



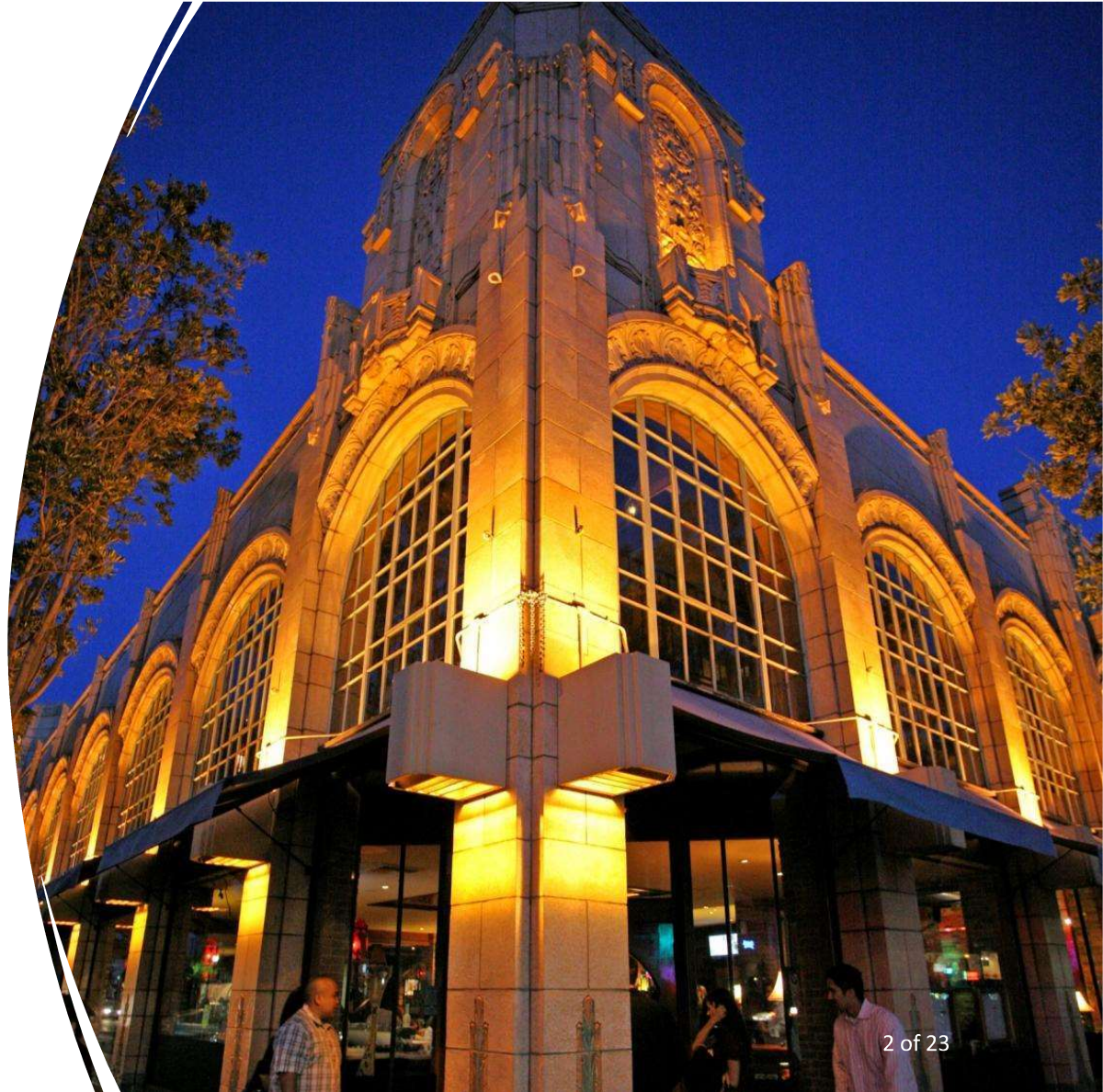
Historic Policy Update Effort Professional Services - Appropriation and Agreement

