



City of Saratoga

HERITAGE PRESERVATION COMMISSION

DRAFT MINUTES

Date: Tuesday, January 14, 2014 / 8:30 A.M.

Type: Regular Meeting

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

1. Routine Organization

a. Roll Call –

i. **Present:** Cappello, Conrado, Marchetti, Nugent, Schuck, Shah, Stransky

ii. **Absent:** none

iii. **Staff:** Cindy McCormick

b. Review of minutes - Conrado/Marchetti moved to approve the HPC Minutes for the *December 10 2013* Meeting. **Motion Passed.** *Ayes:* Cappello, Conrado, Marchetti, Nugent, Schuck, Stransky *Noes:* None. *Absent:* Shah *Abstain:* None

c. Posting of Agenda – Pursuant to Government Code Section 54954.2, the agenda was properly posted on *January 9, 2014.*

d. Oral Communication - None

e. HPC direction to staff regarding non-agendized oral communications - None.

2. New Business

a. New HPC Commissioner Annette Stransky was introduced.

b. Library Commissioner Jill Whitcomb provided an overview of the Library Commission's 2014 workplan which included working with other City Commissions. Ms. Whitcomb indicated that the HPC, Historical Museum, and Library Commission could work together to provide historical information to the public. The library is also available for public outreach and educational meetings. The Library Commission meets every other month.

c. Warner Hutton House Holiday Lights - Nina Walker from the City Facilities Department requested approval to install holiday lights on the Warner Hutton House from October to December. Conrado/Marchetti moved to approve the request for vintage style lights that are “in keeping” with the Warner Hutton House. **Motion Passed.** *Ayes:* Cappello, Conrado, Marchetti, Nugent, Schuck, Shah, Stransky. *Noes:* None. *Absent:* None. *Abstain:* None

d. CLG Report Review – The HPC recommended staff add a reference to the Hakone Gardens listing on the National Register of Historic Places under item I. B. (New Local Landmark Designations) of the CLG Report. Shah/Nugent moved to approve the amended CLG report. **Motion Passed.** *Ayes:* Cappello, Conrado, Marchetti, Nugent, Schuck, Shah, Stransky. *Noes:* None. *Absent:* None. *Abstain:* None

- e. **Landmark List recommendations** – The HPC reviewed a list of 13 potential properties for possible inclusion on the Landmark List. A map of Big Basin Way was presented at the meeting for discussion. HPC member Larry Schuck will highlight those properties on Big Basin Way that are currently on the Heritage Resource Inventory. Staff will draft a letter to owners of potential landmark status outlining what designation involves including responsibilities (e.g., permit requirements) and benefits (e.g., Mills Act). Staff will bring an example of past letters to the next meeting.

3. Old Business

- a. **Joint meeting with Historical Foundation and City Council** – The HPC discussed the 2014 workplan goals to be presented to the City Council. Goals included increasing the number of properties on the Heritage Resource Inventory, designating three new Mills Act properties, doubling the number of heritage trees, and making preservation “a good thing – like being green”
- b. **Heritage Inventory Update.** The HPC requested that staff bring copies of the original applications to the next HPC meeting.
 - i. **20365 Williams Avenue** – Year: 1907. Name: TBD. Style: Craftsman (*Marilyn*)
 - ii. **20200 Mendelsohn Lane** - Year: 1921. Name: TBD. Style: Spanish Revival (*Rina*)
- c. **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 indicated that the owner of the *Farwell Oak* will be contacting Kate.
 - ii. Larry indicated that the owner of the *Donna Lane Oak* is ill.
 - iii. Marilyn will provide information to Kate regarding the *4 City trees* (*Kevin Moran, Blaney Oak, Blaney Pine, District Office Oak*).
 - iv. Paul sent a letter to the owner of the *Ravenwood tree*
 - v. Paula is working on Madronia Cemetery
 - vi. There is no one assigned to the *two Hakone Oaks* and five other trees recommended by Peter Marra. Annette could potentially take on this assignment.
 - vii. Rina is working on the Douglas Oak

4. Action Items for Discussion / Update:

- a. **Staff to get more information on 21170 Big Basin Way** – Rina and Alex met the owner’s daughter at a Quarry Master Plan meeting. The owner’s daughter has been in contact with the Historical Foundation and has invited the HPC to visit the site if interested. The HPC asked to schedule a site visit during the February 2014 meeting.
- b. **Staff to provide HPC with a list of properties on Big Basin Way** – A map with addresses on Big Basin Way was presented at the January 14th HPC meeting. Rina is also working on an inventory and photos of several properties on Big Basin Way. Larry will highlight heritage resources on the map.

- c. **Staff to update HPC on status of 14630 Big Basin Way, the John Henry House** - The City Council will discuss the feasibility of moving the John Henry House at the January 15th City Council meeting.
 - d. **Staff to update HPC on status of 14521 Big Basin Way – Grover House (1895)** – The owner has not provided any additional information. No application (other than a demolition permit) has been submitted as of January 7.
 - e. **Staff to update HPC on status of Hakone Sign** – The Hakone sign application will go before the Planning Commission soon.
 - f. **Staff to draft a letter to Heritage tree applicants** – The *revised* draft letter with dual signature line was emailed to HPC members.
 - g. **HPC training** –
 - i. Rina will set up a future HPC training.
 - ii. The budget for training is \$750 per fiscal year (July 1st to June 30th). The November training was \$500. The remaining \$250 was allocated towards the video. The next required CLG training begins October 1st.
5. **Commissioner Comments** – Annette recommended the HPC agendaize a discussion of outreach efforts for Arbor Day and the Blossom Festival, including recognizing heritage tree property owners and setting goals to add new heritage trees to the inventory prior to Arbor Day.