

# HISTORIC PRESERVATION ADVISORY COMMITTEE

## MEETING AGENDA

CHAIRPERSON:

Tyler Davis



VICE CHAIRPERSON:

Karen Ayala

COMMITTEE MEMBERS: Tyler Davis, Karen Ayala, Jay Hohlbauch, Jerome Melgar, Kim Lusk, Erick Arriaga, Jocelyn Duran

**WEDNESDAY, SEPTEMBER 10, 2025**

**CITY OF VISALIA ADMINISTRATION BUILDING**

**LOCATED AT 220 NORTH SANTA FE STREET, VISALIA CA 93292**

**MEETING TIME: 5:30 PM**

1. CALL TO ORDER
2. CITIZEN'S COMMENTS – This is the time for citizens to comment on subject matters that are not on the agenda but are within the jurisdiction of the Historic Preservation Advisory Committee (HPAC). You may provide comments to the HPAC at this time, but the HPAC may only legally discuss those items already on tonight's agenda.
3. MEETING MINUTES
  - A. August 27, 2025, Regular Meeting
4. PROJECT REVIEW
  - A. **HPAC Item No. 2025-17:** A request by Jacob Daniel to conduct exterior alterations to the front porch of an existing residence, within the D-MU (Downtown Mixed Use) Zone. The project site is located at 414 North Church Street (APN: 094-272-001).
  - B. **HPAC Item No. 2025-18:** A request by Gianna Cavallo to conduct exterior alterations to the front porch of an existing residence, within the O-C (Office Conversion) Zone. The project site is located at 429 South Garden Street (APN: 097-052-004).
5. DISCUSSION ITEMS
  - A. Historic District Survey Project
  - B. Historic Recognition/Awards Program

### C. Committee and Staff Comments

i. Visalia Home Expo, September 20<sup>th</sup> – 21<sup>st</sup>, 2025

ii. Project Updates

### D. Identification of Items for Future Agendas

## 6. ADJOURNMENT

In compliance with the Americans Disabilities Act, if you need special assistance to participate in meetings call (559) 713-4443 (Staff Representative) 48-hours in advance of the meeting. For Hearing Impaired – Call (559) 713-4900 (TTY) 48-hours in advance of the scheduled meeting time to request signing services. Visually Impaired - If enlarged print or a Braille copy is desired, please request in advance of the meeting and services will be provided as possible after the meeting. City Staff to the Committee is Cristobal Carrillo, Associate Planner, 559-713-4443, [cristobal.carrillo@visalia.city](mailto:cristobal.carrillo@visalia.city).

Este Aviso es para informarle que habra una audiencia para el público ante el Comité de Preservación Histórica de la Ciudad de Visalia. Para más información, o para dar comentario público respecto a esta solicitud, por favor llame Cristobal Carrillo, Associate Planner, al numero (559) 713-4443 o [cristobal.carrillo@visalia.city](mailto:cristobal.carrillo@visalia.city).

Additional information about the Historic Preservation Advisory Committee may be found by contacting Cristobal Carrillo, Associate Planner at 559-713-4443, or emailing [cristobal.carrillo@visalia.city](mailto:cristobal.carrillo@visalia.city).

### **APPEAL PROCEDURE**

According to the City of Visalia Zoning Ordinance Section 17.02.145 and Subdivision Ordinance Section 16.04.040, an appeal to the City Council may be submitted within ten days following the date of a decision by the HPAC. An appeal form with applicable fees shall be filed with the City Clerk at 220 North Santa Fe Street, Visalia, CA 93291. The appeal shall specify errors or abuses of discretion by the Planning Commission, or decisions not supported by the evidence in the record. The appeal form can be found on the city's website [www.visalia.city](http://www.visalia.city) or from the City Clerk.

**THE NEXT REGULAR MEETING WILL BE HELD ON WEDNESDAY, SEPTEMBER 24, 2025**

# HISTORIC PRESERVATION ADVISORY COMMITTEE

## MEETING AGENDA

All members present

CHAIRPERSON:

Tyler Davis



VICE CHAIRPERSON:

Karen Ayala

COMMITTEE MEMBERS: Tyler Davis, Karen Ayala, Jay Hohlbauch, Jerome Melgar, Kim Lusk, Erick Arriaga, Jocelyn Duran

MEMBERS OF THE PUBLIC: Greg Bitney

CITY STAFF: Colleen Moreno, Assistant Planner

**WEDNESDAY, AUGUST 27, 2025**

**CITY OF VISALIA ADMINISTRATION BUILDING**

**LOCATED AT 220 NORTH SANTA FE STREET, VISALIA CA 93292**

**MEETING TIME: 5:30 PM**

1. CALL TO ORDER – 5:30pm.
2. CITIZEN'S COMMENTS – This is the time for citizens to comment on subject matters that are not on the agenda but are within the jurisdiction of the Historic Preservation Advisory Committee (HPAC). You may provide comments to the HPAC at this time, but the HPAC may only legally discuss those items already on tonight's agenda.  