**City Council
January 21, 2025**

**Zachary Dahl, Director
Manira Sandhir, Planning Manager
Community Development Department**

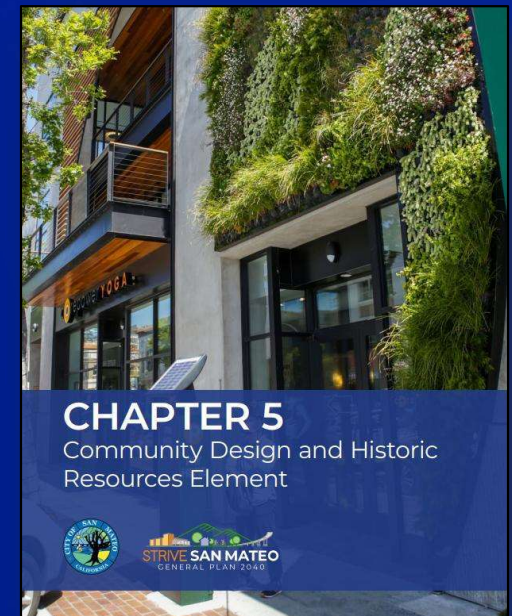
Presentation Overview

- **Historic Policy Effort Background**
- **Consultant Selection Process (RFP)**
- **Rincon Consulting - Introduction and Presentation**
- **Options for Council Consideration**



Background – General Plan Adoption

- **General Plan 2040 adopted March 2024**
 - Includes Community Design and Historic Resources Element
- **Goal CD-5 - Preserve historic and culturally important resources to maintain San Mateo's special identity and continuity with the past.**
 - 7 policies and 6 actions to support this goal
- **Significant community Interest and comments on historic policies during adoption process**
 - Focus on how districts designated and definition of contributor resources
 - Baywood Historic District Nomination submitted to State Office of Historic Preservation in October 2023



Background – Historic Policies and Actions

Policy CD 5.1 - Comprehensive Approach to Historic Preservation.

Implement a comprehensive approach to historic preservation based on community input and best practices from State and federal agencies, to find an appropriate balance between preservation with other important priorities, such as affordable housing production and supporting local businesses.

Action CD 5.8 - Historic Preservation Ordinance.

Update the City's Historic Preservation Ordinance to create a framework for the designation of historic resources and districts, establish review and permitting procedures for historic alterations, demolitions or relocations, be consistent with federal and State standards and guidelines, and align with the other goals and policies outlined in this Element.

Action CD 5.9 - Historic Resources Context Statements.

Prepare a citywide historic context statement to guide future historic resource survey efforts to identify individually eligible resources and historic districts. If a neighborhood is identified as a historic district, prepare a more detailed historic context statement for that individual neighborhood. *(Scope of work does not address second sentence)*



Background – Definitions

- **Historic Preservation Ordinance** – A local statute that provides regulations to applicable historic properties.
 - San Mateo Municipal Code Chapter 27.66
 - Ordinance last updated in 1993/1995
 - Does not align with current standards and best practices; lacks definitions and clear processes
- **Historic Context Statement** – A written document to organize information on the history of an area, commonly organized by theme, place, or time.
- **Historic Resources Survey** – A process for identifying, recording, and evaluating historic properties within a community, project area (neighborhood), or region through the physical search for and recording of historic resources on the ground.



