



BENICIA HISTORIC PRESERVATION REVIEW COMMISSION REGULAR MEETING MINUTES

**City Hall Commission Room
Thursday, July 24, 2014
6:30 P.M.**

I. OPENING OF MEETING

A. Pledge of Allegiance

B. Roll Call of Commissioners

Present: Commissioners Delgado, Trumbly, Van Landschoot, von Studnitz, and Chair Haughey

Absent: Commissioner McKee

Staff Present: Suzanne Thorsen, Associate Planner
Amy Million, Principal Planner/Recording Secretary

C. Reference to Fundamental Rights of Public

II. ADOPTION OF AGENDA

On a motion of Commissioner Van Landschoot, seconded by Commissioner Haughey, the Agenda was approved by the following vote:

Ayes: Commissioners Haughey, Trumbly and Van Landschoot, von Studnitz, and Chair Delgado

Noes: None

Absent: Commissioner McKee

Abstain: None

III. OPPORTUNITY FOR PUBLIC COMMENT

A. WRITTEN COMMENT – None.

B. PUBLIC COMMENT

Trevor Macenski introduced himself and stated that he has applied for an open position on the Commission.

IV. CONSENT CALENDAR

Staff requested that the Commission pull item D so they could designate a representative.

On a motion of Commissioner Trumbly, seconded by Commissioner von Studnitz, the Consent Calendar was approved, with the removal of Item D, by the following vote:

- Ayes: Commissioners Haughey, McKee, Trumbly and Van Landschoot, von Studnitz, and Chair Delgado
- Noes: None
- Absent: Commissioner McKee
- Abstain: Commissioners Van Landschoot (item IV. B only)

A. APPROVAL OF MINUTES OF JUNE 26, 2014 REGULAR MEETING

B. DESIGN REVIEW TO CONSTRUCT A CARPORT AT 180 EAST G STREET, AFTER DETERMINATION THAT THE PROJECT IS EXEMPT FROM CEQA

14PLN-00035 Design Review
180 East G Street
APN: 0089-342-10

RESOLUTION NO. 14-5 OF THE HISTORIC PRESERVATION REVIEW COMMISSION OF THE CITY OF BENICIA APPROVING A DESIGN REVIEW TO CONSTRUCT A CARPORT ADJACENT TO THE RESIDENTIAL STRUCTURE AT 180 EAST G STREET STRUCTURE (14PLN-00035)

C. DESIGN REVIEW TO MODIFY A DETACHED GARAGE AT 117 WEST I STREET, AFTER DETERMINATION THAT THE PROJECT IS EXEMPT FROM CEQA

14PLN-00038 Design Review
117 West I Street
APN: 0089-04-315

RESOLUTION NO. 14-6 OF THE HISTORIC PRESERVATION REVIEW COMMISSION OF THE CITY OF BENICIA APPROVING A DESIGN REVIEW TO MODIFY A DETACHED GARAGE AT 117 WEST I STREET (14PLN-00038)

V. REGULAR AGENDA ITEMS

A. DESIGNATE A REPRESENTATIVE FOR THE BENICIA VULNERABILITY ASSESSMENT AND ADAPTATION PLAN STAKEHOLDER GROUP

As of July 1, the City has launched its grant-funded project to conduct a vulnerability assessment and develop an adaptation plan. As part of the

initial phase of the project, staff is working with the project consultant to identify key members of the community to sit on the Stakeholder Group. This group will be required to meet at least twice throughout the project (July 2014 – August 2015) and will help shape the scope and focus of the eventual plan as well as encourage members of the public to participate in the planning process.

Ms. Million described the project and requested that the commission designate a representative. Following some discussion, the commissioners designated Commissioner Trumbly as the HPRC representative for the Stakeholder Group.

No public comment.

B. DISCUSSION ITEM – DOWNTOWN HISTORIC CONSERVATION PLAN - STRENGTHS AND WEAKNESSES

Ms. Thorsen provided a brief introduction to the discussion item.

Public comment was opened. Ryan Houseman, 117 West I Street, commented that the plan should focus on common improvements that are currently difficult to find in the plan. Trevor Macenski suggested that guidelines should provide enough narrative to provide guidance but not discourage people, and suggested the use of appendices to provide illustrative examples for common projects.

The Commission acknowledged written comments from Commissioner McKee received on July 23, 2014. Commissioner Haughey commented that simple wording, illustrations and guidelines should be utilized. Commissioner Van Landschoot agreed, and noted that charts and organization will be important to help homeowners determine how a potential project relates to the guidelines. Chairman Delgado concurred with the importance of charts and acknowledged that cross-referencing is common for guidelines and codes.

Commissioner Haughey requested a better definition of “in kind” with respect to replacement of features, and noted that the objective should be to encourage original materials rather than propagating inappropriate alterations.

Commissioner Trumbly referenced the City of Sausalito guidelines as a good example and stated that the plan should focus on preservation of character-defining features, including an explanation of why such features should be preserved.

Commissioner Delgado discussed the need for public information and Commissioner Van Landschoot described technical assistance provided by commissioners in the City of Vallejo. Commissioner Haughey suggested that the design review process should be separated from the plan.

The Commission directed staff to agendize discussion of public education and commission pre-review for a future meeting.

Following discussion, the Commission directed staff to retain a summary of strengths and weaknesses for informational purposes in future discussion of the DHCP and preparation of grant applications to fund an update.

C. DISCUSSION ITEM – DOWNTOWN HISTORIC CONSERVATION PLAN – RELATION TO HISTORIC CONTEXT STATEMENT

Ms. Thorsen provided a brief introduction to the discussion item.

Public comment was opened.

Commissioner Trumbly stated that the context statement should be tied into the Downtown Historic Conservation Plan and expressed agreement with the staff report for this agenda item. Commissioners expressed agreement.

Following discussion, the Commission directed staff to retain a summary of feedback for informational purposes in preparation of grant applications to fund an update to the Downtown Historic Conservation Plan.

VII. COMMUNICATIONS FROM STAFF

Ms. Thorsen described a recent zoning amendment to expand the public notification radius from 300 feet to 500 feet.

VIII. COMMUNICATIONS FROM COMMISSIONERS

Commissioner Van Landschoot inquired about the Historic District brochure and historic disclosure. He commented on the City of Richmond plaque program and requested that staff provide an update to the Commission.

Commissioner Haughey commented on design review for non-historic properties. Commissioner Delgado inquired as to the design review requirements for minor projects. After some discussion, the Commission directed staff to agendize discussion of the design review process.

IX. ADJOURNMENT

Chair Delgado adjourned the meeting at 8:37 p.m.