

August 23, 2012

BENICIA HISTORIC PRESERVATION REVIEW COMMISSION

REGULAR MEETING AGENDA

City Hall Commission Room

Thursday, August 23, 2012

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 July 26, 2012](#)

VI. REGULAR AGENDA ITEMS

A. [321 FIRST STREET – DESIGN REVIEW \(ROOKIES\)](#)

PROPOSAL:

The applicant is requesting Design Review approval to construct a one-story addition consisting of 1,169 square feet to the rear of an existing 3-story mixed-use building located at 321 First Street. The property is regulated under the Downtown Mixed Use Master Plan and the guidelines of the Downtown Historic Conservation Plan. This project is within the Downtown Historic District; however, the structure is not listed as a historic structure.

Recommendation: Approve the proposed 1,169 square foot restaurant addition to an existing mixed-use building at 321 First Street based on the findings and subject to the conditions listed in the draft resolution.

VII. COMMUNICATIONS FROM STAFF

A. [Update on City Review of Board and Commissions](#)

B. [Commission’s Objectives for Office of Historic Planning Workshop/Training](#)

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 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, Principal Planner, as soon as possible so that it may be distributed to the Historic Preservation Review Commission.

 [July 26, 2012 minutes \(pdf\)](#)

 [321 First Street \(pdf\)](#)

 [Boards and Commissions \(pdf\)](#)

 [OHP Training \(pdf\)](#)

DRAFT



**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

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.

AGENDA ITEM
HISTORIC PRESERVATION REVIEW COMMISSION: AUGUST 23, 2012
REGULAR AGENDA ITEMS

DATE : August 16, 2012

TO : Historic Preservation Review Commission

FROM : Lisa Porras, Senior Planner

SUBJECT : **PROPOSED 1,169 SQUARE FOOT ADDITION TO ACCOMMODATE
NEW RESTAURANT SPACE AT 321 FIRST STREET**

PROJECT : 12PLN-28 Design Review
321 First Street
APN 089-243-080

RECOMMENDATION:

Approve the proposed 1,169 square foot restaurant addition to an existing mixed-use building at 321 First Street based on the findings and subject to the conditions listed in the draft resolution.

EXECUTIVE SUMMARY:

The applicant is requesting Design Review approval to construct a one-story addition consisting of 1,169 square feet to the rear of an existing 3-story mixed-use building located at 321 First Street. The property is regulated under the requirements of the Town Core Zoning District set forth in the Downtown Mixed Use Master Plan (DMUMP), and guidelines for Type 2 (Lower First Street) and Types 1 and 2 (Street Wall Commercial Buildings) of the Downtown Historic Conservation Plan (DHCP). This project is within the Downtown Historic District, however the structure is not listed as a historic structure.

ENVIRONMENTAL ANALYSIS:

This project is Categorically Exempt under Section 15301 of the State CEQA (California Environmental Quality Act) Guidelines, which applies to additions less than 2,500 square feet.

BACKGROUND:

Applicant/Owner:	Rob Storelee
General Plan Designation / Zoning:	Commercial Downtown / Town Core
Existing use:	3 story-mixed use structure including bar, offices, personal services and 1 residence
Proposed use:	ground floor restaurant addition to existing bar
Adjacent zoning and uses:	
North:	Town Core / retail
East:	First Street and across Town Core / retail
South:	Von Pfister Alley and across Town Core / existing parking lot
West:	Town Core Open / proposed bed and breakfast (134 West D Street)

SUMMARY:

Project Location

The project site is located on the 300 block of First Street, between Von Pfister Alley to the south, and West D Street to the north. (See Figures 1 and 2 below).

