

Certified Local Government Program -- 2015-2016 Annual Report

(Reporting period is from October 1, 2015 through September 30, 2016)

INSTRUCTIONS: This 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. 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 Redwood City

Report Prepared by: *Seth Adams*

Date of commission/board review: *October 1, 2015 - Sept. 30, 2016*

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.

https://www.municode.com/library/ca/redwood_city/codes/code_of_ordinances?nodeId=CH40HIPR

Certified Local Government Program -- 2015-2016 Annual Report

(Reporting period is from October 1, 2015 through September 30, 2016)

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

1. During the reporting period, October 1, 2015 – September 30, 2016, what properties/districts have been locally designated?

Property Name/Address	Date Designated	If a district, number of contributors	Date Recorded by County Recorder
<i>Main Street Historic District Expansion</i>	<i>09/12/16</i>	<i>15</i>	<i>11/10/16</i>
<i>847-849 Main Street</i>	<i>09/12/16</i>	<i>Individual designation</i>	<i>11/10/16</i>
<i>935 Main Street</i>	<i>09/12/16</i>	<i>Individual designation</i>	<i>11/10/16</i>
<i>1101 Main Street</i>	<i>09/12/16</i>	<i>Individual designation</i>	<i>11/10/16</i>

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
<i>N/A</i>	<i>N/A</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.redwoodcity.org/home/showdocument?id=5103>

Certified Local Government Program -- 2015-2016 Annual Report

(Reporting period is from October 1, 2015 through September 30, 2016)

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? **2020**

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? **The Redwood City design review process does not require Certificates of Appropriateness. Instead, modifications to existing structures and construction of new structures are reviewed through an Architectural Permit or Planned Community Permit (within downtown), and Building Permits, as applicable. The Planning and Building Divisions are both housed within the Community Development Department so there is a good deal of collaboration by staff, especially when dealing with historic resources. Any Building Permit application for a designated resource or any property located within a designated district is routed to Planning for review. The permit is reviewed by the HRAC staff liaison to determine whether the proposal could potentially impact the significance of the resource or district. If the proposed modifications are minor or limited to the interior, the Planner signs off on the permit. If it is determined that there is potential for impact on the significance of the resource or district, the permits are scheduled for review by the Historic Resources Advisory Committee (HRAC). The HRAC forwards a recommendation to the Planning Commission, which has authority to take final action.**

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? **The HRAC is the official Redwood City entity responsible for review of CEQA documents when historic resources or potential historic resources are involved. Through this formal review process, the HRAC provides recommendations to the Planning Commission. The key role of the HRAC is to determine the level of historic significance of the resource and, if applicable, the level of**

Certified Local Government Program -- 2015-2016 Annual Report

(Reporting period is from October 1, 2015 through September 30, 2016)

impact to that resource as well as any potential mitigation measures to reduce or eliminate identified impacts.

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? **Staff is typically involved in either the preparation of, or the review of consultant-prepared CEQA documents associated with a specific development project. The CEQA document, along with the proposed project development application, is scheduled for review by the HRAC at a public hearing. The HRAC forwards a recommendation to the Planning Commission, who has authority to take final action.**

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 is typically involved in investigating and confirming the status of properties considered for potential projects that could eventually be subsidized using Federal funds. The HRAC staff liaison also reviews the project documentation and forwards a determination on the Area of Potential Effect (APE).**
- 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? **The HRAC staff liaison is responsible for the review and response to Section 106 documents that are submitted to the City. If the project involves additional permitting that requires Committee/Commission action, the project is scheduled for review by the HRAC and action by the Planning Commission.**

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

A. Commission Membership

Name	Professional Discipline	Date Appointed	Date Term Ends	Email Address
Kenneth Rolandelli (Chair)	US Postal Service	October 1980	July 2017	kenrolandelli@aol.com
Jim Gernand (Vice Chair)	Engineer with architectural background	July 2006	July 2018	jimgernand@sbcglobal.net

Certified Local Government Program -- 2015-2016 Annual Report

(Reporting period is from October 1, 2015 through September 30, 2016)

Jeffrey Rhoads	Architect/Urban Designer	August 2013	July 2019	jr@argonautcompany.com
John Stewart	Architect	July 2014	July 2017	stewartassocia@aol.com
Lindamarie Rodriguez Roche	Historic Consultant	July 2015	July 2018	plumhiker@hotmail.com

Attach resumes and Statement of Qualifications forms for all members. [Resumes for all Committee members have been submitted with previous annual reports.](#)

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. [Qualifications have been met.](#)
2. If all positions are not currently filled, why is there a vacancy, and when will the position will be filled? [All positions are filled.](#)

B. Staff to the Commission/CLG staff

1. Is the staff to your commission the same as your CLG coordinator? Yes No
2. If the position(s) is not currently filled, why is there a vacancy? [Position is currently filled.](#)

Attach resumes and Statement of Qualifications forms for staff. [Staff resume submitted with 2014-2015 annual report.](#)

Name/Title	Discipline	Dept. Affiliation	Email Address
Seth Adams/Associate Planner	Planning	Community Development	sadams@redwoodcity.org

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.

Commissioner/Staff	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Kenneth Rolandelli	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Certified Local Government Program -- 2015-2016 Annual Report

(Reporting period is from October 1, 2015 through September 30, 2016)

Jim Gernand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeffrey Rhoads	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
John Stewart	<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"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lindamarie Rodriguez Roche	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seth Adams (staff)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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
Kenneth Rolandelli	Tips & Tools for Environmental Review: Mastering the CEQA Process for Historic Preservation in the Bay Area (workshop)	6 hours	California Preservation Foundation	7/20/16
Jim Gernand	Elements & Matrix: Surveying Historic Resources Within Their Contexts (workshop)	8 hours	California Preservation Foundation	11/4/15 & 11/5/15
	Precision Preservation: On-Site Documentation at Mare Island (workshop)	8 hours		
Jeffrey Rhoads	Navigating Mandatory Seismic Retrofits	1.5 hours	2016 California Preservation Foundation Conference	4/18 - 4/20/16

Certified Local Government Program -- 2015-2016 Annual Report

(Reporting period is from October 1, 2015 through September 30, 2016)

	Hibernia Bank Building Seismic Retrofit and Restoration	1 hour	Sessions	
	Adaptive Use in the Presidio Main Post	3 hours		
	Conference Plenary Session	1.5 hours		
	Graceful Adaptation: A Growing Trend, Repurposing Historic Structures for Hotels	1.5 hours		
	Simpler National Register Nomination: the MPD Approach	1.5 hours		
	Need to Know: Estimating and Construction for Preservation Architects	1.5 hours		
	Two Case Examples in Planning: Redwood City & Central SoMa Area Plan	1.5 hours		
	Our Drowning Heritage: History or High Water?	1.5 hours		
John Stewart	Architecture as an Art Form in the Work of Julia Morgan (lecture)	1.5 hours	Custom Residential Architect's Network Symposium	9/9/16
	Eichler: Modernism Rebuilds the American Dream (lecture)	1.5 hours		
Llindamarie Rodriguez Roche	Implementing & Managing a Mills Act Program (webinar)	1.5 hours	California Preservation Foundation	7/6/16

Certified Local Government Program -- 2015-2016 Annual Report

(Reporting period is from October 1, 2015 through September 30, 2016)

	How Old is Old? Completing and Updating Historic Resources Survey (webinar)	1.5 hours		Various dates throughout year - Archived webinars
	Mills Act: Learning by Example (webinar)	1.5 hours		
	What Style is It? (webinar)	1.5 hours		
Seth Adams (staff)	Evaluating & Assessing Integrity of Modern Resources	1.5 hours	2016 California Preservation Foundation Conference Sessions	4/18 – 4/20/16
	Roots of Preservation in California: Taking Stock of Our History and Legacy	1.5 hours		
	Two Case Examples in Planning: Redwood City & Central SoMa Area Plan	1.5 hours		
	Design Review: The Planner's Perspective	1.5 hours		
	Sunset Residential Tracts Historic Resources Survey: Community Outreach Strategies & Tour	3.5 hours		
	Implementing & Managing a Mills Act Program (webinar)	1.5 hours	California Preservation Foundation	7/6/16

Certified Local Government Program -- 2015-2016 Annual Report

(Reporting period is from October 1, 2015 through September 30, 2016)

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

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
Type here.	Type here.	Type here.	Type here.

