

# Certified Local Government Program -- 2017-2018 Annual Report

(Reporting period is from October 1, 2017 through September 30, 2018)

**INSTRUCTIONS:** This is a Word form with expanding text fields and check boxes. It will probably open as Read-Only. Save it to your computer before you begin entering data. This form can be saved and reopened.

Because this is a WORD form, it will behave generally like a regular Word document except that the font, size, and color are set by the text field.

- Start typing where indicated to provide the requested information.
- Click on the check box to mark either yes or no.
- To enter more than one item in a particular text box, just insert an extra line (Enter) between the items.

Save completed form and email as an attachment to [Lucinda.Woodward@parks.ca.gov](mailto:Lucinda.Woodward@parks.ca.gov). You can also convert it to a PDF and send as an email attachment. Use the Acrobat tab in WORD and select Create and Attach to Email. You can then attach the required documents to that email. If the attachments are too large (greater than 10mb total), you will need to send them in a second or third email.

**Name of CLG**

*City of Santa Cruz*

**Report Prepared by:** *Ryan Bane*

**Date of commission/board review:** *December 19, 2018*

## MINIMUM REQUIREMENTS FOR CERTIFICATION

### I. Enforce Appropriate State or Local Legislation for the Designation and Protection of Historic Properties.

#### **A. Preservation Laws**

1. What amendments or revisions, if any, are you considering to the certified ordinance? Please forward drafts or proposals.

**REMINDER:** Pursuant to the CLG Agreement, OHP must have the opportunity to review and comment on ordinance changes prior to adoption. Changes that do not meet the CLG requirements could affect certification status.

*None*

2. Provide an electronic link to your ordinance or appropriate section(s) of the municipal/zoning code. Type here.

<http://www.cityofsantacruz.com/government/city-departments/planning-and-community-development/public-hearing-bodies-commissions/historic-preservation-commission>

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### B. New Local Landmark Designations (Comprehensive list of properties/districts designated under local ordinance, HPOZ, etc.)

1. During the reporting period, October 1, 2017 – September 30, 2018, what properties/districts have been locally designated?

Property Name/Address	Date Designated	If a district, number of contributors	Date Recorded by County Recorder
<i>None</i>	Type here.	Type here.	Type here.

**REMINDER:** Pursuant to California Government Code § 27288.2, “the county recorder shall record a certified resolution establishing an historical resources designation issued by the State Historical Resources Commission or a local agency, or unit thereof.”

2. What properties/districts have been de-designated this past year? For districts, include the total number of resource contributors?

Property Name/Address	Date Removed	Reason
<i>None</i>		

### C. Historic Preservation Element/Plan

1. Do you address historic preservation in your general plan? ☐ No  
☐ Yes, in a separate historic preservation element. ☒ Yes, it is included in another element.

Provide an electronic link to the historic preservation section(s) of the General Plan.

<http://www.cityofsantacruz.com/home/showdocument?id=71130>

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2. Have you made any updates to your historic preservation plan or historic preservation element in your community's general plan? ☐ Yes ☒ No If you have, provide an electronic link. [Type here.](#)
3. When will your next General Plan update occur? **2025**

## D. Review Responsibilities

### 1. Who takes responsibility for design review or Certificates of Appropriateness?

- ☐ All projects subject to design review go the commission.
- ☒ Some projects are reviewed at the staff level without commission review. What is the threshold between staff-only review and full-commission review? ***Single-story additions less than 500 square feet on the rear ¾ of the building; and, other minor window, door and roofing projects on the rear ¾ of the building.***

### 2. California Environmental Quality Act

- What is the role of the staff and commission in *providing input* to CEQA documents prepared for or by the local government? [Type here.](#)

What is the role of the staff and commission in *reviewing* CEQA documents for projects that are proposed within the jurisdiction of the local government? [Type here.](#)

### 3. Section 106 of the National Historic Preservation Act

- What is the role of the staff and commission in *providing input* to Section 106 documents prepared for or by; the local government? ***Staff provides input; the Commission reviews any CEQA documents which are involved with projects which require their review.***
- What is the role of the staff and commission in *reviewing* Section 106 documents for projects that are proposed within the jurisdiction of the local government? ***Staff and Commission provide input.***

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## **II. Establish an Adequate and Qualified Historic Preservation Review Commission by State or Local Legislation.**

### **A. Commission Membership**

<b>Name</b>	<b>Professional Discipline</b>	<b>Date Appointed</b>	<b>Date Term Ends</b>	<b>Email Address</b>
Tracy Bliss	Educator	9/11/18	1/1/23	_____
Dennis Diego	Architect	5/23/17	1/1/20	_____
Jessica Kusz	Historic Preservation Project Manager	1/24/17	1/1/21	_____
David Hooks	Contractor	3/13/12	1/1/21	_____
Don Lauritson	Retired City Planner	1/23/18	1/1/22	_____
Joe Michalak	Retired Librarian/Software Sales Exec	1/23/18	1/1/22	_____
Peter McGettigan	Videographer	1/1/15	1/1/19	_____
Marlo Novo	Museum Curator	6/13/16	1/1/20	_____
Type here.	Type here.	Type here.	Type here.	

Attach resumes and Statement of Qualifications forms for all members.

1. If you do not have two qualified professionals on your commission, explain why the professional qualifications not been met and how professional expertise is otherwise being provided. Type here.
2. If all positions are not currently filled, why is there a vacancy, and when will the position will be filled? Type here.

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## B. Staff to the Commission/CLG staff

1. Is the staff to your commission the same as your CLG coordinator? ☒ Yes    ☐ No    If not, who serves as staff?
2. If the position(s) is not currently filled, why is there a vacancy? *Type here.*

Attach resumes and Statement of Qualifications forms for staff.

Name/Title	Discipline	Dept. Affiliation	Email Address
Ryan Bane	Urban Planner	Planning & Community Development	<a href="mailto:rbane@cityofsantacruz.com">rbane@cityofsantacruz.com</a>
Samantha Haschert	Urban Planner	Planning & Community Development	<a href="mailto:shaschert@cityofsantacruz.com">shaschert@cityofsantacruz.com</a>

## C. Attendance Record

Please complete attendance chart for each commissioner and staff member. Commissions are required to meet four times a year, at a minimum. If you haven't met at least four times, explain why not.

Commissioner/Staff	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Tracy Bliss	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dennis Diego	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
David Hooks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Jessica Kusz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Don Lauritson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Joe Michalak	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Marla Novo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peter McGettigan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Ryan Bane	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Type here.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### D. Training Received

Indicate what training each commissioner and staff member has received. Remember it is a CLG requirement is that all commissioners and staff to the commission attend at least one training program relevant to your commission each year. It is up to the CLG to determine the relevancy of the training.

Commissioner/Staff Name	Training Title & Description (including method presentation, e.g., webinar, workshop)	Duration of Training	Training Provider	Date
Dennis Deigo Don Lauritson Joe Michalak Jessica Kusz David Hooks Peter McGettigan Ryan Bane Lee Butler	Can I Do That? Applying the Secretary of the Interior's Standards for the Treatment of Historic Properties - Webinar	1.5 hours	California Preservation Foundation	3/13/18
Joe Michalak	Interpretation and Application of Secretary of the Interior's Standards for the Treatment of Historic Properties: eLearning Modules:  Intro to the Secretary of the Interior's Standards for the Treatment of Historic Properties	1.5 hours	State of California Office of Historic Preservation	2/18

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	Understanding the Four Treatments for Historic Properties  Interpretation and Application of the Standards for Rehabilitation			
Jessica Kusz	California Mission Foundation Conference – Focus on missions and rancho era building and history	3 days	California Missions Foundation	2/18
Type here.	Type here.	Type here.	Type here.	Type here.
Type here.	Type here.	Type here.	Type here.	Type here.
Type here.	Type here.	Type here.	Type here.	Type here.
Type here.	Type here.	Type here.	Type here.	Type here.
Type here.	Type here.	Type here.	Type here.	Type here.