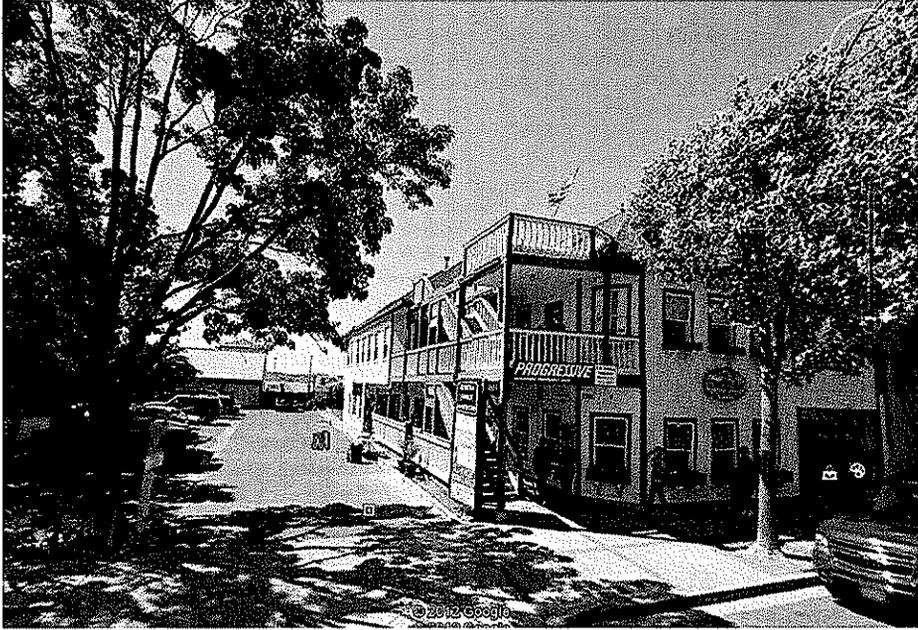


Figure 1. Street view looking from left to right: parking strip, Von Pfister Alley, and 321 First Street building.



Figure 2. Aerial view showing existing building and location of proposed one-story addition.

Existing Conditions and Site Context

The existing 3-story building is occupied by Rookies Bar on the first floor, and personal services including a dentist office and a residence on the upper floors. The structure is located on the northwest corner of First Street and Von Pfister Alley, which is a 20 ft. wide city-owned public right-of-way. To the south of Von Pfister Alley is a small parcel independently owned that is under a lease agreement to provide the required parking for all uses at 321 First Street. The existing structure's square footage includes: (1) first floor 3,655 sq. ft.; (2) second floor 4,126 sq. ft.; (3) and third floor 1,088 square feet. The addition would increase the first floor by 1,169 sq. ft. for a new first floor total of 4,824 square feet. The size of the parcel is 7,405 square feet.

Project Description

The owner proposes to construct a single-story 1,169 square-foot restaurant addition at the rear (or west end) of the existing building. The restaurant addition would also be internally connected to the existing bar, with food service from 11:00 am to 10:00 pm.

Modifications also include a 239 square-foot covered porch adjacent to the restaurant's main exterior entrance, which will be located along the south facing façade; two parking spaces, including one accessible space to meet ADA requirements, are also proposed.

Building Materials

The design objective for the addition is to match the appearance of the existing

structure. To accomplish this, the applicant proposes the following materials for the building addition (see Building Materials attachment):

- Siding: V-rustic horizontal siding in radiata pine to match existing
- Stone Veneer: Santa Barbara Sandstone Tumbled Rubble Veneer by KGO
- Roof: composition shingles to match existing
- Windows: single-hung vinyl clad wood windows to match existing
- Doors: wood and painted to match existing
- Light fixtures: Vanira Place ENERGY STAR® 11" High Outdoor Wall Light (29372)
- Colors: colors of the siding and trim will match existing
- Railing: configuration, size, and materials will match existing

Two notable differences in design of the proposed (as compared to existing) are the addition of 2 ½ feet of sandstone along the base of the building and the window configuration. The applicant's desire is to have the sandstone and reflect the local sandstone found in Benicia. With regard to the windows, in the existing building the single-hung windows are equally distanced apart. On the addition, the windows will be placed in groups of two separated by vertical trim (see attached elevations).