None.
3. MEETING MINUTES
  - A. August 27, 2025, Regular Meeting  

A motion was made by Ayala, seconded by Hohlbauch, to approve the meeting minutes. The motion was approved 7-0.
4. PROJECT REVIEW
  - A. **414 N. Church Street: Exterior alterations to front porch.**

**HPAC Item No. 2025-16:** *A request by Karen Cocagne to install a freestanding sign for the Kaweah Delta Center for Mental Wellness, located within the O-C (Office Conversion) Zone. The project site is located at 301 West Noble Avenue (APN: 097-041-017).*

Staff presented its report and recommended that the HPAC approve the request as conditioned by staff. Representative for the applicant, Greg Bitney was present and provided comment on behalf of the applicant regarding Condition #2. Bitney stated that the curved tile was difficult to find in the correct size for the sign and that he would prefer painted sheet metal or a flat tile. The HPAC discussed this request and also addressed the “acorns” at the top of the sign posts and felt that this was also not within the Spanish revival design. Following discussion, a motion was made by Melgar to approve the item with changing Condition #2 to: sign shall utilize faceted pyramid caps on the posts and painted sheet metal (or similar) instead of the tile, this was seconded by Lusk. The motion passed by a vote of 7-0.

## 5. DISCUSSION ITEMS

### A. HPAC Informational Pamphlet Mailing

Staff stated that the mailers are being worked on, with most mailed out this week and that the entire mailing should be completed by next week.

### B. Historic District Survey Project

Staff stated that Cristobal was working with the City’s GIS Analyst to work out the details and kinks of the website and that he will either email out the link to the website or provide an update at the next meeting.

### C. Historic Recognition/Awards Program

Davis stated that he has not yet spoken to Walter but will reach out.

### D. Committee and Staff Comments

#### i. Project Updates None.

#### Committee Comments:

Arriaga provided an update regarding potentially creating or supplementing the Historic Preservation Ordinance with a Heritage Tree Ordinance in response to the City Council approving the Urban Forestry update of the Oak Tree Ordinance by removing permits for the pruning or removal of Oak Trees within the City. HPAC discussed the item and said it was a good idea to continue brainstorming.

Lusk brought up a sign located at 303 W Noble asking if this sign was approved by HPAC. This was brought to her attention when she did a site visit for the item on today’s agenda. This sign was also submitted to HPAC at public comment by Bitney. Staff said that she would let Cristobal know and that he can provide more information on the sign.

### E. Identification of Items for Future Agendas

None.

## 6. ADJOURNMENT – The meeting adjourned at 6:00pm.



## REPORT TO THE CITY OF VISALIA HISTORIC PRESERVATION ADVISORY COMMITTEE

**HEARING DATE:** September 10, 2025

**PROJECT PLANNER:** Cristobal Carrillo, Associate Planner  
Phone: (559) 713-4443  
E-mail: [cristobal.carrillo@visalia.city](mailto:cristobal.carrillo@visalia.city)

**SUBJECT:** **Historic Preservation Advisory Committee Item No. 2025-17:** A request by Jacob Daniel to conduct exterior alterations to the front porch of an existing residence, within the D-MU (Downtown Mixed Use) Zone. The project site is located at 414 North Church Street (APN: 094-272-001).

### STAFF RECOMMENDATION

Staff recommends that the Historic Preservation Advisory Committee (HPAC) approve the proposal as modified in the findings and conditions of this report.

### SITE DATA

The site is zoned D-MU and currently contains a single-family residence and accessory dwelling unit (ADU). The site is located within the Historic District and is listed on the Local Register of Historic Structures with a "Background" classification. The structure exhibits "Vernacular" architectural elements.



### PROJECT DESCRIPTION

Per the materials in Exhibits "A", "B", and "C" the applicant is requesting approval to conduct the following exterior alterations to the front porch of a residence:

1. Remove and replace wood porch railings with wrought iron railings;
2. Remove and replace the existing horizontal siding on the bottom of the porch with new vertical hardie board siding.

