

COUNTY OF SAN DIEGO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject

County Administration Center Design Guidelines and
Facilities Project Coordination

**Policy
Number**

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Purpose:

To establish a policy which establishes guidelines and to ensure centralized, prudent management of facilities renovation projects at the County Administration Center (CAC).

Background:

The San Diego County Administration Center is a prime example of American civic center architecture built in the 1936-1938 time period and has been honored by the National Register of Historic Places. As the seat of County government, the CAC is available and open to the public in order to participate in County government and access County services.

Policy:

It is the policy of the Board of Supervisors that all renovations to the CAC shall maintain, preserve and conserve the historic character of the building and landscapes. The Board of Supervisors has appointed the Director of General Services as Administrator of the CAC. Therefore all CAC renovations require the approval of the Director of General Services, and all renovation projects shall be coordinated through the Department of General Services Facilities Management Division.

CAC DESIGN GUIDELINES

1. For the purposes of this Policy, a renovation project is defined as the refurbishment and/or retrofit of a building's interior or exterior space and landscaping. Examples include, but are not limited to: electrical, plumbing or HVAC work, installation of new modular furniture and/or partitions, the alteration, replacement or refurbishment of doors, ceilings, floors and wall surfaces (including paint) of an existing space and any modifications to landscaping other than routine maintenance.
2. The identification, retention, protection, and repair of the CAC Floor Plan, arrangement of spaces and features and applied finishes, shall be given prime consideration in every renovation project.
3. In any office layout configuration, consideration shall be given to providing appropriately designed interiors to harmonize with the historic public spaces.

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4. All proposed modifications shall be certified by the party proposing the modifications as in conformance with the Secretary of the Interior's Standards for Rehabilitation, the County Administration Center Master Plan, and all applicable federal, State and local laws, policies, rules or regulations.
5. All proposed CAC renovation project plans shall be reviewed by an ad hoc CAC Design Review Committee, whose members shall be appointed by the Director of General Services to review proposed plans and advise on compliance with this Policy. On matters related to overall building design, projects affecting public areas, and large projects, the Vice Chair's Office shall be invited to serve on the committee as a liaison to the other Board Offices.

All CAC renovation projects require the approval of the Director of General Services prior to the commencement of renovation work. All projects shall be coordinated through the Department of General Services Facilities Management Division.

Responsible Department(s)

Department of General Services

Sunset Date

This policy will be reviewed for continuance by 12-31-2023.

Board Actions

9/18/2007 (17)

12/09/2008 (33)

09/13/2011 (13)

11/15/2016 (15)