

**DRAFT CULTURAL HERITAGE BOARD PRIORITIES**  
*October 1, 2023 – September 30, 2024*

TASK No.	PRIORITY LEVEL (High, Low, Medium)	PROPOSED TIMELINE (where applicable)	PROGRAM TASK	DESCRIPTION	ACTION TAKEN IN THE CURRENT REPORTING YEAR
1	HIGH	On-going	Implement Mills Act Program self-certification process.	<p>This is an ongoing annual goal.</p> <p>Periodic inspections by County staff are required by state law to ensure proper maintenance of a property with an approved Mills Act Contract. County staff must inspect the property prior to entering into a Mills Act contract with a property owner, and conduct interior and exterior inspections every 5 years thereafter.</p> <p>In addition, the owner of a property with an approved Mills Act Contract is required to complete the County’s annual reporting form and pay the annual contract administration fee by February 15th of each year.</p>	<p>CHB staff created a Mills Act Program-specific webpage located at: <a href="https://vcrma.org/en/mills-act-program">https://vcrma.org/en/mills-act-program</a></p> <p>CHB staff created a Self-Certification instructions webpage located at: <a href="https://vcrma.org/en/mills-act-self-certification">https://vcrma.org/en/mills-act-self-certification</a></p> <p>CHB staff issued reminder notifications to Mills Act Contract holders of the self-certification process (for completion by February 15<sup>th</sup> of the following year).</p>
2	HIGH	On-going	Provide training opportunities for the Cultural Heritage Board on both general historic preservation topics and internal review processes.	<p>Annual training opportunities are provided, including online webinars and resources.</p> <p>CHB staff will continue this goal into the 2023-2024 period.</p>	<p>The opportunity to attend the annual California Preservation Foundation conference is offered to Cultural Heritage Board members and CHB staff.</p> <p>CPF training recordings are regularly offered to CHB</p>

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					<p>members, including the following:</p> <ul style="list-style-type: none"> <li>• Brown Act training, CPF, webinar, January 2023;</li> <li>• Secretary of the Interior’s Standards Seminar: A Primer to the Standards as they Apply to Buildings and Landscapes, CPF, webinar, July 2023; and</li> <li>• Historic Sites and Revitalization - Part 2: Financial Incentives, CPF, webinar, September 2023.</li> </ul>
3	HIGH	On-going	Provide training to Resource Management Agency Divisions (e.g. Building and Safety and Code Compliance divisions) on the review process for permit requests at designated or potentially eligible cultural heritage sites.	This training/outreach is intended to ensure other Resource Management Agency divisions (e.g. Building and Safety and Code Compliance Divisions) and staff are aware of the required cultural heritage review process.	In October 2023, cross-training was conducted within the Planning Division on cultural heritage review. This training was recorded and uploaded to Planning Division files as an on-demand resource. This

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				This goal will continue into the 2023-2024 reporting period.	training will be shared with other RMA divisions on an ongoing basis.
4	HIGH	On-going	Provide training to Planning Division staff on historic preservation standards and guidelines, the Cultural Heritage Ordinance, application procedures, permitting procedures, Section 106 review, and all areas related to the day-to-day running of the Cultural Heritage Program.	Periodic training of other Planning Division staff on these topics is ongoing.	In October 2023, cross-training was conducted within the Planning Division on cultural heritage review. This training will be repeated for all new Planners in their first weeks of employment. CHB staff will continue to schedule trainings with new Planning Counter staff on the cultural heritage review process on an as-needed basis.
5	HIGH	On-going	Satisfy annual CLG goals and objectives.	The CHB annually reviews the CLG goals described in the CLG report.	The CHB will review and comment on the draft Annual CLG Report before submission to the State Office of Historic Preservation.

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6	MEDIUM	On-going	Develop web content for individual <u>Ventura County Landmarks and Points of Interest.</u>	<p>The County’s Historic Preservation Plan (adopted December 2000) includes goals related to the Cultural Heritage Program. One such goal is to foster an awareness and appreciation of Ventura County’s rich history and variety of cultural resources among both residents and visitors and among cities.</p> <p><u>This goal will continue into the 2023-2024 reporting period.</u></p>	<p>In summer 2023, a Planning Division intern began creating web content (both text and photo) for these County resources. Those pages, when available, will be linked on the Cultural Heritage Program webpage: <a href="https://vcrma.org/en/vc-landmark-inventory">https://vcrma.org/en/vc-landmark-inventory</a>.</p>
7	MEDIUM	On-going	Continue to expand the breadth of online historical data available to the public on the Planning Division website.	<p>This includes adding items such as GIS maps, scanned DPR forms, new historic surveys, and historic photographs, as well as links to Ventura County properties listed in the National and State Registers.</p> <p><u>This goal will continue into the 2023-2024 reporting period.</u></p>	<p>Planning staff began an inventory of digital scans of HABS photography that was linked on the Cultural Heritage Program webpage: <a href="https://vcrma.org/en/historic-american-buildings">https://vcrma.org/en/historic-american-buildings</a>.</p> <p>County staff developed an online interactive map of all Ventura County Landmarks and Points of Interest launched on the CHB webpage. Planning Division staff began developing Landmark-specific webpages</p>

