

**MEETING OF THE
HERITAGE PRESERVATION BOARD
January 11, 2018**

ROLL CALL

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

Present: Board Members: Dirk Mueller, Lelia Lanctot, Jon Knorpp, Scott Morgan, Vice Chair Charles Sink, Chair Hillary Culhane

Absent: Board Member(s): Richard Storek

Staff: Kristin Teiche, Senior Planner/Recording Secretary

PUBLIC COMMENT

None.

PLANNING STAFF'S ORAL REPORT

Staff planner Teiche reported on the following:

- During the January 17 Council meeting, Planning Director Toft will make a presentation to the City Council regarding the completion of the General Plan update. All Board members are welcome to review the report and schedule online, or to attend the meeting. The Board and staff then had a general discussion regarding what changes may be proposed, and possible modifications to the historic element.
- The Planning and Building Department has recently hired a new Permit Technician. This person is replacing a previous Administrative Assistant position last held by Joan Lang, who retired. Board Members who visit the office will see a new face.
- Board Member Morgan asked about the seismic retrofit of City Hall and the status of the future Community Facility building. Planner Teiche informed the Board that, as of yet, she is not aware of any definitive schedule for accomplishing these items.

BUSINESS ITEMS

- **Presentation by Bill Lellis.** Mr. Lellis, introduced himself as a past fireman and fire chief for Larkspur, and a one-time 40 year resident. He now lives in Hercules. He complimented the Board on the latest production of Larkspur Past and Present. He indicated he assisted previous Board Member Nancy Curley on one of the earlier additions. He then made a verbal presentation regarding a history book he is working on about the Larkspur Fire Department, starting with the volunteer fire men. He provided the Board with a variety of colorful stories from his experiences. He asked for some assistance in procuring photographs for his book from the Board's collection, including some that are hanging in the Council Chambers. Mr. Lellis was informed that he could view and print pictures from the on-line collection at PastPerfect.com. Planner Teiche also noted that there may be an existing collection of digitized photo's on a CD that was prepared during the book production.
- 219 Hawthorne Ave. Planner Teiche presented the Board with a field report prepared by consulting historic architect Jerri Holan. The report notes that in spite of working with the

contractor during the first site inspection to insure the remaining historic windows would be retained, the owner/contractor removed the remaining existing windows and replaced them with dual pane replications. They are close but not exact. Ms. Holan has provided recommendations for a range of modifications that would give these windows a more historic look.

Board Member Morgan noted that the owner/contractor should have approached the Board in advance to make a case for the replacement of historic windows, before taking any action. There should be some consequence as the windows were proposed for retention and the historic evaluation and Board action relied on this.

Board Member Knorpp stated it was possible to replicate historic windows, including wavy glass, Ogee lugs etc.

The Board continued with a general discussion regarding the various recommendations, what they would entail and the conditions of approval for the project. The Board then recommended the following:

M/s Morgan/Knorpp moved and the Board approved 6-1 (Board Member Storek absent) to recommend the following action (one being the first choice and three being the last):

- 1. Require the contractor and property owner to reinstall the original windows in the front and north side elevations;*
- 2. Require the windows be replaced with exact replicas, including single pane wavy glass, OG lugs, sill depth and trim.*
- 3. Property owner to pay a fine for each historic window that was removed. Further, the new windows shall be modified in compliance with the January 3, 2018 Field Report prepared by Ms. Holan. The Board further recommended a minimum fine of \$5,000.00 per window.*

The City shall withhold the final inspection and occupancy permit pending resolution. The Board further recommended that if fines are collected, the funds should be applied toward completion of the restoration and updating of Historic Larkspur City Hall.

Board Member Morgan recommended that the Chair follow up with the City Manager to advocate for the Board's position.

Election of Chair and Vice Chair

M/s Lanctot/Culhane moved and the Board approved 6-1 (Board Member Storek absent) to nominate Charles Sink to serve as Chair of the Heritage Preservation Board.

M/s Lanctot/Mueller moved and the Board approved 6-1 (Board Member Storek absent) to nominate Richard Storek to serve as Vice-Chair of the Heritage Preservation Board.

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

Board Member Lanctot updated the Board on her efforts to allow the public to download the City's archived picture collection from the PastPerfect website. She has amended the site to remove the watermark from printed pictures, and will add a license agreement regarding reproduction of photos. The intent is to allow individuals to download pictures and not require them to contact the City for copies. The license agreement states that if they choose to download a picture, they are agreeing to

the limits of the license agreement. Board Member Morgan went through the language of the license agreement and provided Board Member Lanctot with some amended language.

Heritage Preservation Award

Planner Teiche informed the Board that the City Clerk has scheduled time for an awards ceremony on the March 7, 2018 Council agenda. She presented the Board members with the information, prepared by prior Board Member Richard Cunningham, for ordering plaques. Board Member Lanctot agreed to be responsible for ordering the award plaques for presentation at the ceremony.

Update of Larkspur's Historic Resources Inventory.

Vice Chair Sink presented the Board with some additional preliminary reviews of homes in Baltimore Park that had been missed in the initial reviews. After reviewing the photo's and forms the Board agreed to have several of the homes reviewed by the historic architect.

APPROVAL OF MINUTES December 14, 2017

Board Member Knorpp/Culhane moved and the Board approved 6-1 to approve the minutes as amended.

NEXT MEETING DATE: February 8, 2018

M/s Knorpp/Mueller moved and all approved a motion to issue a special thank you to Chair Culhane and Vice Chair Sink for their stellar service.

M/s Knorpp/Culhane moved to adjourn the meeting and the Board approved 6-1 (Board Member Storek absent).

The Board adjourned the meeting at 9:18 PM.

Respectfully submitted,

Kristin Teiche, Senior Planner/Recording Secretary

I HEREBY CERTIFY that the foregoing minutes were duly and regularly adopted during the April 12, 2018 meeting of the Heritage Preservation Board.

Kristin Teiche, Senior Planner/Recording Secretary