



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

**City Hall Commission Room  
Thursday, August 23, 2012  
6:30 P.M.**

**I. OPENING OF MEETING:**

- A. Pledge of Allegiance**
- B. Roll Call of Commissioner**

Present: Commissioners Delgado, Haughey, McKee, Taagepera (arrived 7:10pm), Trumbly, Van Landschoot, and Chair Crompton

Absent: None

Staff Present: Amy Million, Principal Planner, Recording Secretary  
Lisa Porras, Senior Planner

- C. Reference to Fundamental Rights of Public**

**II. ADOPTION OF AGENDA:**

On motion of Commissioner Trumbly, seconded by Commissioner Haughey, the Agenda was approved by the following vote:

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

Noes: None

Absent: Commissioner Taagepera

On a motion of Commission Van Landschoot, seconded by Commissioner Haughey, the agenda was amended to move Item IV-Election of Officers to the end of the calendar when Commissioner Taagepera arrives.

Ayes: Commissioners Delgado, Haughey, McKee, Trumbly, Van Landschoot, and Chair Crompton  
Noes: None  
Absent: Commissioner Taagepera

**III. OPPORTUNITY FOR PUBLIC COMMENT**

**A. WRITTEN COMMENT**

None.

**B. PUBLIC COMMENT**

None.

**IV. CONSENT CALENDAR**

**A. Approval of Minutes of July 26, 2012**

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

Ayes: Commissioners Delgado, Haughey, McKee, Trumbly, Van Landschoot, and Chair Crompton  
Noes: None  
Absent: Commissioner Taagepera  
Abstain: None

**V. REGULAR AGENDA ITEMS**

**A. 321 FIRST STREET – DESIGN REVIEW (ROOKIES)**

Commissioner McKee recused himself as the project architect.

Lisa Porras, Senior Planner, provided a summary of the project.

A representative from the project architect's office (Steve McKee – Architect) gave a brief presentation on the project.

The Commission asked the project sponsor and the property owner various questions regarding the trash enclosure, clarification of the west elevation, and the parking layout.

The Commission and staff discussed the parking requirement as provided in the Downtown Mixed Use Master Plan. The property owner provided the Commission with additional information on the sidewalk that runs along the

south side of the building from First Street towards the east to the restaurant's entrance in regard to materials and ADA requirements.

No public comment.

On motion of Commissioner Van Landschoot, seconded by Commissioner Trumbly, the application was approved, with the following condition that the applicant works with the property owner of the adjacent parcel to provide an additional parking space to the extent feasible, by the following vote:

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

Noes: None

Absent: Commissioner Taagepera

Abstain: Commissioner McKee

Commissioner McKee returned to the meeting.

## **VII. COMMUNICATIONS FROM STAFF**

### **A. Update on City Review of Board and Commissions**

Staff reminded the Commissioner of the August 24<sup>th</sup> survey deadline. The commissioners asked for clarification on the process.

### **B. Commission's Objectives for Office of Historic Planning Workshop/Training**

Staff briefly discussed the memo and requested that the Commission discuss possible OHP training topics.

Commissioner Van Landschoot provided the following topics:

1. Clear definition of preservation terms "in-kind", etc.
2. Benefits of the historic district for those in and outside the district.
3. Enforcement of alterations with prior approval, i.e. removal of historic features.
4. More city-wide support for preservation efforts. For example, Planning Commission, City Council and Historic Preservation Review Commission should be on the same page and support each other. Perhaps OHP could address how other cities address this.
5. How do other cities reach out to property owners in the historic districts.

Commissioner Haughey provided the following topic:

1. Practical help for homeowners. The example provided was a workshop she attended on how to repair old window where they were able to provide a physical demonstration. These hand-on

trainings could be really helpful to property owner of historic buildings.

Commissioner Taagepera provided the following comments:

1. The City of Napa is a Certified Local Government so they may be interested in participating.
2. OHP previous training on the Secretary of the Interior Standards used larger more complex examples and were not as applicable to the typical single-family home in Benicia.
3. The purpose of the training was not necessarily for the Commission itself, but for other members of the community; such as the Planning Commission as an appeal body to HPRC.
4. Page & Turnbull a private preservation firm or a representative from another jurisdiction could also provide training as an alternative to OHP staff.

Commission Haughey mentioned that it is helpful when professionals in the historic preservation field can provide real examples relevant to Benicia.

The commissioners discussed the process for appealing to Planning Commission and how the Historic Preservation Review Commission was limited to providing the Planning Commission on information on preservation standards during public comment.

The Commission discussed engaging outside preservation firms and suggested that they help staff with that process.

#### **VIII. COMMUNICATIONS FROM COMMISSIONERS**

Commissioner Van Landschoot announced that he will going out of town and will miss the September meeting.

Commissioner Taagepera announced that she has a schedule conflict and will likely arrive late for the September and October meetings.

#### **IX. ELECTION OF OFFICERS**

Commissioner Trumbly nominated Haughey/Delgado as Chair and Vice Chair. On a motion by Commissioner Trumbly, seconded by Commissioner McKee, the motion was carried by the Commission.

#### **X. ADJOURNMENT**

Chair Haughey adjourned the meeting at 7:30 p.m.