Site Modifications

The applicant proposes to re-stripe the leased parking area to allow for 8 compact spaces. The DMUMP allows up to 75% (max. 11) of required spaces to be compact sized. In addition, the DMUMP allows parking to be provided off-site within 1,300 feet away from the project site.

The new sign shown on the plans will be processed under a separate sign permit as set forth by Benicia Municipal Code (BMC) Section 18.08.

Project Analysis

This project is regulated by the DMUMP and DHCP:

- DMUMP – Town Core Zoning District.
- DHCP – Design Guidelines for Type 2, and Type 1 and 2.

This project meets all of the applicable development regulations set forth in the DMUMP for the Town Core Zoning District. Regulations address building placement, use, height, and parking. The building's location on the site meets the required setbacks. Restaurants are a permitted use in the Town Core Zoning District. The new addition will be 18 feet 4 inches tall (existing building is 31 feet 8 inches tall) and meets the requirements for height. Fifteen parking spaces are

required and 15 spaces are proposed, including 1 ADA space. As noted previously, a majority of the required parking is met offsite, under a lease agreement that expires in 2019. To ensure the building maintains a permanent supply of parking consistent with the parking requirements, staff is recommending approval on the condition that the owner provides the city with written documentation at least one year prior to the lease expiration date describing how the parking requirement will be met following the lease expiration date (see draft condition #6).

The project is also consistent with applicable guidelines from the Downtown Historic Conservation Plan addressing architectural form, scale, proportion, materials and finishes, and colors. The guidelines suggest that buildings should be simply composed of rectilinear forms and pitched roofs with gable or hipped shapes and overhanging eaves; that additions should repeat the traditional façade elements and proportions and composition of the existing structure; that materials for wall surfaces should include smooth-planed horizontal wood siding, accent façade materials including stone for building bases, and composition shingles for roofs; and, light to medium pale neutral pastels to earth toned neutral colors for building facades. The proposed addition is consistent with these guidelines.

The findings for Design Review approval also require the restaurant addition to be visually harmonious with the site and surrounding sites and structures, that it not unnecessarily block scenic views or dominate its surroundings, that its materials and colors are visually harmonious with surrounding development and with the natural landforms and vegetation of the surrounding area. Because the project's design objective is to mimic the appearance of the existing structure by utilizing the same building materials and colors the project is consistent with this finding. The addition would not block any scenic views, in fact, the height of the addition is roughly half the size of the existing building. The additional sandstone material would be visually consistent with the characteristics of the area's natural landforms.

CONCLUSION:

Because the project is consistent with the regulatory requirements of the Downtown Mixed Use Master Plan and the objectives of the Downtown Historic Conservation Plan, staff recommends that the Historic Preservation Review Commission approve the proposed restaurant addition to the existing building located at 321 First Street based on the findings and subject to the conditions listed in the draft resolution.

FURTHER ACTION:

The Historic Preservation Review Commission action will be final unless appealed to the Planning Commission within ten (10) business days.

Attachments:

- Draft Resolution
- Photographs & Materials*
- Project Plans*

**If viewing online, these attachments are available to view in the Community Development Department or in the Benicia Public Library in the August 23, 2012 Historic Preservation Review Commission packet.*

DRAFT RESOLUTION

RESOLUTION NO. 12- (HPRC)

**A RESOLUTION OF THE HISTORIC PRESERVATION REVIEW COMMISSION
OF THE CITY OF BENICIA APPROVING AN ADDITION TO THE EXISTING BUILDING
LOCATED AT 321 FIRST STREET**

WHEREAS, Rob Storelee had requested Design Review approval to construct an addition to an existing building located at 321 First Street; and

WHEREAS, the Historic Preservation Review Commission at a regular meeting on August 23, 2012 conducted a public hearing and reviewed the proposed project.