### **III. Maintain a System for the Survey and Inventory of Properties that Furthers the Purposes of the National Historic Preservation Act**

#### **A. Historical Contexts: initiated, researched, or developed in the reporting year (excluding those funded by OHP)**

**NOTE:** California CLG procedures require CLGs to submit survey results, including historic contexts, to OHP. If you have not done so, submit a copy (PDF or link if available online) with this report.

Context Name	Description	How it is Being Used	Date Submitted to OHP
None			

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## B. New Surveys or Survey Updates (excluding those funded by OHP)

**NOTE:** The evaluation of a single property is not a survey. Also, material changes to a property that is included in a survey, is not a change to the survey and should not be reported here.

Survey Area	Context Based-yes/no	Level: Reconnaissance or Intensive	Acreage	# of Properties Surveyed	Date Completed	Date Submitted to OHP
None	Type here.	Type here.	Type here.	Type here.	Type here.	Type here.

How are you using the survey data? Type here.

## C. Corrections or changes to Historic Property Inventory

Property Name/Address	Additions/Deletions to Inventory	Status Code Change From _ To _	Reason	Date of Change
None	Type here.	Type here.	Type here.	Type here.

## IV. Provide for Adequate Public Participation in the Local Historic Preservation Program

### A. Public Education

What public outreach, training, or publications programs has the CLG undertaken? How were the commissioners and staff involved? Please provide copy of (or an electronic link) to all publications or other products not previously provided to OHP.



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Item or Event	Description	Date
1. Poster: May is Preservation Month, "Old is the New Green: Continuity, Sustainability"	A poster was created and distributed to businesses and displayed around the city to promote May as Preservation Month	5/18
2. Community Presentation: "Discover Your Neighborhood Series"	One Hour presentation by Joe Michalak and Judith Steen at the Branciforte Branch of the Santa Cruz Public Library	7/28/18
Community Presentation: "Wood Family in Santa Cruz: Building a Community, 1905-1941"		
3. Provide historic information and answered related questions	Answered questions from public regarding historic properties, zoning, and historic preservation regulations over the phone and in person.	Throughout year
4. Continued printing and distribution of historic area walking tours	Historic Walking Tour Brochures	Throughout year
5. Annual Historic Blue Plaque Award Event	Helped coordinate the historic preservation week event with the local Art-History Museum; City Commission awarded Certificated of Appreciation to property owners and individuals who had a positive impact on preservation during the previous years	May 12, 2018

### **ADDITIONAL INFORMATION FOR NATIONAL PARK SERVICE ANNUAL PRODUCTS REPORTS FOR CLGS**

**NOTE: OHP will forward this information to NPS on your behalf. Please read "Guidance for completing the Annual Products Report for CLGs" located at [http://www.nps.gov/clg/2015CLG\\_GPRA/FY2013\\_BaselineQuestionnaireGuidance-May2015.docx](http://www.nps.gov/clg/2015CLG_GPRA/FY2013_BaselineQuestionnaireGuidance-May2015.docx).**

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## A. CLG Inventory Program

During the reporting period (October 1, 2017-September 30, 2018) how many historic properties did your local government **add** to the CLG inventory? This is the total number of historic properties and contributors to districts (or your best estimate of the number) added to your inventory **from all programs**, local, state, and Federal, during the reporting year. These might include National Register, California Register, California Historic Landmarks, locally funded surveys, CLG surveys, and local designations.

Program area	Number of Properties added
None	None

## B. Local Register (i.e., Local Landmarks and Historic Districts) Program

- During the reporting period (October 1, 2017-September 30, 2018) did you have a local register program to create local landmarks and/or local districts (or a similar list of designations) created by local law? ☒ Yes ☐ No
- If the answer is yes, then how many properties have been added to your register or designated from October 1, 2016 to September 30, 2017? None

## C. Local Tax Incentives Program

- During the reporting period (October 1, 2017-September 30, 2018) did you have a Local Tax Incentives Program, such as the Mills Act? ☐ Yes ☒ No
- If the answer is yes, how many properties have been added to this program from October 1, 2017 to September 30, 2018?

Name of Program	Number of Properties Added During 2016-2017	Total Number of Properties Benefiting From Program
Type here.	Type here.	

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### D. Local “bricks and mortar” grants/loan program

1. During the reporting period (October 1, 2017-September 30, 2018) did you have a local government historic preservation grant and/or loan program for rehabilitating/restoring historic properties? ☐ Yes ☒ No
2. If the answer is yes, then how many properties have been assisted under the program(s) from October 1, 2017 to September 30, 2018? Type here.

Name of Program	Number of Properties that have Benefited
Type here.	Type here.

### E. Design Review/Local Regulatory Program

1. During the reporting period (October 1, 2017-September 30, 2018) did your local government have a historic preservation regulatory law(s) (e.g., an ordinance) authorizing Commission and/or staff review of local government projects or impacts on historic properties? ☒ Yes ☐ No
2. If the answer is yes, how many historic properties did your local government review for compliance with your local government’s historic preservation regulatory law(s) from October 1, 2017 to September 30, 2018? 11

### F. Local Property Acquisition Program

1. During the reporting period (October 1, 2017-September 30, 2018) did you have a local program to acquire (or help to acquire) historic properties in whole or in part through purchase, donation, or other means? ☐ Yes ☒ No
2. If the answer is yes, then how many properties have been assisted under the program(s) from October 1, 2017 to September 30, 2018? Type here.

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Name of Program	Number of Properties that have Benefited
Type here.	Type here.

### IN ADDITION TO THE MINIMUM CLG REQUIREMENTS, OHP IS INTERESTED IN A SUMMARY OF LOCAL PRESERVATION PROGRAMS

- A. What are your most critical preservation planning issues? **Critical preservation planning issues include funding for staff to implement and process historic permits as well as promote historic preservation (ie. events, printing of posters/brochures, historic signage, etc.), balancing historic preservation with the development of much needed, and the review of proposals to demolish non-listed structures over 50 years of age.**
- B. What is the single accomplishment of your local government this year that has done the most to further preservation in your community? **The single biggest project to enhance and further preservation in Santa Cruz was the approval of the Kitchen Brothers project at 515 Fair Avenue. The long time vacant property had been dilapidated for many years, and through the use of our historic incentives ordinance the property was able to be developed and the historic structures rehabilitated. In addition, our preservation regulations have been effective in the review and approval of alterations to listed properties in a manner that does not cause project delays and is accepted as reasonable by the majority of owners. The community generally values historic properties and developers understand that, where applicable, rehabilitation and preservation of such properties should be part of their projects.**
- C. What recognition are you providing for successful preservation projects or programs? **The Commission awards certificates of Appreciation each year during the local Museum of Art & History's Historic Blue Plaque Award event which takes place in early May of each year**

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- D. How did you meet or not meet the goals identified in your annual report for last year? **Our goals last year were as follows: To continue to apply our Historic Preservation Ordinance in an expedient manner, and to have Commissioners and Staff take training courses to keep updated on the latest Historic Preservation laws.**

**City staff continued to provide information regarding our Historic Preservation program and expediently processed Historic Alteration permits both administratively and through our Historic Preservation Commission. Commissioners and staff were able to take training courses, but hope to take more training this coming year.**

- E. What are your local historic preservation goals for 2018-2019? **1. Review procedures for permits involving non-listed buildings older than fifty years for CEQA compliance. 2. Create an HPC subcommittee to review and suggest changes to website organization and content, in order to make the site more user-friendly and relevant for current and potential owners of historic structures. 3. Create a procedure for identifying buildings/sites/objects for future study and potential listing on the Historic Building Survey. 4. Create an HPC subcommittee to expand public outreach events during Preservation Month. 5. Develop more proactive communications regarding training opportunities, including familiarization with interactive training sources available on the OHP website and programs sponsored by the California Preservation Foundation. 6. Explore potential grant funding to update/correct the walking tour brochures and migrate the content to an interactive virtual environment format.**
- F. So that we may better serve you in the future, are there specific areas and/or issues with which you could use technical assistance from OHP? **Provide nearby training and resources on methods to further historic preservation. Provide training and research on CEQA review of alterations to and/or demolition of structures that qualify as cultural resources but are not designated as historic. Our Commissioners have shown they are much more likely to attend local or nearby training events or webinar type events.**
- G. In what subject areas would you like to see training provided by the OHP? How you like would to see the training delivered (workshops, online, technical assistance bulletins, etc.)?