The applicant also removed and replaced rotting wood porch decking with new wood decking. Since like materials were used, this is not subject to HPAC review.

All work has already been conducted and is the subject of an ongoing Code Enforcement case (CE250668, initiated June 17, 2025). The applicant states that they were unaware of the requirement for HPAC review and that the improvements were necessary to improve existing deteriorating conditions on the porch, which posed a safety hazard.

## DISCUSSION

### Architectural Compatibility

VMC Section 17.56.110 (Local Register Structures) contains criteria for review of exterior alterations to structures listed on the Local Register. Criteria is aimed towards preserving original and distinguishing features of Local Register structures. This includes emphasis on the following:

- *The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.*
- *All buildings, structures and sites shall be recognized as products of their own time. Alterations that have no historic basis and that seek to create an earlier appearance shall be discouraged.*
- *Distinctive stylistic features or examples of skilled craftsmanship, which characterize a building, structure or site, shall be treated with sensitivity.*
- *Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historical, physical or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.*

Alterations proposed to the porch railings do add metal elements to the residence that are not present elsewhere. However, as the applicant states in Exhibit "C", the wrought iron material would be compatible with the surrounding properties, many of which contain wrought iron fencing. The applicant also notes that the commercial structures located at the northwest corner of North Church Street and East School Avenue (401 and 409 North Church Street) contain metal railings near their front entrances. Staff also notes that as viewed from the public street, the metal porch railings do not vary significantly from the original, matching their composition and design. It is recommended that the metal railings be permitted to remain, subject to Condition No. 2, that the appropriate permits be obtained (in this instance a Building Permit).

For the new porch siding, the material clashes with the existing siding on the residence. The new material removes the vertical lining and indentations of the original material, creating a featureless surface that decreases compatibility between the porch and residence. As such Condition No. 1.a is recommended, requiring the applicant to replace the siding with new siding that matches the appearance of the existing siding on the residence. This will restore the inner conformity of the structure.

## FINDINGS AND CONDITIONS

For HPAC Item No. 2024-17 staff recommends that the Committee approve the proposal, subject to the findings and conditions listed below:

### Findings

1. That the project site is within the Historic District and is listed on the Local Register of Historic Structures.
2. That the proposal as conditioned is consistent with uses onsite, the surrounding area, and the Historic District.

3. That the proposal as conditioned is consistent with the Historic Preservation Ordinance and Historic Preservation Element.
4. That the proposal as conditioned will not be injurious site or the character of the Historic District.

### Conditions

1. That the site be developed in substantial compliance with the Site Plan in Exhibit “A”, Building Elevations in Exhibit “B”, and Operational Statement in Exhibit “C”, except as modified below:
  - a. That the siding on the porch be replaced with new siding that matches the appearance of the existing siding on the residence.
2. That the project undergoes the appropriate City permitting process for exterior alterations and fencing on the project site.
3. That any other exterior alterations to the site shall be brought before this Committee for review and approval prior to the issuance of any Building Permits and/or their installation or construction.
4. That all other City codes, ordinances, standards, and regulations shall be met.
5. That the approval from the Historic Preservation Advisory Committee shall lapse and become void twelve months after the date on which it became effective, unless the conditions of the approval allowed a shorter or greater time limit, or unless prior to the expiration of twelve months a building permit is issued by the city and construction is commenced and diligently pursued toward completion on the site that was the subject of the approval.

