



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

Department Name: Planning and  
Development  
Department No.: 053  
For Agenda Of: 5/3/11  
Placement: Administrative  
Estimated Tme:  
Continued Item: No  
If Yes, date from:  
Vote Required: Majority

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**TO:** Board of Supervisors

**FROM:** Planning and Development  
Glenn Russell, Ph.D., Director, (805) 568-2085  
Contact Info: Alice McCurdy, Deputy Director, (805) 568-2518  
Allen Bell, Senior Planner, (805) 568-2033

**SUBJECT:** Amendments to the Bylaws of the Santa Barbara County Historic Landmarks  
Advisory Commission

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: N/A

**Other Concurrence:** N/A

As to form: N/A

**Recommended Actions:**

Consider approving amendments to the Bylaws of the Santa Barbara County Historic Landmarks  
Advisory Commission (HLAC) as approved by HLAC on March 14, 2011.

Your Board's action should include the following:

1. Approve the amendments of the Bylaws of the Santa Barbara County Historic Landmarks  
Advisory Commission (HLAC) as approved by HLAC on March 14, 2011.
2. Determine that this action is exempt from CEQA pursuant to Sections 15060(c)(2) and  
15060(c)(3) of the State Guidelines for Implementation of the California Environmental  
Quality Act.

**Background:**

In part, concerns regarding a property that was nominated as a historic landmark without the property  
owner's participation prompted the amendment process. The amendments address these concerns and  
also update and clarify certain rules and procedures that govern the affairs of HLAC. Section X of the  
bylaws state that any amendments to the bylaws shall be ". . . approved by the Board of Supervisors."

**Summary Text:**

The amendments primarily address five topics. First, they provide an opportunity for commissioners to vote on a continued item when they missed an earlier hearing on that item (Section I.4). Second, the amendments clarify when commissioners must recuse themselves when they have a conflict of interest (Section I.7). Third, the amendments clarify the criteria that HLAC will use when considering nominations to designate a property as a historic landmark (Sections IV, V.2 and VI.2). Fourth, the amendments ensure that property owners are notified early in the process when a party other than the property owner nominates a structure or site for designation as a historic landmark (Section V.5). Lastly, the amendments formally allow HLAC to comment on the potential impacts of proposed development on historic resources (Section IX).

The following list summarizes the principal amendments by section to the bylaws:

- Section I.4. Participation in Agenda Item Discussion: Allow a commissioner to vote on a continued item when that commissioner was absent during an earlier hearing on that item but listens to a tape or watches a video of the missed hearing.
- Section I.7 Conflict of Interest: Prohibit a commissioner with a potential conflict of interest on a particular item from voting or participating further as a commissioner on that item.
- Sections IV, V.2 and VI.2 Eligibility: Delete references to information sheets and CEQA guidelines to clarify that HLAC will use the criteria in County Code Chapter 18A when considering nominations to designate a property as a historic landmark.
- Section V.5 Nomination Requirements: When a party other than the property owner nominates a structure or site for designation as a historic landmark, encourage, but not require, that party to consult the property owner before submitting the nomination, and require the County to immediately send a copy of the nomination to the property owner.
- Section VI.5 Consideration of Place of Historical Merit and Landmark Nominations: Clarify that HLAC’s designation of a property as a historic landmark must be forwarded to the Board of Supervisors.
- Section IX Project Comments: Recognize that HLAC occasionally submits comments and provides technical assistance to County planners when a proposed project affects structures or sites that may be historically significant.
- All Sections Non-Substantive Changes. Correct minor typographical errors and format inconsistencies.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

The amendments will not result in any costs or fiscal impacts. Staff time to help prepare and process the amendments is budgeted in Development Review Division – South on page D-330 of the County of Santa Barbara Fiscal Year 2010 – 2011 Operating Plan.

**Special Instructions:**

The Clerk of the Board shall publish a legal notice at least 10 days prior to the hearing on May 3, 2011. The notice shall appear in the Santa Barbara Daily Sound. A minute order and a copy of the notice and proof of publication shall be returned to the Planning and Development Department, attention David Villalobos.

**Attachments:**

Amendments to the Bylaws with Track Changes (approved by HLAC on March 14, 2011)  
Amendments to the Bylaws without Track Changes (approved by HLAC on March 14, 2011)  
Notice of Exemption

**Authored by:**

Allen Bell, Senior Planner  
Development Review Division  
(805) 568-2033

**cc:**

Historic Landmarks Advisory Commission