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
Type here.	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
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Certified Local Government Program -- 2015-2016 Annual Report

(Reporting period is from October 1, 2015 through September 30, 2016)

Type here.	Type here.	Type here.	Type here.	Type here.
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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? Please provide copy of (or an electronic link) to all publications or other products not previously provided to OHP.

Item or Event	Description	Date
Updated City GIS	The City continually updates its Geographic Information System (GIS) for use by staff and the public to include enhanced information for properties located within historic districts (contributors and noncontributors), individually designated properties, and properties with an approved Mills Act Contract in place. http://webgis.redwoodcity.org/community/	2015-2016
National Historic Preservation Month	Redwood City participates in National Historic Preservation Month each May. Activities include providing tours of downtown Redwood City historic resources to local 7 th grade students, tours of the historic Union Cemetery, and a proclamation of Historic Preservation Month by the Mayor. Banners announcing National Historic Preservation Month we also displayed in City Hall, the Main Library, and across one of the downtown streets.	May, annually
Updated "Path of History Walking Tour" brochure/map and posted to City website http://www.redwoodcity.org/about-the-city/history/path-of-history/path-of-history-self-guided-tour-brochure	Redwood City has long produced a free downtown "Path of History Tour" brochure and map that was updated in 2016 to make it more consistent with the City's new logo and colors. For convenience and to promote public awareness of the city's history, the updated brochure/map was posted to the City website where visitors can download and print a copy.	2016

Certified Local Government Program -- 2015-2016 Annual Report

(Reporting period is from October 1, 2015 through September 30, 2016)

Item or Event	Description	Date
Posted "Path of History Walking Tour" video to City website http://www.redwoodcity.org/about-the-city/history/path-of-history/path-of-history-video	An oral and visual narrative video of the Path of History Walking Tour was posted to the City website to provide additional historic information on each of the sites on the tour.	2016
Created online "Historic Preservation Resource Library" http://www.redwoodcity.org/about-the-city/history/history-resources/historic-preservation-resource-library	City webpage with numerous links to publications and other online resources containing useful information for owners of historic properties.	2016
Created Mills Act Contract informational webpage http://www.redwoodcity.org/about-the-city/history/history-resources/mills-act-contracts	City webpage containing basic information on Mills Act contracts, as well as how to apply for one through the City.	2016

V. National Park Service Baseline Questionnaire for new CLGs (certified after September 30, 2015).

- NOTE: OHP will forward this information to the NPS on your behalf. Guidance for completing the Baseline Questionnaire is located at http://www.nps.gov/clg/2015CLG_GPRA/FY2013_BaselineQuestionnaireGuidance-May2015.docx.

A. CLG Inventory Program

1. What is the net cumulative number of historic properties in your inventory as of September 30, 2015? This is the total number of historic properties and contributors to districts (or your best estimate of the number) in your inventory from **all** programs, local, state, and Federal. Type here.

Program Area	Number of Properties

Certified Local Government Program -- 2015-2016 Annual Report

(Reporting period is from October 1, 2015 through September 30, 2016)

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

1. As of September 30, 2015, did your local government have a local register program to create local landmarks/local historic districts (or a similar list of designations created by local law? Yes No
2. If the answer is yes, what is the net cumulative number (or your best estimate of the number) of historic properties (i.e., contributing properties) locally registered/designated as of September 30, 2015? Type here.

C. Local Tax Incentives Program

1. As of September 30, 2015, did your local government have a local historic preservation tax incentives program (e.g. Mills Act)? Yes No
2. If the answer is yes, what is the cumulative number (or your best estimate of the number) of historic properties whose owners have taken advantage of those incentives as of September 30, 2015? Type here.

D. Local "Bricks and Mortar" Grants/Loans Program

1. As of September 30, 2015, did your local government have a locally-funded, historic preservation grants/loan program for rehabilitating/restoring historic properties?
2. If the answer is yes, what is the cumulative number (or your best estimate of the number) of historic properties assisted by these grants or loans as of September 30, 2015? Type here.

E. Local Design Review/Regulatory Program

1. As of September 30, 2015, did your local government have a historic preservation regulatory law(s) (e.g., an ordinance requiring Commission/staff review of 1) local government undertakings and/or 2) changes to or impacts on properties with a historic district? Yes No
2. If the answer is yes, what is the cumulative number (or your best estimate of the number) of historic properties that your local government has reviewed under that process as of September 30, 2015?

F. Local Property Acquisition Program

Certified Local Government Program -- 2015-2016 Annual Report

(Reporting period is from October 1, 2015 through September 30, 2016)

1. As of September 30, 2015, did your local government by purchase, donation, condemnation, or other means help to acquire or acquire itself some degree of title (e.g., fee simple interest or an easement) in historic properties?
 Yes No
2. If the answer is yes, what is the cumulative number (or your best estimate of the number) of historic properties with a property interest acquisition assisted or carried out by your local government as of September 30, 2015?
Type here.

VI. Additional Information for National Park Service Annual Products Report 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 http://www.nps.gov/clg/2015CLG_GPRA/FY2014_AnnualReportGuidance-May2015.docx.

A. CLG Inventory Program

During the reporting period (October 1, 2015-September 30, 2016) 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
National Register	2
Redwood City Historic Landmark Designations	4
Historic District Contributors	7

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

Certified Local Government Program -- 2015-2016 Annual Report

(Reporting period is from October 1, 2015 through September 30, 2016)

1. During the reporting period (October 1, 2015-September 30, 2016) 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

2. If the answer is yes, then how many properties have been added to your register or designated since October 1, 2015? 10

C. Local Tax Incentives Program

1. During the reporting period (October 1, 2015-September 30, 2016) did you have a Local Tax Incentives Program, such as the Mills Act? Yes No

2. If the answer is yes, how many properties have been added to this program **since** October 1, 2015?

Name of Program	Number of Properties Added During 2015-2016	Total Number of Properties Benefiting From Program
Mills Act	1	25

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

1. During the reporting period (October 1, 2015-September 30,2016) 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) **after** October 1, 2015?
Type here.

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

E. Design Review/Local Regulatory Program

Certified Local Government Program -- 2015-2016 Annual Report

(Reporting period is from October 1, 2015 through September 30, 2016)

1. During the reporting period (October 1, 2015-September 30, 2016) 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 then, since October 1, 2015, how many historic properties did your local government review for compliance with your local government's historic preservation regulatory law(s)? 4

F. Local Property Acquisition Program

1. During the reporting period (October 1, 2015-September 30, 2016) 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) **since** October 1, 2015?
Type here.

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

VII. In addition to the minimum CLG requirements, OHP is interested in a Summary of Local Preservation Programs

- A. What are the most critical preservation planning issues? **Continuing to try and balance the preservation of downtown historic resources with a high degree of new development pressure on the surrounding properties and/or on the historic properties themselves.**

Certified Local Government Program -- 2015-2016 Annual Report

(Reporting period is from October 1, 2015 through September 30, 2016)

- B. What is the single accomplishment of your local government this year that has done the most to further preservation in your community? **Ongoing implementation of the Mills Act Contract program continues to ensure that resources will be preserved.**
- C. What recognition are you providing for successful preservation projects or programs? **Mills Act Contracts, Mayor's Pride and Beautification Awards and Certificates of Recognition.**
- D. How did you meet or not meet the goals identified in your annual report for last year?
- 1. Continue current programs: Redwood City continues to implement National Historic Preservation Month activities and Mills Act contracts.**
 - 2. Continue to implement the Historic Section of the 2010 General Plan: Redwood City continues to implement the Historic Resources section of the adopted General Plan.**
 - 3. Formal adoption/designation of the Main Street Historic District Expansion: the Main Street Historic District Expansion was adopted by the City Council on September 12, 2016.**
 - 4. Explore the possibility of designating a residential neighborhood on the west side of El Camino Real as an historic district: Staff has conducted some initial research into the history and context of the neighborhood, and the subject continues to be a point of discussion and consideration by the HRAC and staff.**
 - 5. Updates and improvements to the HRAC webpage on the City's website: Staff made several updates to the historic preservation pages on the City website as detailed in Section IV of this report.**
 - 6. Explore the possibility of creating a Master Plan for the Historic Union Cemetery: Staff conducted meetings with the Parks & Recreation Department, and the Historic Union Cemetery Association President to discuss possibilities, desired outcomes, etc.**
- E. What are your local historic preservation goals for 2015-2016?
- 1. Continue current programs.**
 - 2. Continue to implement the Historic Resources Section of the 2010 General Plan.**
 - 3. Continue to explore the possibility of designating a residential neighborhood on the west side of El Camino Real as an historic district.**
 - 5. Further updates and improvements to the HRAC webpage on the City's website.**
 - 6. Continue to explore the possibility of creating a Master Plan for the Historic Union Cemetery.**

Certified Local Government Program -- 2015-2016 Annual Report

(Reporting period is from October 1, 2015 through September 30, 2016)

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? **Not at this time.**

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.)?

