



## Historic Preservation Award Selection Guidelines

The Historic Preservation Award is an honorary award that recognizes unique buildings and properties, or people and organizations that have contributed to the historic fabric of Woodland. Through this award, the Planning Commission promotes the preservation and informs the community about local history. Each year the City of Woodland Planning Commission considers nominations in conjunction with the Heritage Home Awards process.

*Please note: This award has no relation to the National Register for Historic Places or the California Register of Historic Resources. These are separately regulated designations. The Historic Preservation Awards are honorary and impose no requirements of any kind on present or future property owners of buildings awarded.*

### **ELIGIBILITY**

Nominations can be made by any community member within the City of Woodland. Property owners may also apply to self-nominate. Buildings awarded in previous years may not be renominated, but nominations that were not selected in previous years may be renominated.

#### **People and Organizations:**

- Woodland residents or groups involved in the Woodland community who have significantly contributed to the preservation of local historical assets may be nominated.
- Contributions may include publications, docent-led tours, workshops, public speaking events, service on local boards, historic restoration work, event-planning, historical documentation, and other impactful community involvement, as evaluated by the Commission.
- Supplemental documentation in the form of photos, copies of written works, and testimonies may be requested for the Commission review.

#### **Buildings and Properties:**

##### **AGE:**

- Nominated buildings must have been constructed at least 50 years ago to be eligible.
- Buildings with remodels or additions completed after original construction may still be considered if the modifications are appropriate to the original style of the building or add historical value.

##### **LOCATION:**

- All nominated buildings must be in the City of Woodland jurisdiction at the time of selection, as contrasted with the date of construction.
- The Commission recognizes that there are areas of the City where historically and aesthetically significant architecture is more common than in other areas, such as the Downtown Woodland Historic District. Buildings in this area are eligible, but location in a recognized historic district is not required.

##### **TYPE OF STRUCTURE:**

- Commercial, religious, public, multifamily residential, and mixed-use buildings in the City of Woodland. Family homes are not eligible and may instead apply for the Heritage Home Awards.
- Single-family homes or other low-density residential properties are not eligible for this award and should be nominated for the Heritage Home Award instead.

## **SELECTION CRITERIA FOR BUILDINGS**

Nominated buildings must be in a state of good repair and meet the requirements for *at least two of the three categories* below:

### **Historical Significance:**

- The nominator must clearly demonstrate one of the following:
  - The building was related to significant historical events, community members, notable architects, legacy businesses, and/or local social and cultural history.
- If a building is nominated on the basis of historical significance, research and sources will be requested with the application.

### **Architecture:**

- The architectural style must be identified.  
The nominator must highlight a minimum of 5 unique and distinctive features of the building that contribute to the type, period, or method of construction for the selected architectural style. When identifying features, 2 of the 5 provided may be located on the interior of the home.
- Exterior color schemes of the building may enhance the architectural style.
- Ornamentation, landscaping, additions, and significant interior modifications cohesive with the architectural style may also be considered.
- Amendments required by building codes, fire codes, building stabilization requirements, or general modernization will not disqualify or hinder an application.

### **Recent Projects:**

This category only applies to preservation, rehabilitation, restoration, or reconstruction projects completed at the building or property. This does not apply to routine repairs, but instead high-quality improvements that demonstrate efforts to uphold the historical integrity of the building.

The nominator must identify at least three components of the project that contributed to the preservation of the building or property. Examples of potentially eligible components include:

- Preservation and repair of original building materials, features, finishes, or fixtures
- Replacement of degraded materials with new materials that match the original, implementing efforts to preserve construction techniques
- Historically appropriate reconstruction of portions of the building's form and structure that are no longer surviving or beyond repair
- Removal of additions or features that are not appropriate to the original construction era and intended style
- Adaptive reuse of a historic building that makes efforts to preserve or restore historic features while reconfiguring the space for modern usage that otherwise would not be attainable
- Structure stabilization or other urgent needs to prevent future loss of building integrity

Although not required, nominators are encouraged to reference the Secretary of the Interior's Standards for the Treatment of Historic Properties for clear definitions of preservation, rehabilitation, restoration, and reconstruction, as well as recommended methods.

### **ADDITIONAL CONSIDERATIONS:**

The Commission shall give additional consideration to nominations that demonstrate:

- Efforts to promote public education on the history and cultural landscapes of Woodland through the property and/or use of the site
- Efforts to make historically appropriate sustainable retrofits or upgrades to save energy, reduce heat impacts, save water, and increase the climate change resilience of the structure while maintaining historical significance and key architecture
- Efforts to protect and preserve the historical significance of a building or property in the face of great difficulty and adversity
- Other efforts that have positively contributed to the Woodland community

### **PROCEDURE**

The following are the procedures for the selection and presentation of the awards:

- To be considered for selection, applicants must submit the following:
  - A completed Historic Preservation Award Application Form (attached)
  - Additional justification as described above for buildings/properties or people/organizations
- The nominations are reviewed by the Planning Commission at a predetermined meeting date. Recipients are selected by the Commissioners based on the eligibility requirements, selection criteria, and exemplary demonstration of the importance of the site to the Woodland community.
- A letter is mailed out the week following the recipient selection to notify the property owner and tenant, if applicable.
- The property owner must notify staff of acceptance of the nomination and provide the home's construction year to move forward in the process.
- The nominator, property owner, and/or business owner work together to write a historical narrative about improvements, restoration, and history of the property, and any relevant facts or stories. Planning staff will provide a worksheet with prompts for the narrative, along with local resources for historical research.
- City staff sends formal invitations to the award recipient for the ceremony.
- If desired, staff will work with the property owner and tenant(s), if applicable, to further publicize the recipient of the Historic Preservation Award. The property owner is encouraged to purchase a plaque to commemorate the award, but this is not required.
- The narrative and certificate are presented at an awards ceremony at the City Hall.

### **CONTACT:**

City of Woodland Planning Division, Community Development Department

Phone: (530) 661-5820

Email: [CDD-Planners@cityofwoodland.gov](mailto:CDD-Planners@cityofwoodland.gov)

Address: 300 First Street, Woodland, CA 95695

# Historic Preservation Award Application Form

Applicant Name: \_\_\_\_\_

Applicant Phone Number and Email: \_\_\_\_\_

*Historic Preservation Awards may be presented to significant buildings and properties, or to people and organizations who have contributed to historic preservation within the City of Woodland.*

## Complete the section below if nominating a PERSON/ORGANIZATION:

Nominee Name: \_\_\_\_\_

Is the nominee a Woodland resident? \_\_\_\_\_

How has the nominee/organization contributed to the preservation of Woodland history?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Complete the section below if nominating a BUILDING/PROPERTY:

Address of Nominated Building: \_\_\_\_\_

Location Description (including nearest cross streets): \_\_\_\_\_

Approximate date of construction of the building (if known): \_\_\_\_\_

Is the building occupied by a tenant or business? If so, please describe:

\_\_\_\_\_  
\_\_\_\_\_

Property Owner Name(s): \_\_\_\_\_

What is the address of the owner of the property?

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

If the home is pictured in *The Walking Tour of Historic Woodland*, please give its identifying number: \_\_\_\_\_

**Please review the Heritage Home Award Selection Guidelines.**

Buildings must meet the requirements of two of the three following categories:

- Historical Significance
- Architecture
- Recent Projects

Attach all justification for eligibility based on the applicable categories. Justification may include photographs, written descriptions, copies of historical sources and references, and written anecdotes and testimonies, as applicable.

**Please contact Planning Staff at the Community Development Department to submit applications or for further assistance.**

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