DEVELOPMENT SERVICES
DEPARTMENT

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SEAN REILLY
Development Services Director

Development Services Department
Planning Division

DATE: NOVEMBER 5, 2026

TO: HISTORIC & SCENIC PRESERVATION COMMISSION

FROM: BRIAN FOOTE, CITY PLANNER/PLANNING MANAGER

SUBJECT: AGENDA ITEM 4-B, PROGRESS REPORT AND DISCUSSION REGARDING THE HISTORIC RECONNAISSANCE SURVEY PROJECT

Introduction

On April 7, 2026, the City Council approved a Professional Services Agreement with Architectural Resources Group (ARG) for preparation of a Citywide Historical Reconnaissance Survey and subsequent Intensive-Level Surveys. The term of the agreement is April 7, 2026, through March 31, 2028. The original scope anticipated documentation of up to 200 individually eligible properties and up to 400 properties within potential historic districts.

The original scope anticipated a completed draft of the Reconnaissance Survey (Phase 1) by the end of 2026, followed by a presentation of the results and findings to the Historic & Scenic Preservation Commission in February 2027. After pausing to update the Commission, the consultant was to then proceed with beginning work on the Intensive Surveys (Phase 2) through the remainder of 2027.

Progress of Work

The preliminary work for the Reconnaissance Survey (Phase 1) was completed by the consultant in early October 2026. As the reconnaissance survey has progressed, ARG has identified a greater number of potentially eligible individual properties and potential historic district properties than originally anticipated. The original estimate was based on the existing knowledge of Redlands' historic built environment following completion of the 2017 Historic

Context Statement, review of existing materials, including previous inventory sheets and materials provided by the Redlands Area Historical Society, and a sample of properties and neighborhoods observed during a partial windshield survey conducted as part of the Historic Context Statement.

ARG has completed the fieldwork portion of the reconnaissance survey and has preliminarily identified approximately 500 properties as potentially individually eligible or meriting further research, as well as approximately 1,350 properties located within the boundaries of 19 potential historic districts (more than twice as many as originally assumed in the proposal). ARG notes that these numbers may change as further research and analysis are completed, but does not anticipate a significant reduction. The consultant's pending reconnaissance phase work includes property-specific and potential district-specific research; full internal review and property list refinement based on comparative analysis; and generation of findings maps and property lists.

Due to the expanded work performed by the consultant during the Reconnaissance Survey (Phase 1), some billable hours will need to be reimbursed from the planned Phase 2 funding. This will affect the size and scope of the subsequent Phase 2 work effort, as the contract amount is fixed and cannot be changed without City Council approval.

Commission Discussion

At this time, the proposed approach is to complete the Reconnaissance Survey (Phase 1). Staff will then need to coordinate with the consultant to finalize a strategy for how to approach the Intensive Surveys (Phase 2). This would allow the consultant to finish the baseline research and do the comparative analysis of pools of property types (e.g., pre-1913 houses, 1920s Period Revival districts). Further research and analysis may slightly reduce the overall numbers of properties considered to be eligible for designation (e.g., roughly 10% to 20% reduction).

The consultant can also possibly revise the significance thresholds to reduce the numbers of eligible properties, yet while also maintaining a consistent quality standard for inclusion.

- The consultant already did not identify pre-1913 buildings with more substantial or irreversible alterations (e.g., visible additions, porch enclosures, window opening enlargement) as potentially eligible.
- The consultant already used a high threshold for individual eligibility under Architecture criteria, requiring properties to be totally intact to be eligible as excellent examples of a style or type.
- The consultant paid special attention to integrity thresholds in the north part of Redlands, as the building stock is more altered but properties and histories here are underrepresented in current designations.

There will still be fee available after completing the entire reconnaissance phase (Phase 1). At that point, potential options may include (but are not restricted to):

1) Focusing on districts and leaving individual properties for future survey;
   Note: Some of the potential new districts are essentially recommended extensions of existing designated districts (e.g., three directly abut the West Highland Avenue district and represent the same era/development pattern) and perhaps their properties could be documented for potential future district designation expansion without producing the full district DPR sets.