NOW, THEREFORE, BE IT RESOLVED THAT the Historic Preservation Review Commission of the City of Benicia hereby approves the design of the proposed addition at 321 First Street; and

BE IT FURTHER RESOLVED THAT the Historic Preservation Review Commission finds that:

- a) The proposed development is exempt from the California Environmental Quality Act (CEQA) under Section 15301, which applies to additions less than 2,500 square feet;
- b) The proposed addition is consistent with the objectives and the applicable provisions of the Downtown Mixed Use Master Plan, and the Downtown Historic Conservation Plan;
- c) The location and configuration of the modified structure is visually harmonious with their site and with surrounding sites and structures, and does not unnecessarily block scenic views from other buildings or public parks or dominate their surroundings to an extent inappropriate to their use;
- d) The architectural design of the structure, its materials and colors are visually harmonious with surrounding development and with the natural landforms and vegetation of the areas in which they are proposed to be located;
- e) The proposed building modifications and the proposed conditions of approval are consistent with the Downtown Historic Conservation Plan and the Downtown Mixed Use Master Plan and will not be detrimental to the public health, safety, or welfare of persons residing or working in or adjacent to the neighborhood of the proposed project, nor

detrimental to properties or improvements in the vicinity or to the general welfare of the city.

BE IT FURTHER RESOLVED THAT the Benicia Historic Preservation Review Commission hereby approves the proposed project subject to the following conditions:

1. The plans submitted for the building permit and development and construction shall substantially comply with the submitted elevations and floor plans date stamped August 6, 2012 prepared by Steve McKee-Architect, consisting of five (5) sheets marked Exhibit A and attached to this resolution on file with the Community Development Department, except as modified by the following conditions.
2. The project shall adhere to all applicable ordinances, standard plans, and specifications of the City of Benicia.
3. Any alteration of the approved plans, including substitution of materials, shall be requested in writing for consideration by the Community Development Director or designee prior to changes being made in the field.
4. The applicant shall apply for a Sign Review Permit, consistent with the requirements of Benicia Municipal Code Title 18, prior to installation.
5. Construction activities shall meet all municipal code requirements for hours of operation. Construction equipment shall be adequately muffled and controlled. These requirements shall be made a condition of all related contracts for the project.
6. The current parking lease agreement expires on October 31, 2019. One year from the lease agreement's date of expiration, or by October 31, 2018, the property owner shall submit to the Community Development Director, in writing, a proposal outlining how the required amount of parking (15 spaces) will continue to be satisfied pursuant to the requirements set forth by the Downtown Mixed Use Master Plan.
7. The applicant shall submit calculations sizing the sewer and water services, verify the size of each of these existing facilities, and replace them as needed including paying all applicable fees and obtaining an encroachment permit prior to the issuance of building permits.

8. The applicant shall repair the concrete drainage swale alongside the parking area and Von Pfister Alley, and repair the damaged sections of the asphalt in Von Pfsister Alley prior to receiving final inspection.

9. The applicant or permittee shall defend, indemnify, and hold harmless the City of Benicia or its agents, officers, and employees from any claim, action, or proceeding against the City of Benicia or its agents, officers, or employees to attack, set aside, void, or annul an approval of the Historic Preservation Review Commission, Planning Commission, City Council, Community Development Director, or any other department, committee, or agency of the City concerning a development, variance, permit or land use approval which action is brought within the time period provided for in any applicable statute; provided, however, that the applicant's or permittee's duty to so defend, indemnify, and hold harmless shall be subject to the City's promptly notifying the applicant or permittee of any said claim, action, or proceeding and the City's full cooperation in the applicant's or permittee's defense of said claims, actions, or proceedings.

