

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, DECEMBER 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. November 12, 2025, Regular Meeting
4. PROJECT REVIEW
 - A. **HPAC Item No. 2025-21:** A request by Tibor Szaiff to replace 11 windows on a single family residence, add two shade structures, enclose a patio, add metal and block wall fencing, add roof fascia board, remove two chimneys, and replace front porch/wall fascia with stucco, on a site within the O-C (Office Conversion) Zone. The project site is located at 824 South Court Street (APN: 097-014-004).
5. DISCUSSION ITEMS
 - A. Historic Recognition/Awards Program
 - B. Historic District Survey Project
 - C. Committee and Staff Comments

- i. Project Updates
- ii. Cancellation of December 24, 2025 Regular Meeting

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.

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.

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.

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 or from the City Clerk.

THE NEXT REGULAR MEETING WILL BE HELD ON WEDNESDAY, JANUARY 14, 2026

HISTORIC PRESERVATION ADVISORY COMMITTEE MEETING AGENDA

Duran absent. All
other 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: Taylor Booher

CITY STAFF: Cristobal Carrillo, Associate Planner, Nolan Brown, Planning Technician

WEDNESDAY, NOVEMBER 12, 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. October 22, 2025, Regular Meeting

A motion was made by Melgar, seconded by Hohlbauch, to approve the meeting minutes. The motion was approved 6-0.

4. PROJECT REVIEW

- A. **HPAC Item No. 2025-20:** A request by Kar May Kwong to conduct exterior alterations to a building in the O-C (Office Conversion) Zone. The project site is located at 920 West Main Street (APN: 093-225-011).

Staff presented its report and recommended that the HPAC approve the request as conditioned. The project representative Taylor Booher provided comments in support of the proposal. Additional public comment in support of the project was submitted via e-mail by Bill Huott. Discussion followed regarding the proposal and the addition of a wood deck to the proposed door way. Discussion also occurred about potential uses that could be established onsite. A motion was then made by Melgar, seconded by Hohlbauch, to approve the request with an added condition permitting a wood deck, and requiring additional HPAC review if the wood deck also requires stair railings because of Building Code requirements. The motion passed by a vote of 6-0.

5. DISCUSSION ITEMS

- A. Historic Recognition/Awards Program

Davis shared that he would be meeting with Walter Deissler of Visalia Heritage to discuss the Historic Recognition Program. Davis also suggested that the HPAC consider abandoning creating a new plaque program and instead focus on issuing certificates of acknowledgement to property owners who renovate their historic structures. Davis stated that such awards could be issued annually around the month of May (Historic Preservation Month). Discussion followed.

- B. Historic District Survey Project

- i. Survey Results Discussion

- ii. Creation of Citywide Survey Sub-Committee

Davis shared the results of his analysis of the Historic District Survey Project data. Davis recommended the Committee focus efforts on the possible inclusion of sites recommended for "Focus" or "Exceptional" classification on the Local Register, and/or inclusion of four specific areas to the Historic District (areas around South Locust Street, West Main Street, East Center Street, and North Highland Street). Discussion also occurred regarding including specific sites that are located outside of the survey area, in the City proper. Staff recommended that the HPAC's focus should remain on completing the Historic District Survey Project, but that if the Committee chose to include sites outside the survey area, it should take care to limit the number and to only includes sites that were very architecturally significant. It was then recommended that a subcommittee be formed to provide official Historic District Survey Project recommendations to the HPAC for consideration at the December 10, 2025, HPAC meeting. It was motioned by Lusk, and seconded by Ayala, to appoint Melgar and Arriaga to the subcommittee. The motion passed 6-0. Davis stated he would visit with the subcommittee to share his recommendations.

- C. Committee and Staff Comments

- i. Project Updates

Staff provided comments about various sites within the Historic District and Local Register.

- ii. Cancellation of November 26, 2025, Regular Meeting

No discussion occurred.

- D. Identification of Items for Future Agendas

None provided.