2) Focusing on individual properties and leaving potential districts for future survey;

3) Delivering data without generating DPR forms;

4) Reducing detail in architectural descriptions, to be replaced with additional reference photos (which would mean the survey level is basically still reconnaissance);

5) Tightening eligibility for early residential development to exclude most individual properties and capture some as districts where geographic proximity allows (thematic, geographically non-contiguous groupings are not recommended per best practices and current guidelines); and,

6) Other options that may be suggested by the Commission; or others to be determined.

The project manager from Architectural Resources Group (ARG) will attend the meeting on November 5, 2026, to provide further information and answer questions.

Staff is requesting input from the Commission regarding possible adjustments to the consultant's planned work effort moving forward, taking into consideration the Commission's priorities or preferences for historic properties, historic districts, or other considerations.

Next Steps

After discussion and input by the Commission, staff will provide further direction to the consultant regarding adjustments to their remaining work effort.

Attachments:

A: HSPC Memorandum of 6/04/2026 and Scope of Work

ATTACHMENT A

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DEVELOPMENT SERVICES
DEPARTMENT

ATTACHMENT A

Development Services Department
Planning Division

DATE: JUNE 4, 2026

TO: HISTORIC & SCENIC PRESERVATION COMMISSION

THROUGH: SEAN REILLY, DIRECTOR

FROM: BRIAN FOOTE, CITY PLANNER

SUBJECT: AGENDA ITEM 4-B, CITYWIDE HISTORIC RECONNAISSANCE SURVEY AND INTENSIVE-LEVEL SURVEYS PROJECT

Introduction

The Development Services Department has selected Architectural Resources Group (ARG) to conduct a citywide reconnaissance survey and subsequent intensive surveys of historical properties and neighborhoods in Redlands. ARG is the firm that previously prepared the City's *Historic Context Statement* in 2017 as well as the City's updated *Historic Architectural Design Guidelines* in 2018-19. On December 4, 2025, the Commission held a preliminary discussion of the proposed study area for the reconnaissance survey (see Attachment A).

Scope of Work

The proposed scope of work includes coordination with City staff and the Historic & Scenic Preservation Commission to confirm survey areas and inclusion criteria, public outreach to stakeholders and community members, completion of a citywide reconnaissance survey (Phase 1), preparation of intensive-level surveys for eligible properties (Phase 2), completion of State Historic Resources Inventory forms, evaluation of resources under local, State, and National Register criteria, and preparation of final reports and presentations. The consultant may also be asked to present findings to the Historic & Scenic Preservation Commission and, if requested, the City Council.

Reconnaissance Survey (Phase 1):

Phase 1 consists of background research, community engagement, and a citywide reconnaissance survey of properties constructed prior to 1982. The consultant will review existing planning documents, prior historic surveys, and available records to inform survey methodology. Community outreach will include participation in Historic & Scenic Preservation Commission meetings, coordination with local historical organizations, and publishing project information on the City's website.

The reconnaissance survey will be conducted on a street-by-street basis from the public right-of-way and will exclude already-designated historic districts and individually designated landmarks. This phase will identify properties and potential districts that appear eligible for further evaluation and will result in updated GIS-based maps and survey spreadsheets.

Intensive-Level Surveys (Phase 2):

Phase 2 involves intensive-level documentation of properties identified during Phase 1 as potentially eligible historic resources. This work includes detailed field documentation, property-specific research, evaluation under local, state, and national criteria, and preparation of Department of Parks and Recreation (DPR) forms. The scope assumes documentation of up to 200 individually eligible properties and up to 400 properties within potential historic districts.

At the conclusion of the project, the consultant will prepare a comprehensive Historic Resources Survey Report summarizing the methodology, findings, and recommendations. All survey data will be provided in formats compatible with the City's GIS system to support future planning and environmental review efforts.

Commission Discussion

Staff is requesting input from the Commission regarding confirmation of the scope of work for the consultant.

- Geographic area for a reconnaissance survey, and the boundaries for the area or neighborhoods. For preliminary scoping purposes, staff suggested an area of central Redlands that was mostly developed as of 1975-1980 (see Attachment A).

- Suggestions about groupings of properties that may qualify as a cohesive historic district.

- Any other features, landmarks, street grids or corridors, scenic views, etc., that may be of particular interest and assessed in a citywide reconnaissance survey.

- Suggestions about properties, structures, or areas for intensive-level survey.

- Types of architectural styles or themes of particular interest to the Commission.

