

HISTORIC PRESERVATION COMMISSION MEETING
Richmond Room, 450 Civic Center Plaza
Richmond, CA 94804
December 1, 2025
5:30 P.M.

MINUTES

Roll Call

Vice Chair Caitlin Hibma called the meeting to order at 5:30 P.M.

Present: Vice Chair Caitlin Hibma; Commissioners Fatema Crane, Jim Davis and Michael Hibma

Absent: Chair Joann Pavlinec; Commissioners Jerry Cole and Chad DeWitt

Guest: Becky Urbano, ESA Consultants

Staff Avery Stark, Planning Manager
Michele Morris, Senior Planner/HPC Staff Liaison

Approval of Minutes: None

Approval of Agenda

There were no changes to the agenda.

Meeting Procedures

The meeting procedures were as shown on the agenda.

Public Forum

CORDELL HINDLER, Richmond, welcomed Jim Davis to the Historic Preservation Commission (HPC). He invited everyone to the upcoming Mayors Conference on February 5, 2026 hosted by the City of Richmond location to be determined, with RSVP required, \$70/per person; to the Senior Winter Ball in the Richmond Auditorium on February 13, 2026, \$50/per person; and to the Chamber of Commerce Christmas Party on December 11, 2025 to be held at the Hilltop Mechanic's Bank, free.

Liaison Reports: None

Consent Calendar: None

Appeal Date: Any action taken at the meeting must be appealed prior to 5:00 P.M. on Friday, December 12, 2025.

Public Hearings: None

Newly-appointed Commissioner Jim Davis introduced himself to the HPC and looked forward to being part of the group.

Commission Business:

A. Update on Historic Inventory Report

1. Update on the progress of consultant's work on historic inventory and GIS mapping.

Planning Manager Avery Stark advised that Becky Urbano of ESA Consultants had been helping the City of Richmond through a number of different work products the City would be taking on to support historic preservation in the City. That work would include a multi-year work plan for projects in response to an agenda report request from Councilmembers Soheila Bana and Doria Robinson.

Mr. Stark presented a PowerPoint and referred to the historic preservation and work plan that had been initiated as a result of the International Hotel fire in 2023, and most recently the Sakai House fire in 2025. He reported the City had been working closely with the Sakai House developer to relocate the structure to a different portion of the Miraflores project site. He referred to the comprehensive effort and coordination with the Planning Department and staff to reach out to local historians, HPC members and different historical groups formed throughout Richmond's existence to reset some of the existing knowledge and timeframes of the City's history to inform what the City wanted to continue to document, and the areas where gaps needed to be addressed predicated on the work that both Councilmembers had requested so far.

Mr. Stark advised that the first effort would be to formalize a verified list of citywide, city-owned historic buildings and historically significant locations to provide an up-to-date entire citywide list of historical resources, sites and locations, being able to also identify city-owned sites, or in general anything else in the City of Richmond. As part of that, a commemorative sign and plaque program would be created and protective fire prevention measures would be implemented. The preliminary list had been shared with the Public Works Department to determine whether there was currently anything on the Capital Improvement Projects (CIP) list that fit into the inventory list to create a priority list of projects or City assets that would be best suited to search for additional funding, explore grant opportunities or partnerships with local agencies, and do what could be done to assess on a case-by-case basis Richmond-owned or private ownership properties in Richmond and return to the City Council within 180 days of the request, which would happen after the beginning of the year.

Mr. Stark presented what had been accomplished to date and offered the 2023 Historic Inventory List for review that had been updated from a list that had been prepared in 2013.

BECKY URBANO, ESA Consultants, stated the goal of this phase was to get a comprehensive list of the historic resources in Richmond into the GIS update so that at least in the first phase the list would be representative of the GIS database. In subsequent phases, more information could be added for specific sites that could be a repository for public information as well as for planning decisions. She stated ESA had first looked at the 2023 survey, which was a large list of buildings, although most were located in the Point Richmond Historic District (PRHD). ESA had cross-referenced the PRHD list into the Built Environment Resource Directory for Contra Costa County and the National Register Database, and realized there were a sizeable number of historic resources in the City of Richmond not represented on the 2023 survey. ESA had compiled all that data and cleaned it up for duplicates and provided it to the GIS vendor as a first pass. ESA was now working on a manual cleanup of that information and trying to find the

MINUTES APPROVED AT THE HPC MEETING ON FEBRUARY 2, 2026

best way to graphically represent the information, some which had been identified by color, although not uniformly.