6. ADJOURNMENT – 7:13pm.



REPORT TO THE CITY OF VISALIA HISTORIC PRESERVATION ADVISORY COMMITTEE

HEARING DATE: December 10, 2025

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

SUBJECT: Historic Preservation Advisory Committee Item No. 2025-21: A request by Tibor Szaiff to replace 11 windows on a single family residence, add two shade structures, enclose a patio, add metal and block wall fencing, add roof fascia board, remove two chimneys, and replace front porch/wall fascia with stucco, on a site within the O-C (Office Conversion) Zone. The project site is located at 824 South Court Street (APN: 097-014-004).

STAFF RECOMMENDATION

Staff recommends that the Historic Preservation Advisory Committee (HPAC) approve the proposal as modified and conditioned by staff.

SITE DATA

The site is zoned O-C (Office Conversion) and is located within the Historic District. The structure is also listed on the Local Register of Historic Structures with a "Background" classification. The property contains a single-family residence, a detached garage, two unpermitted shade structures, and a detached storage building in the rear yard. Both the residence and garage exhibit Craftsman Bungalow architectural elements.



PROJECT DESCRIPTION

The applicant is requesting approval to conduct the following exterior alterations to the project site:

1. Replace 11 original windows with vinyl windows (see Exhibits "B" and "C"). The applicant proposes no window screens on the windows.
2. Add two free standing shade structures, made of metal piping and shade cloth (see Exhibit "D"). The shade structure located immediately east of the residence (Shade #1) stands 9 feet tall and has an area of approximately 224 square feet. The shade structure east of the detached garage (Shade #2) stands 11 feet 10 inches tall and has an area of 600 square feet.
3. Enclose an existing patio attached to the southern exterior of the detached garage (see Exhibit "E"). The patio was enclosed using stucco building exteriors.

4. Add approximately 6 to 7 foot tall metal fencing to the northeast corner of the residence, and add between 1 to 6 foot tall block wall fencing along the southern and eastern property boundaries (see Exhibit “F”).
5. Add fascia board to the northern and southern portions of the roof (see Exhibits “B” and “G”).
6. Removal of two original fireplaces/chimneys from the residence, one on the north building façade, and the 2nd on the southeast part of the roof (see Exhibit “G”).
7. Removal and replacement of a front porch/wall fascia board feature with stucco material (see Exhibits “B” and “G”).

All alterations have already been conducted without the benefit of HPAC review and Building Permits. The applicant was sent an HPAC Courtesy Notice concerning the windows and shade structures on November 3, 2025. An application for HPAC review was promptly submitted November 11, 2025. A staff inspection was later conducted on December 2, 2025, where additional issues were discovered.

Per the applicant, the alterations were conducted by the previous property owner. In regard to the windows, the current owner, who resided onsite prior to owning the property, states that the original windows were failing apart and needed to be replaced.

The existing storage building at the southeast corner of the project site is under 120 square feet in size and contains no utilities, and as such is not subject to HPAC review. An existing electric metal fence along the eastern property boundary shared with the site to the north (820 South Court Street) was placed with a Building Permit in 2016.

DISCUSSION

Development Standards

Shade Structures

Shade #1 complies with all development standards for the O-C Zone. Shade #2 does not meet setback requirements, as it crosses property boundaries into the site to the north (820 South Court Street). Shade #2 would need to be reduced in size and relocated, or removed entirely in order to comply with O-C Zone development standards.

Block Walls

The block wall at the southwest corner of the project site reaches a height of approximately 3 feet, 7 inches within the front yard setback of the project site (considered to be 15 feet based on averaging with the apartment complex to the south). Fencing within the front yard setback can be no more than 3 feet tall. As such, the applicant will be required to obtain approval of an Administrative Adjustment with the Building Permit request, to permit the additional height. This is included as Condition of Approval No. 2.

All other exterior alterations proposed comply with the development standards of the O-C Zone.