Next Steps

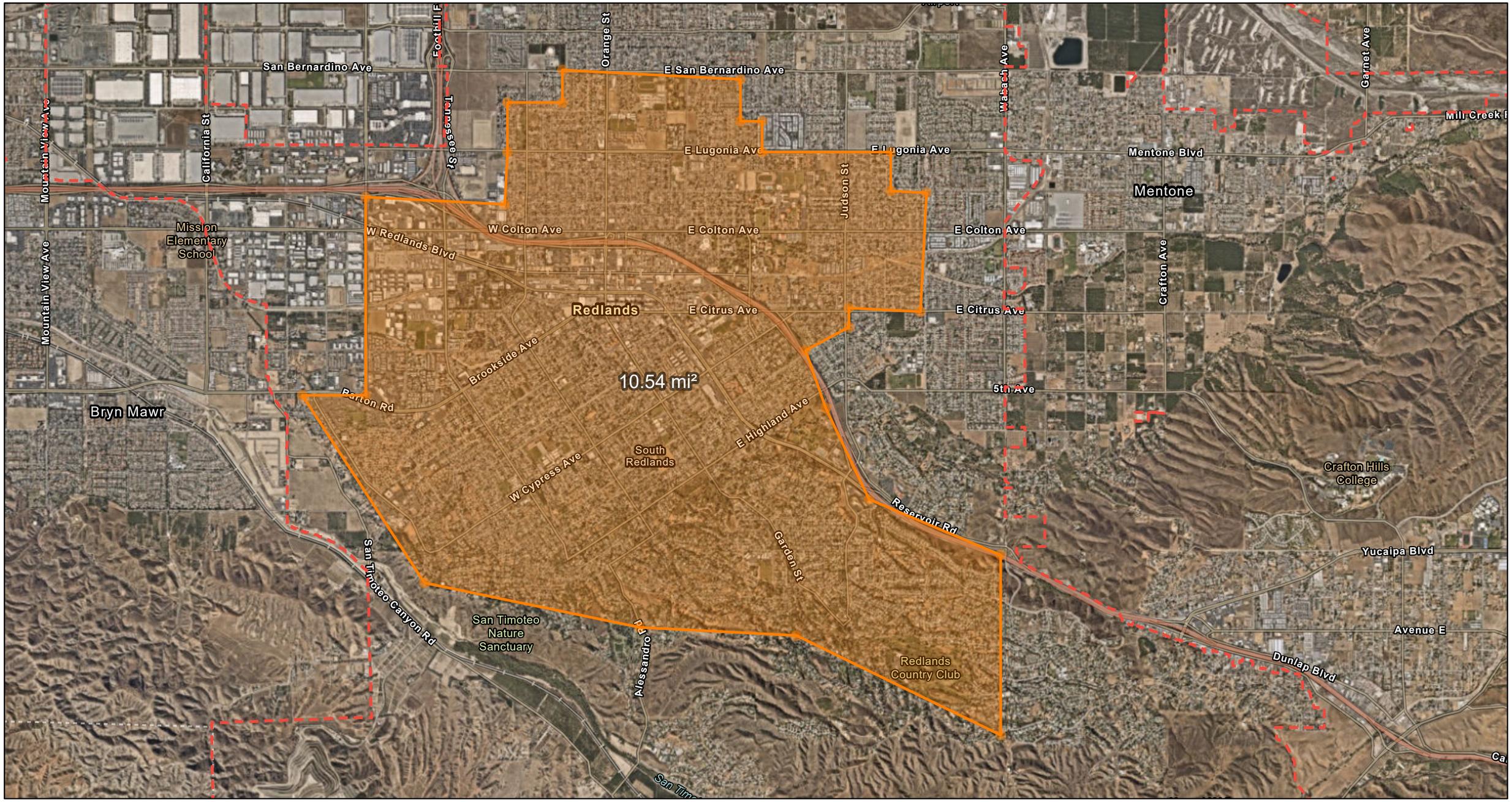
After input from the Commission and confirmation of the scope of work, the consultant will proceed with the community outreach efforts and begin the historic reconnaissance surveying.