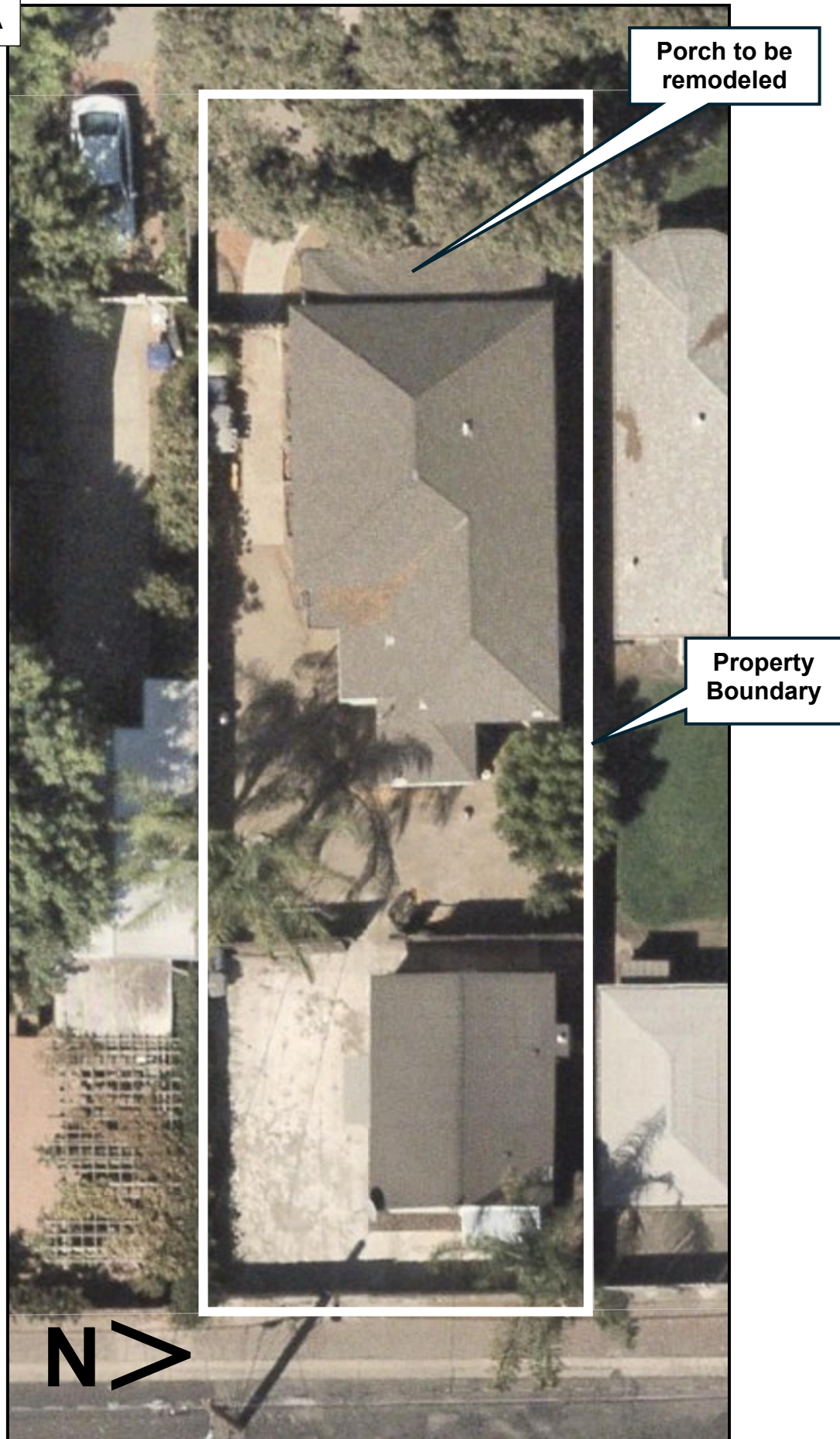
### **ATTACHMENTS**

- Exhibit “A” – Site Plan
- Exhibit “B” – Building Elevations
- Exhibit “C” – Operational Statement
- Aerial Map
- Historic District and Local Register Map

### **APPEAL INFORMATION**

According to the City of Visalia Zoning Ordinance Section 17.56.060, an appeal to the City Council may be submitted within ten days following the date of a decision by the Historic Preservation Advisory Committee (HPAC). An appeal shall be in writing and shall be filed with the City Clerk at 220 N. Santa Fe Street, Visalia CA. The appeal shall specify errors or abuses of discretion by the HPAC, or decisions not supported by the evidence in the record. The appeal form can be found on the city’s website [www.visalia.city](http://www.visalia.city) or from the City Clerk.