Architectural Compatibility

Local Register

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:

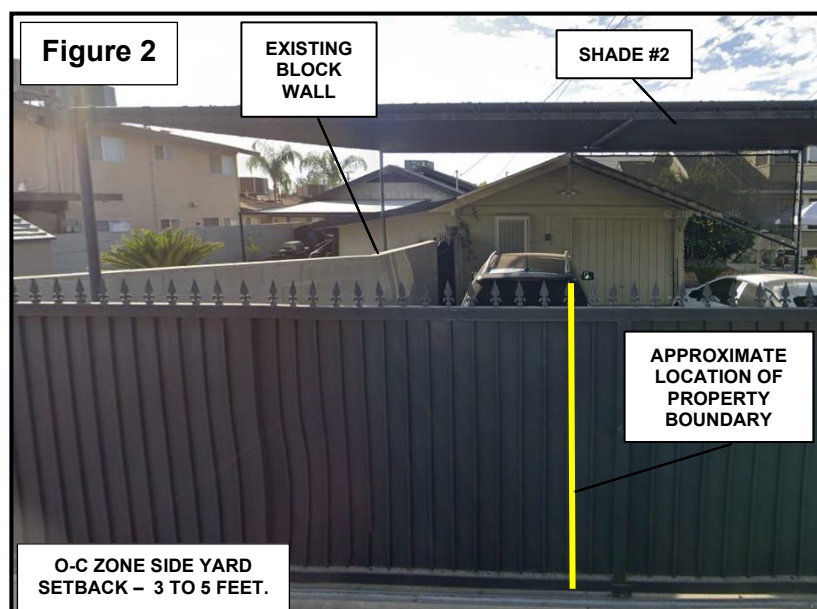
- *The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.*
- *All buildings, structures and sites shall be 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.*

Windows

As stated in the project description, the window replacement has already been conducted. The window replacement largely maintains the locations and opening method of the original windows, except for the two front windows which open sideways. Per staff's inspection, it did not appear that the borders surrounding the windows would be able to support installation of full window screens. Furthermore, installation of muntins on the existing windows to mimic the design of the original windows would likely clash with the design of the new windows, which contain broad frames bisecting the glass. Full window replacement is also not recommended as it would further increase the financial burden on the applicant, who will be responsible for obtaining Building Permits for all improvements approved by the HPAC (see Condition Nos. 4 and 5). As such, staff recommends that the windows be permitted to remain as is.

Shade Structures

The metal and tarp materials used for the shade structures are not compatible with the



residence, garage, or wider Historic District. However, Shade #1 is completely hidden from view from the public street. As such, staff recommends that it be permitted to remain, subject to issuance of a Building Permit for its placement.

Shade #2, however, rises above the detached garage, making it visible from the street (see Figure 1). This makes the visual contrast with the residence and garage much more apparent. As noted earlier, the structure also crosses property boundaries and does not meet O-C Zone setback standards. Given the above, staff recommends Condition of Approval No. 3 be applied, requiring the applicant to remove the structure from the project site. Alternatively, the HPAC can require the applicant to modify the structure, lowering its height and reducing its size, so that it is not visible from the street and complies with setback requirements. Please note, reducing the size of Shade #2 would potentially render it unusable due to the location of the northern property boundary, an existing block wall, and location of shade poles that comply with setback requirements (Figure 2).

Patio Enclosure

The patio enclosure was constructed using stucco walls that match the existing walls of the residence. The enclosure is also tucked between the residence and garage, and cannot be seen from the public right of way. As such it has limited impact on the historic aesthetic of the project site. It is recommended that the patio enclosure be permitted to remain subject to issuance of a Building Permit.

Fencing/Walls

A concrete block wall and metal fencing were added to the project site, at heights between 1 to 7 feet. Only the block located along property line at the southwest corner of the project site is visible from the public street. The Historic Preservation Ordinance provides the HPAC with criteria to evaluate fencing proposals in the Historic District and Local Register. Specifically, Visalia Municipal Code Section 17.56.120.C emphasizes that “*Proposals for new fencing or walls should be compatible with the character and architectural elements of the historic structure onsite and its period of original construction.*” The proposed block wall material would not match existing material on the project site. However, the ordinance does list masonry walls as an acceptable fencing material type in historically designated areas. It should also be noted that the walls’ location along the southern property boundary prevents it from obstructing views of the residence, maintaining the character of the Historic District. It is recommended that the walls be permitted to remain, subject to Building Permit issuance.

