



**BENICIA HISTORIC PRESERVATION REVIEW COMMISSION
REGULAR MEETING MINUTES**

**City Hall Commission Room
Thursday, July 26, 2012
6:30 P.M.**

I. OPENING OF MEETING:

A. Pledge of Allegiance

B. Roll Call of Commissioners

Present: Commissioners Delgado, McKee, Taagepera, Van Landschoot,
Trumbly and Chair Crompton

Absent: Haughey

Staff Present: Amy Million, Principal Planner, Recording Secretary

C. Reference to Fundamental Rights of Public

II. ADOPTION OF AGENDA:

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

Ayes: Commissioners Delgado, Haughey, McKee, Taagepera, Van Landschoot,
Trumbly and Chair Crompton

Noes: None

III. OPPORTUNITY FOR PUBLIC COMMENT

A. WRITTEN COMMENT

None

B. PUBLIC COMMENT

The property owners of 351 East K Street requested information on the historic district where their property is located. The Commission suggested that they work with staff. Staff and the property owners agreed.

IV. CONSENT CALENDAR

A. Approval of Minutes of May 24, 2012

On motion of Commissioner Van Landschoot, seconded by Commissioner Delgado, the minutes were approved by the following vote:

Ayes: Commissioners Delgado, McKee, Van Landschoot, and Trumbly

Noes: None

Absent: Commissioner Haughey

Abstain: Commissioner Taagepera

VI. REGULAR AGENDA ITEMS

A. WORKSHOP - DEMOLITION ORDINANCE, HISTORIC DESIGNATION PROCESS AND OTHER PROPOSED REVISIONS TO TITLE 17 OF THE BENICIA MUNICIPAL CODE

Staff provided a brief introduction to the modifications made to the draft ordinance to incorporate previous Commission and public comment.

Commissioner Taagepera asked for clarification on the process for review of the new building once demolition is proposed. The Commission discussed the amendment process and the role of the Planning Commission and Historic Preservation Review Commission.

Public comment was opened.

Dana Dean provided the following comments:

1. Page 21 – Section 17.54.070 B 3 recommends that the language be changed to state Historic Preservation Review Commission and City Council instead of 'city' for clarity.
2. Page 21 – Section 17.54.070 C. was unclear on whether the notice sent within 10-days of initiation referred to the date the application was filed or the date the application was deemed complete.
3. Page 22 – Section 17.54.080 The establishment of an H district should have the same 10-day noticing requirement as stated in Section 17.54.070 C

Public comment was closed.

The Commission discussed the proposed text amendments including the definition of demolition and the sample definitions from other jurisdictions.

They agreed that the definition should include the general wording from the City of Coronado and the specificity from the Town of Los Gatos. The Commission also discussed nonconforming uses/structures, the criteria for establishment of an H district and for designating a structure and the appropriate way to incorporate the Secretary of the Interior Standards, National Register Criteria (Bulletin 15) and Integrity.

The Commission directed staff to incorporate the comments and bring back a final draft.

B. HISTORIC DISTRICT INFORMATION BROCHURE

Staff gave a brief overview of the draft information brochure. Staff expressed that they would be supportive if an individual Commissioner is interested in working on the brochure.

Commissioners provided suggestions on improving the draft such as adding a map, more visual components, benefits and responsibilities.

Commissioners discussed different ways the brochure could be distributed through the community such as; a mass mailing to the properties in the historic districts, provided at booths such as the Farmer's Market, and provided to the real estate community.

The Commission agreed to establish a Work Group to complete the brochure. The Work Group will include Commissioners Van Landschoot, Haughey, and Trumbly.

Public comment was opened.

Dana Dean provided the following comments:

1. Add more language on the Design Review Process to provide clarity to the different levels of review and possible public hearings
2. The flow chart on City of San Jose's Brochure outlining the City's review process is a good example of providing the information in a way that is easily understood by the public.
3. A way to bring awareness of the historic districts is through a local ordinance that would require the local real estate community to disclose to potential homebuyers that the property is located within a historic district.

VII. COMMUNICATIONS FROM STAFF

Staff informed the Commission that the meeting minutes will be slightly modified closer to 'Action Minutes' as a result of reduced staff. Also, staff provided information on a tentative Joint Workshop with Planning Commission at the August 23, 2012 meeting.

VIII. COMMUNICATIONS FROM COMMISSIONERS

Commissioner Taagepera requested a status update on the training from the Office of Historic Preservation.

Commissioner Van Landschoot inquired about the upcoming City Council Boards and Commissions review process.

IX. ADJOURNMENT

Chair Crompton adjourned the meeting at 8:49 p.m.