* * * * *

On motion of _____, seconded by _____, the above Resolution was adopted by the Historic Preservation Review Commission of the City of Benicia at a regular meeting of said Commission held on August 23, 2012 by the following vote:

Ayes:

Noes:

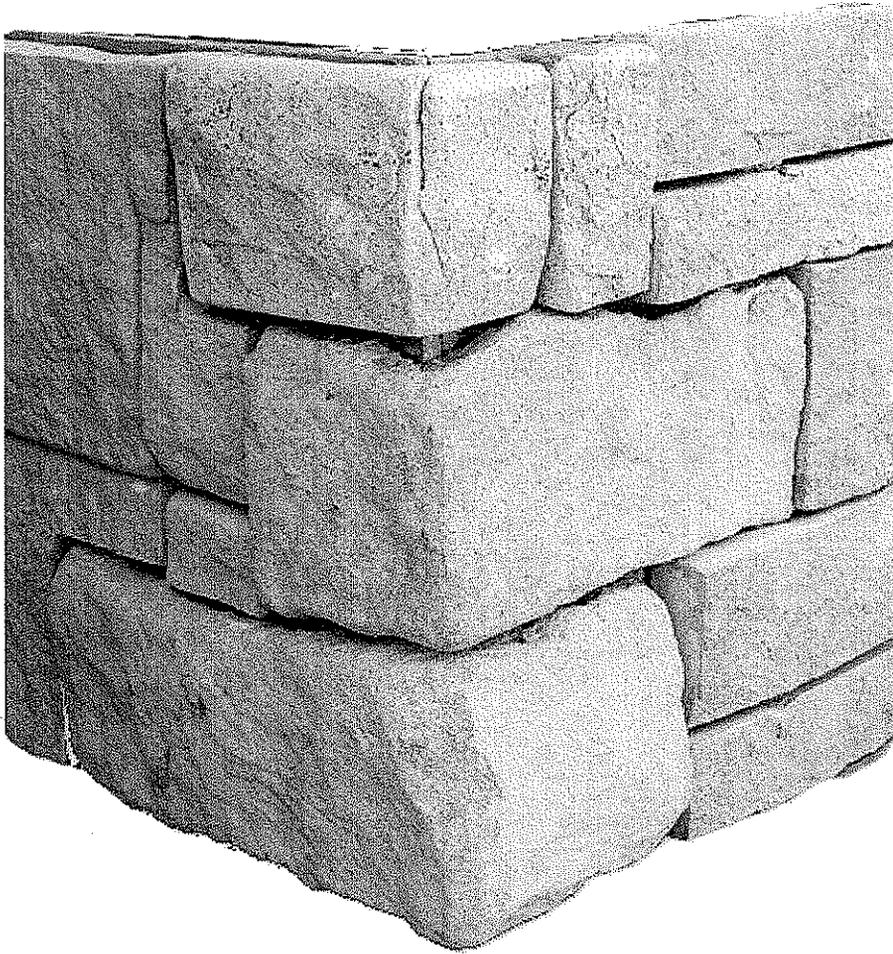
Absent:

Abstain:

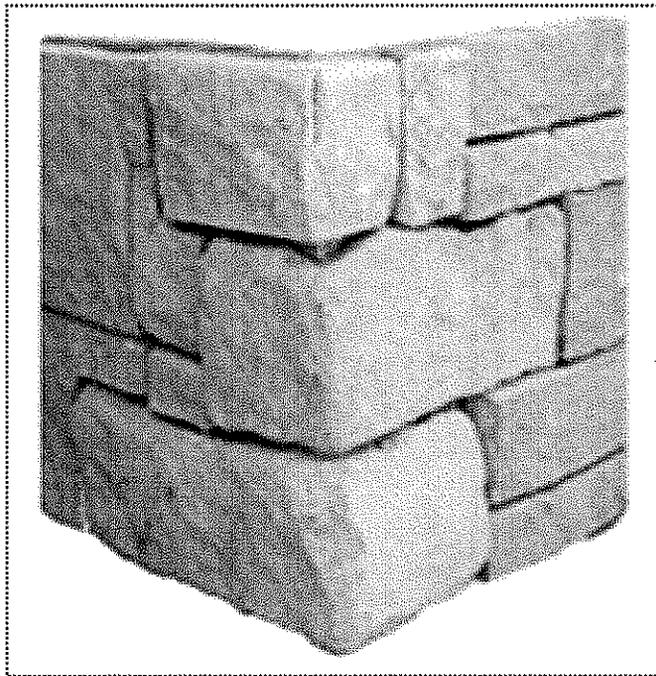
Historic Preservation Review Commission Chair