**EXHIBIT A**



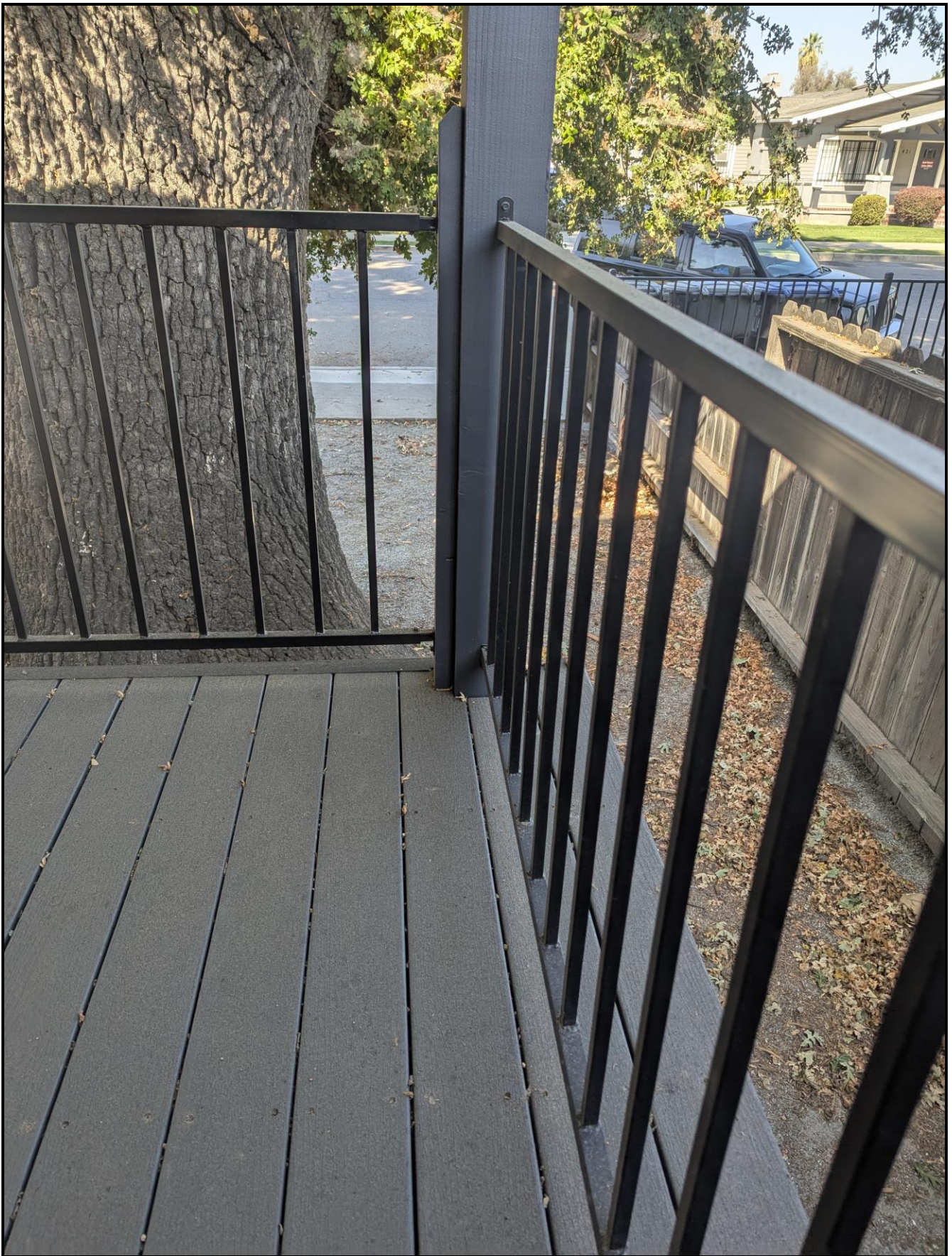
**EXHIBIT B**





HPAC Item No. 2025-17 – Exterior Alterations







**Operational Statement**

To the Historic Preservation Advisory Committee:

I would first like to apologize for my delay in responding. I understand the urgency and importance of addressing these matters but me and my wife recently welcomed our first little boy into this world and complications kept us in the hospital way longer than we had planned or would have liked. Thankfully everybody is at home and doing better now, giving me a chance to try and satisfy your request.

This statement is submitted in support of emergency repair work recently completed at 414 N Church St. The work became immediately necessary after the discovery of extensive rotting wood across the front porch decking, railings, and siding. The deterioration posed an immediate safety hazard not only to myself and my, at the time, pregnant wife, but also to postal workers and any visitors or passersby who approached our home. Given the risk of complete collapse that could have resulted in serious injury, immediate action was taken to prevent any potential harm.

In addressing the repairs, I was very careful to select materials that are in keeping with the character of our neighborhood and consistent with those already approved for use in similar homes nearby. Every effort was made to ensure that the updated elements respect the aesthetic and historic integrity of the property and the surrounding area.

At the time, I was not aware that this type of work required pre-approval from the committee. I now understand the importance of this process and sincerely apologize for proceeding without proper authorization. I am committed to following all appropriate steps for any future work and ensuring full compliance with HPAC guidelines moving forward. We respectfully implore that the committee recognize the urgency and appropriateness of the repairs and consider them in compliance with the preservation guidelines. We love being a part of such a special downtown and, like you, want to do all we can to ensure it remains a special place that our family and others can enjoy for generations.