Training Needed or Desired	Desired Delivery Format
<ul style="list-style-type: none"> • Creation of historic districts and context statements • Tips on applying for grant funding. 	Webinars and/or technical assistance bulletins/publications.

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? Not at this time.

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

**Community Development
Department**

Planning Division
1017 Middlefield Road
Redwood City, CA 94063
(650)780-7234
www.redwoodcity.org



**Historic Resources Advisory
Committee**

Kenneth Rolandelli
James Gernand
Jeffrey Rhoads
John Stewart
Lindamarie Roche

APPROVED MINUTES
HISTORIC RESOURCES ADVISORY COMMITTEE
November 12, 2015
7:00 P.M.
City Hall, Council Chambers*

STAFF MEMBERS PRESENT: Principal Planner Vaughn, Associate Planner Adams, Assistant Planner Chui, Deputy City Attorney Smith

1. Roll Call

COMMITTEE MEMBERS PRESENT: J. Rhoads, L. Roche, J. Stewart, Vice Chair Gernand and Chair Rolandelli

COMMITTEE MEMBERS ABSENT: None.

2. Approval of Draft Action Minutes

- A. M/S** (Rhoads/Gernand) to approve the draft minutes of September 10, 2015 Regular Meeting as corrected.
Motion Passed

3. Oral Communication and Public Comment

Rick Hunter, Board Member of Redwood City Parks and Arts Foundation, spoke about the Parks and Arts Foundation. He thanked the HRAC for designing the downtown tour of historic Redwood City. He spoke about a project proposed by the Foundation to enhance the guided walking tour by creating a physical path between the historic sites. He stated that the Foundation applied for the County's Measure A funds for this project and was denied for this project, so they are currently seeking alternative funding.

Chair Rolandelli asked if the Committee is interested in having this project as an agenda item in the future. Committee Member Rhoads stated he might be interested once he has more information. Motion to place this item on a future agenda (Rhoads/Roche). The motion was approved.

Mirella Luz spoke at the podium and inquired about the new plans for the senior center.

Chair Rolandelli stated that the Senior Center project is on the agenda but Staff is requesting that the item be continued.

4. Action Items

A. 1424 Middlefield Road Addition

Mr. Adams introduced the project which is an Architectural Permit application to construct a two-story addition and detached garage to an existing single-family residence at 1424 Middlefield Road. The residence is not a contributor to the historic district, and as such the Committee's role is to review the application and make a determination as to whether or not the addition would adversely affect the historic district. The Committee would then make a recommendation to the Planning Commission in the form of a resolution.

Mr. Chui, project planner, spoke about the project, the zoning district, and the details of the home. The home is not a historic resource and is considered to be a non-contributing structure. He spoke about the historic district and stated that a historical analysis was completed, but the majority of the historic standards did not apply. The report found that the addition is compatible with the historic district. Staff recommended that the HRAC adopt the resolution recommending that the Planning Commission approve the Architectural Permit.

Committee Member Stewart asked if he could make a comment on the architecture. He stated that the garage doesn't have any detail. Chair Rolandelli asked the City Attorney representative if such comments are allowable.

Mr. Smith stated that if the purpose is to examine if the addition is compatible, then a discussion about some of the details might be relevant.

Committee Member Stewart stated that the door on the garage doesn't have any detail and doesn't seem compatible. He stated that it's clear that it's an addition to the original house. There was some discussion about architectural details the Committee was concerned about, but overall they felt that the details would not be an issue.

Chair Rolandelli stated that he does not feel that the addition would impact the historic district and agreed with the report.

Committee Member Rhoads stated that the garage roof pitch and the batten detailing in the gable should match the rest of the house. He also felt that the windows in the garage should match the windows in the house. Committee Member Stewart stated that the sliding glass doors should also have a grid in them.

Mr. Ochoa, the applicant, thanked the Committee for their feedback.

Motion to approve the Resolution.

M/S: (Rhoads/Gernand)

Motion approved: all yes

5. Study Session items

A. YMCA/Veterans Memorial Senior Center: 1455 Madison Avenue

Staff requests item to be continued

6. Matters of Committee Interest

A. Committee/Staff Announcements, Updates, Reports and Comments

Chair Rolandelli asked if there is any information on the plaque at the post office.

Committee Member Roche stated that she went back to the Broadway Main Branch and asked the receptionist if there has been any news from the Postmistress. She indicated that she still does not have a response.

Chair Rolandelli stated that Mr. Patenaude is supposed to provide his research on historic signs to the Committee and Staff. He stated that Mr. Patenaude had conducted some research on the City of Tucson which has a section on historic signs in their Sign Ordinance. Chair Rolandelli asked Staff to provide that research documentation so that this item can go on the agenda for the next meeting.

Chair Rolandelli asked if the Main Street Historic District Expansion was still scheduled to go to the Planning Commission on December 6. Mr. Adams stated that Staff has been working on the reports and analyses for that project, and that it will now go to the Planning Commission in early 2016.

Chair Rolandelli asked to put the Mt. Carmel Historic District on the next agenda. He asked Vice Chair Gernand to give his report on the California Preservation Foundation workshop. Vice Chair Gernand spoke about the information that he had learned and the information he will be providing to Staff.

Chair Rolandelli stated that the HRAC had requested a meeting with the Planning Commission every six months. He asked that a joint meeting with the Planning Commission in early 2016 be listed as an agenda item for the next HRAC meeting. He asked Staff about the Preserve America application. Staff indicated that they do not yet have an update on the application.

Chair Rolandelli spoke about the Framework for Decision Making document that is being put together. He asked if he could work with a Staff member to get this document moving forward because it is nearly finished. He stated that the HRAC is behind on presenting certificates for historic properties and landmarks, so he will be talking to Staff regarding that. He also noted that the HRAC has historically offered a plaque to property owners of historic landmarks.

Committee Member Rhoads asked about the plaques that were in the corporation yard and if any decisions were made on that. Chair Rolandelli stated that the City Manager will be asked if those plaques associated with City property can be reintroduced and Jim Gernand will be drafting that request.

Mr. Adams stated that the HRAC had asked about a tracking mechanism for Mills Act inspections. Staff is working on a program for that, and will be bringing it to the HRAC within the next few months. He also noted that the Offerman and Dielmann houses had been placed on the National Register of Historic Places, and that he has several landmark plaques in inventory.

Ms. Vaughn asked the Committee Members to forward any webinars, seminars, or continuing education they have completed so that Staff can complete the annual CLG report.

Committee Member Roche asked if there is a marketing program to inform residents of the Mills Act or landmark programs. Mr. Adams stated that there is not, but that effort is part of the package that Staff is currently working on for the Mills Act inspection program. Committee Member Roche asked if that can be a discussion item on a future agenda so the HRAC can further explore efforts to communicate with the public. Ms. Vaughn stated that Staff has been working to create an online resource center on the City's website for historic resources.

7. Adjournment

M/S (Stewart/Gernand) to adjourn the meeting at 8:06 PM.

