



City of Saratoga

HERITAGE PRESERVATION COMMISSION

AGENDA

Date: Tuesday, March 11 2014 / 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 *February 11, 2014* meeting.
- c. **Posting of Agenda** – Pursuant to Government Code Section 54954.2, the agenda was properly posted on *March 6, 2014*.
- d. **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.
- e. **HPC direction to staff regarding non-agendized communications** - Commissioners may not comment on the matter but may choose to place the topic on a future agenda.

2. New Business

None

3. Old Business

- a. **Environmental Impact Report (EIR) Process** – Staff to provide a general overview of the EIR process, including what an EIR is, legal requirements, the public comment period, and the Planning Commission's role in certifying the EIR. The HPC can make a recommendation on what they would like to be considered in the EIR at the April 8th HPC meeting. (No Staff Report).
- b. **HPC Budget FY2014-2015** – The HPC Chair has requested that the HPC review the upcoming fiscal year budget (July 1 2014 – June 30 2015) for training and the Commission's 2014 work plan. The City's existing DPR's are based on information collected by the HPC in the 1980s. The Historic Context Statement prepared by Archives & Architecture in 2009 included transferring the information from 1988 into the standard DPR form, but did not include any comprehensive reconnaissance surveys of individual properties. Intensive-level DPRs are estimated to cost between \$1,500 and \$2,000. Survey-level BSO records, when completed in a large batch, are estimated to cost between \$550 and \$750. Any request to increase the 2014/2015 budget will be forwarded to the City Council for consideration. Budget meetings begin in April. (No Staff Report).

- c. **Landmark List workplan** – The 2014 workplan includes adding new homes to the City’s Landmark list. Review suggested properties for possible inclusion on the Landmark List (list attached to February meeting). Assign properties to individual HPC members. Review and comment on draft letter to property owners of heritage inventory properties.
- d. **Heritage Tree Inventory workplan** – The following trees are being reviewed by individual HPC members. Each HPC member will need to contact Kate Bear, the City Arborist, 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. *Unassigned* – Hakone Oak (2) plus 5 others (recommended by Peter Marra)
 - vii. Rina – Douglas Oak
- e. **Heritage Inventory Update.** (see files during meeting)
 - i. **20365 Williams Avenue** – *Year: 1907. Name: TBD. Style: Craftsman (Marilyn)*
 - ii. **20200 Mendelsohn Lane** - *Year: 1921. Name: TBD. Style: Spanish Revival (Rina)*

4. Action Items for Discussion / Update:

- a. **Commission Appreciation Dinner** – April 30th (Wed) 6:00 – 8:30pm – Foothill Club
- b. **Commissioner Schuck to color code map of properties on Big Basin Way.**
- c. **Staff to draft letter to property owners of heritage inventory properties.** Draft letters are attached for Commission feedback.
- d. **Staff to bring applications of two inventory homes (agenda item 3e).**
- e. **Staff to update HPC on status of 14630 Big Basin Way, the John Henry House** – See item 3a.
- f. **Staff to update HPC on status of 14521 Big Basin Way – Grover House (1895)** – An application was submitted on February 26th for an addition to the Grover House. The application is being reviewed by Michael Fossati and is tentatively scheduled for review by the HPC in April 2014. (No Staff Report)
- g. **HPC training** –
 - i. On January 21st, Alex, Larry, Rina, and Cindy attended a webinar on design review of historic structures.
 - ii. **Upcoming Webinar** March 25th: Noon - 1:30pm - Mills Act: Learning by Example
 - iii. Rina will set up a future HPC training.

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 **March 6, 2014** at the City of Saratoga, 13777 Fruitvale Avenue, Saratoga, CA 95070 and on the City's website at www.saratoga.ca.us*