

**HERITAGE PRESERVATION BOARD**  
**May 12, 2016**

**ROLL CALL**

Chair Culhane called the meeting to order at 7:04 p.m.

Present: Board Members: Vice Chair Dirk Mueller, Richard Cunningham, Lelia Lanctot, Chair Hillary Culhane, Mayor Catherine Way, John Knorpp

Absent: Board Members: Sallyanne Wilson, Scott Morgan

Staff: Senior Planner/Recording Secretary Kristin Teiche

**PUBLIC COMMENT**

None

**PLANNING STAFF'S ORAL REPORT**

Senior Planner Teiche presented the following:

Lark Creek Shops. Working on completing their site work. Exterior treatments will require some additional corrections.

285 Magnolia Avenue. This project is coming along and the owners are now working on filing the Condominium Map to allow separate ownership of each building with the common ownership of parking and courtyard areas.

143 Madrone Avenue. Owner Keith Fontana is progressing nicely, and has contacted staff to request some reconsideration of the approved color scheme. Staff will keep the Board posted on what he proposes.

June 2016 meeting date. Staff noted that Sallyanne Wilson will not be able to attend the regular meeting date. She asked if the Board would like to look into alternative dates to insure she can attend her last meeting before she officially steps down. The Board was open to considering alternative days.

Board Appointments by Council. The City Council will be interviewing applicants at their next meeting May 18, 2016, to replace the two seats being vacated by Board Members Wilson and Cunningham.

Map Restoration. Staff has requested payment for Ms. Beth Szuhay to inspect and provide a written recommendation for the restoration of the historic 1887 subdivision map.

**PUBLIC HEARING ITEMS**

There were none.

**BUSINESS ITEMS**

1. Review of Board Initiatives for 2016. Board to evaluate Initiatives list, prioritize items, and determine if projects should be removed and/or added.

The Board reviewed and provided input on removing and adding items to the list of Board Initiatives for 2016. They then directed staff to revise the list to reflect the Board's decisions.

The Board then had a general discussion regarding the Board's approved purchase of PastPerfect online and its future application by the Board.

2. Update of Larkspur's Historic Resources Inventory. Board to begin review lists of structures over 50 years in age and consider options to implement a future update of Larkspur's Historic Resources Inventory.

Senior Planner Teiche provided the Board with an update of her progress in creating a master list of all properties located within Madrone Canyon. This list is being created in MarinMap, which links to the County Assessor/Recorder information. She indicated she will have the finished list for the June meeting. The Board then had a general discussion on how the master list will be reviewed and appropriate structures identified for inclusion on the inventory. It was generally agreed that the Board Members would require some training by Historic Architect Jerry Holan. The Board also agreed that Baltimore Park would be the next neighborhood for evaluation.

3. Heritage Award Program. Discuss organization of award ceremonies for the 2016 Heritage Award (Approximately 15 minutes)

Board Member Cunningham noted that 2014 was the last year the City held a Historic Preservation Award ceremony. He also noted that the list produced by staff omitted the home at 385 Elm Avenue. This home also underwent a more recent rehabilitation that was spearheaded by the new owners. This would be an appropriate home for a 2015 Historic Preservation Award. The other structures, previously nominated and approved for a historic award (232 West Baltimore, 234 Magnolia Avenue), would be the 2016 awardees.

Board Member Cunningham noted that the property owner for 232 West Baltimore Avenue has left on an extended travel trip and will not be available to receive the award. Chair Culhane indicated that the program was meant to recognize appropriate rehabilitation. If the owner is not available, perhaps the architect can be invited to accept the award. The purpose is to publicly recognize the sensitive design of this remodel.

*M/s Cunningham/Culhane moved and approved 5-2-0 (Board Members Wilson and Morgan absent) to award the home at 385 Elm Avenue the 2015 Heritage Preservation Award.*

*M/s Lanctot/Knorpp moved and approved 5-2-0 (Board Members Wilson and Morgan absent) the purchase of an additional award to honor the remodeling effort for 385 Elm Avenue.*

Board Member Cunningham then noted he will contact Alpine Awards to purchase all three plaques.

The Board then considered if a fixed exterior plaque should be offered to the property owners which can be installed outside on the structure, or some other feature of the property, for the public to view. It was agreed that Board Member Knorpp would investigate the options and cost for an outdoor plaque.

Board Member Cunningham noted that the other awardees from past years had expressed an interest in a fixed exterior plaque. If they remain interested, this should also be provided.

4. Board Member Reports. Board members to share and discuss information and attachments related to historic preservation. (Approximately 15 minutes)
  - Council Member Way provided the Board with an update of the street repair program, the obstacles created by other utility repair programs, and the anticipated costs. She noted that it will take approximately 5 years to resurface Larkspurs roadways.

- Board Members Lanctot and Cunningham noted that they will be meeting with a restoration expert to get an estimate for repairs and restoration of the two historic maps that were hanging in the stairway and lobby of City Hall.
- Board Member Cunningham reported on the April 30, 2016 walking tour. He noted that the walk concluded at Mags Yogurt where he distributed free copies of "Larkspur Past and Present". He noted this tour was particularly enjoyable.
- Board Member Lanctot stated that Linda Chauncy called to ask if the Board could remove the ten cases of books she has been storing at her home. Planner Teiche suggested she contact the Department of Public Works to store them at their facility.
- Board Member Knorpp asked if there was any possibility of sending a letter to downtown properties that are beginning to show neglect, requesting that they update the care of their property. Of particular interest is the Silver Peso.
- Chair Culhane noted that some of the library windows appear to be showing some cracking in their exterior paint.

**APPROVAL OF MINUTES**      *M/s Lanctot/ Cunnigham moved and approved 5-2-0 (Board Members Wilson and Morgan absent) the April 25, 2016 meeting minutes as drafted*

**NEXT MEETING DATE:**      June 9, 2016 (subject to potential change as agreed to by the Board during the meeting).

**Adjourn:**                      Meeting adjourned at 9:00 PM

Respectfully submitted,

Kristin Teiche, Senior Planner/Recording Secretary

I HEREBY CERTIFY that the foregoing minutes were duly and regularly adopted during the August 11, 2016 meeting of the Heritage Preservation Board.




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Kristin Teiche, Senior Planner/Recording Secretary