Motion Passed

**Community Development
Department**

Planning Division
1017 Middlefield Road
Redwood City, CA 94063
(650)780-7234
www.redwoodcity.org



**Historic Resources Advisory
Committee**

Kenneth Rolandelli
James Gernand
Jeffrey Rhoads
John Stewart
Lindamarie Roche

APPROVED MINUTES
HISTORIC RESOURCES ADVISORY COMMITTEE
December 10, 2015
7:00 P.M.
City Hall, Council Chambers*

STAFF MEMBERS PRESENT: Planning Manager Turner, Associate Planner Adams, Deputy City Attorney Smith, Assistant City Attorney Ramirez

1. Roll Call

COMMITTEE MEMBERS PRESENT: J. Rhoads, L. Roche, Vice Chair Gernand and Chair Rolandelli

COMMITTEE MEMBERS ABSENT: J. Stewart

2. Approval of Draft Action Minutes - None

3. Oral Communication and Public Comment

4. Action Items – None

5. Study Session

A. Inner Harbor Draft Environmental Impact Report (DEIR)

Steven Turner, Planning Manager, stated that the purpose of this meeting is to accept public comments on the Draft Inner Harbor Specific Plan and Draft EIR, focusing on Chapter 4.3, Cultural Resources. The Committee had requested that this item come before them early in the process.

Planning Manager Turner gave a presentation and overview of the project.

COMMITTEE QUESTIONS/COMMENTS

Committee Member Roche stated that she does not see evidence of thorough research and structures of this type need to involve “treasure hunting.” She believes it merits further exploratory research to find out what the origins of this tank were, and would like to know what type of extensive research was done.

Mr. Turner replied that the consultant performed the standard research, visiting the

site and doing research at the library. He agreed that a more complete description of the methodology used in the research would be helpful for the document.

Vice Chair Gernand stated there was a good summary of information, but that it didn't answer some of the fundamental questions, such as why it was built, who built it, and what functions it served. He felt that more research is warranted, and that the tank and the structure could be retained in the project in some form. He asked what standards it would be held to if it qualifies as a historic resource and it needs to be restored or moved.

Mr. Turner stated that if the structure is a historic resource then Staff would apply the significance criteria to determine if the Inner Harbor Specific Plan would have a significant effect on that resource. If it does, then the mitigation measures to reduce that to a less than significant level would likely keep the structure in place or call for its restoration.

Committee member Roche asked if the tank would be allowed to be used as it is currently being used (i.e. gathering place for the members of the club, and as a bar and dance floor).

Mr. Turner replied the decision has not been made and the plan is silent on the use.

PUBLIC COMMENT

Lee Callister, Docketown resident, gave a PowerPoint presentation. He stated that the building has changed over the years. The Docketown tank house is a historical and cultural icon at least 100 years old and has evolved over the decades into a most unusual and interesting piece of architecture, as well as a gathering place for the local populous. It should be preserved at its current location for the enjoyment of residents and visitors who come to experience the inner harbor.

Judy McDowell, current commodore of the Peninsula Yacht Club, invited members to visit.

Edward Stancil, Port Captain of the Peninsula Yacht Club and Docketown resident, stated his concerns regarding the movement of the tank house.

Kaia Eakin, Redwood City resident, stated that the Committee's job is to catapult history to ensure Redwood City continues to be a special place. She attended some of the Inner Harbor meetings and the members of that task force stated that it is important that Docketown residents/community be there, and that they loved the yacht harbor. She encourages the members of Docketown to advocate for themselves and believes that the community may also be historic. She believes that the DPR form is insufficient.

COMMITTEE COMMENTS

Committee member Rhoads stated that he did not arrive at the same conclusion as the historic consultant. He referred to the Historic Preservation Ordinance criteria and stated that in his opinion it could qualify for historic designation under criteria A or C. He believes that the structure's current use is also part of its cultural history and contributes to its value as a cultural resource. Further definitive research would be required in order to apply for historic designation. He recommends against relocation of the structure which would impact its potential historic significance due to its

continued association with Redwood Creek and its visibility from US 101. It is an iconic feature and can be a valued urban design feature for the repurposed use of the site.

Committee member Roche referred to the historic designation criteria from the Redwood City Historic Preservation Ordinance and stated that while the criteria is set by the Secretary of Interior Standards, the individual municipalities have the ability to add a specific aspect and use their individual judgement. She supports the idea that this provides an immense amount of cultural history, and that this could be an excellent example of a structure that has been rehabilitated, which she believes is one of the key things the City encourages property owners to do with historic structures. She feels that the historian did not do thorough enough research.

Vice Chair Gernand disagrees with the conclusion of the consultant regarding the steel tank that is located in the Docktown area, known as the Peninsula Yacht Club. He believes this structure is a unique resource that has significant potential to contribute important information regarding early operation of the port facility and/or industry that was located along Redwood Creek. He believes the tank should be evaluated using criteria that are more consistent with industrial archaeology methods. He stated the materials used in the construction of the tank are largely intact, and he would not call it low integrity from a materials perspective. He feels it is important to better understand what its use was. His main issues with the findings in the draft EIR are that it largely bases the not eligible conclusion on what he believes is mis-application of integrity findings, and it does not include the type and level of research and documentation that is needed to evaluate the tank. It could potentially meet local register criteria for cultural history, or it could be eligible under criterion C as a distinctive method of construction. He would like more information on who built the tank, what it was used for, why it was steel and not wood, and who the manufacturer was. He believes the tank represents a unique resource and there is potential to contribute important information about the history of Redwood City. As such it should be treated as a potential historic resource that requires protection and mitigation measures within the Inner Harbor Specific Plan.

Chair Rolandelli stated that the report should have had more intensive research. The tank is completely visible, the structure that supports it is still there and in place, and the shape and the form is still quite evident. This structure is so unique and one of a kind. It is certainly eligible for strong consideration as a local historic landmark. With regards to the Inner Harbor Specific Plan that talks about the possibility of moving the structure, what about the support structure that is still there, as nothing could be more appropriate than the existing base.

Committee member Rhoads summarized his comments and concerns:

- Recommend further detailed analysis by the consultant on the bulk liquid tank as a cultural and historic resource for the City.
- Staff and the Planning Commission take into account the comments made by the Committee this evening.
- Recommend to the Planning Commission that the structure be retained in its current location and sensitively purposed as a future part of the Inner Harbor development.

Committee member Roche would like it verified if the consultant or a representative of the consultant went through the Schellens Collection records, newspaper archives,

and the property tax rolls that are held in the archives in the San Mateo County Museum to ensure that due diligence was done.

Vice Chair Gernand referred to the findings portion of section 4.4 (page 4.4-5). He agrees with the low prehistoric findings, but he doesn't believe there are adequate findings for the type of the conclusion stated as it's related to historic archaeological findings – there aren't any maps or overlays that show where the studies were done in relationship to what we know to be the historic uses such as the Frank tannery buildings. The potential for archeological findings could be high due to the industrial activity we know occurred, but there is not any information in the report. He also encourages pursuit of a response from the Native American Heritage Commission.

Committee member Rhoads asked if it was appropriate for the committee to provide written comments to staff regarding the seaport documents.

Mr. Turner replied that written comments are very helpful and encouraged.

6. Matters of Committee Interest

A. Formal submittal of Preserve America Application

Chair Rolandelli stated that former HRAC member Nori Jabba put the application together and the preserve America application was submitted to Washington DC. He read a brief report from Nori Jabba.

B. Discussion of potential Mt. Carmel Historic District

Vice Chair Gernand stated that he attended a workshop in November that had a number of presentations from communities that have done large-scale surveys. The HRAC had prepared an RFP scope for survey work and grant writing for the potential Mt. Carmel Historic District. He had a consultant look at it and they suggested that the project could cost \$15,000 to \$20,000.

Chair Rolandelli asked if would it be appropriate to check with a couple other architectural historians to get other estimates and the Committee can present that to the Planning Commission at a joint meeting

Mr. Turner stated that is fine for the purpose of discussion.

C. Post Office Mural Plaque

Vice Chair Gernand stated that they are at the Postal Service's San Francisco district level and they may be moving toward a conclusion.