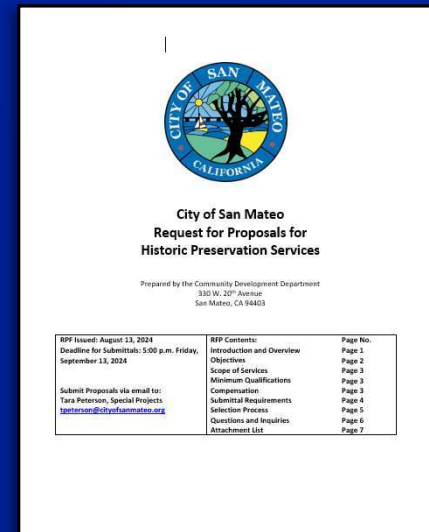
Background – City Council Study Session

- **City Council Historic Policy Study Session – June 17, 2024**
- **Considered three options**
 - Option 1: Prioritize Implementation of Citywide Historic Policy Update
 - Option 2: Update Internal Historic Review Processes
 - Option 3: Maintain Current Prioritization (approx. five years out)
- **Directed staff to proceed with Option 1**
 - Update Historic Preservation Ordinance and prepare a Citywide Historic Context Statement (Actions CD 5.8 and CD 5.9) with robust community outreach and engagement
 - Includes retention of a qualified historic consultant to support effort
- **Bring back implementation plan for Council consideration**



Consultant Selection Process

- **August 2024** – Request for Proposals (RFP) published through OpenBid
- **September 2024** – 7 proposals received, reviewed against 5 criteria
 1. Quality/ Responsiveness of Proposal;
 2. Experience with Similar Engagements;
 3. Professional Experience
 4. Approach and Methodology; and
 5. Cost
- **October 2024** – Interviewed top 2 consultants
- **Rincon Consulting** identified as best proposal to support City effort
 - Based on overall professional experience, quality of proposal, responses to interview questions, composition of the consultant team, and total cost
- **January 2025** – City Council consideration of Consultant Agreement



Options for City Council Consideration

- **Option 1** - Approve a Resolution to appropriate \$328,743 from the Advance Planning Fund to the Historic Policy Update project; approve an agreement with Rincon Consultants for community outreach, historic policy and code amendment technical support; and authorize the City Manager to execute the agreement in substantially the form presented.
- **Option 2** - Approve a Resolution to appropriate \$394,450 from the Advance Planning Fund to the Historic Policy Update project; approve an agreement with Rincon Consultants for community outreach, historic policy and code amendment technical support; and authorize the City Manager to execute the agreement in substantially the form presented.
- **Option 3** - Do not approve an appropriation Resolution or an agreement with Rincon Consultants and vote not to proceed with the historic policy update effort at this time.