Fascia Board

Fascia board was previously added to the roofs, obscuring existing exposed rafter tails. Per site pictures provided in Exhibits “B” and “C”, it appears that the exposed rafter tails were removed entirely when work was conducted. As such, removal of the fascia board on its own would not restore the original feature. Given the above, staff recommends that the existing fascia board be permitted to remain, as it is compatible with the fascia board present on the east and west building elevations.

Chimneys

Both original chimneys have been removed entirely from the residence. It is not recommended that the applicant be required to restore the chimneys. Existing solar panels on the roof would potentially need to be relocated to allow replacement of the southernmost chimney. Existing rules from the San Joaquin Valley Air Pollution Control District prevent construction of wood burning chimneys. Lastly, it is not critical for the chimneys to be reestablished in order for the residence to maintain its historic character. The residence retains sufficient features to contribute positively to the streetscape and Historic District as a whole, including the presence

of a front porch with columns and brackets, and a front exterior with double gables with decorative vents.

Front Porch/Wall

Per Exhibits “G” and “H”, the front porch and front wall previously contained fascia board separating the porch columns and lower part of the exterior wall from the gables. The feature has since been removed and replaced with stucco material. The replacement material matches that of the exterior walls. In spite of the loss of the feature, the building remains compatible with the streetscape, in particular the residence at 816 South Court (Figure 3), just two houses to the north, which is of similar construction and does not contain the fascia feature. It is recommended the front porch/wall be permitted to remain as is.



FINDINGS AND CONDITIONS

For HPAC Item No. 2025-21 staff recommend that the Committee approve the proposal subject to the findings and conditions listed below:

Findings

1. That the project site is listed on the Local Register of Historic Structures and is within the Historic District.
2. That the proposal as modified and conditioned is consistent with residential uses onsite, the surrounding area, and the Historic District.
3. That the proposal as modified and conditioned is consistent with the Historic Preservation Ordinance and Historic Preservation Element
4. That the proposal as modified and conditioned will not be injurious to the character of the Historic District.

Conditions

1. That the site shall be developed consistent with the site plan in Exhibit “A”, building elevations and fascia board in Exhibit “B”, window elevations in Exhibit “C”, shade cover elevations in Exhibit “D”, converted patio elevations in Exhibit “E”, and block wall elevations in Exhibit “F”, except as modified by the conditions below.
2. That the applicant shall obtain approval of an Administrative Adjustment to permit a height of 3 feet, 7 inches, for the block wall at the southwest corner of the project site, within the front yard setback.
3. That the applicant shall remove Shade #2, as identified in Exhibit “D”, from the project site.
4. That a Building Permit for the proposal shall be submitted within 60 days of the decision of the Historic Preservation Advisory Committee.
5. That the project undergoes the appropriate City permitting process for exterior alterations on the project site.

6. 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.
7. That all other City codes, ordinances, standards, and regulations shall be met.
8. 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 and Fascia Board
- Exhibit “C” – New Windows
- Exhibit “D” – Shade Covers
- Exhibit “E” – Converted Patio
- Exhibit “F” – Block Walls and Metal Fencing
- Exhibit “G” – Original Chimneys, Exposed Rafter Tails, and Front Porch Decorative Fascia (2011)
- Exhibit “H” – Historic District Survey Sheet
- Aerial Photo
- 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. 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.gov or from the City Clerk.