D. Repainting of 700 Winslow Street (Falcone Building), and 611 Middlefield Road

Mr. Adams stated that the HRAC Chair and Vice Chair met with staff and the property manager of 700 Winslow Street. The property owner is doing interior renovation of the building and as part of that project wants to paint the exterior. They met at the site and looked at proposed color schemes. The HRAC Chair and Vice Chair agreed that the color scheme was appropriate. They also met with the owner of 611 Middlefield Road, a Queen Anne style home in the downtown area that is required to be preserved. The owners would like to repaint and make repairs to the structure. Proposed colors were provided to the Committee that are very similar to what exists today. They will need to provide additional information before proceeding with any work, including identification of what needs to be repaired, if anything needs to be replaced, the materials that will be used, and all of the color details.

E. Other Committee/Staff Announcements, Updates, Reports and Comments

Mr. Adams stated that the annual CLG report will need to be prepared and that it includes any training Committee members completed in the last year.

Committee Member Rhoads asked to place a discussion item on the agenda that addresses design improvement recommendations that the Committee considers part of their duties.

7. Adjournment

M/S (Gernand/Rhoads) to adjourn the meeting at 9:00 PM.

Motion Passed

**Community Development
Department**

Planning Division
1017 Middlefield Road
Redwood City, CA 94063
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**Historic Resources Advisory
Committee**

Kenneth Rolandelli
James Gernand
Jeffrey Rhoads
John Stewart
Lindamarie Roche

APPROVED MINUTES
HISTORIC RESOURCES ADVISORY COMMITTEE
January 14, 2016
7:00 P.M.
City Hall, Council Chambers*

STAFF MEMBERS PRESENT: Associate Planner Adams, Deputy City Attorney Smith

1. Roll Call

COMMITTEE MEMBERS PRESENT: J. Rhoads, L. Roche, J. Stewart, Vice Chair Gernand and Chair Rolandelli

COMMITTEE MEMBERS ABSENT: None

2. Approval of Draft Action Minutes

- A. M/S (Stewart/Gernand)** to approve the draft minutes of November 12, 2015 Regular meeting as corrected
Motion Passed

3. Oral Communication and Public Comment

4. Action Items - None

5. Matters of Committee Interest

A. Future Joint Planning Commission/HRAC Study Session

This will be February 2nd at 6:00 p.m. Some potential topics suggested by Chair Rolandelli are The Main Street Historic District, the Mount Carmel Historic District, a discussion about a process for review of alterations and demolition delay on potential historic landmarks, the Path of History enhancements project, and National Historic Preservation Month.

Committee Member Rhoads submitted a letter to Staff on the topic of the HRAC acting as a de facto design review body, making recommendations to the Planning Commission regarding alterations to buildings that are not subject to AAC review. He asked if he can distribute the letter. Mr. Smith stated that he cannot distribute the letter since it's not on the agenda but it will get passed to Mr. Turner.

Committee Member Stewart asked if there has been any Planning Commission discussion about the El Camino project that was in the paper recently. He stated that there are historic buildings on El Camino so it may be relevant.

B. Marketing of Mills Act Program and Historic Landmarks

Chair Rolandelli stated that there is a letter and document that the HRAC has provided in the past to property owners with information covering historic landmark designations, districts, and the Mills Act. He then distributed this letter and document to the HRAC Members, and pointed out some of the information within the document. Vice Chair Gernand spoke about some concerns he has with the website. There was a discussion about finding information on historic housing and landmarks. Committee Member Roche spoke about sending an email notifying people about where the information is available on the website. She noted that Chair Rolandelli does downtown historic walking tours and asked about the possibility of doing tours of historic houses around the City.

Vice Chair Gernand stated that the document shared by Chair Rolandelli has gone out in the past to property owners in areas identified for potential designation by the HRAC. He asked if it could include information on the two paths available for designating and initiating a Mills Act Contract.

Mr. Smith stated that when the HRAC is ready to make an official recommendation regarding this document then Staff could put it on the agenda as an action item. Chair Rolandelli stated that Staff could take the Ordinance and draft a document that explains how to apply for the Mills Act. Committee Member Rhoads stated that it's important to provide a narrative that describes the preservation efforts in Redwood City.

Mr. Smith stated that the public needs to have access to the document at the same time as the Committee. Vice Chair Gernand asked if there could be a small two-person subcommittee to work on a report to submit to Staff. Mr. Smith stated that two people can meet or discuss without implicating the Brown Act because it is not a quorum, but that when it came to forming committees or sub-committees it would need to be looked at first to ensure we are following the Brown Act.

Chair Rolandelli asked for a document that informs residents that this program exists, how to apply for a Historic Landmark designation, and how to apply for the Mills Act. Mr. Adams stated that Staff has been working on something similar and can include these drafts in that document.

Vice Chair Gernand asked if two Committee Members could work with Staff so that efforts are not duplicated.

C. National Historic Preservation Month

National Historic Preservation Month is in May. Chair Rolandelli stated that the HRAC needs to begin planning for this now. He stated that the events include a proclamation to City Council in early May, the downtown historic walking tour, and the school tours program. He spoke about the available funding. He asked for a volunteer to apply for a grant from the Civic Cultural Association to cover the costs of transportation and food for the school tours. Committee Member Roche asked if the

Committee can approach businesses and Chair Rolandelli stated that has been done in the past. The businesses make their donation to the City who has to put it in the correct account. Committee Member Stewart volunteered to complete the application for the grant money request.

Committee Member Rhoads asked when to begin making requests. Chair Rolandelli stated that they should begin immediately. Committee Member Roche asked what kind of food is provided. Chair Rolandelli stated that it is lunch, typically hot dogs.

D. Discussion of potential Mt. Carmel Historic District

Vice Chair Gernand is working on speaking with some additional consultants to inform the discussion and this effort is still in progress.

E. Post Office Mural Plaque

Vice Chair Gernand stated that he received an email response and a letter. He stated that in October of 2015 the Postal Service updated its real estate regulations which include a section on displays and artwork. It states the Post Office must decline all displays and artwork offers. A request could be submitted to the Federal Preservation Officer. He stated that once he has a better understanding of the rules he could contact the local congressional office to see if they would agree to advocate to the Federal Preservation Officer.

Chair Rolandelli stated that it could go on City property in front of the building with a picture of the mural on the plaque. Committee Member Rhoads stated it could be a stop on the walking tour.

F. Other Committee/Staff Announcements, Updates, Reports and Comments

Mr. Adams stated that the City Clerk's office has asked liaisons to remind Committee Members to complete the ethics training which was emailed to them. The annual Certified Local Government report will be sent to OHP, and copies will be provided to the Committee Members. On January 11th the Council voted to remove 1016 Warren Street from contributor status in the Mezesville Historic District. Council has directed Staff to work on a 12-month emergency ordinance with the purpose of creating a fine for illegal demolition of a historic resource. Regarding 611 Middlefield, the Chair and Vice Chair had previously approved new colors for repainting. The property owner has decided to instead make minor repairs and paint the street and west elevation to match the existing colors.

Chair Rolandelli spoke about the historic resource inventory. He spoke about a communication that included the Tucson Historic Sign ordinance to use as a reference when discussing a possible historic sign ordinance. The California Preservation Foundation local government forum will be in San Francisco on April 16-20.

Committee Member Roche stated that she did some research regarding the Docketown tower. She stated that she has documents from the Library of Congress. Mr. Smith stated that it can be added to the Public Comment at the next meeting.

6. Election of Chair and Vice-Chair

Chair Rolandelli stated that he spoke to Vice Chair Gernand about the Chair and Vice Chair positions. Vice Chair Gernand would like to remain Vice Chair and not run for Chair. Chair Rolandelli would like to remain as Chair. Vice Chair Gernand nominated Ken Rolandelli as Chair. The Committee voted to keep Ken Rolandelli as Chair and Vice Chair Gernand as Vice Chair.

