

Historic Preservation Designation Process

1. A “Historic Resource Questionnaire” shall be filled out and submitted to the Dinuba Public Works Department, along with any supporting materials relevant to the proceedings, including property records, photos, historical documents, etc. as the application for Historic Preservation Designation.
2. Materials shall be submitted by the 20th of the month to be considered the following month by the Historic Preservation Commission (HPC). Meetings are held on the 2nd Monday of the Month, 8:30am, at the Dinuba City Council Chambers. Filing for Historic Resource Designation is free of charge.
3. Once all materials are submitted, City Staff reviews the submittal and generates a Staff Report, detailing proposal consistency with the Historic Preservation Ordinance and compliance with CEQA. A public notice is published in a local newspaper and notices are sent to neighbors within 300 feet of the proposed historic resource.
4. A public hearing will be held to solicit public comments on the proposed designation. The HPC shall consider the proposal and make a recommendation to the City Council.
5. Within 30 days of the determination of the HPC, the City Council shall consider the recommendation of the HPC at a public hearing. The City Council meets the 2nd and 4th Tuesdays of each month. The City Council shall consider whether to approve (by resolution), deny, or modify the recommendation of the HPC.
6. If approved by the City Council, the resolution shall be recorded with the Tulare County Clerk-Recorder. Copies of the resolution shall also be distributed to the Applicant, the City Clerk, City Department Heads, and the local branch of the Tulare County Public Library.
7. If the property is designated as a historic structure, any alteration, remodeling, demolition, grading, removal, construction, reconstruction, or restoration of the resource shall first require written approval by the HPC, as well as a CEQA review. Exceptions are available in cases of emergency. Any decision of the HPC regarding building permits can be appealed to the City Council. Non-substantial alterations can be approved by City Staff.

If you have any further questions about the process, please contact Cristobal Carrillo, Planner I, at (559) 591-5924, ext. 104 or e-mail ccarrillo@dinuba.ca.gov.