

**MEETING MINUTES OF THE
HERITAGE PRESERVATION BOARD
August 9, 2018**

ROLL CALL

Chair Sink called the meeting to order at 7:04 p.m.

Present: Board Members: Chair Sink, Lelia Lanctot, Jan Hobbel, Hillary Culhane, Vice Chair Storek

Absent: Board Member(s): Jon Knorpp

Staff: Planning Director Neal Toft, Kristin Teiche, Senior Planner/Recording Secretary

PUBLIC COMMENT

Fran Capalletti Larkspur resident. Mr. Capalletti stated he serves as volunteer librarian in Ross, but is also interested in applying for the open position on the Heritage Board. He has followed the Board's activity in the Independent Journal, and also is a proud owner of "Larkspur Past and Present". He has made some effort to view some of the homes discussed in the book and has even met a few historic property owners. He is impressed with Larkspur's program. He indicated he is currently working as a Research Analysis for Taxpayer Advocate, a branch of the IRS. They make sure that the IRS respects the rights of taxpayers.

Board member Lanctot asked about his work at Ross. He indicated he assists in providing historic information on properties when asked by a property owner or the Town. Board Member Culhane asked if he will apply for the Board. Mr. Hobbel stated he may, but first needs to insure there is no perceived conflict if he continues to volunteer for Ross as well.

PLANNING STAFF'S ORAL REPORT

Planning Staff Teiche deferred to Planning Director Toft. Director Toft announced that the City Council recently voted not to add the three Onyx Street homes (12/14, 16 and 22) to the Historic Inventory, as recommended by the Heritage Preservation Board. He recommended the Board Members watch the recorded Council discussion which is available on the City website or Youtube.

Chair Sink asked Director Toft if the Council appeared to prefer they do not re-evaluate homes that previously had been rated but did not qualify at that time for addition to the inventory. Director Toft indicated that this is a question the Board should present to the Council when they have a joint meeting. He recommended that the Board come prepared to review the work program for an update of the inventory.

Mr. Toft provided an additional synopsis of the Council's discussion that led to the decision and answered questions from the Board.

BUSINESS ITEMS

1. **Review of Municipal Code and General Plan.** Board to review and discuss Chapter 2.18 Heritage Preservation Board, Chapter 18.19 Heritage Preservation and the Historic Resources element of the Larkspur General Plan.

Board Member Lanctot noted she asked for these sections of the LMC to be included to insure all the Board Members have read them before the joint meeting with the City Council. She was concerned that some of the Board Members may not be familiar with the details of this code and the direction it provides to the Board regarding their assigned responsibilities. She also identified a few items that may need revision, such as the discussion regarding the Mills Act. The Council has frozen this program and there are no real incentive available to help sell a historic designation. Director Toft noted that budget constraints for the schools and the City will likely preclude this program from being re-initiated. Planner Teiche noted that the City has adopted some provisions in the zoning code, intended as incentives, which allow more flexibility and leniency for additions, and replacement of nonconforming features.

Board Member Culhane pointed out the language in the code directs the Board to periodically review and update the historic inventory.

2. Board Member Reports.

Board Member Lanctot discussed the book project spearheaded by retired Board Member Helen Heitkamp before she passed away. She noted that completion of the book has been taken up by a previous member of the Book Committee, Dena Van Derver. She passed around some examples of the "Now and Then" photographs and examples of the layout.

Chair Sink discussed a community event at the Bon Air Center which he attended with the Kentfield Historic Society as a representative of the Larkspur Board. He was successful in distributing additional books at this event.

He also updated the Board on the status of the book giveaway and his collection of donations by interested persons who received a free book.

3. Update of Larkspur's Historic Resources Inventory.

Senior Planner Teiche announced that this project was placed on the agenda solely to acknowledge that it will be placed on hold pending the Board's meeting with the City Council.

APPROVAL OF MINUTES May 10, 2018

M/s Storek/Culhane moved and approved 3-2 (Board Members Hobbel and Chair Sink abstained and Board Member Knorpp absent) the minutes as amended.

NEXT MEETING DATE: November 8, 2018

The Board adjourned the meeting at approximately 8:40 PM.

Respectfully submitted,

Kristin Teiche, Senior Planner/Recording Secretary

I HEREBY CERTIFY that the foregoing minutes were duly and regularly adopted during the October 11, 2018 meeting of the Heritage Preservation Board.

A handwritten signature in cursive script that reads "Kristin Teiche". The signature is written in black ink and is positioned above a horizontal line.

Kristin Teiche, Senior Planner/Recording Secretary