



City of Saratoga

HERITAGE PRESERVATION COMMISSION

AGENDA

Date: Tuesday, December 10, 2013 / 8:30 A.M.

Type: Regular Meeting

Place: City Hall /Administrative Conference Room - 13777 Fruitvale Avenue

1. Routine Organization

- a. **Roll Call**
- b. **Review of minutes** from *November 12, 2013* meeting.
- c. **Oral Communication** - Any member of the public may address the Commission about any matter not on the agenda for this meeting for up to three minutes.
- d. HPC direction to staff regarding non-agendized oral communications - Commissioners may not comment on the matter but may choose to place the topic on a future agenda.

2. New Business

- a. **Joint meeting with City Council** – The joint meeting is scheduled for January 15th 2014. The next HPC meeting is January 14th 2014 which occurs after the meeting packets go out the beginning of January.

3. Old Business

- a. **Training Recap** - April Halberstadt gave a two-hour training presentation on November 19th. The DVD is available for review by members of the public. (No Staff Report)
- b. **Heritage Trees** – The following trees are being reviewed by individual HPC members. Each HPC member will need to contact Kate for next steps:
 - i. Alex: Farwell Oak
 - ii. Larry – Donna Lane Oak
 - iii. Marilyn – 4 City trees (Kevin Moran, Blaney Oak, Blaney Pine, District Office Oak)
 - iv. Paul – Ravenwood
 - v. Paula – Madronia Cemetery
 - vi. Peter – Hakone Oak (2) plus 5 others
 - vii. Rina – Douglas Oak

4. Action Items for Discussion / Update:

- a. **Staff to provide an update on 14521 Big Basin Way – Grover House (1895)** – The owner did not provide any additional information for the December 2013 meeting. No additional applications have been submitted as of December 4th. (No Staff Report)

- b. **Staff to draft a letter to Heritage tree applicants** – The *revised* draft letter with dual signature line is attached and was emailed to HPC members.
- c. **Staff to provide HPC with a list of properties on Big Basin Way** – The city is working with the County to obtain the most current list. It should be ready in January. Rina is also working on an inventory and has taken photos of several properties on Big Basin Way. Rina will provide staff with a copy of her findings.
- d. **Staff to check on status of Hakone Sign** – This application will go before the Planning Commission on January 8th. The plans and material samples are available for review by any member of the public. (City Hall is closed from 12/24 – 1/1).
- e. **Xmail Instructions** – Staff emailed *xmail* instructions to the HPC (copy attached).
- f. **HPC training** –
 - i. Rina to set up meeting with Dennis Backlund to give a presentation on forming a historic district.

5. Commissioner Comments

6. Adjournment

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the City Clerk's Office at (408) 868-1269 or ctclerk@saratoga.ca.us. Requests must be made as early as possible and at least one full business day before the start of the meeting.

Any recommendation made by the Heritage Preservation Commission may be appealed to the Planning Commission within ten (10) days of the date of the decision. The appeal shall be taken by filing with the Secretary of the Planning Commission a written notice and filing fee within ten (10) days of the date of the decision.

In accordance with the Ralph M. Brown Act, copies of the staff reports and other materials provided to the Historical Preservation Commission by City staff in connection with this agenda are available at the office of the Community Development Department Director at 13777 Fruitvale Avenue, Saratoga, California 95070. Any materials distributed by staff after the posting of the agenda are made available for public review at the office of the Director at the time they are distributed to the Planning Commission.

CERTIFICATE OF POSTING OF AGENDA

*I, Cindy McCormick, Planner for the City of Saratoga, declare that the foregoing agenda for the meeting of the Heritage Preservation Commission was posted and available for public review on **December 5, 2013** at the City of Saratoga, 13777 Fruitvale Avenue, Saratoga, CA 95070 and on the City's website at www.saratoga.ca.us*