

How to Obtain a Salinas Historic Resource Designation

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The Salinas City Council has found that the distinctive and significant character of Salinas can be fostered by preserving its historic, architectural, cultural and aesthetic heritage. In 2010 the City Council adopted rules authorizing the designation of structures, sites, signs, areas or districts as “historic resources.” This bulletin outlines the application process for designation of single properties; the process is different for designation of an “historic district.”

Why Seek this Designation?

Locally designated properties may use the State Historic Building Code.

What is the Process for Designation?

The following steps generally apply to an application for Salinas Historic Resource Designation (SHRD):

Please note: Early consultation with the City’s Historic Resources Board coordinator is highly recommended.

Step 1: Obtain a Development Review application and submittal checklist from:

City of Salinas
Community & Economic Development
Department
65 West Alisal Street,
Salinas, CA 93901
or

www.ci.salinass.ca.us

(first see “Community Development
Department,”
then go to “Current Planning” page)

Step 2: If the subject of your application is listed in the Historical and Architectural Resources Survey – City of Salinas (1989, Kent Seavey, et al), complete the application, checking the correct box at the top, and submit to the Community and Economic Development Department. Copies of this survey are available for viewing at the Community and Economic Development Department.

The property owner and the authorized representative must sign the application. Within 30 days of submittal, staff will review the application and determine if it is complete. When deemed complete, a hearing will be scheduled before the City’s Historic Resources Board, an advisory committee appointed by members of the City Council. Notice of this meeting will be mailed to the applicant and to owners of property lying within 300 feet of the project.

Step 3: The Historic Resources Board will publicly review the application to determine that the property or structure conforms to City’s designation criteria regarding historic designation. The Board will make a recommendation to the City Council for or against designation, or find that additional information is needed.

Step 4: The City Council will consider the application, together with the Board’s recommendation, and either approve it in whole or in part, or disapprove it in its entirety. Notice of the Council’s decision will be provided to the applicant (and to the property owner if different).

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INFORMATION BULLETIN

City of Salinas
Community & Economic Development
65 West Alisal Street
Salinas, CA 93901
(831)758 7206

What is the Designation Process if the Property is Not Listed in the City's 1989 Historical and Architectural Resources Survey?

Step 1: *Submit a letter to the Community & Economic Development Department – stating your desire to have your property designated by the City Council as a Salinas Historic Resource.*

Step 2: *Engage a Certified Historian (from the list maintained by the Department) to evaluate your property for historic significance based on criteria adopted by the City Council (see Article XI Sec. 2-62(c)). At a minimum, this evaluation shall include completion of the appropriate historical resources survey form (DPR 523 a & b) as published by the State Department of Parks and Recreation.*

Step 3: *Prepare and submit an application following the four step process first described above.*

Are other Permits Required?

There is no other permit required for designation as a Salinas Historic Resource. However, once so designated no person may alter or demolish a Salinas Historic Resource without first **obtaining a Certificate of Approval** issued by the Department of Community and Economic Development. Ordinary repair and maintenance of exterior features not involving a change in exterior design, material or appearance will not require a Certificate of Approval, but may require a building permit.

Important Notice: Once designated by the Salinas City Council, the owner, lessee and others in charge shall take all actions necessary to prevent substantial decay or

deterioration that threatens the structural or historical integrity of the resource.

How to Obtain More Information

Call the City's Community and Economic Development Department at (831) 758-7206. Ask to speak to the Historic Resources Board Coordinator.

Refer to Chapter 2, Article XI of the Salinas Municipal Code, commencing with Section 2-58, for the underlying regulations. The Municipal Code is posted on the City website: www.ci.salinas.ca.us.