Attachments:

A: Reconnaissance Survey Area (approximate)
B: Consultant's Scope of Work

City of Redlands - OneStop

ATTACHMENT A



11/24/2025, 10:46:42 AM

City Boundary

APN

1:45,715

0 0.47 0.95 1.9 mi

0 0.75 1.5 3 km

Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

Executive Summary

Architectural Resources Group, Inc. (ARG) is pleased to submit the following proposal to complete a phased, citywide historical resources survey for the City of Redlands. We bring decades of experience working with local governments, including Redlands - our work on the City's Historic Context Statement in 2017 and Historic Architectural Design Guidelines in 2024 has resulted in a deep familiarity with the community's historical resources.

ARG brings 45 years of experience working with local governments to complete historic resource inventories and develop historic context statements. The following proposal includes a firm profile (including project examples and references), firm and staff qualifications, a methodology overview and technical approach (including detailed scope and task breakdown), and a fee proposal. To meet the goals of the City of Redlands, ARG proposes a phased work plan based on the National Register Multiple Property Documentation (MPD) approach, in keeping with best professional practices and in response to the City's stated needs. All work will be performed by staff meeting or exceeding the *Secretary of the Interior's Professional Qualifications Standards*, and will adhere to federal and state guidelines for historic resources surveys.

Phase 1 of the work plan builds on the foundation of the historic context statement, starting with background review and community engagement and continuing with a reconnaissance survey that will provide a comprehensive sense of historic resources meriting further documentation and evaluation. ARG anticipates close and frequent coordination with City staff, stakeholders, community members, and the HSPC to ensure accuracy and transparency. Phase 2 continues with intensive-level survey of potentially eligible properties identified in Phase 1, streamlined through the use of a state-of-the-art mobile documentation app to facilitate data collection, GIS mapping, and data migration for future reference and use. Properties will be documented on DPR forms and evaluated under national, state, and local significance criteria. The phase will conclude with the development of a final report and appendices.





The following ARG staff members will serve as the primary points of contact for this proposal and any future work:

Katie Horak (Principal)
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Project Approach and Methodology



PROJECT UNDERSTANDING

ARG is deeply familiar with historic resources in Redlands, having completed the Historic Context Statement in 2017 and the Historic Architectural Design Guidelines in 2024. We have also completed successful rehabilitation projects for the Redlands Chamber of Commerce building, the Santa Fe Depot, and the City Transfer and Storage Company Warehouse (Rondor Building).

We understand that the City has a need for a phased, citywide historical resources survey. In terms of project area and time period, ARG proposes inclusion of all properties within the current city limits constructed through 1982, meaning properties identified as potentially eligible for designation will be a minimum of 45 years old at the presumed conclusion of both phases of this project in 2027. We will work with the City to refine this and all areas of the proposed scope to best meet Redlands' needs.

Based on our understanding of the City's goals for this project, ARG has developed the following work plan. It is broken down by phase and task, and notes proposed deliverables where applicable. Digital deliverables are proposed, in the appropriate native formats (.doc, .pdf, .xlsx., .csv, .shp, .shx, .dbf, etc.).

PROJECT APPROACH AND METHODOLOGY

PHASE 1. RECONNAISSANCE SURVEY

Task 1. Background Review and Goals

ARG will kick off the project with an in-person or remote project initiation meeting with City staff. At this time, project goals, area, scope, timeline, and key deliverables will be finalized, and pertinent background information will be retrieved. All background information (2035 General Plan, Historic Context Statement, List of Designated Historic Resources, Resolution No. 4055, Municipal Code Chapter 2.62 – Historic and Scenic Preservation, existing landmark designations, ongoing studies, GIS data, building permit records (as available), etc.) will be carefully reviewed.

Task 2. Community Engagement

ARG understands that engaging members of the community will be critical to the success of the project. We propose development of a community outreach plan to include in-person participation in two hybrid public meetings (one public project kickoff meeting and one follow-up at completion of Phase 1), held as regularly scheduled Historic and Scenic Preservation Commission (HSPC) meetings; meetings with representatives of the Redlands Area Historical Society and the Redlands Conservancy; interviews with local knowledge experts as needed and as recommended by the City; and regular project updates/ feedback solicitation via the City website. All community meetings will be scheduled, noticed, and publicized by the City in advance.

Deliverables:

- Community outreach plan
- Content for City website and social media
- Presentations for two (2) HSPC/community outreach meetings

Task 3. Reconnaissance Survey

The reconnaissance survey is one of the most important components of any citywide survey project. It provides information about known and potential eligible resources and enables a street-by-street look at all of the City's pre-1982 resources at once, for effective comparative analysis.