7. Adjournment

M/S (Gernand/Rhoads) to adjourn the meeting at 8:15 PM

Motion Passed

**Community Development
Department**

Planning Division
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Redwood City, CA 94063
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**Historic Resources Advisory
Committee**

Kenneth Rolandelli
James Gernand
Jeffrey Rhoads
John Stewart
Lindamarie Rodriguez Roche

APPROVED MINUTES
HISTORIC RESOURCES ADVISORY COMMITTEE
February 11, 2016
7:00 P.M.
City Hall, Council Chambers*

STAFF MEMBERS PRESENT: Associate Planner Adams, Deputy City Attorney Smith, Principal Planner Vaughn

1. Roll Call

COMMITTEE MEMBERS PRESENT: J. Rhoads, L. Roche, J. Stewart, Vice Chair Gernand and Chair Rolandelli

COMMITTEE MEMBERS ABSENT: None

2. Approval of Draft Action Minutes

A. M/S (Rhoads/Stewart) to approve the draft minutes of December 10, 2015 Regular meeting as corrected
Motion Passed

B. M/S (Rhoads/Gernand) to approve the draft minutes of January 14, 2016 Regular meeting as corrected
Motion Passed

3. Oral Communication and Public Comment - None

4. Action Items

A. 603 Jefferson Avenue

Mr. Adams gave the Staff presentation on this project (presentation on file). It is an application for an 8-story mixed-use building with 91 residential condominiums and 4,500 square feet of retail space within the Downtown Precise Plan area. This property is directly across the street from a historic resource. Architectural Historian Richard Brandi conducted an analysis of the proposed project to determine if it would cause adverse affects to the historic resource. Based on Mr. Brandi's findings, Staff recommends the HRAC adopt Resolution 16-01 with the determination that the proposed project will not have a substantial adverse change in the significance of the adjacent historic resource.

Mr. Brandi gave a presentation on his review of the proposed project (Presentation on

file). He spoke about the tests to determine if there would be an adverse affect on the historical integrity of the adjacent resource. He stated that the historic resource will still be eligible for listing on the California Register if this new project is constructed.

PUBLIC SPEAKERS

Vicki Yeley, co-owner of property at 605 Middlefield, stated that she and her partners have objections to oversized buildings being proposed for the historic downtown area. She asked the HRAC to protect the integrity of the historic downtown.

Richard Keyes spoke about a certificate provided to him when his property was designated as a historic resource. He spoke about the history of his property. He spoke about what he felt where negative impacts from the new project. He stated that he disagrees with the report from Mr. Brandi because there is more to the historic integrity of a building than whether or not it can remain eligible for the California Register.

Vice Chair Gernand asked if this project is under the Downtown Precise Plan. Mr. Adams stated that is correct. Vice Chair Gernand asked if the project had any exceptions to the Downtown Precise Plan standards and guidelines. Mr. Adams stated that the project met the standards which are mandatory and that projects cannot move forward if they do not meet the standards, but that there are 8 deviations from the guidelines. Five of the deviations were granted by the Architectural Advisory Committee, but three deviations related to the glass curtain wall design were denied. The applicant is going to work on revising the project to remove those deviations that were denied.

Vice Chair Gernand asked if any deviations are related to height or mass. Mr. Adams replied no, the building is within the maximum allowed height and the massing is acceptable.

Committee Member Rhoads asked what materials are being specified by the applicant on the ground level. Mr. Adams stated it has a granite plinth and there are storefront windows.

Jonathan Ennis, project architect, stated that the base of the building is dark granite stone and the storefront windows are clear with aluminum. The entry feature has a metallic framed entrance to the project. Committee Member Rhoads asked if roof equipment will be visible. Mr. Ennis stated that there will be elevator overruns and stairs to the roof, and any equipment that would be visible will be screened.

Chair Rolandelli stated that the adjacent historic property is important to the downtown. He stated that the HRAC is to decide whether or not the new project has an adverse affect on the historic resource. He stated that according to CEQA that would not be the case here.

Committee Member Roche asked about one of the renderings of the proposed property which showed the south elevation facing Broadway. Mr. Ennis described the landscaped courtyard on this side of the property. Committee Member Roche asked if it is for public use. Mr. Ennis stated that it is open space for the residents. Committee Member Roche asked about the intent of the architectural design as it relates to the historical nature of downtown Redwood City. Mr. Ennis stated that it is a contemporary design which is allowed in this area. He stated that the south side of

the building is stepped back rather than the north in order to take advantage of the sunlight.

Committee Member Roche asked about the shadow impact on surrounding properties. Mr. Ennis stated that there was not a shadow study because it is not required, but there would be little impact, particularly in the summer.

MOTION TO APPROVE A RESOLUTION OF THE HISTORIC RESOURCES ADVISORY COMMITTEE OF THE CITY OF REDWOOD CITY FINDING THAT THE PROPOSED MIXED-USE PROJECT LOCATED AT 603 JEFFERSON AVENUE WILL NOT CAUSE A SUBSTANTIAL ADVERSE CHANGE IN THE SIGNIFICANCE OF THE HISTORIC RESOURCE LOCATED ACROSS THE STREET AT 620 JEFFERSON AVENUE, IN ACCORDANCE WITH SECTION 2.1.4.D OF REDWOOD CITY'S DOWNTOWN PRECISE PLAN

M/S (Rhoads/Gernand)

Motion Passed 4-1 (Roche opposed)

B. Marketing Historic Preservation

Chair Rolandelli stated that the HRAC discussed marketing historic preservation at the joint session with the Planning Commission. He asked Staff what the next steps are.

Mr. Adams stated that Karen Vaughn, the Principal Planner, put together draft web pages for historic preservation.

Ms. Vaughn spoke about the new website and presented the draft web pages, focusing particularly on Mills Act Contracts. Chair Rolandelli stated that the Committee will review these pages and documents and put it on the next meeting's agenda. Committee Member Roche spoke about compiling lists of people that residents can contact, such as architects, when they want to learn more about taking care of their historic property. Mr. Smith stated that he would look into how to compile a list while being careful about how the HRAC or City can provide those names.

Committee Member Rhoads stated that the Staff can't use their time to keep those lists up to date.

Chair Rolandelli asked about appointing a committee of two individuals. Mr. Smith stated that there would need to be an analysis to understand if the committee would fall under the Brown Act and its requirements.

Committee Member Roche stated that she is subscribed to the Redwood City news blast, and she stated that she has read about new businesses that are Redwood City based. She asked if it's possible to do a blast that interviews people who have a historic resource. Ms. Vaughn stated that Staff can work on something like that and start it possibly in May.

5. Matters of Committee Interest

A. National Historic Preservation Month

Chair Rolandelli stated that much of the National Historic Preservation Month events may have to happen in April because of the limited availability of the Fox Theatre. He stated that many schools have end of year testing in April, so that may impact

attendance. He stated that he heard the City has an agreement with the theater to get four free days at the Fox, and that he can only guarantee a date if he uses one of those days. Mr. Adams stated that he would check on the agreement with the Fox Theatre.

Committee Member Roche asked if any other sites have been considered. Chair Rolandelli stated that it has to be within the same couple of blocks in downtown.

B. Discussion of potential for historic context and survey of Mt. Carmel Neighborhood

Chair Rolandelli asked about the status of finding people to work on the survey. The context statement will need to be prepared by a qualified professional, and there could be a program with handbooks and training for community volunteer groups. Committee Member Roche asked if the news blast will be used to find volunteers. Vice Chair Gernand stated that it would be similar to the way creek cleanups are advertised, for example. He stated that an RFP had been developed already, so if that can be worked on by a professional, then the project can move forward.

Mr. Smith stated that this can be moved to an action item to start moving it forward. Committee Member Rhoads stated that the RFP should not be distributed if the City is not prepared and funded to hire the consultant. Committee Member Rhoads asked if the fine collected on the illegally demolished residence could be used as a starting point for funding the RFP.

Vice Chair Gernand stated that the Committee needs to identify how much is needed to fund the first phase, which is stated in the RFP.

Committee Member Roche asked how other district surveys were paid for. Chair Rolandelli stated that it was all volunteer work with some Staff time.

C. Update on status of Post Office mural plaque

Vice Chair Gernand stated that if the City wants to put a plaque outside the Post Office with a photo of the mural, then the City needs a release from the Post Office. The researchers working on this project have had trouble at other locations.