Respectfully,

Jacob Daniel

## Materials Used

Wood: Douglas Fir

6x6 support posts

2x8 joists (pressure treated)

2x6 decking

Hardiboard siding

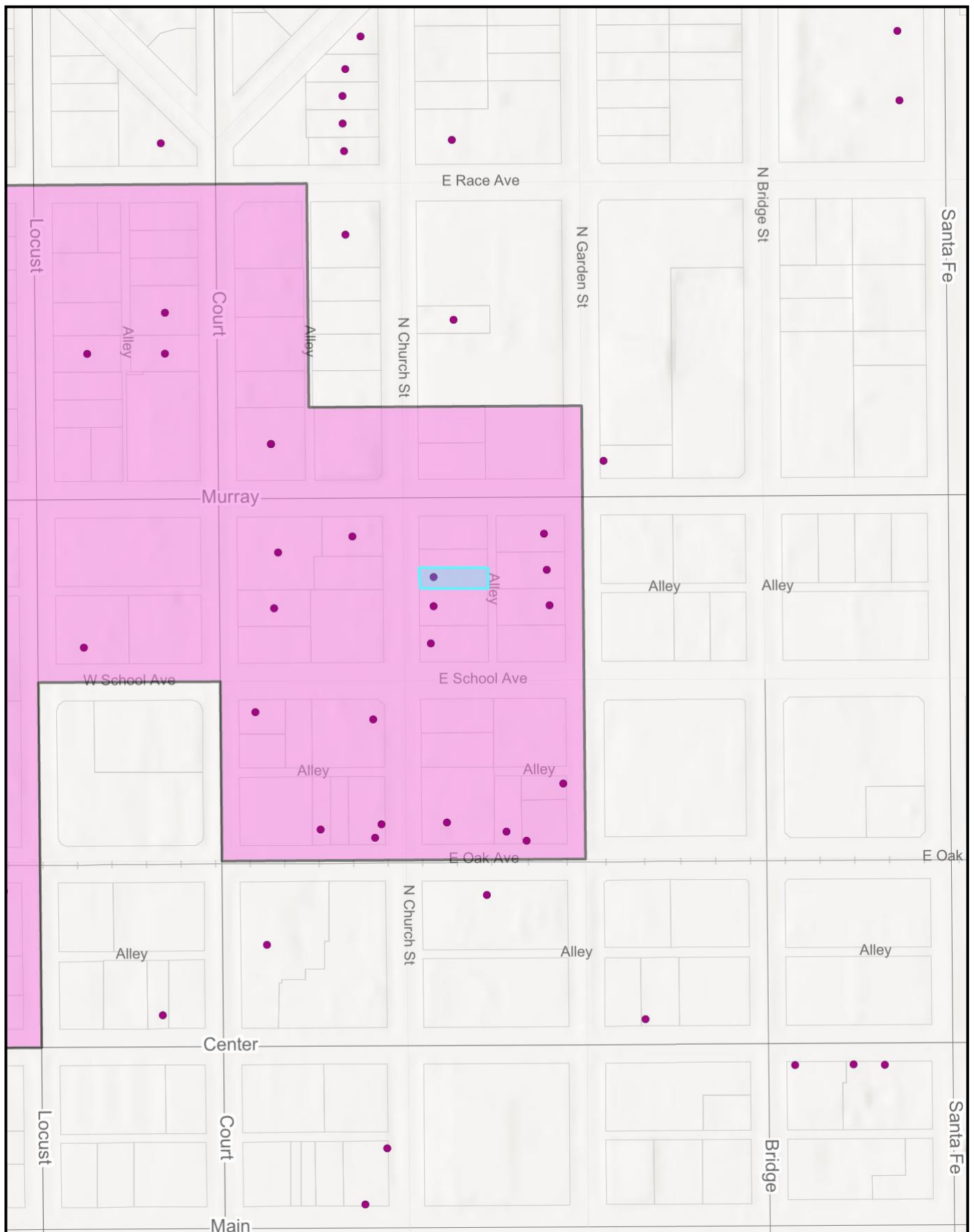
Metal Railings/ Fencing      -Identical to three different houses on my block. Also, the house around the corner has these same hand railings on their porch.

I did my very best to replace materials with like-materials to maintain the historical integrity while ensuring that these repairs will last for years to come.

