

**HERITAGE PRESERVATION BOARD**  
**June 8, 2017**

**ROLL CALL**

Chair Culhane called the meeting to order at 7:10 p.m.

Present: Board Members: Vice Chair Charles Sink, Lelia Lanctot, Chair Hillary Culhane, and Scott Morgan

Absent: Board Members: Richard Storek, Jon Knorpp, Dirk Mueller

Staff: Kristin Teiche, Senior Planner/Recording Secretary

**PUBLIC COMMENT**

None.

**PLANNING STAFF'S ORAL REPORT**

Planning Staff provided the following information:

- 219 Hawthorne Ave – The construction is progressing well. Staff visited the site with Consulting historic architect Jerri Holan and spoke with the contractor.
- St. Pats Church Rectory – Staff from the church have approached Planning staff to discuss changing out the windows in the building. After talking it over with the consulting historic architect, they contracted with a window manufacturer who can upgrade the existing windows, insulate around them, reduce leaks and increase UV resistance. All historic windows will be preserved and improved.
- Lark Theatre – Theatre management has installed solar panels on the roof with proper permits. Support equipment was installed on a front wall, however, staff was able to get them to correct this.
- AUMA – (Adult Use of Marijuana Act) Staff has attended one meeting with City Council to discuss the new law and how the City wants to address personal grows, retail sales, etc. The Council has requested additional information before they provide staff with direction for possible zoning amendments.
- Measure T. City has begun an information campaign and outreach regarding Measure T funds collected for roadway improvements. The Council is interested in extending the sales tax measure so the City can borrow against this income and speed up the street repairs.
- Heritage Publication Larkspur Past and Present. The Planning Director has noted that the Board has begun a campaign to give away the book at various events. Since the book is being offered for free, he would like to discontinue sale of the book at City Hall. Therefore, staff is requesting the Board make a motion to discontinue sales of the book and limit monetary requests to voluntary donations.

*M/s Sink/Lanctot moved and approved 4-0 (Knorpp, Mueller and Storek absent) to offer the historic publication Larkspur Past and Present for free, but request and accept voluntary donations to support the Board's work.*

## **BUSINESS ITEMS**

### Board Member Reports.

Larkspur Past and Present – The Board discussed their various efforts to distribute books as well as new ideas for additional book giveaways. Chair Culhane suggested the Board create post cards for mailing to all property owners of structures listed in the book and offer them a free copy. The other Board Members all agreed and the Chair requested a motion to approve the expense to produce the post cards.

*M/s Morgan/Sink moved and approved 4-0 (Knorpp, Mueller and Storek absent) to approve up to \$160.00 on postcards and postage.*

Historic Plaques. Board Member Morgan asked about the status of the historic plaques, purchased for homes that have received a Historic Preservation Award. Planner Teiche noted that the Boy Scouts will not be able to accept this project and the plaques remain in the Planning Department. It was agreed that staff will take the plaques to the property owners with a letter asking them to install the plaque in a visible location.

### Past Perfect Online.

The Board agreed that they wanted to move forward with the yearly payment for this on-line site. Board Member Lanctot suggested that she approach ex-Board Member Marilyn River to assist with preparing the archival collection database for uploading to Past Perfect Online. The remaining Board Members all agreed.

*M/s Lanctot/Culhane moved and approved 4-0 (Knorpp, Mueller and Storek absent) payment of the Past Permit Online bill of \$450.00*

Joint Meeting with City Council. Board Member Morgan noted that the Board and City Council have held joint meetings in past years to discuss the Boards efforts and historic programs. The members agreed that a new meeting should be requested and then discussed projects and programs that should be included in their report to the Council.

### Update of Larkspur's Historic Resources Inventory.

Planner Teiche discussed the status of the inventory update. She has largely completed her walkthrough of Madrone Canyon properties with the consulting historic architect. In addition, she has compiled a list of all properties in the Baltimore Park neighborhood and will soon assign a list of properties for each Board Member to review. Planner Teiche recommended that she meet with Jerri again before the end of June to make use of the remaining consulting funds in the budget. She asked for a motion to approve this expense so she can request payment before the new fiscal year begins in July.

*M/s Culhane/Lanctot moved and approved 4-0 (Knorpp, Mueller and Storek absent) payment to Jerri Holan, consulting historic architect of up to \$439.00 for work on the inventory update.*

## **APPROVAL OF MINUTES**      March 9, 2017

*M/s Morgan/Lanctot moved and approved 4-0 (Board Members Knorpp, Mueller and Storek absent) to approve the March 9, 2017 meeting minutes as drafted.*

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The Board adjourned the meeting at 8:05 PM.

**NEXT MEETING DATE:** July 13, 2017

Respectfully submitted,

Kristin Teiche, Senior Planner/Recording Secretary

I HEREBY CERTIFY that the foregoing minutes were duly and regularly adopted during the August 10, 2017 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