Before commencing with the reconnaissance survey, ARG will use information from the background review/research and community feedback to develop a spreadsheet that includes all known designated, eligible and potentially eligible resources. We will also create GIS maps of Redlands and of the properties on the spreadsheet, to ensure complete coverage during the reconnaissance survey.

ARG will conduct a street-by-street reconnaissance survey of all pre-1982 properties within the Redlands city limits, excluding the ten designated historic districts and all individually designated properties. As the reconnaissance survey progresses, the spreadsheet will be updated to add newly identified potential historic resources and properties (including potential districts), and to remove properties that do not appear potentially eligible. Property-specific research will be conducted as needed. Properties not identified as potentially eligible during the reconnaissance survey will not be documented in the intensive survey or included in the reconnaissance survey findings. ARG will submit the draft reconnaissance survey findings for City review, revise per comments, and finalize.

Deliverables:

- Draft reconnaissance survey findings: spreadsheets and findings maps
- Final reconnaissance survey findings: spreadsheets and findings maps

PHASE 2. INTENSIVE-LEVEL SURVEY

Refinement of the Phase 2 scope and fee may be advisable following completion of Phase 1, which will provide a comprehensive overview of the City's historic resources and enable more precise planning. The following work plan provides a basic task breakdown based on ARG's current understanding of Redlands and its potential resources.

Task 4. Intensive-Level Survey

ARG will conduct an intensive-level survey of the known and potentially eligible properties on the reconnaissance survey findings spreadsheet. For this task, ARG will use a customized mobile documentation app built on the Fulcrum platform to

expedite the fieldwork. The app will enable the rapid collection of information, including photographs and location data as well as information on property type, year built, architectural style, characteristics/details, and alterations, in a GIS-based platform. All information gathered will be based on the fields found on DPR forms and then used to populate DPR 523 forms (Primary; Building, Structure, and Object, or BSO; and potentially District, with required maps and photographs).

Properties within potential historic districts will be assessed as contributors/non-contributors, and the following will be documented on a DPR Primary form for each: architectural style, construction date, alterations, and photo. Each district will be additionally documented with DPR Primary and District forms presenting a descriptive overview and a statement of significance (including a brief development history). Individually eligible properties both within and outside of potential historic districts will be documented on DPR Primary and BSO forms, to include bulletpoint architectural descriptions and all other standard information. All information to be presented in the DPR forms will also be stored in a GIS-compatible searchable and accessible database for future integration into the City GIS system via .csv and .shp files.

ARG will conduct property-specific research as needed to inform evaluations of all resources under national, state, and local significance criteria. California Historical Resources Status Codes will be assigned, and brief eligibility justification statements will be provided.

ARG's proposed labor hours and fee assume a maximum of 200 DPR form sets (Primary and BSO) will be completed for individually eligible properties, and a maximum of 400 Primary DPR forms for properties within potential historic districts.

Deliverables:

- Draft DPR forms and intensive survey findings in spreadsheet and map form will be submitted as appendices to the survey report under Task 5, below.

Task 5. Final Report and Presentation

ARG will draft a Historic Resources Survey Report, to include goals and objectives; areas surveyed; research design; methodology; final HCS or a summary with reference to existing HCS document; results; recommendations/next steps; and sources.

The report's appendices will include DPR forms; spreadsheets (.csv and .xlsx), and maps of all properties documented in intensive survey (both in districts and as individuals). Following City and HSPC review of the report and appendices, ARG will revise per comments into a final report which can be shared publicly.

To ensure digital availability of the final findings information, ARG will coordinate with City GIS staff to integrate data tables and shapefiles into the City's GIS system.

ARG will present the final survey findings at one in-person HSPC meeting. Should the City desire presentation of the findings at one in-person City Council meeting, ARG will adjust the scope and fee accordingly.

Deliverables:

- Draft Historic Resources Survey Report and Appendices (DPR forms, spreadsheets, maps, and shapefiles)
- Final Historic Resources Survey Report and Appendices (DPR forms, spreadsheets, maps, and shapefiles)
- Presentation for one (1) HSPC meeting

SCHEDULE

ARG proposes a 24-month timeline to complete both Phases of the project, with the assumption Phase 2 will commence shortly after completion of Phase 1. We will be available to commence work immediately upon notice to proceed.