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Training Needed or Desired	Desired Delivery Format
<ul style="list-style-type: none"><li>• Applying the Secretary of the Interior's Standards</li><li>• Determining if non-listed structures that qualify as cultural resources can be demolished or altered significantly.</li></ul>	Local workshop or webinar

H. Would you be willing to host a training working workshop in cooperation with OHP? ☒ Yes ☐ No

G. Is there anything else you would like to share with OHP?

### XII Attachments

- ☒ Resumes and Statement of Qualifications forms for **all** commission members/alternatives and staff
- ☒ Minutes from commission meetings
- ☐ Drafts of proposed changes to the ordinance
- ☐ Drafts of proposed changes to the General Plan
- ☐ Public outreach publications

Email to [Lucinda.Woodward@parks.ca.gov](mailto:Lucinda.Woodward@parks.ca.gov)

CITY OF SANTA CRUZ  
City Hall  
809 Center Street  
Santa Cruz, California 95060



HISTORIC PRESERVATION COMMISSION

Regular Meeting of October 18, 2017 is hereby cancelled.

**The Historic Preservation Commission  
meeting of 10/18/2017 is hereby  
CANCELLED.**

**The next regular meeting is  
scheduled for 11/15/2017.**

CITY OF SANTA CRUZ  
City Hall  
809 Center Street  
Santa Cruz, California 95060



HISTORIC PRESERVATION COMMISSION

Regular Meeting of November 15, 2017 is hereby cancelled.

**The Historic Preservation Commission  
meeting of 11/15/2017 is hereby  
CANCELLED.**

**The next regular meeting is  
scheduled for 12/20/2017.**



CITY OF SANTA CRUZ  
City Hall  
809 Center Street  
Santa Cruz, California 95060



Historic Preservation Commission

Regular Meeting of December 20, 2017 is hereby cancelled.

**The Historic Preservation Commission  
meeting of 12/20/2017 is hereby  
CANCELLED.**

**The next regular meeting is  
scheduled for 01/17/2018.**

CITY OF SANTA CRUZ  
City Hall  
809 Center Street  
Santa Cruz, California 95060



Historic Preservation Commission

**The Historic Preservation Commission  
meeting of 01/17/2018 is hereby  
CANCELLED.**

**The next regular meeting is  
scheduled for 02/21/2018.**

CITY OF SANTA CRUZ  
City Hall  
809 Center Street  
Santa Cruz, California 95060



## **HISTORIC PRESERVATION COMMISSION**

**Regular Meeting  
February 21, 2018  
Action Minutes**

**7:00 P.M. GENERAL BUSINESS AND MATTERS OF PUBLIC INTEREST, COUNCIL  
CHAMBERS**

The City of Santa Cruz does not discriminate against persons with disabilities. Out of consideration for people with chemical sensitivities, we ask that you attend fragrance free. Upon request, the agenda can be provided in a format to accommodate special needs. Additionally, if you wish to attend this public meeting and will require assistance such as an interpreter for American Sign Language, Spanish, or other special equipment, please call the City Clerk's Department at (831) 420-5030 at least five days in advance so that we can arrange for such assistance, or email [cityclerk@cityofsantacruz.com](mailto:cityclerk@cityofsantacruz.com). The Cal-Relay system number: 1-800-735-2922.

Any writing related to an agenda item for the open session of this meeting distributed to the Historic Preservation Commission less than 72 hours before this meeting is available for inspection at the City Planning Department, 809 Center Street, Room 107 or on the City's website at [www.cityofsantacruz.com](http://www.cityofsantacruz.com). These writings will also be available for review at the Historic Preservation Commission meeting in the public review binder at the rear of the back of the Council Chambers.

**APPEALS:** Any person who believes that a final action of this advisory body has been taken in error may appeal that decision to the City Council. Appeals must be in writing, setting forth the nature of the action and the basis upon which the action is considered to be in error, and addressed to the City Council in care of the City Clerk.

Appeals must be received by the City Clerk within ten (10) calendar days following the date of the action from which such appeal is being taken. An appeal must be accompanied by a six hundred seventeen dollar (\$617) filing fee, unless the item involves a Coastal Permit that is appealable to the Coastal Commission, in which case there is no fee.

**Call to Order - Chair P. McGettigan called the meeting to order at 6:58pm.**

**Roll Call - Commissioners D. Diego; D. Hooks; J. Kusz; D. Lauritson; J. Michalak;  
Chair, P. McGettigan**

**Absent w/Notification - Vice-Chair M. Novo**

**Staff - Ryan Bane, Senior Planner  
Dana Eugenio, Administrative Assistant II**

**Audience - 3 present**

## **Statements of Disqualification - None**

**Oral Communications** - No action shall be taken on these items. The Chair may announce and set time limits at the beginning of each agenda item.

## **Announcements**

Introduction of new commissioners: Commissioner D. Lauritson and Commissioner J. Michalak.

## **Approval of Minutes**

Approval of minutes for the Regular Meeting of April 19, 2017, July 19, 2017, August 30, 2017, and the Special Meeting of August 27, 2017.

Minutes of April 19, 2017: Commissioner D. Diego motioned to approve and Chair P. McGettigan seconded for approval of the minutes of April 19, 2017. The motion carried unanimously.

Minutes of July 19, 2017: Commissioner D. Hooks motioned to approve and Chair P. McGettigan seconded for approval of the minutes of July 19, 2017. The motion carried unanimously.

Minutes of August 30, 2017: Commissioner D. Diego motioned to approve and Chair P. McGettigan seconded for approval of the minutes of August 30, 2017. The motion carried unanimously.

Minutes of August 27, 2017: Commissioner D. Hooks motioned to approve and Chair P. McGettigan seconded for approval of the minutes of August 27, 2017. The motion carried unanimously.

## **Public Hearings**

### **1. 324 Ocean View CP17-0146 APN 010-115-13**

Historic Alteration Permit to expand a nonconforming duplex with a two-story addition on a property listed on the Historic Building Survey and located in the R-1-5 zone district (Environmental Determination: Categorical Exemption)(Robert Dorn, Applicant/Filed: 8/28/17) RB

Senior Planner, Ryan Bane presented the staff report for 324 Ocean View project number CP17-0146. The project includes construction of a 960 square foot two-story addition at the rear of the residence, removal of rear porch, demolition of a non-historic shed, reconstruction of two front porch stairs, and several variations. Staff recommends approving the project based

on the findings and Conditions of Approval provided.

The Public Hearing was Opened

➤ Tim Blakeslee

The Public Hearing was Closed

Commissioner D. Diego, Commissioner D. Hooks, Commissioner D. Lauritson, Commissioner J. Michalak, Chair P. McGettigan had further clarification questions for the applicant and staff. Questions inquired about the parking, windows, garage doors, siding, and concerns about creating false history.