Introduction to Rincon Consultants, Inc





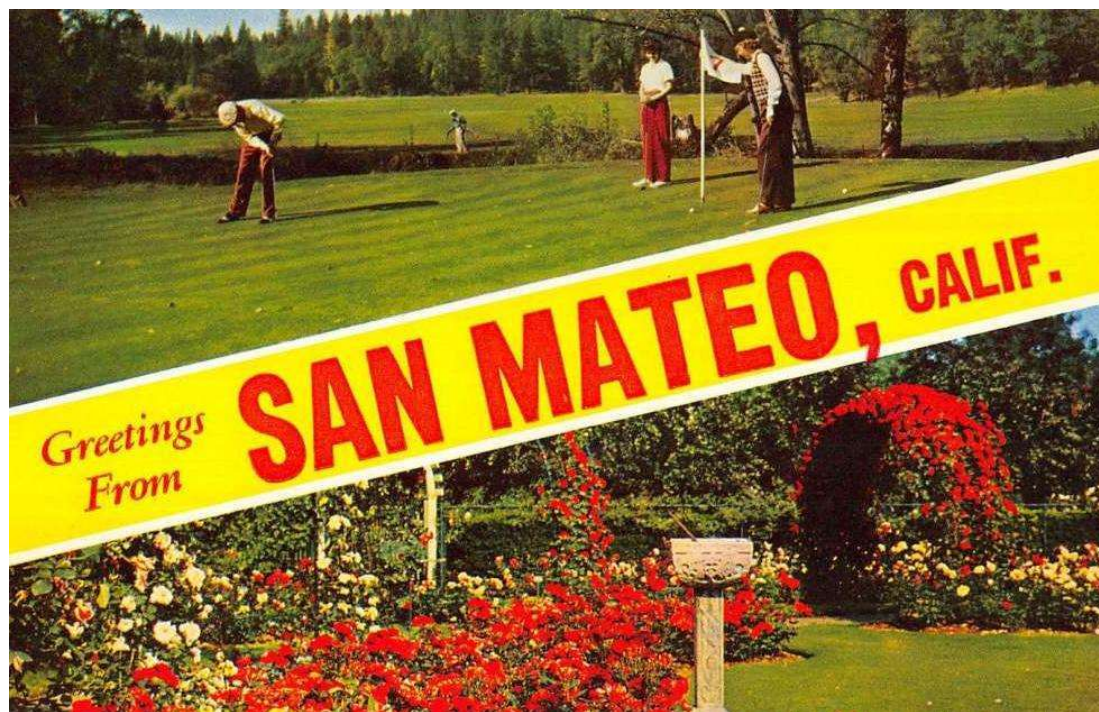
Historic Preservation Policy Services





Topics of Discussion

- Overview of Rincon
- Project Scope Review
- Preservation Ordinance vs. Historic Context Statement
- Project Sequence Options
- Schedule





About Rincon

30 Years in Business

13 Offices in California

400+ Project Awards





Our Team



Margo Nayyar
Cultural Resources
Principal



JulieAnn Murphy
Senior Architectural
Historian/PM



Kassandra Gale, AICP
Community Engagement
Program Manager



Steven Treffers
Senior Architectural
Historian



James Williams
Architectural
Historian



**Michelle
Anderson**
Architectural
Historian



Ashley Losco
Architectural
Historian



Josh Bevan
Architectural
Historian



Relevant Experience

- Santa Clara County Parks Unused Structures Project
- Agoura Hills Historic Survey and Cultural Heritage Ordinance
- City of Riverside's Latino Historic Context
- City of Long Beach Citywide Historic Context Statement
- Bakersfield RISE 2045 Community Engagement Program





Project Scope: Preservation Ordinance

- Understand existing conditions
- Conduct research and analysis
- Provide information on owner consent provisions
- Establish clear nomination and review process
- Identify if historic policy documents would be appropriate
- Provide options and recommendations





Project Scope: Citywide Historic Context Statement

- Identify relevant historical and architectural themes at a citywide level
- Provide framework for a living document to grow with the City
- Use the framework to write the context
- Roadmap for future work



Project Scope: Community Outreach and Engagement

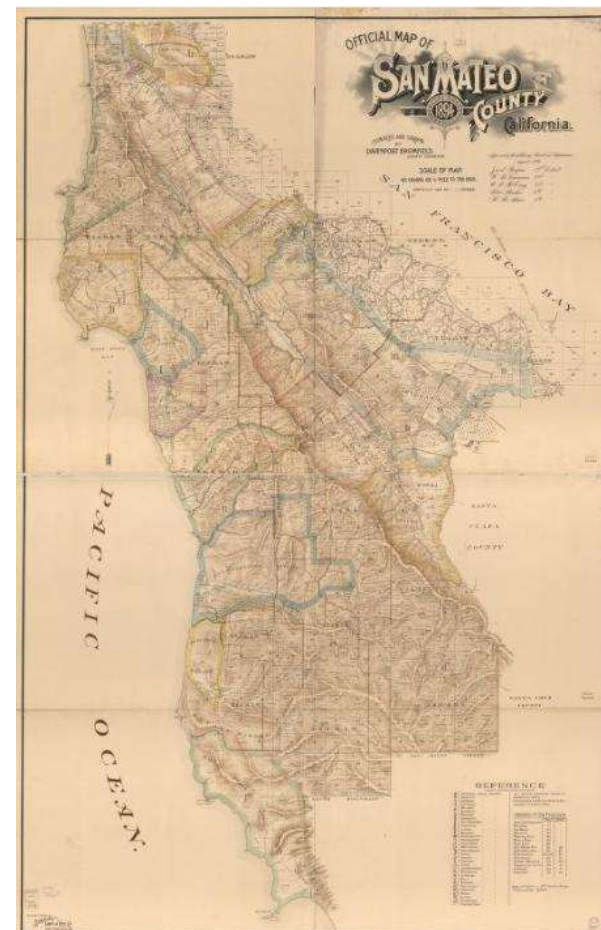
- Outreach and Engagement Strategy and Delivery
 - Focus groups
 - Community meetings
 - Study session
 - Results summary





