



City of Saratoga
HERITAGE PRESERVATION COMMISSION
FINAL MINUTES

Date: Tuesday, May 8, 2018/ 8:30 A.M.

Type: Regular Meeting

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

1. Site Visit:

a. None

2. Roll Call:

Present: Stransky, Marchetti, Rodgers, Nugent, Cappello, Shah

Absent: None

Staff: Nicole Johnson, Sandy Baily

3. Oral Communications:

None

4. Approval of minutes from April 10, 2018 meetings.

Shah/Cappello moved to approve with the correction regarding the Commissioners who voted no on the project at 20640 Third Street. Motion passed. Ayes: Marchetti, Stransky, Nugent, and Rodgers. Noes: None. Absent: None Abstain: None

5. New Business:

a. None

6. Staff Comments:

a. Commissioner Packets

Johnson discussed the distribution of the agenda packet by digital or hard copy. The majority of the Commission stated that they would like to pick up a hard copy of the packet prior to the meeting. The packet would be available the Thursday prior to the meeting. A digital copy would be available to view on the City's website.

b. Council Actions Update

Baily updated the staff on the following three events: Council approved the application to add six heritage Palm trees to the inventory, the two point of interest markers were unveiled after the Arbor Day celebration and that the Council issued for a proclamation for National Preservation Month in May.

c. HPC Meeting Time

Johnson and Baily discussed the potential change of meeting time which was raised by a Commissioner in hopes of promoting persons to apply for the vacant Commissioner position. Staff noted that the Commission originally met in the afternoon but the time was changed to the morning since the members at that time had difficulty meeting in the afternoon. Staff also noted that a change in meeting time would require a resolution by the City Council. It was further noted that Tues and Wednesday afternoons would be challenging for staff due to current schedules of the Planning Commission and City Council site inspections and meetings. The Commission discussed the benefits and challenges of changing the time. Staff was directed to report back at the next meeting if Thursday afternoon/evening was an option that would not conflict with other meetings of the City.

7. Old Business:

a. DPR Staff update and research status by Commission and other tasks (Workplan).

Baily expanded and clarified the discussion from the last meeting regarding forms that can be used for potential Heritage Inventory Resources. Staff noted that the Commission can use either the DPR or the City's application form. The Commission is still strongly encouraged to only pursue placing a resource on the inventory if they have the property owner's consent, no matter what format is used to document a heritage resource for the Inventory. If the Commission chose to proceed without a property owner's consent, the preparation of a DPR for the site would provide better justification of the historic significance of the site as opposed to the historic information provided in the application.

Rodgers raised the concern that there was no difference in the review process for inventory properties vs landmark properties and she felt that may not be clear to property owners. The Commission discussed the wording in the letters sent to property owners and the 55 day comment period.

Stransky provided updates to the work plan spreadsheet. The Commission commented that the revised format of the work plan spreadsheet was easier to understand.

b. Events/Calendar: Preservation Month (May), Funding. (Stransky), Blossom Festival (June 23).

Annette informed the Commission that Preservation Month has been launched. She encouraged the Commission to see their display in the study room of the library. The presentation by Craig Awbry was well received and 35 people attended.

c. Guidelines for projects along Heritage Lanes

Baily informed the Commission that staff will work on a draft ordinance amendment which will be presented at the next meeting.

8. Adjournment

Meeting was adjourned.