

HERITAGE PRESERVATION BOARD

September 10, 2015

ROLL CALL

Chair Cunningham called the meeting to order at 7:00 p.m.

Present: Board Members: Lelia Lanctot, Sallyanne Wilson, Hillary Culhane, Dirk Mueller, Scott Morgan, and Chair Cunningham

Absent: Board Members: Jon Knorpp

Staff: Senior Planner/Recording Secretary Kristin Teiche,

PUBLIC COMMENT

Mr. Stupack informed the Board he is working on the creation of a new museum he would like to base in Larkspur, to be named the "Sir Francis Drake and Miwok Museum". He would like to house the facility at Tubb Lake Park, located above and behind the Drakes Cove Subdivision, off East Sir Francis Drake Boulevard.

PLANNING STAFF'S ORAL REPORT

Planner Teiche reported on the following

- 143 Madrone Ave: The Building permit has been issued and progress is being made. The home has been moved and foundation work is beginning.
- 105 King Street: The hearing for requested tree removal permits, to take out two acacia trees in the front yard, is scheduled before the Parks and Recreation Board for October 15, 2015. The applicant would like to remove the trees to better protect the historic rock wall. If approved, they will follow up with permits to repair/rebuild the wall.

The new property owner has also hired Garavaglia and Associates to design several detached structures for the site. Staff has had preliminary discussions, but no formal submittal to date.

- Lark Creek Shops: Staff provided the Board with an update on the status of permits to complete the site and tenant improvements. Staff is negotiating to receive bonds to insure all site improvement and handicapped accessibility improvements will be met. If received, then tenant improvement permits will be issued. She also noted that Perry's Restaurant has filed a use permit to allow additional outdoor seating in "The Grove" of redwood trees located to the north of the restaurant.
- 219 Hawthorne Ave. Polsky Perlstein filed an application on September 10, 2015. It appears the new architect has greatly improved on the prior plan. The applicant is being distributed for review by the historic architect and other departments.
- Staff Report and Study Sessions. The Board then briefly discussed the public hearing process. They asked that staff provide a factual background section in the staff report that addressed the applicant's response to the initial historic review and evaluation. They would like to be informed if the applicant was not responsive to the concerns raised by the historic architect

during the review process. Additionally, for more complicated project, the Board would like staff to encourage a study session prior to the filing of an application.

- Windows at City Hall. The City Council approved the window replacement program for Larkspur City Hall. Windows have been ordered and work should commence in the near future.
- Community Facility Parcel (Doherty Drive). The Council is beginning a new public outreach program to encourage more input from the Community on the design of the future building. Sallyanne Wilson noted that she attended the first meeting which had a good turnout of approximately 70 persons. She gave a synopsis of the discussion provided by the participants.

BUSINESS ITEMS

Chair Cunningham announced he is amending the agenda to add a presentation by past board member Helen Heitkamp.

1. Presentation by Helen Heitkamp regarding a proposed historic photograph book.

Ms. Heitkamp provided the board members with a written handout describing her proposed book. She indicated she has a large photograph collection she will draw from, but will supplement with the Board's archival collection. The Book will 8.5 X 11 in size and will have very limited text. The focus will be a photographic display that shows older views of the historic structures and places verses their current modern condition/appearance. The book funding would be managed by the Larkspur Community Foundation. She requested the Board consider partnering with her for the book production and editing.

2. Review of goals and projects for remainder of 2015.

The Board reviewed the previous "Board Initiatives" list from June 2014 and discussed items that remain relevant or have been completed.

Chair Cunningham noted that the Board had begun the process of updating the historic inventory, but this effort has been sidelined by other business. He asked if the Board is interested in taking a hands on approach to the Update of the Historic Inventory as initially discussed, or if they preferred to find ways to hire a planner to complete the initial site investigations. He also noted that some additional residences may qualify for National Register status, and efforts should be made to accomplish this designation.

Sallyanne Wilson stated that the Board should consider how realistic is it to expect the current Board members to accomplish all the listed goals.

