



## **BENICIA HISTORIC PRESERVATION REVIEW COMMISSION REGULAR MEETING AGENDA**

**City Hall Commission Room  
Thursday, February 27, 2014  
6:30 P.M.**

### **I. OPENING OF MEETING**

- A. Pledge of Allegiance**
- B. Roll Call of Commissioners**
- C. Reference to Fundamental Rights of Public** - A plaque stating the Fundamental Rights of each member of the public is posted at the entrance to this meeting room per Section 4.04.030 of the City of Benicia's Open Government Ordinance.

### **II. ADOPTION OF AGENDA**

### **III. OPPORTUNITY FOR PUBLIC COMMENT**

This portion of the meeting is reserved for persons wishing to address the Commission on any matter not on the agenda that is within the subject matter jurisdiction of the Historic Preservation Review Commission. State law prohibits the Commission from responding to or acting upon matters not listed on the agenda. Each speaker has a maximum of five minutes for public comment. If others have already expressed your position, you may simply indicate that you agree with a previous speaker. If appropriate, a spokesperson may present the views of your entire group. Speakers may not make personal attacks on commissioners, staff or members of the public, or make comments which are slanderous or which may invade an individual's personal privacy.

#### **A. WRITTEN COMMENT**

#### **B. PUBLIC COMMENT**

### **IV. ELECTION OF OFFICERS**

### **V. CONSENT CALENDAR**

Consent Calendar items are considered routine and will be enacted, approved or adopted by

one motion unless a request for removal for discussion or explanation is received from the Historic Preservation Review Commission or a member of the public by submitting a speaker slip for that item.

\*Any Item identified as a Public Hearing has been placed on the Consent Calendar because it has not generated any public interest or dissent. However, if any member of the public wishes to comment on a Public Hearing item, or would like the item placed on the regular agenda, please notify the Community Development Staff either prior to, or at the Historic Preservation Review Commission meeting, prior to the reading of the Consent Calendar.

**A. APPROVAL OF MINUTES OF JANUARY 23, 2014 REGULAR MEETING**

**VI. REGULAR AGENDA ITEMS**

**A. DESIGN REVIEW TO ADD TWO WINDOWS TO THE REAR FACADE OF THE RESIDENCE AT 155 WEST J STREET, AFTER A DETERMINATION THAT THE PROJECT IS EXEMPT FROM CEQA**

14PLN-00001 Design Review  
155 West J Street  
APN: 0087-16-4230

**PROPOSAL:**

The applicant proposes to add two wood clad basement windows to the rear façade of 155 West J Street. The subject building is designated as a contributing building to the Downtown Historic District. The subject property is also under contract as part of the City's Mills Act Program.

**Recommendation:** Approve a design review request to add two wood clad basement windows to the rear façade of 155 West J Street, based on the findings and conditions of approval set forth in the draft resolution; after a determination that the project is categorically exempt from CEQA.

**B. DISCUSSION ITEM – HISTORIC AWARDS**

**PROPOSAL:**

At the September 26, 2013 Historic Preservation Review Commission meeting, the Commission established a Work Group to develop a potential program for historic awards in an effort to highlight successful historic preservation efforts in Benicia. The discussion in regard to historic awards is part of the Commission's Priority List of Discussion Items.

**Recommendation:** Discuss the topic of historic awards, take public comment, and provide direction to staff.

**VII. COMMUNICATIONS FROM STAFF**

**VIII. COMMUNICATIONS FROM COMMISSIONERS**

**IX. ADJOURNMENT**

**Public Participation**

The Benicia Historic Preservation Review Commission welcomes public participation.

Pursuant to the Brown Act, each public agency must provide the public with an opportunity to speak on any matter within the subject matter jurisdiction of the agency and which is not on the agency's agenda for that meeting. The Historic Preservation Review Commission allows speakers to speak on agendized and non-agendized matters under public comment. Comments are limited to no more than 5 minutes per speaker. By law, no action may be taken on any item raised during the public comment period although informational answers to questions may be given and matters may be referred to staff for placement on a future agenda of the Historic Preservation Review Commission.

Should you have material you wish to enter into the record, please submit it to the Commission Secretary.

**Disabled Access**

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance to participate in this meeting, please contact the ADA Coordinator at (707) 746-4211. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

**Meeting Procedures**

All items listed on this agenda are for Commission discussion and/or action. In accordance with the Brown Act, each item is listed and includes, where appropriate, further description of the item and/or a recommended action. The posting of a recommended action does not limit, or necessarily indicate, what action the Commission may take.

The Historic Preservation Review Commission may not begin new public hearing items after 11 p.m. Public hearing items, which remain on the agenda, may be continued to the next regular meeting of the Commission, or to a special meeting.

Pursuant to Government Code Section 65009; if you challenge a decision of the Historic Preservation Review Commission in court, you may be limited to raising only those issues you or someone else raised at the Public Hearing described in this notice, or in written correspondence delivered to the Historic Preservation Review Commission at, or prior to, the Public Hearing. You may also be limited by the ninety (90) day statute of limitations in which to file and serve a petition for administrative writ of mandate challenging any final City decisions regarding planning or zoning.

Appeals of Historic Preservation Review Commission decisions that are final actions, not recommendations, are considered by the Planning Commission. Appeals must be filed in the Community Development Department in writing, stating the basis of appeal with the appeal fee within 10 business days of the date of action.

### **Public Records**

The agenda packet for this meeting is available at the City Clerk's Office, the Benicia Public Library and the Community Development Department during regular working hours. The Community Development Department is open Monday through Friday (except legal holidays), 8:30 a.m. to 5 p.m. (closed from noon to 1 p.m.). Technical staff is available from 8:30 - 9:30 a.m. and 1:00 - 2:00 p.m. only. If you have questions/comments outside of those hours, please call 746-4280 to make an appointment. To the extent feasible, the packet is also available on the City's web page at [www.ci.benicia.ca.us](http://www.ci.benicia.ca.us) under the heading "Agendas and Minutes." Public records related to an open session agenda item that are distributed after the agenda packet is prepared are available before the meeting at the Community Development Department's office located at 250 East L Street, Benicia, or at the meeting held in the City Hall Commission Room. If you wish to submit written information on an agenda item, please submit to Amy Million, Commission Secretary, as soon as possible so that it may be distributed to the Historic Preservation Review Commission.