

HERITAGE PRESERVATION BOARD

January 14, 2016

ROLL CALL

Chair Cunningham called the meeting to order at 7:25 p.m.

Present: Board Members: Lelia Lanctot, Sallyanne Wilson, Vice Chair Hillary Culhane and Chair Cunningham

Absent: Board Members: John Knorpp, Dirk Mueller, Scott Morgan

Staff: Senior Planner/Recording Secretary Kristin Teiche

PUBLIC COMMENT

There was none.

PLANNING STAFF'S ORAL REPORT

Planner Teiche reported on the following:

- Update on City Hall remodel. Dry rot was discovered on the walls of the Children's library and around several windows and they have had to remove some additional stucco.
- 143 Madrone. Staff inspected the home and is pleased with the progress.
- 219 Hawthorne Ave. The Planning Commission adopted the findings and conditions of approval on December 22, 2015.
- 480/482 Magnolia Avenue. In response to questions by the Board, staff acknowledged that the project is moving forward slowly. Unfortunately, the contractor has been pulled off the job to complete other tasks for the property owner and this has caused the slow down.
- Lark Creek Shops. The permits are being issued and work is moving forward. The property owner has signed an agreement and placed money into an escrow account to guarantee that all exterior improvements will be completed and all ADA requirements will be corrected. Chair Cunningham noted the valet parking for Perry's is causing cars to stack up in a line out into the roadway. This should be addressed proactively by the City.

PUBLIC HEARING ITEMS

None.

BUSINESS ITEMS

1. Election of Chair and Vice Chair for 2016.

M/s Lanctot/Wilson moved and approved 4-3-0 (Board Members Morgan, Knorpp and Mueller absent) to elect Board Member Culhane as Chair of the Heritage Preservation Board.

M/s Wilson/Lanctot moved and approved 4-3-0 (Board Members Morgan, Knorpp and Mueller absent) to elect Board Member Mueller as Vice Chair of the Heritage Preservation Board

2. Archival Program. Discussion and action on the Dec. 10, 2015 memorandum from Dirk Mueller and Scott Morgan re: Past Perfect and online access to LHPB images.

Board Member Cunningham discussed the PastPerfect program, created by Museum Software.com. He noted this program is used across the United States by large and small organizations.

M/S Wilson/Lanctot moved and approved 4-3-0 (Board Members Morgan, Knorpp and Mueller absent) to approve the expenses identified in the December 10, 2015 memorandum, to implement PastPerfect-online to make the digitized archival collection available to the public.

There was further discussion regarding on-going maintenance and updates of the electronic record, once it is available on-line, and how best to accomplish this. It was agreed this would be an appropriate assignment for a future volunteer with the proper skills.

During additional discussion it was noted there were additional City archival materials located in a large vault accessed through the library. Chair Culhane noted it would be nice to add some scans of the old hand written minutes of the City Council to the digitized archival collection.

Board Member Wilson requested that the minutes reflect the Boards appreciation toward Board Members Morgan and Mueller for taking the time to research the Past Perfect-online program and for preparing the December 10, 2015 memo for their consideration.

The Board then discussed the need for a future history room and its possible location. This room is necessary to house the Board's complete collection, and provide a space for Board Members and future volunteers to work. It was agreed that Chair Culhane will draft a memo for the Board's review. The memo will request the City Council keep the Board's need for this room in mind as space is reallocated in City Hall when the new Community Facilities Building gets underway.

3. Review of Board Initiatives for 2016.

It was agreed that a full discussion would be deferred to February 11, 2016, when the full Board is present.

Chair Culhane brought up the future update of the historic inventory and notes she felt strongly this should move forward. She asked if they could hire the consulting historic architect for a training session. This is necessary to standardize their approach and insure the Board Members are comfortable completing the initial survey of neighborhoods, and preparing a list of structures for more advanced evaluation.

It was generally agreed that hiring the historic architect for professional direction and initial training would be an appropriate start and use of the Board's limited funds.

4. Board Member Reports. Board members to share and discuss information and attachments related to historic preservation.

Board Member Wilson announced that the Larkspur Community Foundation is dedicated to developing and rewarding volunteerism. On February 22, 2016 the Foundation and other Community based groups are holding a volunteer recognition celebration. The affair can accommodate up to 200 persons. She thought the Board should use this venue to inform people that they need volunteers for future projects.

Board Member Wilson also noted that there was discussion regarding appropriate gifts for the volunteers being honored. It has been suggested that the Board may wish to gift the HPB book "Larkspur Past and Present". The other Board Members agreed this would be appropriate.

M/S Wilson/Culhane moved to authorize gifting of "Larkspur Past and Present" 2010 edition to the volunteers being recognized on February 22, 2016. The event is to be held jointly by the Community Foundation and the City of Larkspur.

Board Member Lanctot suggested that the books should include a flyer that explains how to order an additional book.

Board Member Cunningham noted that it may be appropriate to extend gifting the book to other events, such as participants in the historic walking tours.

Board Member Wilson amended her motion to include gifting copies of the books who attend a future historic walking tour.

M/S Wilson/Culhane moved and approved 4-3-0 (Board Members Morgan, Knorpp and Mueller absent) to authorize gifting of "Larkspur Past and Present" 2010 edition to the volunteers being recognized on February 22, 2016 event held by the Community Foundation and the City of Larkspur, and to participants who attend the HPB historic walking tours.

Planner Teiche noted that according to the Board's calendar of duties, the Board should be identifying a volunteer, if possible, that the Board would like to honor for work associated with the Board's historic programs. Board Member Cunningham suggested, and it was agreed, this should be scheduled on the February agenda for discussion by the entire board.

The Board determined that if the consulting historic architect were to attend the February meeting for the hearing on 105 King Street, they would take advantage of her presence to ask questions to assist in creating a process to update the historic inventory.

Approval of Minutes: There were no minutes for approval.

NEXT MEETING DATE: February 11, 2016

Adjourn: *M/S Wilson/Culhane moved and approved 4-3-0 (Board Members Morgan, Knorpp and Mueller absent) to adjourn the meeting 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 February 11, 2016 meeting of the Heritage Preservation Board.



Kristin Teiche, Senior Planner/Recording Secretary