ACTION: Motion to approve was made by Commissioner D. Hooks and seconded by Commissioner D. Lauritson. The vote came to a 6-0-0, with Commissioners D. Diego; D. Hooks; J. Kusz; D. Lauritson; J. Michalak; Chair, P. McGettigan in favor, with no one against and no abstentions.

**General Business**

2. Election of 2018 Chair and Vice-Chair

Nominate and elect Chair and Vice-Chair.

ACTION: The Commission agreed to continue the 2018 election of the Chair and Vice-Chair to the next scheduled Historic Preservation Meeting.

**Information Items** - No action shall be taken on these items.

Commissioner J. Michalak presented information about an upcoming webinar.

**Subcommittee/Advisory Body Oral Reports** - No action shall be taken on these items.

Chair P. McGettigan made inquiries about nominations for a certificate of appreciation and suggested other Commissioners consider people or places to nominate.

Commissioner D. Hooks will engage with other group over the Wave Motor on West Cliff Drive.

**Items Initiated by Members for Future Agendas**

**Commissioner J. Michalak proposed opportunities for the city to highlight historic preservation in Santa Cruz.**

**Adjournment** - The meeting was adjourned at 8:00pm. The next Historic Preservation Commission meeting is scheduled for March 21, 2018.

CITY OF SANTA CRUZ  
City Hall  
809 Center Street  
Santa Cruz, California 95060



Historic Preservation Commission

**The Historic Preservation Commission  
meeting of 03/21/2018 is hereby  
CANCELLED.**

**The next regular meeting is  
scheduled for 04/18/2018.**

CITY OF SANTA CRUZ  
City Hall  
809 Center Street  
Santa Cruz, California 95060



## HISTORIC PRESERVATION COMMISSION

### **Regular Meeting Action Minutes**

**April 18, 2018**

### **7:00 P.M. GENERAL BUSINESS AND MATTERS OF PUBLIC INTEREST, COUNCIL CHAMBERS**

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Any writing related to an agenda item for the open session of this meeting distributed to the Historic Preservation Commission less than 72 hours before this meeting is available for inspection at the City Planning Department, 809 Center Street, Room 107 or on the City's website at [www.cityofsantacruz.com](http://www.cityofsantacruz.com). These writings will also be available for review at the Historic Preservation Commission meeting in the public review binder at the rear of the back of the Council Chambers.

**APPEALS:** Any person who believes that a final action of this advisory body has been taken in error may appeal that decision to the City Council. Appeals must be in writing, setting forth the nature of the action and the basis upon which the action is considered to be in error, and addressed to the City Council in care of the City Clerk.

Appeals must be received by the City Clerk within ten (10) calendar days following the date of the action from which such appeal is being taken. An appeal must be accompanied by a six hundred seventeen dollar (\$617) filing fee, unless the item involves a Coastal Permit that is appealable to the Coastal Commission, in which case there is no fee.

**Call to Order  
Time: 7:03pm**

**Roll Call - Commissioners D. Diego; D. Hooks; D. Lauritson; J. Michalak; Vice-Chair M. Novo; Chair P. McGettigan.**

**Absent w/Notification - Commissioner J. Kusz**

**Staff - Ryan Bane, Senior Planner  
Dana Eugenio, Administrative Assistant II**

**Statements of Disqualification - None**



Oral Communications - No action shall be taken on these items. The Chair may announce and set time limits at the beginning of each agenda item.

## **Announcements**

## Approval of Minutes

**ACTION:** Motion to approve minutes with changes to note that Commissioner D. Lauritson and J. Michalak were not present at Regular Meetings of April 19, 2017, July 19, 2017, August 30, 2017 and Special Meeting of August 27, 2017 made by Commissioner D. Hooks and seconded by Chair P. McGettigan. The vote came to a 6-0-1, with Commissioners D. Diego; D. Hooks; J. Michalak; Chair, P. McGettigan in favor, with no one against and no abstentions.

## Public Hearings

### **1. 400 Beach Street CP17-0188 APN 007-321-04**

Historic Alteration Permit to construct an approximately 12,300 square foot public deck on the beach side of the Coconut Grove in the CB Zone District. (Environmental Determination: Categorical Exemption) (Seaside Company, Applicant/Filed: 10/9/17) RB

#### The Public Hearing was Opened

➤ Chris Reyes, applicant.

#### The Public Hearing was Closed

**ACTION:** Motion to approve was made by Commissioner D. Lauritson and seconded by Chair P. McGettigan. The vote came to a 6-0-1, with Commissioners D. Diego; D. Hooks; J. Michalak; Chair, P. McGettigan in favor, with no one against and no abstentions.

### **2. 189 Beach Street CP18-0018 APN 007-212-14**

Historic Alteration Permit for an addition to a property listed on the City's Historic Building Survey to add twelve hotel rooms and reconfigure the parking lot as part of an existing hotel development (Casablanca Inn) in the RTC zone district. (Environmental Determination: Categorical Exemption) (Kishor Patel, Applicant/Filed: 1/23/18) RB

#### The Public Hearing was Opened

- Christian Nielsen, architect.
- Ming Geng
- George Barlos
- Melissa Joyce

## The Public Hearing was Closed

**ACTION:** Motion to approve was made by Commissioner D. Lauritson and seconded by Commissioner J. Michalak with new changes. The vote came to a 6-0-1, with Commissioners D. Diego; D. Hooks; J. Kusz; D. Lauritson; J. Michalak; Chair, P. McGettigan in favor, with no one against and no abstentions.

## General Business

### 3. Election of 2018 Chair and Vice-Chair

**ACTION:** Nomination of Commissioner D. Lauritson for Chair made by Chair P. McGettigan and seconded by Commissioner D. Hooks. The vote came to a 5-0-2, with Commissioners D. Diego; D. Hooks; J. Michalak; M. Novo and Chair, P. McGettigan in favor, with no one against and abstentions by Commissioner D. Lauritson and Commissioner J. Kusz.

**ACTION:** Nomination of Chair P. McGettigan for Vice-Chair made by Commissioner D. Lauritson and seconded by Commissioner D. Hooks. The vote came to a 5-0-2, with Commissioners D. Diego; D. Hooks; D. Lauritson; J. Michalak; M. Novo in favor, with no one against and abstentions by Chair P. McGettigan and Commissioner J. Kusz.

### 4. Discussion of "Preservation Month".

### 5. Discussion of Blue Plaque nominations.

**Information Items** - No action shall be taken on these items.

**Subcommittee/Advisory Body Oral Reports** - No action shall be taken on these items.

**Items Initiated by Members for Future Agendas** -

Plaque and bids for pike project.

Copy of goals for 2018.

Potential sale of Del Mar Theater and Nickelodeon Theater.

**Adjournment - 8:48 pm**

**The next Historic Preservation Commission meeting is scheduled for May 16, 2018.**

CITY OF SANTA CRUZ  
City Hall  
809 Center Street  
Santa Cruz, California 95060



Historic Preservation Commission

**The Historic Preservation Commission  
regular meeting of 05/16/2018 is  
hereby**

**CANCELLED.**

**The next regular meeting is  
scheduled for 06/20/2018.**

CITY OF SANTA CRUZ  
City Hall  
809 Center Street  
Santa Cruz, California 95060



**HISTORIC PRESERVATION COMMISSION**  
**DRAFT ACTION MINUTES**

**Regular Meeting**

**June 20, 2018**

**7:00 P.M. GENERAL BUSINESS AND MATTERS OF PUBLIC INTEREST, COUNCIL CHAMBERS**

**Call to Order**-The meeting was called to order at 7:03 p.m.

**Roll Call**- Commissioner Kusz, Hooks, Diego, Novo, and Steffen were present.

**Absent w/Notification**- Commissioner Lauritson was not present.

**Statements of Disqualification** - none

**Oral Communications**

Anna Brooks acknowledged Commissioner McGettigan's contributions and service to the community.