EXHIBIT A

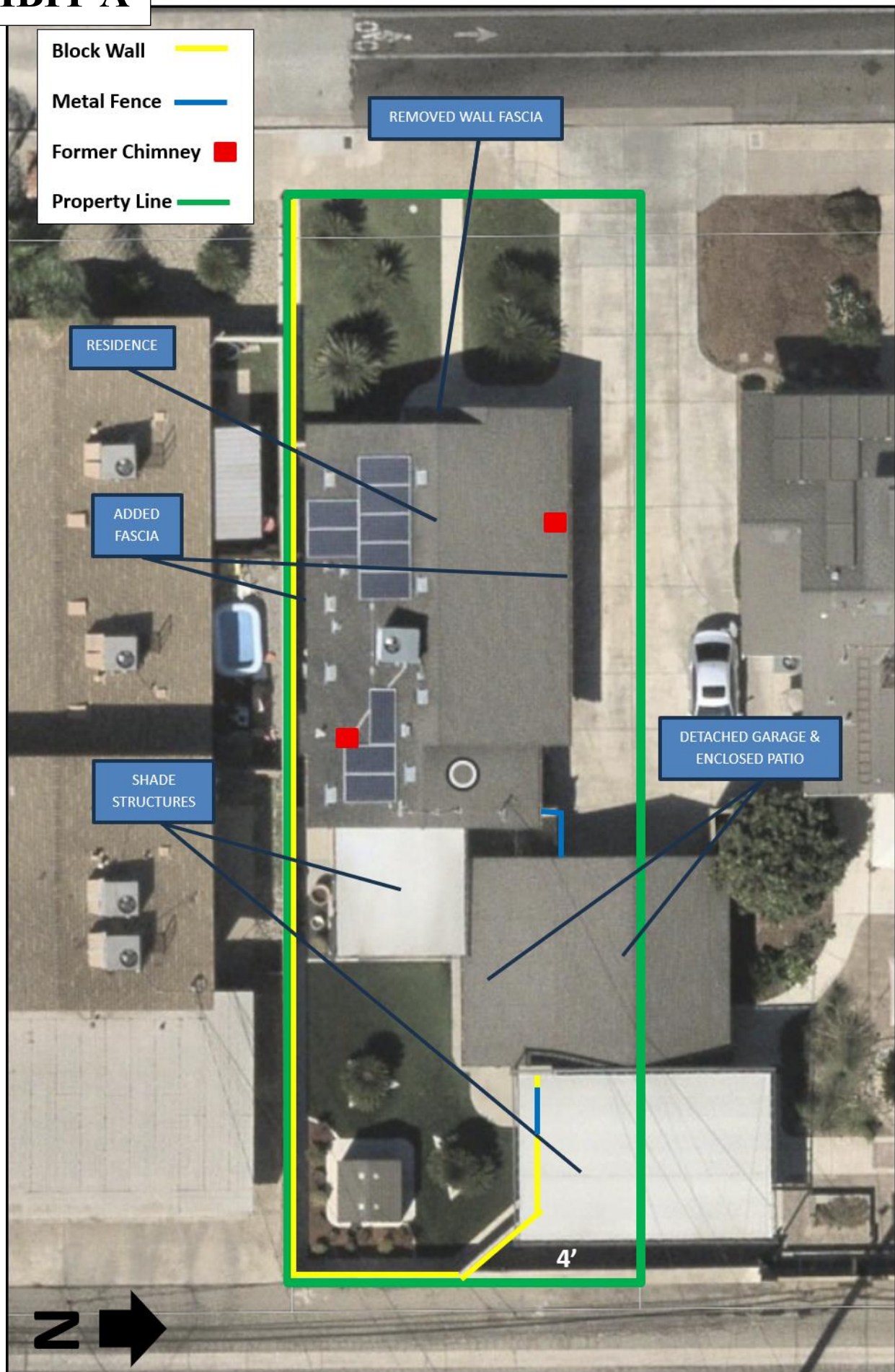


EXHIBIT B



