

# Agenda Report

TO: CITY COUNCIL DATE: October 23, 2000

FROM: CITY MANAGER

SUBJECT: **Approval of a Journal Voucher for Expenditure of Funds from the Getty Conservation Institute and a Contract for the Preparation of Historic District Design Guidelines**

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**RECOMMENDATION:**

It is recommend that the City Council:

1. Approve a journal voucher recognizing revenue from the Getty Conservation Institute in the amount of \$50,000 appropriating it to budget account 8115-101-444400 for contract services for the preparation of design guidelines for the city's residential historic districts, and approve a contract with Winter and Company to prepare historic district design guidelines; and
2. Grant the contract an exemption from the vendor selection process of the Affirmative Action in Contracting Ordinance PMC 4.09 pursuant to Section 4.09.060(C) contracts for which the City's best interests are served. The proposed contract is exempt from competitive bidding pursuant to City Charter Section 1002 (f) Professional and Unique Services.

**BACKGROUND:**

On July 14, 2000, the City received a \$50,000 grant from the "Preserve L.A.," Getty Grant Program. The grant provides the funds to hire the expertise of a nationally recognized historic preservation consultant firm, Winter and Company, to prepare design guidelines for Pasadena's residential historic districts. Winter and Company is a firm with extensive experience in preparing design guidelines based on the Secretary of the Interior's Standards for Rehabilitating Historic Buildings for communities in California and across the nation.

The contract with Winter and Company requires an exemption from the vendor selection process because the Getty grant application required the submittal of the qualifications of the consultant that would complete the project. Because there was only a short time between the City receiving notice of the grant and the application deadline, there was not enough time to select a qualified consultant through the City's RFP process. The Getty approved the project and awarded the grant funds based on the qualifications of the consultant, Winter and Company.

The project includes scoping sessions with the Cultural Heritage Commission and Planning & Permitting staff, public workshops, assessment of conditions in local historic districts, and a draft document of illustrated guidelines. These activities will lead to the creation of a published document that will be made available to property owners to assist with the maintenance, preservation and restoration of their historic houses.

Through the provisions in Titles 2 and 17 of the Pasadena Municipal Code, the City manages design review of over 1,500 properties in two locally designated landmark districts and, under provisions that apply to buildings over fifty years of age, three historic residential districts listed in the National Register of Historic Places. The City has many more residential neighborhood areas that qualify for future designations as historic districts. Although City staff provides consultation on technical aspects of preservation to owners of properties in these areas, there is a need for providing additional assistance in applying the Secretary of the Interior's Standards.

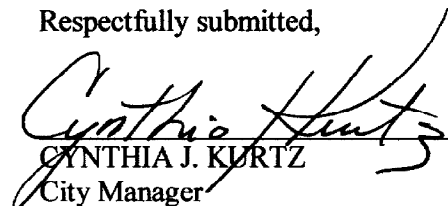
The historic district design guidelines will not add any restrictions to the current design review process. They will be used to provide historic property owners, architects and contractors with easy to understand information on existing standards by giving visual examples of both "recommended" and "not recommended" treatments for preserving historic features such as wood windows, original siding materials, and other architectural elements that define the character of the houses and the neighborhoods.

This project will be completed in late 2001. City staff will seek additional funding for the publication of the guidelines and will devise a plan for its distribution to property owners and others in the community who are interested in the preservation of historic properties.


**FISCAL IMPACT:**

The appropriation of the \$50,000 in grant funds will increase the budget for consultant services in the Design and Historic Preservation Section by \$50,000.


Respectfully submitted,

  
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