

HERITAGE PRESERVATION BOARD

June 11, 2015

ROLL CALL

Chair Cunningham called the meeting to order at 7:01 p.m.

Present: Board Members: Dirk Mueller, Lelia Lanctot, Sallyanne Wilson, Jon Knorpp, Vice Chair Hillary Culhane, Chair Richard Cunningham

Absent: Board Members: Scott Morgan

Staff: Planner/Recording Secretary Kristin Teiche

PUBLIC COMMENT

There was none.

PLANNING STAFF'S ORAL REPORT

Staff Planner Teiche informed the Board of the following:

- Announced that Public Works Superintendent Mike Meyers is retiring from employment with the City of Larkspur. Staff held a luncheon in his honor at DJ's to wish him well.
- 234 Magnolia Avenue. An application has been filed proposing to repairs and some exterior remodeling. This application is scheduled for a special meeting date before the Board on June 22, 2015. There is interest in expediting the project due to the length of time the building has remained vacant and in disrepair.
- 234-286 Magnolia Avenue – Lark Creek Shops. Planning staff have met with the property owner's architect and is expecting them to file an application in the very near future.
- 143 Madrone Avenue. The building permit application remains under review and additional information and revisions have been required. The Board discussed the condition of the property and their frustration that the applicant cannot be allowed to start work and clean up the site. Staff offered to call the property owner to request that he clean up the property.

NEW BUSINESS ITEMS

1. Board Member Preparation for Public Hearing Items.

Chair Cunningham provided the Board with an educational lecture on:

- The Board's obligations when reviewing public hearing items;
- The Legal Notice process; and
- The Brown Act.

During this discussion, it was noted that the practice of mailing the Heritage Preservation Board packet was resulting in delays in the receipt of these materials, often only a few days before the hearing date. This was a problem when the Board had a public hearing item with plans. It was decided that packets will be delivered to the Police Department, in keeping with the practice for Planning Commission and City Council packets.

2. Proposed Revision to Information for 30 Palm Avenue.

Chair Cunningham explained that he was aware there was contradictory information in the historic evaluation and the publication "Larkspur Past and Present". The property owner, Ms. Maria O'Rourke was quite upset by the contradiction. To resolve this, he completed additional research into the history of 30 Palm Avenue and wished to have the Board adopt the corrected information.

Staff included a copy of the written policy, adopted by the Board, regarding the process for updating information for a listed historic resource.

M/s Lanctot/Culhane moved, and approved 6-1-0 (Board Member Morgan absent) to include the research, as prepared by Chair Cunningham, into the official record for the property at 30 Palm Ave.

ONGOING BUSINESS ITEMS

3. Update of Larkspur's Historic Resources Inventory. Board to continue discussing the process and work program necessary to implement a future update of Larkspur's Historic Resources Inventory.

Vice Chair Culhane discussed her experience with taking an exploratory walk of a small area in the Palm Hill neighborhood and reviewing a range of homes listed as 50 years and older in the master list. She noted she could benefit from some additional training and written criteria to assist her in this effort.

Board Member Knorpp recounted his experience on this matter with the Heritage Board in San Francisco. They also were beginning to review homes and districts that have recently met the 50 year threshold for review imposed by CEQA. He noted that he struggles in applying the evaluation criteria to homes built in the 1950-70's.

4. Review of Larkspur Past and Present Sales and Distribution.

Board Member Lanctot, acknowledging that the Board had several new members, presented the Board with a brief history of the Board's efforts in producing walking tour maps and the history book "Larkspur Past and Present".

Board Member Lanctot also discussed:

- The status of the book inventory, storage locations and sales;
- The entities that were assisting in book sales;
- The restrictions on book sales due to the lack of ability to allow debit and credit card purchases;

The Board then discussed, and there was general agreement, that the Board could place a greater focus on distributing the book as gifts to improve awareness of Larkspur history among the public and members serving on City Boards and Commissions.

It was agreed that the Board will form a subcommittee to prepare recommendations for how best to distribute the books and to whom.

Board Member Reports.

APPROVAL OF MEETING MINUTES

M/s Culhane/Mueller moved, and the Board approved 5-2-0 (Wilson and Knorpp abstain) to approve the May 14, 2015 minutes.

NEXT MEETING DATE June 22, 2015 (Special Meeting) and July 9, 2015 (Regular Agenda)

Adjourn: 9:35 PM

Respectfully submitted,

Kristin Teiche, Senior Planner
Acting Recording Secretary