



**City of Richmond
Historic Preservation Commission
AGENDA – SPECIAL MEETING
Wednesday, March 16, 2022 at 5:30 pm**

CORONAVIRUS DISEASE (COVID-19) ADVISORY

Due to the coronavirus (COVID-19) pandemic, Contra Costa County and Governor Gavin Newsom have issued multiple orders requiring sheltering in place, social distancing, and reduction of person-to-person contact. Accordingly, Governor Gavin Newsom has issued executive orders that allow cities to hold public meetings via teleconferencing. Both <https://www.coronavirus.cchealth.org> and <https://www.ci.richmond.ca.us/3914/Richmond-Coronavirus-Info> provide updated coronavirus information.

DUE TO THE SHELTER IN PLACE ORDERS, attendance at the meeting will be limited to Commissioners, Board Members, City of Richmond staff, and members of the news media. Public comment will be confined to items appearing on the agenda and will be limited to the methods provided below. Consistent with Executive Order N-29-20, **this meeting will utilize telephone and web conference only.**

The following provides information on how the public can participate in this meeting.

To participate by computer:

<https://zoom.us/join>

Webinar ID: 831 1145 5351

Password: planning

To participate by telephone:

Dial: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 929 205 6099 or +1 301 715 8592

Webinar ID: 831 1145 5351

Password: 47836713

Public comments may be submitted in multiple ways:

1. Via email to hpccomments@ci.richmond.ca.us. Email must contain in the subject line **public comments – not on the agenda** or **public comments – agenda item #**.
2. Via mail to 450 Civic Center Plaza, 2nd Floor, Community Development, Richmond, CA 94804.

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 posted online and emailed 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.

3. Via Zoom from members of the public participating by computer.

Written comments received after 3pm 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, and will be posted online following the meeting.

All comments received by the close of the public comment period will be posted online after the meeting as supplemental materials and will become part of the official meeting record.

The City cannot guarantee that its network and/or the site will be uninterrupted. To ensure that the Historic Preservation Commission receives your comments, you are strongly encouraged to submit your comments in writing in advance of the meeting.

During the pendency of the Executive Order N-29-20, the language in this Advisory portion of the agenda

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supersedes any language below in the meeting procedures contemplating in-person public comment.

Accessibility for Individuals with Disabilities

Upon request, the City will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services and sign language interpreters, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be emailed to Soco Montore at soco_montore@ci.richmond.ca.us or submitted by phone at 510-620-6705, or TDD 510-620-6705. Requests made by mail to Soco Montore, Historic Preservation Commission meeting, 450 Civic Center Plaza, Richmond, CA 94804 must be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

Roll Call	Robin McNamara, Chair Joann Pavlinec, Vice-Chair Gretchen M. Stromberg	Fatema Crane Caitlin Hibma	Jonathan Haeber Michael Hibma
Introductions	Introduction of staff members and other guests.		
Approval of Minutes	None.		
Approval of Agenda	At the discretion of the Chair, items on the agenda may be heard in an order different from that which appears on the agenda.		
Meeting Procedures	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.		
Public Forum	Anyone who wishes to address the Board on a topic that is not on the agenda must be in a written form.		
Liaison Reports	The City Council or Planning Commission member serving as liaison to the Commission may make a report on actions of interest to the Commission.		
Consent Calendar	Item Number(s): 0		
Appeal Date	N / A		
Public Hearings	N / A		
Commission Business	A. Commission member reports, requests, or announcements		
Commission Business			
Description	Reports of Commission Members and Staff		
	<ul style="list-style-type: none"> a. Rooted in Richmond Application - set a workplan/timeline (based on the timeline in our RFP) and to solicit volunteers from the commission for various items that need to be completed for the App (including historic research, content writing, archive digitization) b. Mills Act b. Next Steps 		
Staff Contact	JONELYN WHALES	Recommendation: Receive & Provide Comments	

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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.