



## City of Saratoga

# HERITAGE PRESERVATION COMMISSION

## AGENDA

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**Date:** Tuesday, January 13, 2015 / 8:30 A.M.

**Type:** Regular Meeting

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

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### 1. Site Visit - None

### 2. Routine Organization

#### a. Roll Call

b. **Review of minutes** from *December 9, 2014* meeting.

c. **Posting of Agenda** – Pursuant to Government Code Section 54954.2, the agenda was properly posted on *January 8, 2015*.

d. **Non-Agendized Communications** - Any member of the public may address the Commission about any matter not on the agenda for this meeting for up to three minutes.

i. Peter Mara contacted the Chair regarding Hakone Gardens history (website) and the expansion/building project

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.

### 3. New Business –

a. **HPC website FAQs/Links.** HPC members to bring and discuss suggestions for the city's HPC website.

### 4. Old Business

a. **2015/2016 HPC Goals / Joint Meeting with City Council (February 4<sup>th</sup> at 5:30 pm).** Finalize HPC short term (now through June 30, 2015) and long term goals (July 2015 – June 2016) to be presented to the City Council. VOTE REQUIRED

#### **Short Term - Jan. to June 30, 2015**

(1) Add properties to Heritage Inventory including Landmark and Mills Act properties

(2) Send follow-up letters in April/May to Landmark property candidates

(3) Add new trees to Heritage Tree Inventory

- (4) Evaluation/training of structures with historic value to community Big Basin Way
- (5) Develop new tools for evaluating heritage resources along Big Basin Way
- (6) Community outreach efforts:
  - Create flyers on HPC, Heritage Trees, Inventory & Landmark Resources Q&A
  - Create photo album (digital and hardcover) on Heritage Trees
  - Participate at Blossom Festival, Arbor Day
  - Liaison to Saratoga Historical Foundation and events
  - Liaison to Village Gardeners and “America in Bloom”
  - Article for the Saratogan
  - Fine tune Website design & resource links
  - Encourage West Valley College to participate in Heritage Tree Inventory

**Long Term - July 2015 to June 2016**

- (1) Add properties to Heritage Inventory including Landmark and Mills Act properties
- (2) Develop new tools for evaluating heritage resources in the City
- (3) Develop an HPC Handbook that includes mission, goals, procedures, training resources and reference links
- (4) Continued training on evaluation of structures with historic value
- (5) Community outreach efforts:
  - Develop standard information articles to appear 3 or 4 time a year in Saratoga News
  - Continue participation in appropriate community events

**5. Action Items for Discussion / Update (No memo):**

- a. **Reminder: February 10<sup>th</sup> Big Basin Tour with Archives and Architecture.**
- b. **Announcement: 4/29/2015 Architecture 101 Meeting with City Council and Planning Commission** – Staff/Chair to provide information, as applicable.
- c. **Update: John Henry House** – Staff to provide an update, as applicable.
- d. **Update: Heritage Tree Inventory** - Commissioners to update, as applicable.

City Code Section 15-50.020: ***Heritage tree*** means any tree of historic significance as a tree having historic value related to the heritage of the City and designated by action of the City Council upon recommendation of the Heritage Preservation Commission. ***Tree*** means a woody perennial plant characterized by having a main stem or trunk, or a multi-stemmed trunk system with a more or less definitely formed crown, and is usually over ten feet high at maturity. This definition shall not include trees planted, grown and held for sale by licensed nurseries or the first removal or transplanting of such trees pursuant to and as part of the operation of a licensed nursery business.

- e. **Update: Heritage Resource Inventory** - Commissioners to update, as applicable.
  - i. **Old Grandview Ranch**
  - ii. **Others**

## **6. Commissioner Comments**

## **7. 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](mailto: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 **January 8 2015** at the City of Saratoga, 13777 Fruitvale Avenue, Saratoga, CA 95070 and on the City's website at [www.saratoga.ca.us](http://www.saratoga.ca.us)*