

## HERITAGE PRESERVATION BOARD

December 10, 2015

### ROLL CALL

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

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

Absent: None

Staff: Senior Planner/Recording Secretary Kristin Teiche, Jerri Holan Consulting Historic Architect

### PUBLIC COMMENT

There was none.

### PLANNING STAFF'S ORAL REPORT

Planner Teiche reported on the following:

- Lark Creek Shops. Planner Teiche presented the awning color for the shops. The architect and property manager had selected black fabric for all building awnings. The Board was supportive of this color.
- City Hall. Planner Teiche passed around the proposed floor plan for the remodeling project and noted work will begin in earnest during the Holiday break when City Hall closes to the public. It is anticipated that the work will be completed mid-February. Meetings for City Council, Planning Commission and Heritage Board will be held in alternative locations, such as the Southern Marin Police Authority meeting room or in the Parks and Recreation Department at Hall Middle School.
- Second Floor Lobby and Historic Display. She announced that the entire historic display, including the cabinet and flip charts must be packed up and moved while City Hall is being remodeled. When the work is completed, the display cabinets located next to the men's bathroom door can't be returned as it does not allow the doorway clearance to meet ADA standards.
- 219 Hawthorne Ave. This project was approved by the Planning Commission on November 24, 2015, with an additional requirement to: 1) modify sill heights on the new bathroom windows that face toward 30 Cedar Ave; and 2) to alter the proposed landscaping plan to insure views of the historic structure will be retained.

### PUBLIC HEARING ITEMS

1. Study Session; 105 King Street; APN: 021-101-41; Garavaglia Architects, Applicant; Mr. John Miller; Owner; GD (Garden Downtown) Zoning District. Applicant is requesting a study session to discuss a preliminary design and options for proposed accessory building(s) on a property located in the Downtown Historic District and listed on the National Register of historic places.

Chair Cunningham invited the applicants to join the Board at the hearing table.

Property owner John Miller thanked the Board for their past support regarding the heritage tree permit removal and the landscape plan. They wanted to assure the Board they will be wonderful caretakers of the home.

Architect Michael Garavaglia presented the proposed design and explained how the design was influenced by the Secretary of the Interior's Standards, City parking requirements, and their desire to minimize potential impacts to adjacent properties.

The Board posed questions regarding the applicants choice in building placement, height of each structure, finished materials and colors, garage door and office door designs. At the conclusion of this discussion, the general consensus was that the proposed design met the Secretary of the Interiors Standards and appeared to generally provide an appropriate approach for adding accessory structures to the site. It was noted that the Board would prefer to have story poles installed

## **BUSINESS ITEMS**

The Board temporarily closed the public hearing to conduct a tour of the City Hall with Planner Teiche to better understand the current office conditions and proposed remodeling plan.

### **2. Archival Program.**

Board Members Mueller and Morgan distributed a memo, dated December 10, 2015 for review by the Board Members. The memo addressed the potential use of PastPerfect-online to provide public access to the digitized archival collection. The Board discussed the possibility of hiring a consultant to facilitate the transition. Planner Teiche will discuss the possibility of utilizing the City's existing contract technical support.

### **3. Sales and Distribution of the Heritage Board's publication "Larkspur Past and Present".**

Discussion deferred to the January 14, 2016 meeting.

### **4. Election of Chair and Vice Chair for 2016.**

Chair Cunningham noted that the City Clerk has indicated the elections must take place in January. However, he was willing to take nominations, to make the January appointments more efficient. It was noted that Board Member Wilson and Chair Cunningham will be retiring from the Board in June when their terms expire. After some discussion, it was determined that the Board would nominate Board Member Culhane for Chair and Board Member Mueller for Vice Chair.

Chair Culhane exited the meeting at 8:50 PM due to family obligations.

The Board discussed possible recruitment of potential applicants to replace departing Board Members.

### **5. Review of goals and projects for remainder of 2015.**

Discussion deferred to the January 14, 2016 meeting.

### **6. Board Member Reports.**

- Board Member Wilson provided staff with a copy of an article about the new Perry's at Larkspur restaurant located in the historic Lark Creek Inn building.

**7. Cash Flow Report**

Staff prepared and attached a spread sheet of the Board's current available funds from the Planning Department Budget. There was no discussion.

**Approval of Minutes:** M/s Wilson/Knorpp moved and approved 6-1-0 (Vice Chair Culhane now absent) of the minutes, as amended.

**NEXT MEETING DATE:** January 14, 2016

**Adjourn:** Meeting was adjourned at 9:20 PM

Respectfully submitted,

Kristin Teiche, Senior Planner/Recording Secretary

I HEREBY CERTIFY that the foregoing minutes were duly and regularly adopted during the January 14, 2015 meeting of the Heritage Preservation Board.

A handwritten signature in cursive script that reads "Kristin Teiche".

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Kristin Teiche, Senior Planner/Recording Secretary