

A G E N D A
CITY OF RICHMOND

HISTORIC PRESERVATION COMMISSION MEETING

TUESDAY, DECEMBER 13, 2011 AT 6:00PM

RICHMOND ROOM

**CITY HALL BUILDING, 450 CIVIC CENTER PLAZA,
1st FLOOR LOBBY, RICHMOND, CA**

Officers

Rosemary M. Corbin, Chair
Sandi Genser-Maack, Vice Chair

Planning Commission Liaison

Charlie Duncan

Members

Donald Bastin
Ric Borjes
Kim Butt
Robin Cawelti
Pat Pearson
Vacant (2)

City Council Liaison

Tom K. Butt

Design Review Subcommittee

Ric Borjes
Kim Butt
Sandi Genser-Maack

PUBLIC MEETING INFORMATION

Function of a Public Meeting: A public meeting is intended to inform the public of proposals and to enable members of the public to present relevant information and viewpoints before Historic Preservation Commission action. When the Commission reviews a specific development proposal, the Commission will hear public comments before voting on a recommendation to the Design Review Board or Planning Commission.

Speaker Registration: Persons wishing to speak on a particular item on the agenda shall file a speaker form with Planning and Building Services Department staff **PRIOR** to the Commission's consideration of the item. Once discussion of the agenda item begins, only those persons who have previously submitted speaker forms will be permitted to speak on the item. Speakers will be called to address the Commission after the project applicant has made a presentation. Anyone who wishes to address the Commission on a topic that is not on the agenda and is relevant to the Commission's purpose may file a speaker form with Planning and Building Services Department staff at any time during the meeting and will be called to address the Commission during the Public Forum portion of the meeting.

Agenda Order: At the discretion of the Commission, items on the agenda may not be heard in the order they appear on the agenda.

Consent Calendar Items: In order to allow the Commission to complete their reviews within the time they have offered to serve, applications that are considered routine will be placed on the consent calendar with a staff recommendation to approve, conditionally approve, continue or hold the item over to a date certain. The Commission may act in one motion to adopt the staff recommendations on those items. Before voting on the consent calendar, the Chair will ask if any members of the public wish to speak on any of the items on the consent calendar. If you wish to speak on an item on the consent calendar, you need to rise and request that it be removed from the consent calendar. The item will then be discussed in the numerical order in which it appears. Items for which the recommendation is to hold the item over may not be removed from the consent calendar by members of the public. Staff and Commission members may also remove items from the consent calendar.

Public Meeting Procedure:

- (1) Chair opens the meeting;
- (2) City staff identifies project being reviewed and presents a preliminary analysis;
- (3) Applicant explains proposal for up to five minutes;
- (4) Members of the Public wishing to speak have up to two minutes each to express their viewpoint;
- (5) Applicant may respond to specific allegations made for up to two minutes;
- (6) The Commission may ask follow-up questions of any of the speakers;
- (7) Hearing is closed;
- (8) City staff presents its summary and recommendations;
- (9) The Commission discusses the application and votes to recommend approval, approval in modified form, or denial of the application;
- (10) The Chair informs the audience of the Commission's action.

If all items are not completed by 9:00 pm, the items remaining will be continued to the next meeting unless the Commission votes to extend the meeting.

(Continued on Reverse Side)

AGENDA ITEMS

1. Roll Call
2. Approval of Agenda
3. Approval of Minutes
4. Consent Calendar¹:
5. Brown Act (see Public Forum note at the end of Agenda)

ITEM(S)

6. STUDY SESSION to discuss potential amendments to the Historic Structures Code (Richmond Municipal Code Section 6.06).
Staff Contact: Lina Velasco Recommended Action: Provide staff feedback and direction.

COMMISSION BUSINESS

7. Reports of Officers, Commission Members, and Staff
 - a. Historic Preservation Awards Ceremony 2012
 - b. Training Opportunities – Secretary of Interior’s Standards for Treatment of Historic Properties (San Francisco, March 2012)
 - c. HPC Annual Report
 - d. Items for Next HPC Meeting

Public Forum - Brown Act: Anyone who wishes to address the Commission on a topic that is not already on the agenda and is relevant to the Commission’s purpose may submit a speaker form to Planning and Building Services Department staff. A three-minutes-per-speaker time limit shall apply.

¹ Items recommended for denial will not be on the Consent Calendar.