



HISTORIC PRESERVATION COMMISSION MINUTES

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

MEETING DATE: October 11, 2018

MEETING TIME: 6:00 PM

LOCATION: City Hall Council Chambers, 420 Litho Street, Sausalito

1. CALL TO ORDER

The Historic Preservation Commission (HPC) convened for a regular meeting. Chair Neuman, Commissioner Berkowitz, Commissioner Whiles, and Commissioner Werner were present. Vice Chair Saad was absent. Secretary Chan was present.

2. APPROVAL OF AGENDA

Commissioner Werner moved to approve the agenda as submitted by Staff. Commissioner Whiles seconded the motion. The agenda was approved by a 4-0 vote.

3. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

No members of the public in attendance.

4. BUSINESS ITEMS

The HPC had no declarations to make regarding public contacts.

4.A. HISTORIC PRESERVATION COMMISSION PURPOSE STATEMENT

PROJECT: Review current statement and draft proposed statements and provide recommendations for revision, as necessary. Finalize the HPC purpose statement.

- The HPC reviewed the current statement and draft proposed statements and finalized the HPC purpose statement as follows: *To provide guidance to the Sausalito community in identifying, honoring and protecting our heritage assets, artifacts and stories, cultural and unique history, and significant natural and built resources, in order to conserve our past while ensuring compatibility with the present and relevance for our future, in executing the duties as specified in the Sausalito Municipal Code.*

4.B. HISTORICAL RESOURCE DETERMINATION INFORMATION PACKET

PROJECT: Review draft information packet (the new "50-Year Review Memo" to be completed by the applicant) and provide recommendations for revision, as necessary.

- The HPC reviewed the draft information packet and provided recommendations for revision.
- ACTION ITEM: Secretary Chan will revise the draft information packet based on HPC feedback and make the document available for use. It is acknowledged that the document will have future opportunities for improvement as it is used and experiences gained. The document is now available on the Planning Division's [Forms and Guidelines webpage](#).

4.C. CERTIFICATE OF APPROPRIATENESS APPLICATION

PROJECT: Review draft application and provide recommendations for revision, as necessary.

- The HPC reviewed the draft information packet and provided recommendations for revision.
- ACTION ITEM: Secretary Chan will revise the draft information packet based on HPC feedback and make the document available for use. It is acknowledged that the document will have future opportunities for improvement as it is used and experiences gained. The document is now available on the Planning Division's [Forms and Guidelines webpage](#).

5. APPROVAL OF MINUTES

The September 27, 2018 HPC Minutes were approved as submitted.

6. OPEN HOUSE/CONTINUING EDUCATION

Review of California Preservation Foundation Webinar

- Title: "Making it Pay: Incentives for Local Governments" ("Don't Forget the Carrots for Historic Preservation")
- ACTION ITEM: As the full HPC was not present, it was decided that the review of the webinar training would be homework for the HPC to complete prior to the next meeting. Click [here](#) to access webinar.

7. COMMUNICATIONS

- The HPC discussed the possibility of partnering with the Sausalito Library for future open house/continuing education opportunities.
- ACTION ITEM: Chair Neuman to talk with CPF regarding webinar access permissions and coordination for a future spring 2019 training.
- ACTION ITEM: Secretary Chan received a GIS analysis proposal from Chair Neuman's intern Michelle Wray for "the count" of structures in the city to support a citywide historical resources survey/inventory. Secretary Chan will follow up with the Public Works Director and Community Development Director regarding the availability of GIS information and potential execution of a contract for services.

8. ADJOURNMENT

Commissioner Werner moved to adjourn the meeting. Commissioner Whiles seconded the motion. The meeting was adjourned at 7:20 PM by a 4-0 vote.

**OCTOBER 11, 2018 HPC MEETING MINUTES REVIEWED
AND APPROVED AT NOVEMBER 28, 2018 HPC MEETING**