PHOTOGRAPHS & MATERIALS

(If viewing online, this attachment is available to view in the Community Development Department or in the Benicia Public Library in the August 23, 2012 Historic Preservation Review Commission packet)



Proposed Stone veneer



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proposed stone veneer

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The Vanira Place collection from Minka Lavery creates the perfect balance of the traditional and the casual. With a glossy Windsor Rust finish and Double French Scavo glass with a twist-and-lock design, this fixture becomes fully Dark Sky compliant when the glass is easily removed. An ENERGY STAR® rated design, this light includes one 13 watt fluorescent bulb and a built-in photocell for worry-free dusk-to-dawn operation.

- Windsor Rust finish.
- Double French Scavo glass with twist-and-lock.
- ENERGY STAR® rated.
- Includes one 13 watt fluorescent bulb.
- Photocell sensor.
- Dark Sky compliant with glass removed.
- 11" high.
- 9" wide.
- Extends 11 3/4".
- California Title 24 Compliant.



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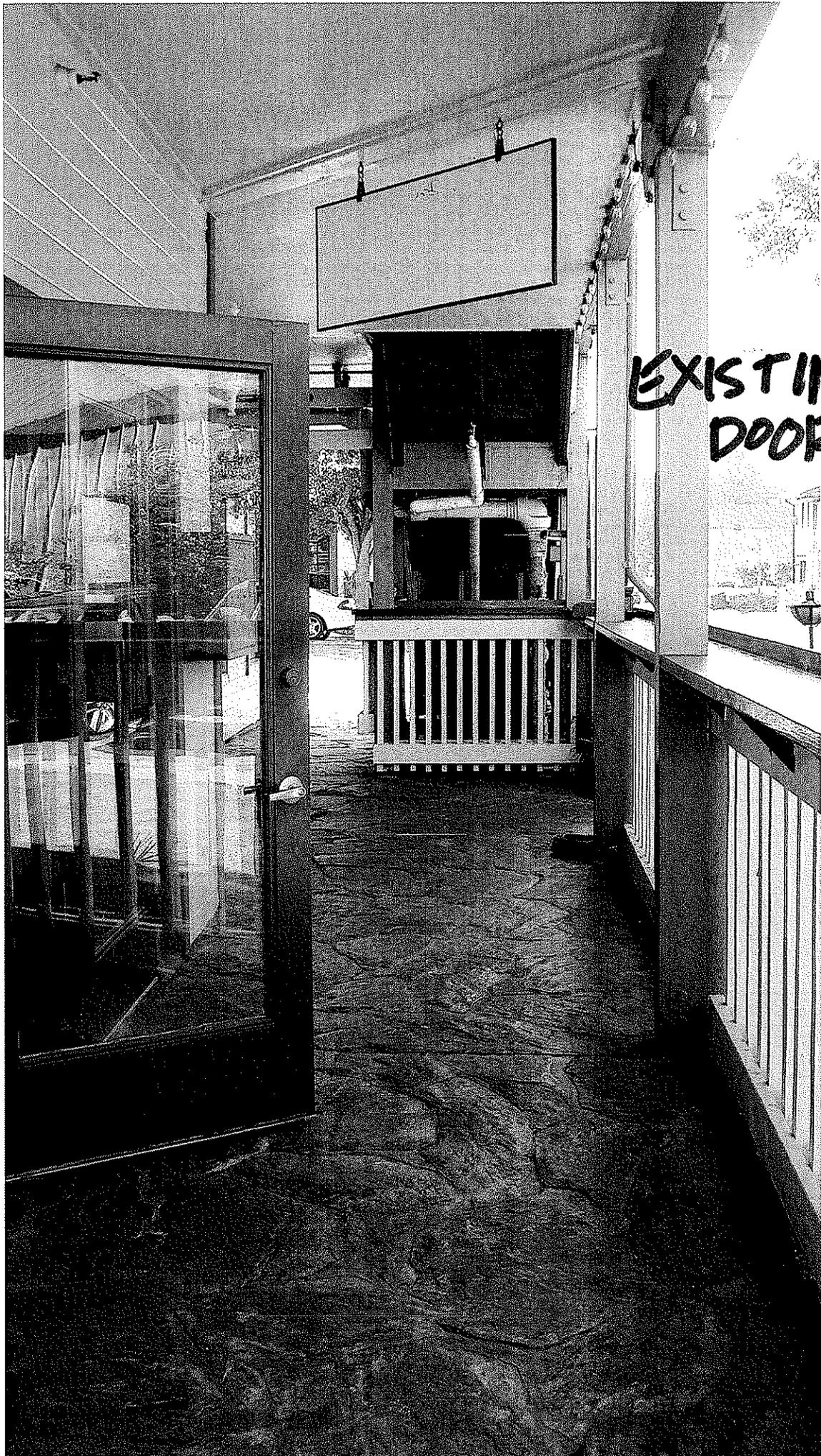
PROPOSED LIGHT FIXTURES