Ms. Urbano stated ESA was looking to find the best way to present that information in the process of consolidating different databases to a single database. One of the goals was to include information as to why a particular site was historic. She responded to questions and noted that some information related to buildings that may or may not currently exist. She referred to the Sakai Nursery that no longer existed but was determined to be eligible for the National Register. She noted that some sites had more information than others, and she commented that three quarters of the PRHD had been verified.

Mr. Stark explained that all the historical documents at City Hall would be digitized and put into the City's document management system and later be linked into the GIS map. The walking story map tour on the City's website would be incorporated into the full database. He added there was an endless amount of possibilities using the tools to design the database to look a certain way and provide a story, and it might be decided at some point that the historical components of the City deserved its own map, just a map of historical facts based on the data. The overarching goal was the consolidation of information; one centralized primary ownership of place for all GIS information related to the City of Richmond to be able to build a web experience in the future.

Ms. Urbano explained that there was also the desire to determine an iconography that would work with Assessor's Parcel Numbers (APN) from the County Assessor's Office, with one level of color overlay by parcel, with most of the planning information needed and with data as to whether it was a historic resource, the date of construction, in a historic district, and other iconography for other layers of information. The current focus was on readily available information. She added that the assessor data would also be incorporated to provide an additional layer of historic resource information.

Mr. Stark reported that the City would be replacing its current online GIS system to allow the public to access the information, which would be linked partially with the county's website for all the APN apps. He confirmed, when asked, that the GIS could create a series of maps and there was lots of flexibility. The current effort was to make sure that the current database was accurate. He confirmed that the documents related to an APN in the document management system would include building permit, planning permit, code enforcement, anything related to public works and historic resources and that information would all be downloadable. The public would see a document, although subject to restrictions related to privacy and security.

When asked whether some reliable, verifiable information from the public could be contributed to the database and how that could be done, Mr. Stark explained that to provide further documentation would be possible through a recommendation to the Planning Department to upload documents or that those documents could be provided to City Hall for digitization whether or not the subject property was a historic resource, or a property of concern.

Ms. Urbano also commented that one of the ideas looking to the commemorative program was having a connection between physical signage or a digital platform with QR codes or some other way to be able to access digital information, with the idea to partner with community groups to be able to develop that content. The desire was to create a system that would be posted by the City to display information or to develop some sort of content format to provide a unified content format that could easily be done with a simple program that would be accessible to community groups and schools for community engagement. She stated that could be made available soon

MINUTES APPROVED AT THE HPC MEETING ON FEBRUARY 2, 2026

Mr. Stark described the next steps to complete this portion of the process to prepare a how to video, learn how to access the program, and launch it and report back to the City Council to report on the historic inventory and GIS mapping based on the agenda report.

Mr. Stark stated that information would be the foundation to a plaque and commemorative program. He was excited about the transition and the digitization of everything.

Ms. Urbano described the volume of points involved by explaining that the 2023 survey had 400 or some points and it had been compiled with known National Register nominations and others to total over 700 historic parcels and there was no solid documentation for the vast majority of those sites. The process was to make sure those 700 sites were recognized and at this stage the intent was to just get the district outlined.

As to whether the temporary wartime housing in the shipyards that had been torn down in the late 1940s and 1950s would be included in the database, Ms. Urbano stated that would not be included in this initial phase, although that would be something for the walking tour or the map sites where information could be accessed. It might not be a historic resource, although as a commemorative site there would be plenty of information to share.

Mr. Stark affirmed, when asked, that the City had the housing authority records for World War II, which had been found when staff had worked with the Atchison Village records. He reported that staff would be meeting with Atchison Village representatives tomorrow to go over historic preservation issues with that community since people were making changes to the housing that were not allowed.

Adjournment

The meeting ended abruptly at approximately 6:12 P.M.