

MINUTES APPROVED AT THE HPC MEETING ON MARCH 13, 2018

Historic Preservation Commission Meeting
450 Civic Center Plaza, Richmond, CA
1st Floor Lobby
February 13, 2018
5:00 p.m.

MINUTES

Roll Call:

Chair Corbin called the meeting to order at 5:00 p.m.

Present: Chair Robin Cawelti; Vice Chair Joann Pavlinec; Commissioners Michael Hibma, Caitlin Hibma and Paul Scolari

Absent: None

Staff: Lina Velasco and Roberta Feliciano

Approval of Minutes:

January 9, 2018

Vice Chair Pavlinec voiced a clarification concerning the second paragraph on page 2 and that Point Richmond Historic District and guidance from nearby Cities were the subject of the photographs that were being looked at for reference.

ACTION: It was M/S/C (Scolari/Pavlinec) to approve the minutes for January 9, 2018, with the proposed changes; which carried by the following voice vote: (5-0) Ayes: Cawelti, C. Hibma, M. Hibma, Pavlinec, Scolari; Noes: None.

Meeting Procedures:

Chair Cawelti stated that any decision approved may be appealed in writing to the City Clerk within ten (10) days, or by Monday, February 26, 2018, by 5:00 p.m.

Public Forum:

No speakers

Liaison Reports:

No liaison reports.

Consent Calendar:

None

Public Hearing:

None

Commission Business:

A. Historic Preservation Awards 2018

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Chair Cawelti asked the Commission for suggestions on if they would like to continue doing the awards and if it should be every year or every other year. Based on a low number of renovation and the economy, it's been hard to find projects for awards every year.

Discussion ensued amongst the Commission about some potential rehabilitation projects that could receive an award this year. Another possibility would be to do a tribute to Sandy and all her hard work that was put into the historic preservation awards. Another suggestion was to add an education aspect and invite local historic resource owners to come and do a presentation about their property at the award ceremony. Also, to look at the nomination criteria and see if the award could be awarded to Melinda, who works for the Richmond Museum of History and her discovery of a historic painting that was located in the post office. Commissioner Pavlinec suggested having someone do a brief presentation on Mills Act and Landmark Designation.

Ms. Velasco stated that any nomination has to be released for a month, then the full Commission could rank them and make sure that all nominations meet the criteria. Then an announcement of awards can be made and a ceremony can be scheduled to present the award(s). Also, staff will reach out to the Director of the Art Museum about the availability of their rooms. Monday, May 21st is a possible date that could be looked into for the ceremony and the deadline for nominations is March 30th.

B. Historic Preservation Month 2018

Ms. Velasco voiced that May is Historic Preservation Month and asked if a member of the Commission could work with staff and the Mayor's Office on the language for the proclamation that is to be announced on April 24th. Commissioner M. Hibma volunteered to work with staff on the proclamation.

C. Historic Preservation Commission Process

Commissioner M. Hibma wrote an informational memo about what the roles, purview, and how to prepare for a hearing with the Historic Preservation Commission (HPC). This memo is requested to be handed out to applicants who are planning to do a minor or major alternation to a landmark property or on a building in a local historic district.

The head of the Planning Department has the discretion to make the call if a project needs to be seen by the HPC if that said project doesn't already fall under a designated landmark or in a local historic district.

Discussion commenced amongst the Commissioners on what the process is for someone to present a new project to the Planning Department, what kind of documents HPC would like to see when the project comes before them, where/when an HPC hearing would fall in the timeline of a project moving through the planning process and the wording of the informational memo introduction.

Ms. Velasco suggests that the Commission look over the submittal requirement checklist, then have the Commission tailor a checklist based on the submittal requirement checklist for the HPC and provided that to applicants who are coming in for a historic review hearing. In addition, staff suggests adding the informational memo so applicants are aware of the Secretary of

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Interior's Standards. It was suggested to add a box for Mills Act and Landmark Designation on the submittal checklist located at the top of the Planning Application.

There was a consensus on the Commission to have the Commission review the submittal requirements and inform staff of any changes the Commission would wish to see made. Then have staff develop a revised version for the Commission to review at the next meeting. Ms. Velasco suggested making the checklist flexible enough so it can be changed based on the application type. Vice Chair Pavlinec volunteered to draft a Mills Act submittal requirement checklist and application and will present that to the Commission for review as well. Commission M. Hibma volunteered to try and merge the two overview paragraphs into one.

D. Post Office Update

Ms. Velasco voiced that a broker has voiced that the property has been listed for sale but no more information has been said beyond that. Commissioner M. Hibma asked if there was a preservation covenant in place and Ms. Velasco wasn't sure if it had been recorded but it's noted.

E. Commission member reports, requests, or announcements –

Vice Chair Pavlinec asked for an update about if owner authorization is required or not under the ordinance for designation. Staff voiced that they would send the ordinance to the Commission. Vice Chair Pavlinec asked staff if they could look to see if there is any funding for the Commission to attend the California Preservation Foundation Conference.

Chair Cawelti suggested for the next meeting, in terms of continual education, to discuss what the Commission's requirements are, what's covered by the City, and how many hours are required.

Adjournment - The Commission adjourned at 6:30 p.m. to April 10, 2018.