EXISTING WINDOWS, SIDING, COLORS



EXISTING DOORS



**EXISTING
DOORS**

PROJECT PLANS

(If viewing online, this attachment is available to view in the Community Development Department or in the Benicia Public Library in the August 23, 2012 Historic Preservation Review Commission packet)



Community Development Department
MEMORANDUM

Date: August 15, 2012
To: Historic Preservation Review Commission
From: Amy Million, Principal Planner
Re: Update on City Review of Board and Commissions

At the June 26th City Council meeting, the Council discussed conducting a comprehensive review of all of the City's boards and commissions. On August 6th, the Commissioners received an email from Community Development Department staff along with a copy of a survey. The survey was developed to gather information regarding the current functions and roles of City boards and commissions. It is requested that Commissioners complete and return the survey by August 24th to Anne Cardwell in the City Manager's Office.

City Council will discuss this topic at their August 28th meeting, and at that meeting, City Staff will provide an update on the process. Recently, information has been collected from the staff person of each board and commission. The August 28th meeting will be opportunity for the City Council to review that preliminary information and give any needed direction prior to coming back with the survey results.

Attachment:

- Board and Commission Member Survey
- Benicia Boards and Commissions Review Preliminary Work Program

City of Benicia Board and Commission Member Survey

The City of Benicia is currently conducting a review of our City Boards and Commissions. Your input is important to this process. Please complete the following survey and return to Anne Cardwell in the City Manager's Office by August 24, 2012.

1. Do you feel your Board or Commission is fulfilling its mission? Why or why not? Please refer to the Purpose and Duties sections of the Municipal Code when preparing your response.

2. What suggestions do you have on how your Board or Commission could be more effective?

3. How do you view the role of your Board or Commission relative to the Council, citizens, other Boards and Commissions, and staff?

4. What do you feel is the most valuable single effect your Board or Commission has had on the City and its citizens in the last four years?

5. How would you describe your role as a board member or commissioner?

6. Are there resources you think would help your Board of Commission be more effective that are not currently available?

7. What do you feel would be the most beneficial elements to include in an orientation for new Board or Commission appointees?

8. Any additional comments you would like to be considered as part of this review?

Name: _____

Board/Commission: _____

Please return the survey to Anne Cardwell in the City Manager's Office by August 24th. Thank you!