**Announcements**

The Commission acknowledged the recent passing of Commissioner McGettigan and his many contributions to the Commission and the Santa Cruz community.

**Approval of Minutes**

**Approval of minutes for the Regular Meeting of April 18, 2018.**

**ACTION:** Upon the motion of Commissioner Diego, duly seconded by Commissioner Michalak, with Commissioner Lauritson absent, the Commission, by a unanimous vote, approved the minutes of April 18, 2018 (5-0-0, with Commissioner Lauritson absent).

## Public Hearings

### 1. 335 Golf Club Drive CP17-0044 APN 001-172-04

Historic Alteration Permit to rehabilitate and construct an addition to a single-family residence listed on the City's Historic Building Survey and a Historic Variation to construct ten multi-family residential units for the developmentally disabled in the R-1-7 zone district. (Environmental Determination: Mitigated Negative Declaration) (Coastal Haven Families LLC, Applicant/filed: 3/8/17) RB

Recommendation: That the Historic Preservation Commission acknowledge the environmental determination and approve the Historic Alteration Permit and Historic Variation based on the Findings and the Conditions of Approval contained in Exhibit "A" of the staff report dated June 11, 2018.

Ryan Bane, Senior Planner, addressed the Commission.

Applicant Philippe Habib addressed the Commission.

The public hearing was opened.

The public hearing was closed.

**ACTION:** Upon the motion of Commissioner Michalak, duly seconded by Commissioner Diego, with Commissioner Lauritson absent, the Commission, by a unanimous vote, acknowledged the environmental determination and approved the Historic Alteration Permit and Historic Variation based upon the Findings and the Conditions of Approval contained in Exhibit A of the staff report dated June 11, 2018 (5-0-0, with Commissioner Lauritson absent).

### 2. 1141 East Cliff Drive CP18-0076 APN 010-273-09

Historic Alteration Permit and Historic Variation Permit to demolish two structures including a dwelling unit and a garage, construct a new detached dwelling unit and garage, and renovate the existing main dwelling on a site listed on the Historic Building Survey (Vol. 1, Pg. 143) located on a parcel in the RL/ZC-O/SP-O zone district. (Environmental Determination: Categorical Exemption) (Silvernail, Inc., Applicant/filed: 4/17/18) SH

Recommendation: That the Historic Preservation Commission acknowledge the environmental determination and approve the Historic Alteration Permit and Historic Variation based on the Findings and the Conditions of Approval contained in Exhibit "A" of the staff report dated June 15, 2018.

Samantha Haschert, Associate Planner, addressed the Commission.

Jason Anderlite, Property Owner, and Architect Daniel Silvernail addressed the Commission.

The public hearing was opened.

The public hearing was closed.

**ACTION:** Upon the motion of Commissioner Michalak, duly seconded by Commissioner Novo, with Commissioner Lauritson absent, the Commission, by a unanimous vote, acknowledged the environmental determination and approved the Historic Alteration Permit and Historic Variation based upon the Findings and the Conditions of Approval contained in Exhibit A of the staff report dated June 15, 2018 (5-0-0, with Commissioner D. Lauritson absent).

3. 504 Logan Street CP17-0193 APN 010-212-01

Design Permit and Historic Alteration Permit to construct a two-story addition to a historic duplex listed in Volume 2, page 40 of the City's Historic Building Survey and located in the RL/CEZ-A zone district. (Environmental Determination: Categorical Exemption) (Derek Van Alstine, Applicant/filed: 10/10/2017) RG

**Recommendation:** That the Historic Preservation Commission acknowledge the environmental determination and approve the Historic Alteration Permit based on the Findings and the Conditions of Approval contained in Exhibit "A" of the staff report dated June 13, 2018.

Rachel Grothe, Associate Planner, addressed the Commission.

Derek Van Alstine, Architect, addressed the Commission.

The public hearing was opened.

Members of the public speaking in favor: none.

Members of the public speaking in opposition: Jane Miu.

The public hearing was closed.

**ACTION:** Upon the motion of Commissioner Diego, duly seconded by Commissioner Kusz, with Commissioner Lauritson absent, the Commission, by a unanimous vote, acknowledged the environmental determination and approved the Historic Alteration Permit based upon the Findings and Conditions of Approval contained in Exhibit A of the staff report dated June 13, 2018 (5-0-0, with Commissioner Lauritson absent).

## General Business

Commissioner Michalak proposed goals for 2018 and 2019 subcommittee.

## Information Items

Commissioner Hooks presented potential quotes for plaque for Pike project.

**Subcommittee/Advisory Body Oral Reports - None.**

**Items Initiated by Members for Future Agendas - None.**

**Adjournment**

The Acting Chairperson adjourned the meeting at 8:43 PM to the next regularly scheduled meeting of July 18, 2018.

CITY OF SANTA CRUZ  
City Hall  
809 Center Street  
Santa Cruz, California 95060



## HISTORIC PRESERVATION COMMISSION

### **Regular Meeting Draft Action Minutes**

**July 18, 2018**

### **7:00 P.M. GENERAL BUSINESS AND MATTERS OF PUBLIC INTEREST, COUNCIL CHAMBERS**

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**APPEALS:** Any person who believes that a final action of this advisory body has been taken in error may appeal that decision to the City Council. Appeals must be in writing, setting forth the nature of the action and the basis upon which the action is considered to be in error, and addressed to the City Council in care of the City Clerk.

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**Call to Order - Don Lauritson, Commissioner**

**Time - 7:00**

**Audience - 11**

**Roll Call - Commissioner D. Diego, D. Hooks, D. Lauritson, J. Michalak.**

**Absent w/Notification - Commissioner J. Kusz and Commissioner M. Novo**

**Staff - Samantha Haschert, Senior Planner; Mike Ferry, Senior Planner; Jade Ordonez, Recording Secretary.**



**Statements of Disqualification - None**

**Oral Communications - None**

**Announcements** - Commissioner J. Michalak announced presentation occurring on July 28<sup>th</sup>, 2018 at the Library.

**Approval of Minutes**

**ACTION:** Motion to approve the minutes for the Regular Meeting of June 20, 2018 was made by Commissioner D. Hooks and seconded by Commissioner D. Diego. The vote came to a 4-0-2, with no one against and Commissioner J. Kusz and Commissioner M. Novo absent.

Changes to action minutes include Commissioner D. Hooks was acting chair, Steffen resigned before meeting, and Commissioner J. Michalak was present.

**Consent Agenda**

**Public Hearings**

1. San Lorenzo River Trestle Bridge CP18-0098 APN NA

Historic Alteration Permit to replace four foot wide walkway with a ten foot wide multi-use path in the Original Permit Jurisdiction of the Coastal Commission. (Environmental Determination: Mitigated Negative Declaration) (City of Santa Cruz Public Works, Applicant/Filed: 5/18/18) MF

Recommendation: That the Historic Preservation Commission acknowledge the environmental determination and approve the Historic Alteration Permit based on the Findings listed below and the attached Conditions of Approval in Exhibit "A".

Mike Ferry, Senior Planner, summarized the report.

Chris Schneider, Assistant Director, from Public Works spoke on the design of the bridge and budget allocated for the project.

Commissioner J. Michalak expressed concern regarding whether the 10' foot-wide pedestrian bridge over the San Lorenzo River was wide enough to safely accommodate a range of electric and non-electric bicycles, scooters, skateboards, and mobile vehicles without endangering pedestrians. He suggested that pedestrians be separated from these vehicles in the interest of personal safety, even if it means widening the bridge.