# AERIAL MAP



# HISTORIC DISTRICT AND LOCAL REGISTER MAP





## REPORT TO THE CITY OF VISALIA HISTORIC PRESERVATION ADVISORY COMMITTEE

HEARING DATE: September 10, 2025

PROJECT PLANNER: Cristobal Carrillo, Associate Planner  
Phone: (559) 713-4443  
E-mail: [cristobal.carrillo@visalia.city](mailto:cristobal.carrillo@visalia.city)

**SUBJECT:** Historic Preservation Advisory Committee Item No. 2025-18: A request by Gianna Cavallo to conduct exterior alterations to the front porch of an existing residence, within the O-C (Office Conversion) Zone. The project site is located at 429 South Garden Street (APN: 097-052-004).

### STAFF RECOMMENDATION

Staff recommends that the Historic Preservation Advisory Committee (HPAC) approve the proposal as described in the findings and conditions of this report.

### SITE DATA

The site is zoned O-C and currently contains a single-family residence and a detached garage shared with the property to the south (431 South Garden Street). The site is located within the Historic District and is listed on the Local Register of Historic Structures with a "Background" classification. The structure exhibits "Vernacular" architectural elements.



### PROJECT DESCRIPTION

Per the materials in Exhibits "A", "B", and "C" the applicant is requesting approval to conduct the following exterior alterations to the front porch of a residence:

1. Remove screens, doors, and supporting walls from a screened porch;
2. Add wood railings and repair steps at the front entryway to the porch.

All work has already been conducted. A courtesy notice was sent to the property owner on February 27, 2025, informing them of the need for HPAC review and issuance of a Building Permit. Subsequent attempts to contact the property owner went unheeded until the matter was referred to Code Enforcement staff on August 14, 2025 (CE251063). An application for HPAC review was ultimately submitted on August 29, 2025.

## DISCUSSION

### Architectural Compatibility

VMC Section 17.56.110 (Local Register Structures) contains criteria for review of exterior alterations to structures listed on the Local Register. Criteria is aimed towards preserving original and distinguishing features of Local Register structures. This includes emphasis on the following:

- *The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.*
- *All buildings, structures and sites shall be recognized as products of their own time. Alterations that have no historic basis and that seek to create an earlier appearance shall be discouraged.*
- *Distinctive stylistic features or examples of skilled craftsmanship, which characterize a building, structure or site, shall be treated with sensitivity.*
- *Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historical, physical or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.*

Per the 1970's Historic Survey sheet attached in Exhibit "D", the structure previously contained an enclosed porch. However, removal of the screened porch elements and repair of stairs are considered to have improved the overall aesthetic of the structure. As noted in Exhibit "B", the screens, walls, and doors appear to have been in deteriorating condition. Removal of the materials restores focus on other positive architectural elements of the residence, such as the large front windows, porch columns, and short porch walls. The work conducted on the stairs uses wood materials and an unadorned design that is in keeping with the Vernacular architecture of the residence. Lastly, the alterations increase compatibility with other structures along the 400 Block of South Garden Street, many of which contain open air porches. Given the above, it is recommended that the exterior alterations to the porch and stairs be permitted to remain, subject to Condition No. 2, which requires that the appropriate permits be obtained by the applicant (in this instance a Building Permit).

## FINDINGS AND CONDITIONS

For HPAC Item No. 2024-18 staff recommends that the Committee approve the proposal, subject to the findings and conditions listed below:

### Findings

1. That the project site is within the Historic District and is listed on the Local Register of Historic Structures.
2. That the proposal as conditioned is consistent with uses onsite, the surrounding area, and the Historic District.
3. That the proposal as conditioned is consistent with the Historic Preservation Ordinance and Historic Preservation Element.

4. That the proposal as conditioned will not be injurious site or the character of the Historic District.

#### Conditions

1. That the site be developed in substantial compliance with the Site Plan in Exhibit “A”, Building Elevations in Exhibit “B”, and Operational Statement in Exhibit “C”.
2. That the project undergoes the appropriate City permitting process for exterior alterations and fencing on the project site.
3. That any other exterior alterations to the site shall be brought before this Committee for review and approval prior to the issuance of any Building Permits and/or their installation or construction.
4. That all other City codes, ordinances, standards, and regulations shall be met.
5. That the approval from the Historic Preservation Advisory Committee shall lapse and become void twelve months after the date on which it became effective, unless the conditions of the approval allowed a shorter or greater time limit, or unless prior to the expiration of twelve months a building permit is issued by the city and construction is commenced and diligently pursued toward completion on the site that was the subject of the approval.

