



**City of Richmond  
Historic Preservation Commission  
AGENDA MEETING**

**Monday, December 1, 2025, at 5:30 pm  
Richmond Room, 450 Civic Center Plaza,  
Richmond, CA 94804**

COMMUNICATION ACCESS INFORMATION: This meeting is being held in a wheelchair-accessible location. To request disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact Soco Montore, at (510) 620-6705 at least three business days before the meeting date.

<b>Roll Call</b>	Joann Pavlinec, Chair Caitlin Hibma, Vice-Chair James Davis	Fatema Crane Jerry Cole	Michael Hibma Chad T. DeWitt
<b>Introductions</b>	Introduction of staff members and other guests.		
<b>Approval of Minutes</b>	<b>None.</b>		
<b>Approval of Agenda</b>	At the discretion of the Chair, items on the agenda may be heard in an order different from that which appears on the agenda.		
<b>Meeting Procedures</b>	Members of the public attending a Historic Preservation Commission meeting for the first time are encouraged to read the "Meeting Procedures" information following the agenda.		
<b>Public Forum</b>	Anyone who wishes to address the Commission on a topic that is not on the agenda must file a speaker form with the staff .....2 minute limit.		
<b>Liaison Reports</b>	The City Council or Planning Commission member serving as liaison to the Commission may make a report on actions of interest to the Commission.		
<b>Consent Calendar</b>	<b>Item Number(s): 0</b>		
<b>Appeal Date</b>	The appeal date for actions taken by the Commission at this meeting is no later than <b>5:00 pm on Friday, December 12, 2025.</b>		
<b>Public Hearings</b>			

**Commission  
Business**

- A. Update on Historic Inventory Report:
  - a. Update on the progress of the consultant's work on historic inventory and GIS mapping.

**Adjournment**

## Meeting Procedures

**Function of a Public Hearing** • A public hearing is intended to inform the public of pending proposals and to enable members of the public to present relevant information and viewpoints before any Commission action. The Commission encourages community participation at its meetings and has established procedures that are intended to accommodate public input in a timely manner as follows.

**Speaker Registration** • Persons wishing to speak on a particular item on the agenda must file a speaker form with the staff prior to the Commission's consideration of the item. Once discussion on the agenda item begins, only those persons who have previously submitted speaker forms will be permitted to speak on the item.

**Consent Calendar** • Applications that are considered routine by the Staff have been placed on the consent calendar with a recommendation to approve, conditionally approve, or continue the item to a date certain. The Commission may act in one motion to adopt the staff recommendations on those items.

Prior to voting on the consent calendar, the Chair will ask if any member of the public wishes to speak on any of the items listed on the consent calendar. If you wish to speak, please rise and request that the agenda item be removed from the consent calendar. Items removed will be discussed in the numerical order listed in the agenda.

### **Public Hearing Procedure**

1. Chair identifies the agenda item and explains any deviation from the standard speaker rules.
2. Staff presents a brief project summary and makes a preliminary recommendation.
3. Commission members may ask questions of Staff regarding the proposal.
4. Applicant is invited to describe and explain the proposal ..... 5 minute limit.
5. Registered speakers ..... 2 minute limit.
6. Applicant may make rebuttal comments ..... 2 minute limit.
7. Commission members may ask follow-up questions of the speakers at any time.
8. Staff presents a final summary and recommendation.
9. Commission members discuss the proposal and vote to either close or to continue the public hearing to a specific date.
10. If the public hearing is closed, Commission members further discuss the proposal and vote to approve, to approve with conditions, or to deny the application.
11. Chair informs the audience of the Commission's action and appeal process.

**Appeals** • Decisions of the Historic Preservation Commission may be appealed to the City Council within ten days. Appeals must be submitted to the Planning Department in writing and must indicate the reasons that the Commission's action should be reversed.

**Legal Challenge Notice** • If you challenge a decision on any of the items on this agenda in court, you may be limited to only those issues you or someone else raised at any public hearing on the item challenged, or in written correspondence delivered to the public entity conducting the hearing at, or prior to, the public hearing.

**Meeting Time Limits** • If all of the agenda items are not completed by 9:00 PM, the items remaining shall be continued to the next regular meeting unless the Commission votes to extend the meeting.

**Staff Reports and Tentative Recommendations** • Copies of the Staff reports for the public hearing items on this agenda are available upon request to the City of Richmond Planning and Building Services Department by calling (510) 620-6706.

**Cell Phones** • Please silence all cell phones, pagers, and other electronic devices during the meeting.

### **Public comments may be submitted in multiple ways:**

1. Via mail to Community Development, 450 Civic Center Plaza, 2<sup>nd</sup> Floor, Richmond, CA 94804, received by 3:00 PM.
2. Via email to [planning@ci.richmond.ca.us](mailto:planning@ci.richmond.ca.us) received by 3:00 PM.  
Written comments MUST contain the following in the subject line:
  - 1) Open Forum for public comments for items not on the agenda, or
  - 2) Public Comments – Agenda item # \_\_ [include the agenda item number].

All such emails and letters will be provided to the Historic Preservation Commission before the meeting is called to order. No email will be read into the record. Due to the high volume of emails received, emails that do not contain the correct identifying information in the subject line may not become part of the record.

**Written comments received after 3:00 PM on the day of the meeting and up until the public comment period on the relevant agenda item is closed**, will be part of the official meeting record. All comments received by the close of the public comment period will become part of the official meeting record.