The Public Hearing was Opened

- Student
- Nancy Lenz, Resident
- David Van Brink, Board member of Friends of the Rail and Trail
- Traci Bliss, Historian for the Seabright Neighborhood Association

The Public Hearing was Closed

**ACTION:** Motion to acknowledge the environmental determination and approve the Historic Alteration Permit and Historic Variation based on the Findings listed below and the attached Conditions of Approval in Exhibit "A" and approval was made by Commissioner D. Diego and seconded by Commissioner D. Hooks. The vote came to a 4-0-2, with all Commissioners in favor with no one against and Commissioner J. Kusz and Commissioner M. Novo absent.

**General Business**

Nominated Commissioner D. Hooks as Vice-Chair with a vote of 3-0-2, with all Commissioners in favor with no one against and Commissioner J. Kusz and Commissioner M. Novo absent.

**Information Items**

Commissioner D. Lauritson shared about book launch about different parts of history and land use items that made the county what it is in modern times.

Proposals submitted by Commissioner D. Hooks about Wave Motor plaque signs submitted last meeting to Ryan Bane, Senior Planner.

Samantha Haschert shared 515 Fair - building phase update - Parcel will be constructed first which includes restoration/rehabilitation of all historic structures on the site. Parcel B development will occur later due to financial setbacks.

**Subcommittee/Advisory Body Oral Reports**

Commissioner J. Michalak led the efforts to create a subcommittee for the purpose of setting HPC goals for 2018-2019. Commissioner D. Lauritson, D. Diego, and J. Michalak volunteered to serve on the subcommittee.

**Items Initiated by Members for Future Agendas**

Commission requested that staff return to the next meeting with feedback regarding funding for the Wave Plaque.

Commission requested that staff send all Commissioners a copy of the most recent

CLG report via email.

**Adjournment - 7:55pm**

The next Historic Preservation Commission meeting is scheduled for August 15, 2018.

CITY OF SANTA CRUZ  
City Hall  
809 Center Street  
Santa Cruz, California 95060



## **HISTORIC PRESERVATION COMMISSION**

### **Regular Meeting Draft Action Minutes**

**August 15, 2018**

### **7:00 P.M. GENERAL BUSINESS AND MATTERS OF PUBLIC INTEREST, COUNCIL CHAMBERS**

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**Call to Order - Don Lauritson, Commissioner**

**Time - 7:02 pm**

**Audience - 8**

**Roll Call - Commissioner D. Diego, D. Hooks, D. Lauritson, and J. Michalak.**

**Absent w/ Notification - Commissioner J. Kusz.**

**Staff - Clara Stanger, Associate Planner and Ryan Bane, Senior Planner.**

**Statements of Disqualification - None**

**Oral Communications - None**

**Announcements** - Ryan Bane, Senior Planner, announced the resignation of Commissioner M. Novo.

**Presentations - None**

**Approval of Minutes**

1. Approval of Minutes for the Regular Meeting of July 18, 2018.

**ACTION:** Upon the motion of Commissioner D. Lauritson, duly seconded by Commissioner D. Diego, with Commissioner J. Kusz absent, the Commission, by a unanimous vote, continued the approval of minutes to the meeting of September 19<sup>th</sup>, 2018 due to needed corrections (4-0-1).

Corrections included:

- Commissioner J. Michalak submitted changes discussing concerns regarding the width of the pedestrian bridge and public safety.
- Commissioner Lauritson requested staff to check attendance of Jim Burr and if he spoke at the July 18<sup>th</sup>, 2018 meeting.
- Commissioner J. Michalak requested staff to edit his comments about the width of the San Lorenzo Trestle bridge and check the spelling of the public speakers names.

**Consent Agenda**

**Public Hearings**

2. 1129 Soquel Avenue CP17-0110 APN 010-042-15

Historic Alteration Permit for a new mixed use building including a restaurant with two residential units on a site listed in the Historic Building Survey in the CC zone district. (Environmental Determination: Categorical Exemption) (Jim Stroupe, Applicant/Filed: 6/15/17) CS

**Recommendation:** That the Historic Preservation Commission approves the Historic Alteration Permit based on the Findings listed below and the Conditions of Approval attached as Exhibit "A".

Clara Stanger, Associate Planner, summarized and presented the staff

report.

Applicant, Jim Stroupe, addressed the commission.

Commissioner D. Hooks expressed concern about the safety of the building regarding fire sprinklers.

Commissioner D. Diego expressed concern about the sharp corner near the back of the building in the parking lot and appearance of the building. Suggests simplifying the appearance of the mural and working with a local artist and neighbors for the mural.

Commissioner J. Michalak expressed concern with the large new building dwarfing the existing historical building and might overwhelm the neighborhood of one and two story buildings.

#### The Public Hearing was Opened

- Carolyn Rudolph, Owner of Charlie Hong Kong

#### The Public Hearing was Closed

Commissioner D. Lauritson expressed concern with the appearance of the three story building. Commissioner J. Michalak added to this notion and suggested a two story building instead. Commissioner D. Hooks also added his concern that the building is out of scale.

Jim Stroupe asked for a continuance for the hearing of the project.

**ACTION:** Motion to acknowledge the continuance of the Historic Alteration Permit based on the Findings listed below and the attached Conditions of Approval in Exhibit "A" and approval was made by Commissioner D. Lauritson and seconded by Commissioner J. Michalak to the September 19<sup>th</sup>, 2018 meeting. The vote came to a 4-0-1, with all Commissioners in favor with no one against and Commissioner J. Kusz absent.

### 3. 335 Golf Club Drive CP18-0092 APN 001-172-04

Historic Alteration Permit to construct a 977 sq. ft. single-story accessory dwelling unit on a site with a dwelling listed on the Historic Building Survey in the R-1-7 zone district. (Environmental Review: Categorical Exemption)(Workbench, Applicant/Filed: 5/10/18) RB

**Recommendation:** That the Historic Preservation Commission acknowledge the environmental determination and approve the Historic Alteration Permit based on the Findings listed below and the attached Conditions of Approval

in Exhibit "A".

Ryan Bane, Senior Planner, summarized and presented the report.

Philippe Habib, Property Owner, elaborated more about the other outing units on the properties and the purpose of the ADU.

The Public Hearing was Opened

The Public Hearing was Closed

Commissioner D. Diego suggested a more neutral color for the ADU condition.

**ACTION:** Motion to acknowledge the environmental determination and approve the Historic Alteration Permit and Historic Variation based on the Findings listed below and the attached Conditions of Approval in Exhibit "A" and approval was made by Commissioner D. Diego and seconded by Commissioner D. Hooks. The vote came to a 4-0-1, with all Commissioners in favor with no one against and Commissioner J. Kusz absent.

## **General Business**

### **Information Items**

#### **4. Wave Motor Plaque**

Ryan Bane discussed the budget of the plaque.

Commissioners discussed potential materials and quotes for the Wave Motor plaque.

### **Subcommittee/Advisory Body Oral Reports**

#### **5. Discussion of Historic Preservation Commission Goals for 2018-19**

Commissioner J. Michalak proposed a case study to encourage homeowners to preserve their homes and work with the public libraries.

Information on the Historic Preservation Commission website needs to be updated and need to consider how to simplify website for information. Subcommittee to brainstorm ideas for the website.

Banners to have in downtown Santa Cruz for events (6 banners) for festivals and work with Public Works for the budget.

**Items Initiated by Members for Future Agendas**

**Adjournment - 8:32 pm**

**The next Historic Preservation Commission Meeting is scheduled for September 19<sup>th</sup>, 2018.**



CITY OF SANTA CRUZ  
City Hall  
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## **HISTORIC PRESERVATION COMMISSION**

### **ACTION MINUTES**

#### **Regular Meeting**

**September 19, 2018**

#### **7:10 P.M. GENERAL BUSINESS AND MATTERS OF PUBLIC INTEREST, COUNCIL CHAMBERS**

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**APPEALS:** Any person who believes that a final action of this advisory body has been taken in error may appeal that decision to the City Council. Appeals must be in writing, setting forth the nature of the action and the basis upon which the action is considered to be in error, and addressed to the City Council in care of the City Clerk.

