

HERITAGE PRESERVATION BOARD
January 12, 2017

ROLL CALL

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

Present: Board Members: Vice Chair Dirk Mueller, Richard Storek, Lelia Lanctot, Charles Sink, Chair Hillary Culhane, and John Knorpp (arrived at 7:20)

Absent: Board Members: Scott Morgan

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

PUBLIC COMMENT

None.

PLANNING STAFF'S ORAL REPORT

- Citizen Police Academy – Planner Teiche Passed out a brochure for the Citizen's Police Academy and informed the Board that the City is looking for residents to participate. Councilmember Way (Liaison to Heritage Board) provided additional information regarding the program.
- Community Facilities Building – As part of their regular agenda, Council will discuss the status of the community project on January 18, 2017. Any interested person may attend.
- City Hall Painting – Completion of the painting is delayed due to weather. The final color selection is a creamy butter yellow. Window trim, railings, fascia, etc. will be painted dark brown in keeping with the past color pallet.
- Cornerstone Reinstallation and Time Capsule Internment – Staff will schedule this as a discussion item for the next agenda. The City Manager has invited the Board to schedule an event to reinstall the cornerstone for City Hall. Staff Planner Teiche also noted that the new Time Capsule needs to be interred. The Board should decide on a location, and this can be included as part of the ceremony.
- Approved Construction for Historic Homes – 105 King is proceeding with construction of the three accessory structures as approved. Remodeling of the historic home at 143 Madrone Avenue is complete
- Historic Consultant – Historic Architect Jerry Holan will be a presenter in a CPF conference February 8, 2017 regarding access to the Historic Buildings.
- Historic Short Film – Chair Culhane introduced Spencer. Spencer has agreed to put together a pilot history video for the Board. The video will present a short story pertaining to Larkspur history. The Board generally agreed it should focus on the historic downtown.

BUSINESS ITEMS

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

- Larkspur Then and Now - Board Member Lanctot handed out a story board showing how past Board Member Helen Heitkamp will approach her new book. She has reconsidered the scope of the effort and will limit the content to the historic downtown. She noted that she and past Board Member Marilyn River will be assisting Helen in her effort.
- Lobby Display Case – Board Member Lanctot handed out pictures and purchase estimates for a museum display case for the second floor lobby area. Board Member Knorpp asked if there is any anticipated date for completion of the community facility building. If this will happen in near future, perhaps it would be best to store items and not purchase a display cabinet. Council Member Way provided some background information and acknowledged the design and construction will not be completed in the immediate future. She also noted that the Fire Station adjacent to City Hall may be closed, as it requires some upgrading and is unnecessary for provision of adequate fire service. This could also be considered a possible location for a heritage room to accommodate the storage and display of the Board's archival collection.
- Community Foundation – Board Member Lanctot informed the Board that the Foundation will hold a Volunteer Appreciation event at the American Legion Hall in downtown Larkspur at 5:00 PM on February 9, 2017. Board Members are welcome to stop in prior to their monthly meeting.
- Update on Historic Map Restoration Proposal - Board Member Storek updated the Board on his discussions with the framing company. Planner Teiche noted that she has requested the City Manager approve the use of Book funds for this work. She will keep the Board posted if the City Manager may approve this, or if she has to prepare a request to the City Council.

Update of Larkspur's Historic Resources Inventory.

The consulting Historic Architect handed out forms, photographs and information pertaining to evaluating structures for addition to the Historic Resources Inventory. She explained how to use the provided information, and how to approach a visual evaluation of an older structure. The job of the Board Members is to identify structures that, based on architectural style and character, may be eligible for addition. The Board must fill in the DPR forms and attach a picture. Those found to have potential will be further evaluated by the historic architect.

All completed forms, including those prepared for buildings that do not merit inclusion, shall be turned over to Staff Planner Teiche. Staff will maintain a record of all homes that were evaluated.

The historic architect then walked through photographs of residences to assist the board in using the information to identify the architectural style of the buildings.

APPROVAL OF MINUTES December 8, 2016

M/s Culhane/Lanctot moved and approved 7-1-0 (Board Member Morgan absent) to approve the December 8, 2016 meeting minutes subject to the requested amendments.

The Board adjourned the meeting at 9:20 PM.

NEXT MEETING DATE: February 9, 2017

Respectfully submitted,

Kristin Teiche, Senior Planner/Recording Secretary

I HEREBY CERTIFY that the foregoing minutes were duly and regularly adopted during the March, 9, 2017 meeting of the Heritage Preservation Board.

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

Kristin Teiche, Senior Planner/Recording Secretary