



BENICIA HISTORIC PRESERVATION REVIEW COMMISSION REGULAR MEETING AGENDA

**City Hall Commission Room
Thursday, April 24, 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. PRESENTATION

A. OPEN GOVERNMENT PRINCIPLES

The Open Government ordinance requires that all public officials and

some employees read the Open Government Ordinance and attend an annual training on the ordinance. This training will also include a review of the Brown Act, the City's Code of Conduct and other related documents.

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 MARCH 27, 2014 REGULAR MEETING

B. DESIGN REVIEW TO REPLACE 10 EXISTING ALUMINUM WINDOWS AND TWO SLIDING DOORS WITH VINYL WINDOWS AND DOORS AT 121 EAST G STREET, AFTER DETERMINATION THAT THE PROJECT IS EXEMPT FROM CEQA

14PLN-00021 – Design Review

121 East G Street

APN: 0089-341-200

PROPOSAL:

The applicant requests design review approval to replace ten (10) existing aluminum, single-pane windows and two (2) sliding doors with vinyl, dual-pane windows and doors on the existing apartment complex at 121 East G Street. The windows and doors will be the same dimension and style as the existing. The building is listed as a non-contributing structure within the Downtown Historic Conservation District.

Recommendation: Adopt a resolution approving the design review request to replace 10 aluminum, single-pane windows with vinyl, dual-pane windows and 2 sliding glass doors on the existing apartment complex located at 121 East G Street, based on the findings, and subject to the conditions listed in the proposed resolution, after determination that the project is exempt from CEQA.

VI. REGULAR AGENDA ITEMS

A. MILLS ACT CONTRACT ANNUAL INSPECTION REPORT

Staff will update the commissioners on the status of the annual Mills Act Contract inspections.

B. DISCUSSION ITEM – INFORMATIONAL BROCHURE

PROPOSAL:

At the July 26, 2012 Historic Preservation Review Commission meeting, the Commission established a Work Group to complete the brochure. The purpose of the brochure is to provide information to property owners in regard to the H Historic Overlay Districts and the City's historic preservation programs. Staff presented the Work Group's preliminary draft of an informational brochure on January 23, 2014. The draft brochure has subsequently been updated based on the Commission's discussion.

Recommendation: Approve the informational brochure.

C. DISCUSSION ITEM – PRIORITY LIST OF DISCUSSION ITEMS

Staff and Commission will discuss and review the Commission's discussion items, including ranking of topics.

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 agenda and non-agenda 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 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 Suzanne Thorsen, Commission Secretary, as soon as possible so that it may be distributed to the Historic Preservation Review Commission.