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					with photos and content to be linked from the online interactive map with the assistance of an intern in summer 2023. Those pages, when available, will also be linked on the Cultural Heritage Program webpage: <a href="https://vcrma.org/en/vc-landmark-inventory">https://vcrma.org/en/vc-landmark-inventory</a> .
8	MEDIUM	Summer 2023	Install an informational display booth at the Ventura County Fair. The Fair will be held August 2024.	<p>Displays and brochures from past years are now stored with the Planning Division.</p> <p>The display boards and flyers will be used again at the August 2024 County Fair and potentially other events as appropriate.</p>	<p>County staff and Cultural Heritage Board members developed new display boards and program flyers/handouts in summer 2023. The materials were used in the August 2023 Ventura County Fair, where they won a third-place award.</p> <p>The materials were utilized again as part of public outreach at an October 2023 150<sup>th</sup> County of Ventura community Anniversary event.</p>

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9	MEDIUM	On-going	<p><u>Develop a Preservation Award Program.</u></p> <p>The CHB may identify and award <u>preservation certificates to deserving recipients as desired on a timeline to be determined.</u></p>	<p><u>In past years, the CHB issued preservation awards to property owners of successful rehabilitation projects. The program was intended to award good treatment practices and promote the field of historic preservation. Additionally, awards may be listed on the CHB website.</u></p>	<p><u>CHB staff coordinated revisions to the preservation award templates used previously.</u></p>
10	MEDIUM	As opportunities arise	<p><u>Pursue grant opportunities to support the Cultural Heritage Board Program.</u></p>	<p><u>Each year, the California Office of Historic Preservation administers the Certified Local Government (CLG) Grant Program. Through the CLG Program, local governments receive federal grants to assist with historic preservation programs.</u></p> <p><u>CLG Program funding or other grant sources could support the installation of plaques at County landmarks or honorariums for guest speakers who present at CHB hearings as subject matter experts on the diverse heritage of the County, or other efforts to share and preserve local history.</u></p>	<p><u>This is a new goal for the 2023-2024 reporting period.</u></p>
11	MEDIUM	On-going	<p><u>Hold a Cultural Heritage Board guest speaker series.</u></p>	<p><u>This is an effort that began during the 2022-2023 reporting period. Guest</u></p>	<p><u>This is a new goal for the 2023-2024 reporting period.</u></p>

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				<p><u>speakers that include experts and scholars of local historic resources have been invited to speak at a public hearing before the Cultural Heritage Board.</u></p> <p><u>Speakers are video recorded and sessions are uploaded to landmark files for eventual hosting on the Cultural Heritage Board website.</u></p> <p><u>This series is in line with the County's goal to foster an awareness and appreciation of Ventura County's rich history and variety of cultural resources among both residents and visitors.</u></p>	<p><u>Two guest speakers have been scheduled for the 2023-2024 period to cover the topics of the historic Timber School in Newbury Park and the Mexican land grant of Rancho Guadaluca.</u></p> <p><u>In addition, CHB staff is preparing for guest speakers who will present in a public forum in May 2024 during Historic Preservation Month.</u></p>
12	LOW	As staff resources are available.	De-list County Landmarks and Sites of Merit within unincorporated areas that no longer exist or do not meet established integrity standards.	<p>Dependent on staffing and cost.</p> <p>De-Listing is not considered a project under CEQA, so no environmental review is required.</p> <p>Staff estimates there are approximately 11 County landmarks eligible for de-listing across both the unincorporated County area and cities.</p>	<p>Task completed.</p> <p>In July 2023, staff conducted a comprehensive review of Ventura County Landmarks to determine sites potentially eligible to be downgraded due to prior demolition; three eligible Landmarks were identified within the unincorporated Ventura County. In October 2023, the</p>

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					three identified Landmarks were downgraded to Points of Interest and internal and public-facing lists and resources were updated accordingly.
13	LOW	Unknown	Create an architectural design guide handout similar to the one used by Rehab Riverside Right for the Oxnard Historic District.	When a Planning intern is available with desktop publishing skills, photos of the applicable district architectural styles can be taken, and text revised and adapted to fit the context of the Oxnard Historic District.	This goal was not accomplished. It will continue as a 2023-2024 goal.
14	LOW	On-going	Inventory and screen County of Ventura-owned properties and Public Works Capital Improvement Projects for the presence of designated or potentially eligible cultural heritage sites.	Planning Division long range planning staff review the Capital Improvement Projects list each spring.  CHB staff will coordinate with Planning Division staff as necessary to review the Capital Improvement Projects list when it is made available.	The CIP list was reviewed in spring 2023 and information on designated and potentially eligible Cultural Heritage Sites was provided to Public Works Agency staff.