D. Other Committee/Staff Announcements, Updates, Reports and Comments

Mr. Adams stated that the Form 700 Statement of Economic Interest has been provided by the City Clerk's office and that it needs to be completed and returned by April 1st.

Committee Member Rhoads asked about getting permission to attend training that has a fee. Mr. Adams stated that he would look into the funding for training and report back.

Chair Rolandelli spoke about the Victorian Days walking tours sponsored by the San Mateo County Historical Association. He stated that he is leading one on Saturday, August 27 between 10:30 am – 12:00 pm on behalf of the HRAC.

6. Adjournment

M/S (Stewart/Gernand) to adjourn the meeting at 8:50 PM

Motion Passed

**Community Development
Department**

Planning Division
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**Historic Resources Advisory
Committee**

Kenneth Rolandelli
James Gernand
Jeffrey Rhoads
John Stewart
Lindamarie Roche

APPROVED MINUTES
HISTORIC RESOURCES ADVISORY COMMITTEE
March 10, 2016
7:00 P.M.
City Hall, Council Chambers*

STAFF MEMBERS PRESENT: Associate Planner Adams, Deputy City Attorney Smith, Associate Planner Littlefield

1. Roll Call

COMMITTEE MEMBERS PRESENT: J. Rhoads, L. Roche, J. Stewart, Vice Chair Gernand and Chair Rolandelli

COMMITTEE MEMBERS ABSENT: None

2. Approval of Draft Action Minutes

- A. M/S** (Stewart/Rhoads) to approve the draft minutes of February 11, 2016 Regular meeting as corrected
Motion Passed

3. Oral Communication and Public Comment

Eric Angel asked if, as an architecture student, he can participate with the City in any historic or architectural work.

4. Action Items

A. 801 Hamilton Street

This is an application for a Downtown Planned Community Permit and Sign Permit to allow modifications to the entrance vestibule, replacement of existing door handles and tile, and the introduction of new signage on a historic resource.

Ms. Littlefield gave a presentation on this item (Presentation on file). The purpose of this meeting is to review the project for compliance with the Downtown Precise Plan and the City's Historic Preservation Ordinance, and to make a recommendation to the Planning Commission based on the architectural drawings and the architectural historian's report. Ms. Littlefield gave background on the site and its location. She

reviewed the scope of the new work and the historian's report. She spoke about what the Downtown Precise Plan says for these specific signs and the proposed use. The Planning Manager has determined that the proposed retail use meets the purpose and intent of Anchor Retail under the Precise Plan. The HRAC is being asked to evaluate the project's compliance with the Downtown Precise Plan and the City's Historic Preservation Ordinance. The HRAC should determine whether or not the project will alter, destroy, or adversely affect any exterior architectural feature of the historic landmark, and whether it is compatible with the external appearance of the property.

Committee Member Rhoads stated that the documents provided do not include the signage drawings for the building. He asked if there is more than one proposed marquee sign. Ms. Littlefield stated that there is only one marquee sign proposed. The packet that was sent electronically includes the proposed signage plans.

Committee Member Rhoads stated that he doesn't see how this can be considered an anchor use.

Committee Member Roche asked if this is to replace the sign that is currently on Broadway. Ms. Littlefield stated that she will check with the applicant.

Committee Member Roche asked how many square feet the space is. Ms. Littlefield stated that the building is 7,500. Committee Member Stewart stated that the 7,500 is the whole building, not just the store.

Chair Rolandelli stated that the staff report implies the building is on the national register, but it is not. The Fox Theatre is on the register, but the west and east wings of the building are not. The architectural historian did deem both wings as National Historic Register-eligible, but technically they are not.

Ms. Littlefield stated that the building itself is larger than the proposed scope of work area. The building is 7,500 square feet whereas the total gross square footage for the improvements is 3,961 square feet.

Brian Lorenz, WD Partners, representing the architecture firm, introduced himself and the Starbucks representatives.

Committee Member Stewart asked if the color of the sign is dark green. Erich Mele, representing Starbucks, stated that it is an iron ore which is black in color.

Amber Reed, Starbucks Store Development Manager, introduced herself. She noted that the store in Sequoia Station is remaining open.

Chair Rolandelli asked about the tile that is being replaced. Mr. Mele stated that the tile being replaced is at the corner entrance floor.

Chair Rolandelli noted that the existing color scheme looks like it's mostly earth tones, and that the new material has black and white accents.

Committee Member Rhoads asked if the wall sign is letters with LED bulbs. Mr. Mele stated that is correct, and that it was an effort to look more theatrical to match the Fox Theatre. Committee Member Rhoads stated that he likes that design. He stated that

he is not comfortable with the marquee sign. He stated that he does not think it's an anchor use for downtown.

Committee Member Stewart asked if they had considered a sign with the Starbucks logo rather than the marquee. Ms. Reed stated that this store is bigger than a typical Starbucks store because it is a Reserve bar store, and is the first in the Bay Area. She stated that there is a larger coffee production area, and the part of the bar closest to Broadway is different equipment than the typical Starbucks store. She stated that one reason the signage is black and says Starbucks Reserve is because it is a different type of store than the typical Starbucks.

Committee Member Stewart asked if it is going to serve liquor. Ms. Reed stated that they would like to add liquor but do not have a liquor license at this time. She stated that beer and wine is sold after 2 p.m.

Committee Member Rhoads asked about the building's Broadway elevation and how it affects the proposed signage. Ms. Reed stated that there is an emergency egress stairwell and door next to the proposed Starbucks Reserve wall cabinet sign, and the transom windows have an impact on the signage area.

Committee Member Roche asked what the flooring material shown in the 3D concept image is. Mr. Mele stated that they are exposing existing concrete.

Committee Member Roche stated that sandblasting is one thing the historian advised against. Committee Member Rhoads stated that typically would not apply to the concrete. Committee Member Roche asked if the floor will have a varnish. Mr. Mele stated it will have a clear coat to protect it.

Vice Chair Gernand asked if the lighting of the sign is animated and if the letters are individual or on a box. Mr. Mele replied that it is not animated, and each letter is separate. A discussion about the lettering followed.

Vice Chair Gernand stated that he does not think this qualifies as an anchor use, and he does not think other stores of this size should get this type of signage. Vice Chair Gernand stated that the HRAC purview is whether or not the changes have an impact on the resource. He stated that he believes it does have an impact because it projects.

Chair Rolandelli stated that he supports the resolution as it's written.

Committee Member Roche asked if a Starbucks Reserve wall sign could be used in place of the grand marquee. Mr. Mele stated that the grand marquee was being utilized to celebrate the theatrical nature of the space.

Mr. Smith asked Chair Rolandelli if the subject building is on the National Register and if it is a City landmark. Chair Rolandelli confirmed that the building is not National Register or a City landmark. Mr. Smith stated that the analysis that was done was based on the belief that it was a landmark building, and the fact that it is not will change the nature of the findings that the HRAC need to make. There was a discussion about the historic preservation code and how that needs to be used to make a determination.

Vice Chair Gernand asked if the anchor use determination is an exception that has been granted, or if it is consistent with the plan. Mr. Smith stated that whether or not it is an anchor site is not part of the consideration this evening, and that if there is an issue it could be determined at the Planning Commission level.

Chair Rolandelli stated that it does not impact the historical structure because each property was looked at in the Downtown Precise Plan, and Secretary of the Interior standards were applied to each individual property. As long as this is in compliance with those standards then he is comfortable with this proposal.

Mr. Mele stated that Starbucks can amend the application to remove the marquee sign, and to use a wall sign on the Broadway elevation to match the wall sign on Hamilton Street.

There was a discussion about which sections of the resolution need to be removed or revised since the structure is not a historic landmark.

Committee Member Rhoads asked if the wall sign for the Broadway elevation will need to be designed. Mr. Mele stated that it will be a similar size and scale to the other sign.

Mr. Smith stated that the resolution language needs to clearly document that the HRAC is recommending the project as amended.