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**Call to Order** - Commissioner D. Lauritson called the meeting to order at 7:10 PM.

**Audience** - 3

**Roll Call** - Commissioners T. Bliss, D. Diego, D. Hooks, J. Kusz, D. Lauritson, and J. Michalak present.

**Absent w/Notification** - Commissioner A. Narath.

**Staff** - Ryan Bane, Senior Planner and Clara Stanger, Associate Planner

**Statements of Disqualification** - None

**Oral Communications - None**

**Announcements - None**

**Presentations - None**

**Approval of Minutes**

1. Approval of Minutes for the Regular Meeting of July 18, 2018.

**ACTION:** Upon the motion of Commissioner D. Hooks, duly seconded by Commissioner D. Diego, with Commissioner A. Narath absent, the Commission, by a unanimous vote, approved the minutes of July 18, 2018 (6-0-1).

2. Approval of Minutes for the Regular Meeting of August 15, 2018.

**ACTION:** Upon the motion of Commissioner D. Hooks, duly seconded by Commissioner J. Michalak, with Commissioner A. Narath absent, the Commission, by a unanimous vote, approved the minutes of August 15, 2018 (6-0-1).

**Consent Agenda - None.**

**Public Hearings**

3. 1129 Soquel Avenue CP17-0110 APN 010-042-15

Historic Alteration Permit for a new mixed use building including a restaurant with two residential units on a site listed in the Historic Building Survey in the CC zone district. (Environmental Determination: Categorical Exemption) (Jim Stroue, Applicant/Filed: 6/15/17) CS

Clara Stanger, Associate Planner, summarized and presented the staff report.

Commissioner J. Michalak expressed concern about more restricted parking due to the new building.

Jim Stroue, Architect, presented project to the Commission.

Commissioner T. Bliss expressed concern for patterns of trees in front of the property.

Commissioner J. Kusz expressed concern with the shadows the building

would create on the adjacent restaurant property.

The Public Hearing was Opened

No members of the public addressed the commission.

The Public Hearing was Closed

**ACTION:** Upon the motion of Commissioner D. Hooks, duly seconded by Commissioner J. Michalak, with Commissioner A. Narath absent, the Commission, by a unanimous vote, approved the Historic Alteration Permit and Historic Variation based upon the Findings and the Conditions of Approval contained in Exhibit A of the staff report dated July 14<sup>th</sup>, 2018 with added conditions eleven, twelve, thirteen, and fourteen (6-0-1).

**ADDED CONDITIONS:**

11. If the window-like openings in the sidewalk café are enclosed with windows, they shall have the same design and trim as the other windows on the building.
12. The applicant shall consult with an arborist to protect the oak tree on the adjacent property during project construction.
13. Final building permit plans shall show a street tree added in front of the property if approved by the Public Works Department and the City Arborist.
14. The applicant shall work with the owner of the Charlie Hong Kong property to finalize the mural design prior to building permit issuance.

**General Business** - The Wave Motor Plaque was discussed in regards to budget to construct the plaque.

Commission discussed the process to review the demolition of non-listed structures over 50 years old with Ryan Bane, Senior Planner.

**Information Items** - None.

**Subcommittee/Advisory Body Oral Reports** - None.

**Items Initiated by Members for Future Agendas** - Wave Motor Plaque budget to be discussed.

**Adjournment - 8:27 PM**

The next Historic Preservation Commission Meeting is scheduled for October 17, 2018.

6 November 2018

To: Historic Preservation Commission, Ryan Bane, Senior Planner

From: HPC Goals Subcommittee: Joe Michalak, Chair, Don Lauritson, Dennis Diego.

Subj: Report of the HPC Goals Subcommittee

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The Goals Subcommittee met four times from August through October to develop goals for the HPC for 2018–2019, we examined the CLG annual reports submitted to the Office of Historic Preservation for the past five years. The goals need to be discussed by the commissioners and the completed CLG report reviewed before the deadline for submission to the State Office of Historic Preservation.

#### Background

The City of Santa Cruz is one of 67 Certified Local Governments (CLGs) in the State of California. The CLG program was established in 1980 with an amendment to the National Historic Preservation Act of 1966. The City of Santa Cruz was certified on November 15, 1995. According to the State Office of Historic Preservation: “The Certified Local Government (CLG) Program is a partnership among local governments, the State of California (OHP) and the National Park Service which is responsible for administering the National Historic Preservation Program. The CLG program encourages the direct participation of local governments in the identification, evaluation, registration, and preservation of historic properties within their jurisdictions and promotes the integration of local preservation interests and concerns into local planning and decision-making processes.”

We reviewed four questions and responses relating to HPC goals as documented in the CLG program report for the last five years (see **Appendix 1: HPC Annual Report, Summary of Goals: 2012–2017**). These questions were: 1) How did the HPC meet or not meet the goals identified in your annual report for last year? 2) What are the HPC’s most critical preservation planning issues? 3) In what subject areas would the HPC like to see training provided by the OHP? 4) What training sessions did the HPC members and staff attend (one training session is required per year)?

Based on the subcommittee’s analysis we recommend the following goals be considered for 2018–2019.

1. Review procedures for permits involving buildings older than fifty years for CEQA compliance. Recommend establishing an HPC subcommittee to work with staff on this goal.
2. Create an HPC subcommittee to review and suggest changes to website organization and content, in order to make the site more user-friendly and relevant for current and potential owners of historic structures. For example, developing an FAQ to address the most frequently asked questions could save staff time and provide clarity on important issues for the public. Provide web links to OHP and useful Sec. of Interior Standards content, for example, *Preservation Bulletins*, *Technical Bulletins*, guidelines that homeowners would find useful.
3. Create a procedure for identifying buildings/sites/objects for future study and potential listing on the HBS (Volume IV, Historic Building Survey). This could be similar to the process identified in San Francisco’s Preservation Bulletin No. 19., which would invite participation from the public as well as the HPC.  
[http://default.sfplanning.org/Preservation/bulletins/HistPres\\_Bulletin\\_19.PDF](http://default.sfplanning.org/Preservation/bulletins/HistPres_Bulletin_19.PDF)
4. Create an HPC Subcommittee to expand public outreach events during Preservation Month. Consider topics like: 1) Who lived in your historic house? An update on the most current sources for researching the history of ones house, 2) “Why Historic Preservation, Why Does It Matter?” “Why preservation is an inherently “green”

strategy?” 3) What are the twenty-six city designated landmarks? 4) Architectural Styles in the City of Santa Cruz. Presentations could be held/co-sponsored with the SC Public Library and the SC Genealogical Society. Expand adding a number of street pole banners promoting events in downtown area during April and May of each year.

5. Develop more proactive communications regarding training opportunities, including familiarization with interactive training sources available on the OHP website and programs sponsored by the California Preservation Foundation.