Chair Cunningham agreed that this is a real factor in considering the Board's future goals. The Board needs to prioritize those items that are most important. For instance, he would like to prioritize the oral interviews as some of the individuals to be interviewed may not remain available.

Board Member Lanctot noted that Helen Heitkamp's interview is scheduled for November 5, 2015. The Board then discussed additional persons who they should consider interviewing.

Chair Cunningham indicated he would like to pursue offering the archival collection available online. The Board then discussed the methods available to accomplish this. Chair Cunningham recommended they explore using Past Perfect to launch the collection on the web.

Planner Teiche questioned if the archival collection was completed and ready for public access. Chair Cunningham agreed there were some minor details to complete. He also noted that they should add relevant pictures from past Board Member Helen Heitkamp's collection.

Chair Cunningham and Board Member Lanctot then discussed book sales and retail locations that stock and sell "Larkspur Past and Present".

There was additional discussion regarding offering the book for sale online. The City is not able to assist in on-line sales, so the Board must use an outside source.

Board Member Morgan noted there are other methods to sell the book. Perhaps they could offer them to the school for a fundraising program. The school and board could split the profits. Board Member Culhane noted the Board has previously discussed dropping the price of the book anyway.

The Board then discussed other methods to offer the book for sale, including setting up an outside Heritage website run by the board.

Board Member Wilson questioned the status of the walking tour map. She was aware that past Board Member Grayson Marshall had updated the historic downtown district map. Chair Cunningham indicated that the content requires some editing and updating so it has not been released as of yet. He has been meaning to address this.

Chair Cunningham indicated the he and Planner Teiche would continue to organize the agendas to continue this discussion and complete an update of the Board's goals and priorities.

It was agreed that in the immediate future, the first priority will be making the archival collection available to the public on the internet.

Sallyanne Wilson, Scott Morgan and Dirk Mueller agreed to be a subcommittee to explore how to launch the archival collection through Past Perfect. Chair Cunningham noted he can put them in touch with Catherine Jones, archival volunteer, and Heather Fordham, archival consultant, who can answer questions regarding the existing database. Staff Planner Teiche will provide Scott Morgan with Heather Fordham's e-mail address.

Board Members also agreed that an additional priority is to actively review the fire departments historic photos and items and include appropriate items to the Board's larger collection.

Chair Cunningham noted that the Board has a small budget and this could be utilized to assist in accomplishing the more immediate priorities.

The Board agreed that the historic awards program should continue. There was discussion regarding the current unfinished projects that could be eligible for a future award. Board Member Morgan reminded the Board that they have not offered this award for several years as it was more important to insure the projects met their standards and held some weight.

It was agreed that discussion on the goals and projects will continue in October.

Board Member Reports.

Chair Cunningham distributed a flyer describing the upcoming historic walking tour of the Madrone/Baltimore Canyon to be offered by Sue Cunningham. He also noted that he will offer a downtown walk on October 17th and Catherine Jones will be offering her tree walk on Saturday October 3, 2015.

APPROVAL OF MINUTES

M/s Wilson/Mueller moved, and the Board approved 6-1-0 (Board Member Knorpp absent), to approve the August 3, 2015 minutes as amended by the Board.

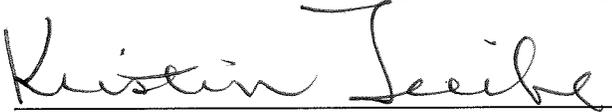
NEXT MEETING DATE: October 8, 2015

Adjourn: M/s Lanctot/Wilson moved, and the Board approved 6-1-0 (Board Member Knorpp absent) to adjourn the September 10, 2015 meeting at 10:25 PM.

Respectfully submitted,

Kristin Teiche, Senior Planner/Recording Secretary

I HEREBY CERTIFY that the foregoing minutes were duly and regularly adopted during the November 12, 2015 meeting of the Heritage Preservation Board.

A handwritten signature in cursive script that reads "Kristin Teiche". The signature is written in black ink and is positioned above a horizontal line.

Kristin Teiche
Kristin Teiche, Senior Planner/Recording Secretary