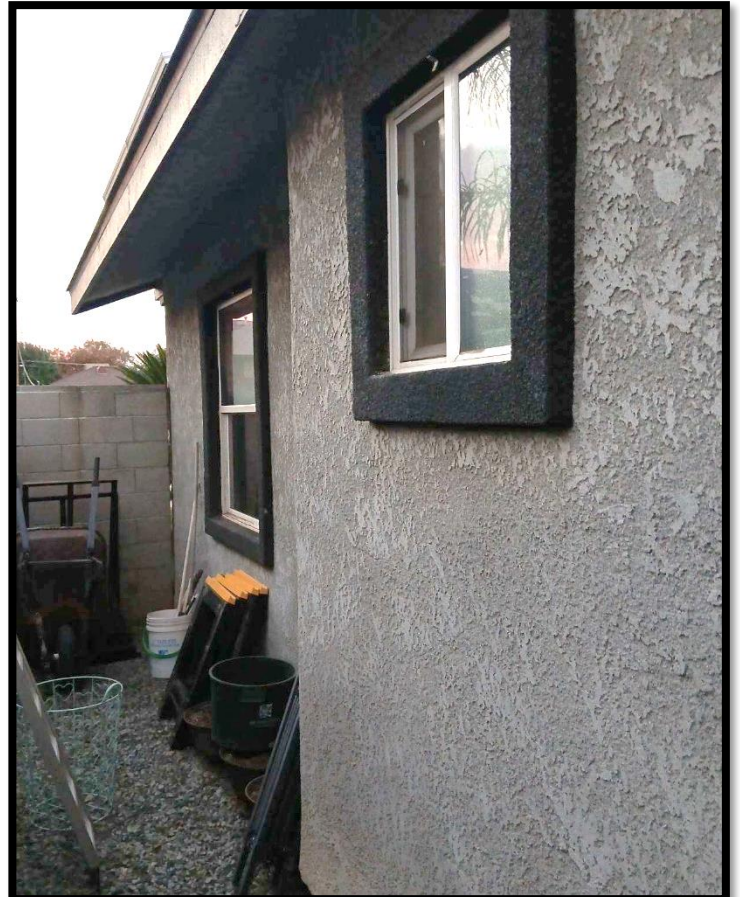
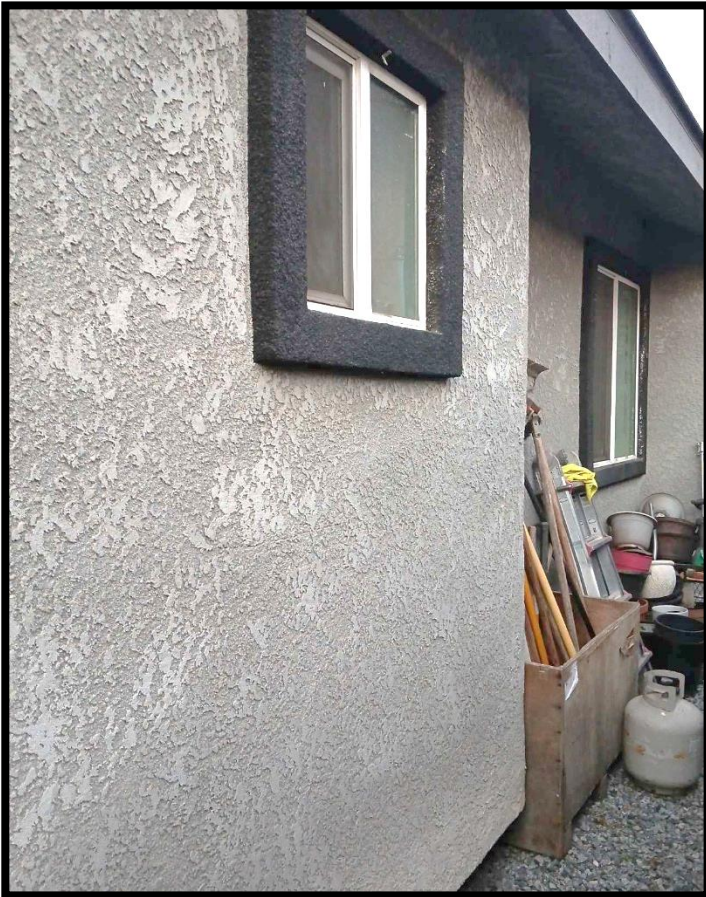
West Elevation