6. Explore potential grant funding to update/correct the walking tour brochures and migrate the content to an interactive virtual environment format similar to what has been done for San Luis Obispo and other cities. Emphasize how preservation contributes to heritage tourism. <https://gis.slocity.org/HistoricMapTour/index.html>

7. Provide more Planning Department staff time devoted to historic preservation issues (currently 4/hrs. weekly).

**Encl: Appendix I: HPC Annual Report, Summary of Goals: 2012–2017**

## Appendix I:

### CERTIFIED LOCAL GOVERNMENT—HPC ANNUAL REPORT: SUMMARY OF GOALS, 2012–17

(Usually submitted to the Office of Historic Preservation by January 31 of the following year)

<p><b>2012–2013</b> (1 October – 30 September 2013) Janice Lum; Reviewed by Commission: January 15, 2014</p>	<p><b>D. How did you meet or not meet the goals identified in your annual report for last year?</b> The City Council adopted Volume III of the Santa Cruz Historic Building Survey and a revised historic preservation ordinance with a wide variety of historic zoning incentives. The Historic Preservation Commission adopted a resolution expanding the scope of projects that qualify for administrative design review without a public hearing to make the program more user-friendly.</p> <p><b>E. What are your local historic preservation goals for 2013-2014?</b></p> <ul style="list-style-type: none"><li>• Have Leslie Dill of Archives &amp; Architecture provide training on application of the Secretary of Interior Standards and compatible historic additions to Historic Preservation Commission, staff, and local other jurisdictions.</li><li>• Create historic preservation case studies showcasing successful examples of projects that have gone through historic design review.</li><li>• Provide more public outreach and educational opportunities, particularly emphasizing the benefits of being a designated historic property (zoning incentives).</li><li>• Provide more training opportunities to the Historic Preservation Commission and Planning staff.</li></ul>
<p><b>2013–2014</b> (1 October – 30 September 2014) Don Lauritson; reviewed by Commission, December 17, 2014</p>	<p><b>D. How did you meet or not meet the goals identified in your annual report for last year?</b> Leslie Dill of Archives &amp; Architecture provided training on application of the Secretary of Interior Standards and compatible historic additions to Historic Preservation Commission and staff. Historic zoning incentives were utilized by a number of property-owners who proposed additions or alterations to their historic buildings.</p> <p><b>E. What are your local historic preservation goals for 2014-2015?</b></p> <ul style="list-style-type: none"><li>· Create historic preservation case studies showcasing successful examples of projects that have gone through historic design review.</li><li>· Provide more public outreach and educational opportunities, particularly emphasizing the benefits of being a designated historic property (zoning incentives).</li><li>· Provide more training opportunities to the Historic Preservation Commission and Planning staff.</li></ul>



<p><b>2014–2015</b> (1 October – 30 September 2015 ) Don Lauritson; [not reviewed by Commision]</p>	<p><b>D. How did you meet or not meet the goals identified in your annual report for last year?</b> Our goals last year were as follows:</p> <ul style="list-style-type: none"> <li>• Create historic preservation case studies showcasing successful examples of projects that have gone through historic design review.</li> <li>• Provide more public outreach and educational opportunities, particularly emphasizing the benefits of being a designated historic property (zoning incentives).</li> <li>• Provide more training opportunities to the Historic Preservation Commission and Planning staff.</li> </ul> <p><b>We met the latter two goals as four staff members and one Commissioner attended the six-hour training workshop in Capitola.</b></p> <p><b>E. What are your local historic preservation goals for 2015-2016?</b> Our goals last year were as follows:</p> <ul style="list-style-type: none"> <li>• Provide more public outreach and educational opportunities, particularly emphasizing the benefits of being a designated historic property (zoning incentives).</li> <li>• Provide more training opportunities to the Historic Preservation Commission and Planning staff.</li> </ul>
<p><b>2015–2016</b> (1 October – 30 September 2016) Don Lauritson; reviewed by Commission, December 21, 2016</p>	<p><b>D. How did you meet or not meet the goals identified in your annual report for last year?</b> Our goals last year were as follows:</p> <ul style="list-style-type: none"> <li>· Provide more public outreach and educational opportunities, particularly emphasizing the benefits of being a designated historic property (zoning incentives).</li> <li>· Provide more training opportunities to the Historic Preservation Commission and Planning staff.</li> </ul> <p><b>The City website and staff-provided information were valuable in providing historic zoning incentive information to the public. Training opportunities were provided for Commissioners and Staff. Noontime webinars were especially valuable in this regard.</b></p> <p><b>E. What are your local historic preservation goals for 2015-2016[sic, should be 2015–2017]?</b></p> <p>Goals for the coming year are the same as the previous year.</p>

<p><b>2016–2017</b> (1 October – 30 September 2017) Ryan Bane. [not reviewed by Commission]</p>	<p><b>D. How did you meet or not meet the goals identified in your annual report for last year?</b> Our goals last year were as follows:</p> <ul style="list-style-type: none"> <li>• Provide more public outreach and educational opportunities, particularly emphasizing the benefits of being a designated historic property (zoning incentives).</li> <li>• Provide more training opportunities to the Historic Preservation Commission and Planning staff.</li> </ul> <p><b>The City website and staff-provided information were valuable in providing historic zoning incentive information to the public. While training opportunities were available for Commissioners and Staff, they were not taken advantage of. This will be a focus for this coming year.</b></p> <p><b>E. What are your local historic preservation goals for 2017-2018?</b> To continue to apply our Historic Preservation Ordinance in an expedient manner, and to have Commissioners and Staff take training courses to keep updated on the latest Historic Preservation laws.</p>
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**2012–2017: Summary of annual report question:**

**“A. What are your most critical preservation planning issues?”**

2012–2013	Desire for Mills Act program and other financial incentives.
2013–2014	Desire for Mills Act program and other financial incentives.
2014–2015	Lack of grant funds for historic preservation projects.
2015–2016	Lack of grant funds for historic preservation projects.
2016–2017	Determining if non-listed structures that qualify as cultural resources can be demolished or altered significantly.

**“G. In what subject areas would you like to see training provided by the OHP? How you like would to see the training delivered (workshops, online, technical assistance bulletins, etc.)?”**

<b>2012–2013</b>	-Use and application of Secretary of Interior Standards and guidelines (historically compatible designs) -CEQA review of alterations to and/or demolition of structures that qualify as cultural resources but are not designated as historic
<b>2013–2014</b>	-Provide training and resources on methods to further historic preservation through volunteer efforts and the local funding of small projects such as signing and other historic property improvements. -CEQA review of alterations to and/or demolition of structures that qualify as cultural resources but are not designated as historic
<b>2014–2015</b>	-Secretary of Interior Standards, especially as applied to small scale house additions which often involve second story additions.
<b>2015–2016</b>	Left blank
<b>2016–2017</b>	-Applying the Secretary of the Interior’s Standards -Determining if non-listed structures that qualify as cultural resources can be demolished or altered significantly.

2012–2018: Summary of annual report question:

#### D. Training Received

Indicate what training each commissioner and staff member has received. Remember it is a CLG requirement is that all commissioners and staff to the commission attend at least one training program relevant to your commission each year. It is up to the CLG to determine the relevancy of the training.

Years	Commissioners Attending	Workshops; webinars, mtgs.etc.	Staff Attending	Workshops, webinars, mtgs.etc.
2012–2013	1	2-2 hr. ea. CPF webinars; 1-3 hr. OHP webinar	3	2 dy. ea. Cal. Pres. Fdn. annual mtg.
2013–2014	7 1	1 hr. Sec. Int. Stds. Presentation. 5-1.5 hr. ea. CPF webinars	1	1.5 hr. Sec. Int. Stds. Presentation
2014–2015	1	6 hr. Pres. Workshop	4 2 1	6 hrs. ea. Preservation Workshop 4 hrs. ea. CEQA 1.5 hr. Smart Growth Clearinghouse webinar
2015–2016	0		1  1	2 dy. Cal. Amer. Planning Assoc. Oct. 24, 2016 (Note: outside reporting year of Oct 2015-Sep 2016) 1.5 hr. Mills Act webinar, CPF
2016–2017	1	2 dy. Cal. Missions Fdn. 2 dy. Earth USA	0	

City of Santa Cruz, Historic Preservation Commission  
Goals Subcommittee Report, 6 November 2018  
J. Michalak, Chair, Don Lauritson, Dennis Diego