Benicia Boards and Commissions Review Preliminary Work Program

Revised May 14, 2012

PROJECT DESCRIPTION

Review and discuss each board and commission's mission, compliance with their respective mission, make up, possible changes, potential consolidations, adherence to codes, policies and Council expectations to include consideration of the current budget constraints and staff resources (project includes evaluation of design review duties of HPRC).

PRELIMINARY WORK PROGRAM

Phase I

A) Collect Boards and Commissions (B/C) Background Information

- Date of formation
- Reason for formation
- Mission of B/C
- Is this a mandated body (State requirement)?
- Number of members and if applicable specific duties
- List subcommittees or task forces formed
- Department responsible for staffing B/C
- Specific staff members assigned to B/C
- Tasks performed by staff in support of B/C
- Individual and total staff hours spent on a monthly and annual basis by task, including overtime hours
- Percentage of staff time spent on B/C relative to total staff hours available

B) Board & Commission member Survey (Sample Questions)

1. Do you feel your B/C is or is not fulfilling its mission and why or why not? Please reference the Purpose and Duties sections of the Municipal Code in your response.
2. What suggestions do you have on how your B/C could be more effective?
3. How do you view the role of your board or commission relative to the Council, citizens, other B/C's and staff?
4. How do you view your role on your B/C?
5. Are there resources you think would help your B/C be more effective that are not currently available to your commission?
6. What do you feel would be the most beneficial elements to include in an orientation for new appointees?

Phase II

Conduct City Council meeting to review data and develop list of expectations for boards and commissions

Phase III

A) Conduct Analysis of B/C's (Sample Analysis Topics)

1. Is the mission/purpose of the B/C still relevant to current City Council goals and priorities? If not, should it be changed; combined with another B/C or eliminated?
2. Is the B/C accomplishing their purpose and duties, if not why?
3. Has the B/C assumed responsibilities outside their defined purpose and duties?
4. Given reductions in staffing over the last two years, does providing support to the B/C reduce availability of staffing for other City Council priorities or impact the provision of services to the public?
5. Are there any modifications to the purpose, duties, structure, or member qualifications that would improve the effectiveness of the B/C?

B) Present Findings to City Council and receive direction

Phase IV

A) Prepare necessary Code amendments, resolutions, policies and procedures

B) Develop B/C member orientation packet(s)



Community Development Department
MEMORANDUM

Date: August 16, 2012
To: Historic Preservation Review Commission
From: Community Development Department
Re: **Commission's Objectives for Office of Historic Planning
Workshop/Training**

As a Certified Local Government (CLG), each Commissioner is required to complete the required historic preservation training annually. In the past, the Office of Historic Preservation (OHP) has provided presentation workshops to the Historic Preservation Commission on various topics related to historic preservation. Since 2007 these presentations have included Preservation Incentives, Secretary of the Interior Standards, CEQA and Historic Resources, Mills Act Program, and Historic Context Statements. These trainings with OHP have satisfied the annual CLG training requirement.

In May 2012, the City provided the Commissioners with an opportunity to attend the California Preservation Foundation annual conference in part to meet the annual requirement. Five Commissioners were able to attend. The two remaining Commissioners will need to participate in a separate workshop to satisfy the annual requirement.

Commissioners have expressed interest in additional training by OHP staff. Currently OHP policy is to conduct workshops only when they will be regional in scope (i.e., involving multiple jurisdictions) and include 30-50 people, preferably citizens and not just municipal officials. Accordingly, a starting point toward trying to hold such a workshop would be for Commissioners to offer some suggestions on what they believe might interest citizens from Benicia and nearby jurisdictions.

Staff would like the Commission to provide their objectives for a potential OHP workshop. Also, please note that OHP Staff offers these workshops to provide general knowledge and guidance on historic preservation. OHP is not able to comment on any local decisions.