



HISTORIC PRESERVATION COMMISSION MINUTES

Community Development Department | 420 Litho Street | Sausalito, CA 94965 | 415-289-4128

MEETING DATE: August 21, 2018 – Special Meeting

MEETING TIME: 6:00 PM

LOCATION: City Hall Conference Room, 420 Litho Street, Sausalito

1. CALL TO ORDER

The Historic Preservation Commission (HPC) convened for a special meeting. Vice Chair Neuman, Board Member Berkowitz, Board Member Werner, and Board Member Whiles were present. Board Member Saad was absent. Senior Planner Chan was present.

2. APPROVAL OF AGENDA

The HPC unanimously approved the agenda by a voice vote.

3. NEW BUSINESS

3.A. ELECTION OF CHAIRPERSON AND VICE CHAIR

SUMMARY: There are five at-large members of the Historic Preservation Commission. Pursuant to the Sausalito Municipal Code, the Commission shall organize by electing from members of the Commission, a Chairperson and Vice Chair who will hold office for a term of one year. The Community Development Director's designee serves as Secretary of the Commission. The Chairperson, or Vice Chair as necessary, is responsible for running public meetings and coordinating with the Secretary in setting meeting agendas and other routine Commission activities.

PROJECT: Elect a Chairperson and Vice Chair who will hold office for a term of one year.

- David Neuman was elected as the HPC Chair.
- Nastassya Saad was elected as the HPC Vice Chair.
- Calvin Chan, Senior Planner with the Community Development Department, will serve as the HPC Secretary.

3.B. DISCUSSION: CONTINUING EDUCATION AND PUBLIC ENGAGEMENT OPPORTUNITIES

- HPC desires continuing education opportunities for the Commission as well as City Staff.
- HPC desires increased public engagement opportunities—heightening awareness for historic preservation citywide (being more “proactive”).
- **ACTION ITEM:** Chair Neuman and Secretary Chan to meet with the California Preservation Foundation (CPF) to discuss potential opportunities and partnership for continuing HPC/City Staff education and public engagement.

3.C. DISCUSSION: CITYWIDE HISTORICAL RESOURCES SURVEY/INVENTORY

SUMMARY: The Historic Preservation Regulations Update was prepared/adopted with the intention that a new citywide historic resource survey would be completed. The new historic resource survey and resulting inventory would be a database containing building descriptions and evaluation of potential historical resources in the City of Sausalito. At this moment in time, the work is not funded.

PROJECT: Discuss strategy/plan for completing the historic resource survey/inventory.

- Secretary Chan provided hardcopies of the September 2015 Final Draft of the Citywide Neighborhood Historical Study completed by VerPlanck Historic Preservation Consulting.

- HPC desires to finalize the document and have it adopted—recognizing that additional funds may be required to complete this effort. The Citywide Neighborhood Historical Study is a critical piece of work to support a citywide historical resources survey/inventory.
- HPC to explore crowdfunding opportunities.
- ACTION ITEM: According to the City's Building Division, there are approximately 3,500 structures in Sausalito. Chair Neuman will explore how GIS can provide the HPC/City with a more accurate count. The goal is to collect this information and submit for review by qualified consultants to gain a better understanding of the costs associated with a citywide historical resources survey/inventory.

3.D. DISCUSSION: CREATION OF NEW FORMS/GUIDES IN RESPONSE TO HISTORIC PRESERVATION REGULATIONS UPDATE

- Secretary Chan reviewed with the HPC select historic preservation-related resources developed by the City and County of San Francisco.
- Supplemental Information for Historic Resource Determination: <http://sf-planning.org/sites/default/files/FileCenter/Documents/8859-Historic%20Resource%20Supplemental.pdf>
- Certificate of Appropriateness Informational Packet: http://forms.sfplanning.org/CoA_InfoPacket.pdf
- Certificate of Appropriateness Application Submittal Requirements: http://forms.sfplanning.org/CoA_Application.pdf
- HPC agrees that the San Francisco resources would be a good starting place to developing resources for Sausalito.
- ACTION ITEM: Secretary Chan to develop new historic preservation-related resources for Sausalito in response to the Historic Preservation Regulations Update.

3.E. DISCUSSION: HISTORIC PRESERVATION COMMISSION PURPOSE STATEMENT

CURRENT STATEMENT (ADAPTED FROM PRIOR HLB STATEMENT): The purpose of the Historic Preservation Commission is to promote preservation of historic sites, landmarks, documents, paintings and objects associated with the history of Sausalito; to recommend to the Planning Commission that certain historic sites, landmarks and historic districts be designated and/or acquired by the City; to advise the City Council on all matters relating to the historic and cultural preservation of the City, in particular state and federal designations and registration of historical landmarks. The Commission also has responsibilities as denoted by the Historic Preservation Ordinance. In addition, all members must have a demonstrated interest, competence or knowledge of historic preservation.

PROJECT: Review current statement and provide recommendations for revision, as necessary.

- HPC desires to shorten the current purpose statement to approximately 1-2 sentences.
- Board Member Whiles discussed how the City of Boston's Landmarks Commission has approached their branding/purpose statement (<https://www.boston.gov/departments/landmarks-commission>).
- ACTION ITEM: HPC members to individually review current purpose statement and send Secretary Chan a revised draft purpose statement. Secretary Chan will collect draft statements and compile for further HPC review.

3.F. DISCUSSION: REVIEW HPC MEETING CALENDAR FOR REMAINDER OF 2018

- Meeting start time adjusted from 6:30 PM to 6:00 PM—30 minutes earlier.
- Meeting dates adjusted to Thursdays—approximately the second and fourth Thursdays of each month, coinciding with City Council meeting weeks.
- ACTION ITEM: Secretary Chan to provide revised HPC meeting calendar.
- ACTION ITEM: HPC to review revised calendar and notify Secretary Chan of foreseen conflicts/absences.

ADJOURNMENT

The HPC unanimously approved meeting adjournment at 7:30 PM.

**AUGUST 21, 2018 HPC MEETING MINUTES REVIEWED
AND APPROVED AT SEPTEMBER 27, 2018 HPC MEETING**