East Elevation

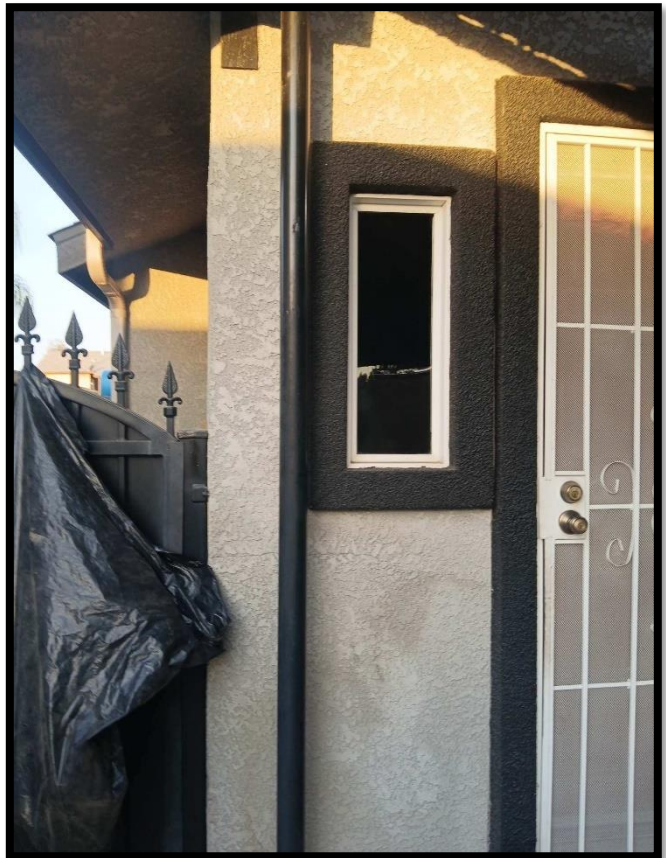


North Elevation



South Elevation

EXHIBIT C





HPAC Item No. 2025-21 – Windows, Shade Structures, Patio Enclosure, Etc.