#### **ATTACHMENTS**

- Exhibit “A” – Site Plan
- Exhibit “B” – Building Elevations
- Exhibit “C” – Operational Statement
- Exhibit “D” – 1970’s Historic Survey Sheet – 429 South Garden Street
- Aerial Map
- Historic District and Local Register Map

#### **APPEAL INFORMATION**

According to the City of Visalia Zoning Ordinance Section 17.56.060, an appeal to the City Council may be submitted within ten days following the date of a decision by the Historic Preservation Advisory Committee (HPAC). An appeal shall be in writing and shall be filed with the City Clerk at 220 N. Santa Fe Street, Visalia CA. The appeal shall specify errors or abuses of discretion by the HPAC, or decisions not supported by the evidence in the record. The appeal form can be found on the city’s website [www.visalia.city](http://www.visalia.city) or from the City Clerk.

**EXHIBIT A**



**EXHIBIT B**



**BEFORE**





**AFTER**





HPAC Item No. 2025-18 – Exterior Alterations

**EXHIBIT C**

Re: 429 S Garden St, Visalia

To Whom It Concern:

Removed old carpeting and replaced with laminate floor.

Repainted interior walls.

Clean exterior of property

Repaired broken front steps to safely gain entry into property

Removed broken screens from front porch area

SURVEY FORMAddress: 429 S GARDENLot Size: Front 48  
Side 124  
Odd Shapes \_\_\_\_\_APN #: Book 97 Block 052 Lot 04FIELD SURVEY

1. Present Use: ☐ Vacant, ☒ Single Family, ☐ Duplex, ☐ Apartments, ☐ Vacant Lot,  
☐ Commercial/Industrial, ☐ Institutional/Public, ☐ Offices,  
Other \_\_\_\_\_
2. Physical Description: Number of Stories 1  
Roof Type: ☐ Gable, ☒ Hip, ☐ Flat, ☐ Gambrel, ☐ Jerkinhead, Other \_\_\_\_\_  
Building Material: ☒ Wood, ☐ Shingle, ☐ Stucco, ☐ Brick, ☐ Concrete,  
Other \_\_\_\_\_  
Style: ☐ Bungalow, ☐ Western Stick, ☐ Colonial Revival, ☐ Period/Tutor Revival,  
☒ Vernacular, ☐ Queen Anne/Eastlake, ☐ Stick, ☐ Mission Style,  
☐ Spanish Colonial Revival, ☐ Utilitarian, Other \_\_\_\_\_
3. Alterations: ☐ Yes, ☒ No, ☒ Maybe Comment: fr. porch?
4. Condition: ☒ Excellent, ☐ Good, ☐ Fair, ☐ Poor
5. Surroundings: ☐ Open Land, ☐ Landscaped lot, ☒ Residential, ☐ Commercial
6. Related Features: ☐ Architectural Details, ☐ Landscaping, ☐ Trees,  
☒ Related Structures, Other separate garage at rear

Photo Number: \_\_\_\_\_

Description: \_\_\_\_\_

plain rectangular plan  
glossed in porch has same  
aluminum sash as house  
Small gable dormer.  
exposed rafters under  
eaves



## HISTORIC RESEARCH

1. Present Owner: \_\_\_\_\_ 6. Year of Original Construction: 1909  
2. Common Name: \_\_\_\_\_ 7. Subsequent Alterations: \_\_\_\_\_  
3. Historic Name: \_\_\_\_\_ 8. Architect: \_\_\_\_\_  
4. Original Owner: Ray Clatfelter 9. Builder/Contractor: \_\_\_\_\_  
5. Present Zoning: \_\_\_\_\_
10. Original Use: ☒ Single Family, ☐ Duplex, ☐ Apartments, ☐ Commercial,  
☐ Industrial, ☐ Public/Institutional, Other \_\_\_\_\_
11. Past Uses: \_\_\_\_\_
12. Evaluation of Historical Importance: ☐ Associated with important event,  
☐ Associated with important individual, Other \_\_\_\_\_
13. Main Theme of Historic Resource (check only one): ☐ Architecture,  
☐ Arts & Leisure, ☐ Economic/Industrial, ☐ Exploration/Settlement,  
☐ Government, ☐ Military, ☐ Religion, ☐ Social/Educational
14. Briefly State Historical Importance (dates, persons, events, etc.) \_\_\_\_\_

Sources: (list books, documents, surveys, interviews, and publishing dates)

Consultants Only Below Line

Architectural Style:

Details:

Evaluation: h

Comments:

# AERIAL MAP



# HISTORIC DISTRICT AND LOCAL REGISTER MAP

