

**MEETING MINUTES OF THE  
HERITAGE PRESERVATION BOARD  
April 12, 2018**

**ROLL CALL**

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

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

Absent: Board Member(s): Dirk Mueller

Staff: Kristin Teiche, Senior Planner/Recording Secretary

**PUBLIC COMMENT**

None.

**PLANNING STAFF'S ORAL REPORT**

Staff planner Teiche reported on the following:

- She provided the Board with a synopsis of the Oak Road subdivision application in process at the Planning Department and the upcoming Council hearing on this matter.
- The Board questioned staff regarding fire hazards in the hillside neighborhoods. Board Member Morgan informed the Board about a recent meeting he attended with the Fire Chief who provided an assessment of the hillside conditions and the probability of a major event like Santa Rosa.
- The General Plan Update is continuing. She recommended the Board periodically check the City website to see what is on the schedule. All Board members are welcome to attend and comment.
- 219 Hawthorne Ave. Follow up on removal of historic windows. After some discussion with the property owner it was noted that the historic architect report stated windows should be retained "if possible". The owner and contractor determined it was not possible to keep the original windows, so they installed new all wood windows that are a fairly accurate match to the historic ones. The Planning Director has determined that the owner/contractor must apply for an amendment to the issued building permit plans and pay a fine for work completed without approval. In an attempt to circumvent the owner's interest in appealing the fine, Board Member Knorpp suggested that the fine should be donated to a worthy cause. The Board continued discussion regarding an appropriate fine and expressed support for the Planning Director to assign a cost that is "meaningful".

It was agreed that staff would agendize a discussion on methods to insure compliance with approved plans. One possibility is to impose an additional condition of approval that requires preservation of the retained historic fabric and imposes fines if the fabric is removed or altered.

- 12 & 14, 16 and 22 Onyx Street – These homes have been reviewed by the historic architect and recommended formally for inclusion to the inventory. Staff is scheduling a hearing before the Board to make a final determination as to whether these structures are eligible for addition to the Inventory of Historic Resources. If so, then the City can protect their character under the adopted heritage preservation program when processing an application that proposes to alter any of them.

This matter has been scheduled for a hearing ahead of other Madrone Canyon homes because the property owners of 12 & 14 Onyx Street have filed an application to alter and remodel their home.

Chair Sink announced he will not be in attendance at the May 10, 2018 meeting due to his vacation schedule.

## **BUSINESS ITEMS**

Board Member Reports. Board Members provided the following reports:

- Past Board Member Heitkamp. The Board discussed her recent passing, and the service to celebrate her life. Board Member Lanctot informed the Board that Dena Van Derver will finish Helen's history book with some assistance from the Community Foundation. Helen had previously donated money to the foundation. They will publish approximately 200 copies for City staff, City Boards and Commission members, etc. The other outstanding issue is storing Helen's collection of pictures and items.

Board Member Morgan offered to provide storage space for Helen's collection of items and photographs until the Board can process them.

- Board Member Lanctot also suggested that the Board request to name the second floor historic display lobby in City Hall the Larkspur History Room. If this were approved, the Community Foundation could provide the funding to complete the room.
- Board Member Lanctot presented the Board with a copy of the City's web site page on Past Perfect Online to show what the public sees. The dialog includes the photo reproduction agreement that Board Member Scott Morgan drafted on behalf of the Board.
- Board Member Morgan informed the Board of an entertaining newspaper article where the author interviewed retired Board Member Richard Cunningham on the history of Baltimore Canyon.
- Board Member Lanctot submitted receipts for reimbursement for the purchase of the award ceremony plaques.

*M/s Storek/Knorpp moved and approved 6-1 (Board Member Mueller absent) to approve the reimbursement from the Heritage Preservation Board budget.*

- The Board had a brief discussion regarding the status of their budget and remaining funds. Board Member Morgan asked if any funds left on account could be donated to the Helen's fund with the Community Foundation. Planner Teiche indicated she would inquire.
- Chair Sink submitted cash donations to Planner Teiche which were collected at the St. Pats gift store from people who received a free heritage book. The Board discussed the number of books remaining and the ongoing effort to distribute the books to interested persons.
- The Board discussed the impending retirement of Board Members Morgan and Mueller and what efforts they can make to recruit residents to fill their positions. It was suggested that the Board should approach Keith Fontana and Sue Cunningham among others.

Heritage Award Program.

Chair Sink noted that he had the timing for the meeting incorrect and was tardy. He thanked Board Member Culhane for stepping up to address the Council before he arrived. He then provided the Board with a synopsis of the event with the City Council. The recipient Mr. Keith Fontana was really pleased and the event provided a very positive experience for everyone. Board Member Lanctot noted that the IJ newspaper included an article on the award which featured Keith Fontana and the home.

Board Member Culhane suggested it would be really helpful to have a pre-prepared script that can be adapted for each award ceremony and the particular property.

Update of Larkspur's Historic Resources Inventory.

Board members Sink, Storek and Lanctot presented their findings from walking the South Magnolia neighborhood. The Board collectively agreed on the structures that should be further evaluated by the historic architect.

**APPROVAL OF MINUTES**      *M/s Storek/Culhane moved and approved 6-1 (Board Member Mueller absent) to approve the January 11, 2018 minutes as drafted.*

**NEXT MEETING DATE:**      May 10, 2017

The Board adjourned the meeting at 9:02 PM.

Respectfully submitted,

Kristin Teiche, Senior Planner/Recording Secretary

I HEREBY CERTIFY that the foregoing minutes were duly and regularly adopted during the May 10, 2018 meeting of the Heritage Preservation Board.



Kristin Teiche  
Kristin Teiche, Senior Planner/Recording Secretary