



MEETING MINUTES
HISTORIC PRESERVATION COMMISSION
Tuesday, June 22, 2021
7:00 PM
Via Virtual Meeting

Members Present: Beth Bodan, Mark Simon, John Jacobs
Stuart Cohen, Jamie Morris, Sarah M. Dreler

Members Absent: Aleca Sullivan; Suzi Reinhold

Staff Present: C. Sterling; C. Ruiz

Presiding Member: M. Simon, Chair

Notes Taken By: C. Sterling

AGENDA

1. CALL TO ORDER / DECLARATION OF QUORUM

- A quorum of 6 members being present, Chair Simon called the meeting to order at 7:05pm

2. SUSPENSION OF THE RULES: Members participating electronically or by telephone

Action:

- A motion to suspend the rules passed 6-0

3. NEW BUSINESS

A. Commission's Rules and Procedures

Staff initiated amendment to the Commission's Rules and Procedures to revise: Article 2 to reflect a quorum being a simple majority of members appointed as well as adding a subsection defining remote participation; and, Article 5 to define line-of-sight obstructions and add a subsection for provisional deferrals of Major Work Projects.

Discussion:

- The staff liaison presented the proposed rule changes including the need to revise the definition of a quorum to align with the ordinance, a section on remote participation to permit virtual participation by members once the emergency order is lifted so long as a physical quorum is present, adding a definition on permanent line of sight obstructions to provide clear expectations for applications, and adding a section to permit temporary deferral of current Major Work projects as Minor Work projects to be administered by staff.
- Commissioners agreed the clean-up items and addition of defining remote participation was appropriate and that some common Major Work projects which had become routine could be reviewed administratively. The section adds flexibility for the body.

Action:

- Commissioner Bodan moved to revise the Commissions Rules and Procedures as presented. Second by Commissioner Cohen and approved 5-0

B. Provisional Deferral of Certain Major Work Projects for administrative review

Staff recommends the Commission temporarily defer some routine Major Work Projects as administrative reviews.

Discussion:

- Commissioners discussed the idea of deferring, or identifying some Major Work Projects which could be administered by staff temporarily in order to reduce caseloads for the prospect of in-person meetings and reduce/mitigate risk for Commissioners and the public alike.
- The staff liaison stated that the deferral would be temporary, have a date certain for its termination, and include specific types of work which have become routine and which staff has received good guidance from the Commission from previous approvals
- Commissioners were in agreement that projects such as window replacements, re-siding, and construction of accessory structures had become relatively routine with significant rates of approval at the Commission and there were good guidelines in place for administrative approval of these projects
- Commissioners offered some additional guidance for reviewing these types of projects
- The staff liaison offered some specific types of projects for deferral
- Commissioners stated that it was more realistic to simply give staff more discretion and to temporarily permit administrative review of routine types of work that were not precedent setting in nature.
- Commissioners suggested that projects of a larger scope be considered by the officers of the Commission and a determination made on whether an administrative review was appropriate. This operates similarly to the current format where staff will reach out to Commissioners for consultation, but it will allow greater flexibility for projects not identified as minor or major work.
- Commissioners discussed an appropriate timeline and agreed that September 30 was appropriate and the types of projects could be re-examined at that time. Commissioners agreed that if good guidelines are in place, some of these routine projects should likely not need to go to the Commission for full approval and it would allow more time for other business and responsibilities.

Action:

- Chair Simon moved to permit administrative reviews of routine projects at the discretion of Preservation Planning Staff, and in consultation with the officers of the Commission in instances of non-routine projects or projects of a precedent setting nature. Second by Commissioner Cohen and approved unanimously by roll-call vote. Said action shall expire on September 30, 2021.

4. DISCUSSION

A. In-person meetings

- In person meetings were discussed including mitigation measures by the City for in-person attendance, the ability to alter the room format to mitigate risk, emphasizing that members of the public and applicants can still participate virtually, and the ability to create rules as a commission on mask use while engaging in discussion etc.
- Commissioners asked that the staff liaison supply any new information on how the meetings will operate and how the room will be setup as soon as that is received.
- A preliminary quorum check was taken and five members were willing to meet in-person with the others willing to participate remotely.

5. ADJOURNMENT

- The meeting adjourned at 7:45pm.