Project Scope: Implementation Plan

- Document implementation goals
- Identify strategies to achieve goals
- Outline timelines for enacting each strategy
- Define roles and responsibilities for each stage of implementation
- Develop trainings and materials for City staff to ensure successful administration



1894 Map of San Mateo County
Source: Library of Congress



Preservation Ordinance vs. Historic Context Statement

- Preservation ordinances typically include:
 - A provision for a reviewing body
 - An explanation of the designation criteria
 - A provision for granting economic hardship waiver
 - Guidelines for maintenance



3rd Avenue, 1948 Source: Online Archive of California

Preservation Ordinance vs. Historic Context Statement

- Historic context statements:
 - Highlight trends and patterns critical to the understanding the built environment
 - Provide framework/consistency for evaluating a property for historic significance and integrity
 - Organized into a series of contexts and themes/subthemes
 - Context → Theme → Sub-theme → Associated Property Type
→ Registration requirements
- **They do not:**
 - Evaluate individual or groups of properties
 - Result in changes to the historic resources inventory
 - Include an in-depth survey effort



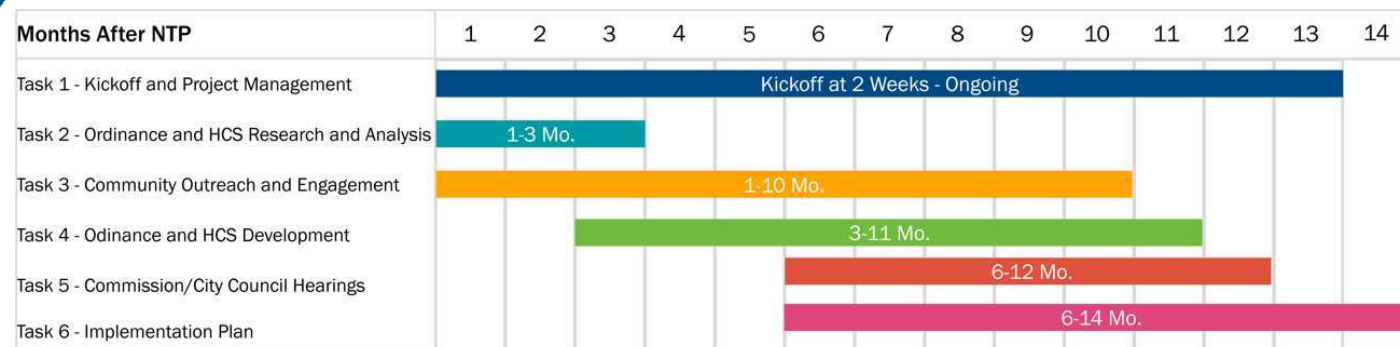
San Mateo Library Under Construction, 1968
Source: Online Archive of California



Project Sequence

- Concurrent Work
 - Allows for efficiencies
 - Allows for a more holistic approach
 - Avoids community input fatigue
 - Avoids confusion
- Successive Work
 - Recommend ordinance before HCS
 - Integrate information from updated ordinance into HCS
 - Would result in longer project timeline and increased project costs

Project Schedule





Budget

- Concurrent Work
 - Proposed budget – \$285,843
 - 15% contingency - \$328,743
- Successive Work
 - Estimated budget - \$343,000
 - 15% contingency - \$394,450
 - 20% increase
 - Increased project management time
 - Additional outreach activities
 - Rate increases for new fiscal year

Options for City Council Consideration

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