motion. Motion passed 5-0 (Board Member Schafer abstained).

4. **CONSENT ITEM**

Board Member Cline made a motion to adopt the resolution authorizing continued remote teleconference meetings of the Cultural Heritage Board. Board Member Kulwicz seconded the motion. Motion passed 6-0.

5. **ELECTION OF OFFICERS**

Board Member Blum nominated Board Member Fernandez to the position of Chair. Board Member Schafer seconded the nomination. Motion passed 6-0.

Board Member Plaks nominated Board Member Blum to the position of Vice-Chair. Board Member Cline seconded the nomination. Motion passed 6-0.

6. **PUBLIC COMMENTS**

None

7. **CONTINUED ITEMS**

7a. **Location:** Tenby Facility, 3450 East 5th St., Oxnard, CA 93033 (unincorporated Ventura County; Supervisorial District 3 – Long).

Action: Request for a Certificate of Appropriateness (COA) (Cultural Heritage Ordinance (CHO) Section 1366) from the CHB to authorize decommissioning activities at the Tenby Facility located at 3450 East 5th St., Oxnard, CA 93033. The request would enable the removal of any remaining contents from the existing tanks and vessels onsite; demolition and removal of tanks, vessels, mechanical and electrical equipment, piping, and utilities; rehabilitation of existing facility structures, and recycling/removal of scrap metals. The request is related to Zoning Clearance Case No. ZC21-0385 in order to partially abate code violations identified in Notice of Violation CV19-0177 (Case No. CH21-0005).

Disclosures: Chair Fernandez disclosed that he had a phone conversation with Board Member Schafer to discuss this item, including what had transpired at the previous hearing on this item, as well as information provided in the packet.

Board Member Schafer disclosed that he also spoke with Staff for information on this item.

Presentation by Staff: Dillan Murray, Staff, presented a PowerPoint presentation outlining the project location, background, history, context, project description, and Staff recommendations. Staff recommended the CHB take the following actions on this item:

1. **CONDUCT** public hearing, **RECEIVE** oral and written testimony, and **CONSIDER** the Planning Division staff report and all exhibits and attachments hereto;
2. **FIND** that the proposed project meets the requirements of the Ventura County Cultural Heritage Ordinance Section 1366-3(d); and
3. Based on the preceding evidence and analysis, **APPROVE** the Certificate of Appropriateness (Cultural Heritage Ordinance [CHO] § 1364-12) with any Cultural Heritage Board or Staff recommendations determined necessary to better conform to the *Secretary of the Interior's Standards*.

Public Comments: None.

Discussion and Deliberation:

Board Member Plaks left the meeting at this time.

John Hecht with Sespe Consulting was in attendance along with CalNRG from the applicant team. Mr. Hecht noted that the applicant team now proposes to retain the derrick since it is structurally sound enough to remain, as well as the permanent structures and a few tanks. Everything else will be demolished. Mr. Hecht noted that a photo survey and an aerial drone survey have been completed, and a final site plan will be submitted showing the proposed structures to remain. Mr. Hecht requested guidance as to what should be included in the interpretive program and clarification on the requirement for elevations of existing facilities.

Clif Simonson with CalNRG noted his desire to see the violations abated.

Board Member Schafer noted his desire for the applicant to receive sufficient clarification on this item today and not have to return to the CHB. Board Member Schafer requested clarification from Staff as to what transpired at the last CHB hearing on this item. Dillan Murray, Staff, noted that this item was previously heard on July 26, 2021, and the CHB provided preliminary recommendations at that time, but did not act on the item. The recommendations #1-4 outlined in the May 23, 2022 Staff Report reflect the CHB's preliminary recommendations identified previously.

Board Member Schafer noted that the Historic Resources Report found the site did not have sufficient integrity when looked at as a potential district, but stated his belief that the derrick is historic. Board Member Schafer that the rest of the site appears eligible as a Point of Interest based on the report. Board Member Schafer concurred that HAER photography is appropriate for the site and that a request for Cultural Heritage Site designation come back to the CHB.

Board Member Schafer suggested that an interpretive program might include an element or piece that is accessible along the public right of way and contains information on why the derrick is significant beyond just text. The piece could include photos and materials significant to the site and made to fit into the location. In addition, some sort of perimeter could be established around the site to protect remaining elements.

Board Member Schafer noted his desire that the derrick be kept as a monument to the site's historical use. Board Member Schafer stated his view that the derrick appears eligible for listing in the California Register of Historical Resources and the National Register of Historic Places for its architecture and design, and recommended that the applicant pursue designation.

Chair Fernandez inquired as to the applicant's plans to repair the derrick.

Mr. Hecht noted that the applicant team agrees with designation of the site as a Point of Interest, but will need to consider the implications of listing in the California Register of Historical Resources (California Register) and the National Register of Historic Places (National Register).

Mr. Simonson noted there is a well directly beneath the derrick. The applicant teams plans to remove the well and is studying options for doing so. As part of any removal, the derrick may need to be braced, but would not be damaged.

Board Member Schafer noted that listing in the California Register and National Register would still allow for modifications. Further, the derrick may be considered a historical resource in future projects even if not listed in the California and National Registers.

Board Member Kulwiec inquired as to what will happen to the ground in relation to the adjacent agricultural uses. Mr. Hecht noted there is no answer as to the anticipated end uses of property, although it is likely to be agriculture related. The applicant team is focused on cleaning up the site at this time.

