

**MEETING MINUTES OF THE
HERITAGE PRESERVATION BOARD
October 11, 2018**

ROLL CALL

Board Member Lanctot called the meeting to order at 7:07 p.m.

Present: Board Members: Lelia Lanctot, Jan Hobbel, Hillary Culhane, Jon Knorpp (arrived at 7:15)

Absent: Board Member(s): Chair Sink, Vice Chair Storek

Staff: Kristin Teiche, Senior Planner/Recording Secretary

PUBLIC COMMENT

None

PLANNING STAFF'S ORAL REPORT

Senior Planner Teiche discussed the following:

- Informed the Board that Planner Anna Camaraota has retired, and it is not decided if her position will be filled.
- Updated the Board on the new State law addressing Assessor Dwelling Units and how this impacts the City's ability to regulate installation of new units. She noted staff will hold a study session with the Planning Commission to determine how the City should proceed with updating the zoning regulations to comply with the State law.

BUSINESS ITEMS

1. Community Facilities Building – Presentation by Mr. Joe Jennings

The Board received an introductory presentation from Mr. Joe Jennings Co-Chair and Kathy Green, members of a new Larkspur community task force formed to assist the City in finalizing plans, and securing funding, to build the Community Facility Building. The goal is to put together the funding infrastructure to insure the eventual construction of the community building. It may be constructed in phases due to cost considerations. He noted that the Task Force is supportive of the Board's mandate and would like to accommodate a potential historic room for the Board's archival collection. The task force is hoping to achieve a first phase of construction relatively soon to reward individuals who help to fund the project. It is hoped that this will also generate additional support from others who see the results and join the funding effort. In the immediate future, task force members will be meeting with two City Council members to develop a work plan that outlines all the necessary steps to get to the building phase. When questioned, they indicated that they have not yet decided on how to proceed, prepare a design or fundraise first. They noted they will be working off the 2013 preliminary plan but may not be able to fully accommodate all the programmatic needs and build all the proposed square footage. They would like to include the Board in their list of supporters. They also have many opportunities for volunteer help.

Board Member Knorpp stated that the Board hopes the design will be presented to the Board in advance of being finalized. He also noted that the location forms a gateway to the historic downtown, and the proposed building(s) should appropriately reflect the character of Larkspur and be compatible with the nearby historic corridor.

2. Joint Session with City Council

Board Member Lanctot asked staff to describe how joint sessions have been managed in the past. Senior Planner Teiche provided the Board with background information. She recommended the Board provide the Council with a written synopsis of the Board's accomplishments and goals. She also noted the Council will be most interested in the proposed update to the historic inventory and the Board's evaluation and recommendation process. Board Member Lanctot also suggested the Board discuss the Heritage Preservation Boards mandates, as outlined in the General Plan and Zoning regulations. It was noted that the Chair has typically taken the lead on preparing the written synopsis and any verbal presentation. It was decided that Board Member Lanctot will contact Chair Sink to assist in his preparation of this document.

3. Board Member Reports

Board Member Lanctot asked if any Board Members may have a property to nominate for a Historic Preservation Award. After some discussion it was determined that there were no properties that were eligible at that time.

The Board discussed the status of the Book giveaway and the remaining inventory. Senior Planner Teiche requested the Board hold out at least 100 books for future staff, Council, Commission and Board members to receive a copy.

Board Member Hobbel asked if the Book could be made available as a digital e-book. He volunteered to assist in this effort. Board Member Lanctot agreed to reach out to book committee members to discuss. It was agreed that going digital will insure that the book will survive into the future.

APPROVAL OF MINUTES August 8, 2018

M/s Hobbell/Culhane moved and approved the minutes 3-1 (Board Member Knorpp abstaining, Chair Sink and Vice Chair Storek absent).

NEXT MEETING DATE: November 7, 2018 Joint Session with the City Council
November 8, 2018 Regular Monthly Meeting

The Board adjourned the meeting at approximately 8:25 PM.

Respectfully submitted,

Kristin Teiche, Senior Planner/Recording Secretary

I HEREBY CERTIFY that the foregoing minutes were duly and regularly adopted during the February 14, 2019 meeting of the Heritage Preservation Board.



Kristin Teiche, Senior Planner/Recording Secretary