Honorable Mayor and Members
of the City Council
City Hall
Torrance, California

Members of the City Council

SUBJECT:  Community Development – Hire Historic Preservation Consultant
Expenditure:  $50,000

RECOMMENDATION:
Recommendation of the Community Development Director that City Council hire a Historic
Preservation Consultant and appropriate $50,000 from unallocated capital funds.

Funding
Funding for the consultant, if approved by City Council, is available through one-time
funding from 2015-16 accumulated loan principal repayment proceeds available for one-
time purchases and/or capital expenditures and would be allocated to FEAP 793.

BACKGROUND/ANALYSIS:
A series of workshops from November 14, 2014 and October 2015 were conducted by city
staff and the Community Planning and Design Committee to educate the community,
receive public input, and evaluate the options for a potential Historic Preservation
Program.  On January 12, 2016, the Planning and Design Committee recommended to
the City Council the following actions:  1) Adopt the Historic Resource Survey; 2) Develop
a method of funding a program; 3) Upon availability of funding, hire a Historic Preservation
Consultant to prepare a Historic Preservation Plan and Historic Preservation Ordinance
that includes the Mills Act whereby a property owner’s consent is required for both entering
into a contract agreement and listing a structure on a historic register and establishing a
Historic Preservation Overlay Zone (HPOZ) district; and 4) Create a Historic
Preservation/Cultural Heritage Commission.  After an extensive review, the Council
adopted the Historic Resource Survey and directed staff to prepare an RFP to hire a
consultant and to seek funding from unallocated Capital funds as a possible funding
source.  They also directed staff to bring forth more information to the Committee for
further review.

In response to action 3 above, hiring a Historic Preservation Consultant, staff estimated
the cost to be from $50,000 to $75,000.  After lengthy discussion, it was determined that
an appropriate step forward would be to hire a Historic Preservation Consultant.  This
would provide the technical expertise to assist staff in the City’s Historic Preservation
efforts.  Staff would prepare a Request for Proposal (RFP) to address a Historic
Preservation Program for the Torrance Tract area.  The RFP would entail hiring of a
consultant to provide Historic Preservation expertise and guidance to staff and to develop
a Mission Statement, a Historic Preservation Plan and an Ordinance that would include Historic Preservation Overlay Zone (HPOZ) and the Mills Act Tax Program for residential properties. After going through the RFP process, staff will bring forward a contract to hire a Preservation Consultant.

Therefore, the Community Development Director recommends that City Council appropriate funding of $50,000 to prepare an RFP and hire a Historic Preservation Consultant for the preparation of a Mission Statement, Historic Preservation Program, Plan and Ordinance for the Torrance Tract area. Staff will be returning with the following:

- A Consultant Contract Agreement to hire a Historic Preservation Consultant

The continuation of a Historic Preservation Program beyond 2016 will be addressed as part of the 2016-17 operating budget.

Respectfully submitted,

JEFFERY W. GIBSON
COMMUNITY DEVELOPMENT DIRECTOR

By
Gregg Lodan, AICP
Planning Manager

CONCUR:
Jeffery W. Gibson,
Community Development Director

Mary Giordano,
Assistant City Manager

LeRoy J. Jackson,
City Manager