Mr. Hecht suggested that the CHB consider adding a recommendation for the applicant team to evaluate the potential for listing the derrick in the California and National Registers to allow the project to move forward. Dillan Murray, Staff, suggested that any such recommendation include the anticipated timeline for doing so.

Board Member Schafer recommended that the applicant's historic consultant update the historic report to evaluate the eligibility for listing the derrick on an individual basis. Mr. Hecht stated that it's possible to return to the CHB with a Point of Interest application within 6 months and provide an updated analysis on the derrick to Staff.

Board Member Schafer made a motion to approve Staff's recommended actions with the following recommendations to the applicant:

- **Recommendation #1: HABS/HAER/HALS Photo Documentation.** Prior to demolition activities, the project applicant should submit photographic documentation of the property prepared to the Historic American Buildings Survey (HABS)/Historic American Engineering Record (HAER)/ Historic American Landscapes Survey (HALS) standards by a qualified professional familiar with HABS/HAER/HALS guidelines. A digital proof of the photo documentation should be provided to CHB Staff for approval and determination of consistency with The Secretary of Interior's Guidelines for Architectural and Engineering Documentation. The photo documentation should consist of the following:
 - As determined by the HABS/HAER/HALS professional, a sufficient number of photographic views so as to convey the property and its identified historic contributors following clearance of overgrowth and debris and removal of plywood coverings/obstructions;

- Photographs should include character-defining features. The historic consultant may assist in identifying features and views to be included in the photo documentation;
 - HABS/HAER/HALS standards will require the original negatives having a minimum size of 4"x5" and production of one set of large-format, black-and-white, film photography on 8.5 x 11 inkjet mount cards;
 - Photographs must include a photo key index and photo key map.
- Submission of one set of digital scans in PDF digital form to CHB Staff;
 - Donation of final film negatives and prints to both the Library of Congress and Museum of Ventura County accompanied by the photo key index, photo key map, and written data report (historic resources report); and
 - Provide to CHB Staff a letter from the library/museum acknowledging receipt of the photo documentation..
- **Recommendation #2: Point of Interest Designation.** Within 6 months, the project applicant should apply for designation of their property as a County of Ventura Point of Interest. A commemorative plaque is recommended to be placed at the site by the applicant describing the site's historic significance, with review and comment to be provided by the CHB at a future date.
 - **Recommendation #3:** Retain the oil derrick on site.
 - **Recommendation #4:** Create an interpretive program related to the historic significance of the site. As part of this program, the applicant should prepare aerial drone videography of the site prior to demolition of structures. Videography may be stored on the CHB website.
 - **Recommendation #5:** Within 6 months, apply for local landmark status for the derrick.
 - **Recommendation #6:** Within 6 months, nominate the oil derrick to the National Register, if feasible

Board Member Cline seconded the motion. Motion passed 5-0.

8. **NEW ITEMS**

8a. **Location:** Ventura County Fairgrounds.

Action: Planning Division staff request that the CHB review and provide direction on the planned CHB exhibit at the Ventura County Fair.

Presentation by Staff: Dillan Murray, Staff, presented a PowerPoint presentation outlining photos of previous exhibits and described what has been included in the past.

Discussion and Deliberation:

Chair Fernandez stated that the Fair has been canceled for a few years due to the pandemic. Chair Fernandez noted that he made most of the exhibits previously, along with the trellis. Chair Fernandez noted his desire to see recently designated landmarks reflected in the display.

Board Member Schafer stated he took photos of the Noble Oaks Estate.

Chair Fernandez inquired about featuring the Preston-Butler Residence, a County landmark. Dillan Murray, Staff, stated that he will reach out to the property owner's representative.

Board Member Schafer stated that he has photos of Thacher School and the Clif May mall in Bell Canyon.

Board Member Cline inquired as to what the intended overall message is, and recommended that the exhibit reflect people who have stepped up and done good preservation work.

Chair Fernandez recommended the creation of an ad hoc committee for the Fair display. CHB Members agreed that Members Fernandez, Cline, and Blum would constitute the ad hoc committee.

Dillan Murray, Staff, stated that he would reach out to the ad hoc committee with ideas and next steps.

9. **REPORTS**

9a. Board Member Reports

Board Member Schafer reported that the California Preservation Foundation (CPF) workshop is coming up.

Chair Fernandez reported that the CalFed Bank building on Saviers Road in Oxnard appears to be for sale. Chair Fernandez noted there were previous proposals to demolish the building.

Other Board Members did not have anything to report.

9b. CHB Program Updates from Staff

Dillan Murray, Staff, reported that the CPF conference will be held in June. Next, Mr. Murray reported that the June 13th hearing will be canceled, although two Mills Act contract applications are anticipated to be heard on June 27th. Lastly, Mr. Murray reported that the Cultural Heritage Ordinance Update will go to the Board of Supervisors on July 12th and July 26th.

Tricia Maier, Staff, noted that the July 12th Board of Supervisors hearing will be held in a hybrid format. Staff will be meeting with Board aides to provide background on the proposed amendments.

10. NEXT MEETING

The next regularly scheduled meeting was reported to be June 27, 2022.

11. ADJOURNMENT

At 3:13 p.m., the Cultural Heritage Board was adjourned.

Chair
Cultural Heritage Board

ATTEST:

Dillan Murray
Cultural Heritage Program Planner

Date