EXHIBIT D

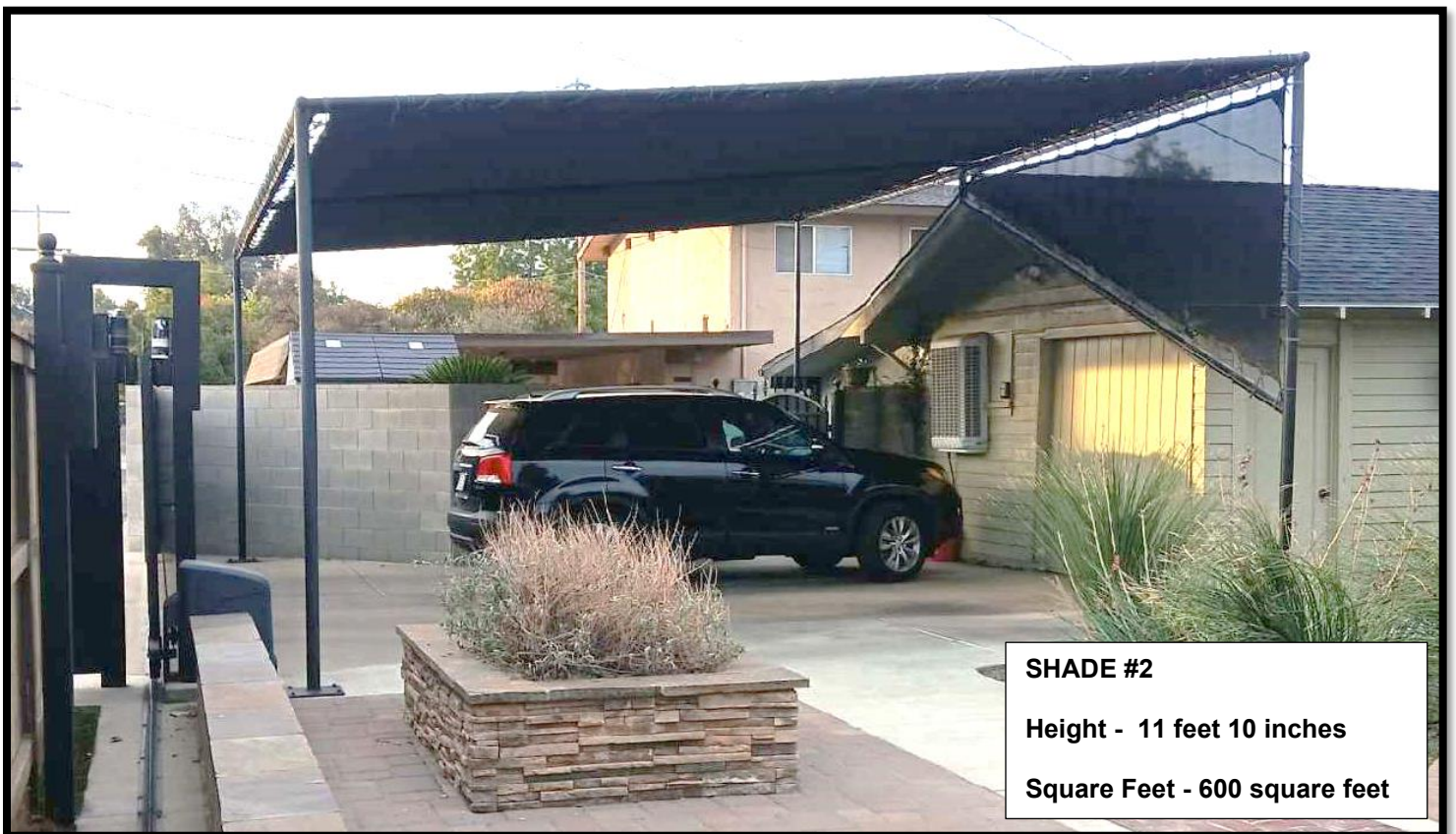


EXHIBIT E



HPAC Item No. 2025-21 – Windows, Shade Structures, Patio Enclosure, Etc.

EXHIBIT F

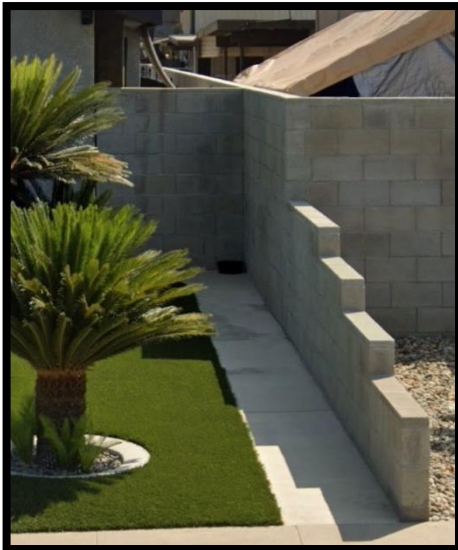
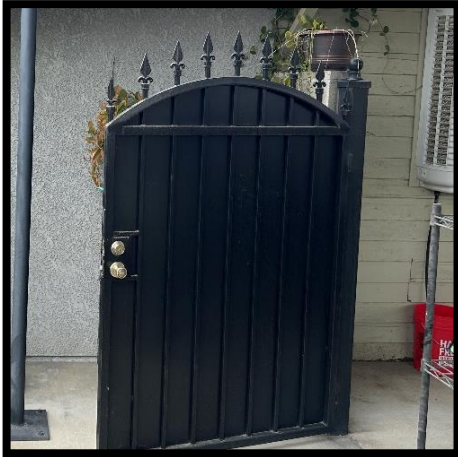


EXHIBIT G

2011 SITE PICTURES



EXHIBIT H

SURVEY FORM

Address: 824 S. Court

Lot Size: Front 5?
Side 124
Odd Shapes _____

APN #: Book 097 Block 014 Lot 4

FIELD 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 Exposed aggregate
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: _____
4. Condition: ☐ Excellent, ☐ Good, ☒ Fair, ☐ Poor
5. Surroundings: ☐ Open Land, ☐ Landscaped lot, ☒ Residential, ☐ Commercial
6. Related Features: ☐ Architectural Details, ☒ Landscaping, ☐ Trees,
☐ Related Structures, Other Large walnut tree front Yd. (Lat size altered)

Photo Number: _____

Description: Round porch pillars
Upper window - 3 lights
Brackets + decorative vents in gables
Garage + Carport rear yard
Large apricot tree



Lot # 7

Block # 4

Bldg Permit # 18

HISTORIC RESEARCH

1. Present Owner: _____
2. Common Name: _____
3. Historic Name: _____
4. Original Owner: Carl Volguards
5. Present Zoning: _____
6. Year of Original Construction: 1928 *or before*
7. Subsequent Alterations: 1959 Carport
8. Architect: Conc. floor
9. Builder/Contractor: Alum. roof
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:

Comments:

AERIAL MAP



HISTORIC DISTRICT & LOCAL REGISTER MAP

