

HERITAGE PRESERVATION BOARD

June 2, 2016

(Rescheduled from June 9, 2016)

ROLL CALL

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

Present: Board Members: Vice Chair Dirk Mueller, Richard Cunningham, Lelia Lanctot, Sallyanne Wilson, Chair Hillary Culhane, Scott Morgan (arrived at 7:50)

Absent: Board Members: John Knorpp

Staff: Senior Planner/Recording Secretary Kristin Teiche

PUBLIC COMMENT

There was none.

PLANNING STAFF'S ORAL REPORT

Planner Teiche reported on the following:

- PastPerfect. She has received a package from PastPerfect Online. She will look into installation of the software and on-line training. She has also received and forwarded several e-mails from PastPerfect for the Board to review.
- Lark Creek Shops. Work is nearing completion. The property owner is requesting release of the escrow funds. Staff has advised that they request and pass a final inspection before the funds can be released.
- 143 Madrone Avenue. Board Member Cunningham noted he regularly walks by the Honeymoon Cottage and is very pleased with the progress and appearance.
- Council Acknowledgement. Planner Teiche noted that she needed some idea of Board Members Cunningham and Wilsons schedule so she can arrange a date for the Council to honor them for their years of service.

PUBLIC HEARING ITEMS

There were none.

BUSINESS ITEMS

Chair Culhane announced that she is amending the agenda to honor retiring Board Members Cunningham and Wilson before attending to the regular business items. She gave a short speech acknowledging each Board Members efforts and dedication to the City and Heritage Preservation Board.

1. Review of Board Initiatives for 2016

The Board reviewed the revised list prepared by Senior Planner Teiche and approved the new order of their initiatives.

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

Senior Planner Teiche handed out a complete list of all properties located in the Madrone Canyon historic neighborhood. From here she will begin eliminating properties that have been more recently constructed and remodeled and will note which structures have previously been evaluated and added to the inventory.

3. Heritage Award Program. Discuss plaque order and organization of award ceremonies for the 2016 Heritage Award

The Board held a general discussion regarding the intention of offering outdoor plaques to all properties that have received a Heritage Preservation Award. It was noted that Board Member Knorpp, who was tasked with investigating a design and cost, was absent. The Board temporarily adjourned the meeting and walked outdoors to look at the plaque design installed on the contributing buildings in the historic downtown. Upon return, the Board Members created a general design and agreed to form a subcommittee, consisting of Board Members Lanctot and Morgan, to finalize the design, cost estimate and ordering. In the interest of moving forward and approving the budget expenditure before the end of the physical year, the Board made the following motion:

M/s Cunningham/Wilson moved and approved 6-1-0 (Board Member Knorpp absent) to form a subcommittee to design and procure outdoor metal plaques that can be installed at historic properties that have received a Historic Preservation Award. Further, the Board approves up \$1,200 for the cost of procuring and installing the plaques.

Board Member Cunningham reported on his progress in ordering awards for the 2015 and 2016 Heritage Preservation Award winners. He presented the Board with a sample and noted he is almost ready for the final production. He asked the Board if they are comfortable with the date of the award being limited to the year awarded and not identifying the month. The Board agreed this was appropriate as it removed the difficulty of getting a Council commitment for a specific meeting date before the plaques can be ordered.

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

- Board Member Cunningham distributed a written two page report describing their meeting today with Beth Szuhay and provided a brief verbal description of her initial recommendations and options for care of both historic maps.
- Chair Culhane noted that Neil Cummins requires the 3rd grade class to complete a paper on Larkspur History. She suggested that this presents an opportunity to gift the Board's book to the teachers to aid them in their effort. It was agreed by the Board that books would be donated in the fall.

APPROVAL OF MINUTES *No minutes.*

NEXT MEETING DATE: July 14, 2016

Adjourn: *M/s Wilson/Cunningham moved and the Board approved 6-1-0 (Knorpp absent) to adjourn the meeting of the Heritage Preservation Board at 9:36 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.

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, Senior Planner/Recording Secretary