



HISTORIC PRESERVATION COMMISSION STAFF REPORT

ITEM NO. 6.2

DATE: December 4, 2025

TO: Chairperson and Members of the Historic Preservation Commission

FROM: Turhan Sonmez, Associate Planner

SUBJECT: Form ad hoc subcommittee for Work Plan Project #3, involving analysis of properties designated "Potentially Significant" in the City's Historic Resources Inventory.

RECOMMENDED ACTION

Staff recommends the Historic Preservation Commission form an ad hoc subcommittee to work with staff and the future City Historian on Work Plan Project #3, involving analysis of properties designated "Potentially Significant" in the City's Historic Resources Inventory, which was added to the Work Plan (Attachment 1) in March 2024 and is currently unassigned.

DECISION TYPE

Administrative

SUMMARY

Project #3 was added to the Work Plan in March 2024, is currently unassigned, and requires formation of an ad hoc subcommittee of the Commission to be assigned to it.

DISCUSSION

There are approximately 300 "Potentially Significant" properties on the City's Historic Resources Inventory that have yet to be evaluated using the contexts, themes, and registration requirements included the 2021 Historic Context Statement, to determine if they are "Historically Significant" or not.

Work Plan Project #3 currently involves utilizing the existing Historic Resources Inventory to select from resources designated "Potentially Significant" to establish a condensed list of properties for the Commission to recommend prioritizing for intensive-level evaluation by a consulting historian, for determining historical significance. This initial research can be performed by an ad hoc subcommittee of the Commission, in coordination with staff and the City Historian.

After this initial research and upon securing necessary budget, staff would eventually prepare a draft Request for Proposal (RFP) to distribute to prospective consultants, obtain proposed scopes of work

(including schedule and cost estimates) to review, and select a consultant to prepare the intensive-level historic evaluations. Staff would involve the subcommittee and City Historian in these steps, which would include reviewing the RFP, consultant proposals, and work products.

ATTACHMENTS

[1. Work Plan](#)

Prepared by: Turhan Sonmez
Associate Planner