MOTION TO APPROVE REVISED RESOLUTION 16-02, STRIKING SECTION 4, WHEREAS APPLICANT, WD PARTNERS, PROPOSES TO MODIFY THE APPLICATION TO REMOVE THE GRAND MARQUEE SIGN AND REPLACE IT WITH A WALL SIGN IN THE TRANSOM SPACE ABOVE THE STOREFRONT WINDOWS ON THE BROADWAY ELEVATION, SUCH NEW SIGN TO BE SIMILAR TO THE PROPOSED HAMILTON STREET WALL SIGN (“REVISED PROJECT”).

M/S (Gernand/Stewart)

Motion Passed All yes

B. Mt. Carmel Historic Context and Survey

Chair Rolandelli stated that Mr. Smith will be reviewing the draft Request for Proposals.

Mr. Smith stated that he would be discussing the feedback on the draft RFP off the record. He stated that he needs to speak with Staff about some details regarding the Mount Carmel district. He stated that the substantive review of the RFP needs to be postponed.

Mr. Adams stated that Staff needs to obtain Council approval to move forward with the RFP before taking the next steps.

Vice Chair Gernand stated that he wants to make sure there is enough information in the proposal to even discuss it. He stated that the approach was to come up with a nominal cost approach to generate the funds necessary to pursue a grant. He stated that the RFP cannot go out without funding established. There was a discussion about establishing funding before releasing the RFP and what the code requires.

Mr. Smith stated that he would like to wait until the RFP has gone through a review with Staff before providing feedback.

Mr. Adams stated that he would like the Committee's feedback on the draft RFP, particularly the scope of the consultant's work. He stated that Staff has received funding to bring Richard Patenaude back as a consultant for the remainder of the fiscal year, and Staff thinks Mr. Patenaude could potentially prepare a portion of the grant application.

Chair Rolandelli stated that the RFP is the result of several months of work already performed by the Committee, and asked how the RFP would move forward. Mr. Adams stated that this can go directly to the City Council for approval to move forward with the RFP and approve the use of funds.

Vice Chair Gernand stated that if Mr. Patenaude is in-house, then the Committee may not need to go with an external consultant for Phase 1 at all. Mr. Adams stated that Staff would like Mr. Patenaude to determine if Phase 1 can be done completely in-house.

Vice Chair Gernand noted that it's important to keep the volunteer portion because a big part of the project is to engage the community.

Chair Rolandelli asked the Committee to look at the handout in the RFP and be prepared to discuss it at the next meeting. The Committee asked if Mr. Patenaude can attend the next meeting.

C. Marketing Historic Preservation

Chair Rolandelli stated that Committee Members Rhoads and Roche are the leaders on this project. He spoke about the Historic Preservation Resource Library for the City website.

Committee Member Rhoads stated that he has been working on content that can be added to the City website which could be helpful to the residents who own historic resources. He stated that an important focus of this project is to get more content on the website.

Mr. Adams stated that the attachment from Chair Rolandelli was sent after the agenda packet went out and so it wasn't in the public record.

There was a discussion about some of the specific content that Committee Members Rhoads and Roche have developed for the website. Committee Member Roche stated that it is important to take a more active approach to bring people to the website to look at the resources rather than just posting them and taking the passive approach.

Chair Rolandelli asked the project leads to include Committee feedback and have something prepared for the Committee to review at the next meeting.

Richard Keyes, owner of the property at 620 Jefferson Avenue, stated that he has been trying to start a conversation about historic housing and structures in Redwood City. He stated that the Lathrop House is on County property and the County wants to

build an office building there. He spoke about showcasing historic Redwood City in particular areas.

D. National Historic Preservation Month

Chair Rolandelli stated that the four dates available for the 7th grade school tours are April 19th, 20th, 26th, and 27th. He stated that there are some things that could jeopardize access to the Fox Theater on those dates, and if that winds up being the case the Committee will come up with a plan B, such as having a picture or activity outside the theater. Chair Rolandelli asked Committee Member Stewart to contact Mike to do the drinks.

Committee Member Roche and Vice Chair Gernand were heard by the Civic Cultural Committee two weeks ago, and the Committee granted one thousand dollars for the school tours. He stated that they asked for the HRAC to mention visiting the courthouse to the students, particularly the art that has been done in the vicinity.

Committee Member Rhoads contacted the Port Commission asking for their annual \$500, and noted that in return the Committee typically hands out a flier to the students about the Port and the work they do.

Committee Member Roche asked who leads the tours. Chair Rolandelli spoke about the volunteers that help with the tours, but the schedule isn't finalized yet so he has not reached out to the volunteers.

Chair Rolandelli stated that they are about halfway to their fundraising goal. The Committee asked Staff to raise the question about funding with Planning. There was a discussion about who the funds should be made payable to.

5. Matters of Committee Interest

A. Other Committee/Staff Announcements, Updates, Reports and Comments

Mr. Adams stated the only announcement he had was regarding Mr. Patenaude, which has already been discussed.

Chair Rolandelli spoke about a recent meeting that took place regarding the Union Cemetery project approval process. He stated that there are no updates except that there will be another meeting to discussing the matter further.

The Committee Members have received information on the California Preservation Conference.

Committee Member Roche asked if there is an established protocol that would allow the County to transfer the deed of the Lathrop House to Redwood City. Mr. Smith stated that he could look into it.

6. Adjournment

M/S (Rhoads/Stewart) to adjourn the meeting at 9:18 PM
Motion Passed

**Community Development
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**Historic Resources Advisory
Committee**

Kenneth Rolandelli
James Gernand
Jeffrey Rhoads
John Stewart
Lindamarie Roche

APPROVED MINUTES
HISTORIC RESOURCES ADVISORY COMMITTEE
April 14, 2016
7:00 P.M.
City Hall, Council Chambers*

STAFF MEMBERS PRESENT: Associate Planner Adams, Deputy City Attorney Smith

1. Roll Call

COMMITTEE MEMBERS PRESENT: J. Rhoads, L. Roche, J. Stewart, and Chair Rolandelli

COMMITTEE MEMBERS ABSENT: Vice Chair Gernand

2. Approval of Draft Action Minutes

- A. M/S** (Rhoads/Stewart) to approve the draft minutes March 10, 2016 regular meeting as submitted.
Motion Passed 4-0

3. Oral Communication and Public Comment

4. Action Items

A. Marketing Historic Preservation

Staff created two web pages for marketing purposes for historic preservation. Staff asked the Committee to provide their feedback. The focus of the web pages is to provide links to resources on other sites such as the National Trust, etc., as well as referrals to guides on window restorations, how to find contractors, etc. The City Manager's office ultimately controls the content, but Staff welcomes Committee feedback.

Committee Member Rhoads stated that he did not have any feedback yet, but will be reviewing it in more detail. Chair Rolandelli stated that he visited all the webpages and checked the links. He noted some technical items that he also emailed to Ms. Vaughn and Mr. Adams.

Committee Member Roche asked if there are any plans for doing a spotlight with current homeowners as part of the awareness campaign. Mr. Adams stated that

Staff met with the Communications Manager that puts out the e-news blast and they were receptive to that. The City Manager's office is working on initiatives to highlight the city's history in the wake of the City's 150th anniversary. Committee Member Roche volunteered to interview a historic homeowner to assist Staff in that effort.

Chair Rolandelli noted the handout from the last HRAC meeting and approved of it.

5. Matters of Committee Interest

A. Update on National Historic Preservation Month activities

There will be a proclamation by the Mayor and City Council at the April 25 City Council meeting, and the Chair will be present to accept the proclamation and talk about the activities. There will be a Union Cemetery tour on May 14. On May 21 will be the historic downtown walking tour. The school tours will be April 19, 20, 26, and 27. There is currently \$1,700 in the fund. Without Kennedy's and Clifford's participation, the financial need for transportation is reduced. Mr. Adams stated he would follow up on any additional available funding from the City.

Committee Member Roche asked if she could approach someone for donations or if there is a certain way it has to be presented. Mr. Smith stated that she can approach someone as a member of the community. When funds are donated, that is more of a procedure. Mr. Adams noted that Steven Turner sent an email that outlines that procedure.

Committee Member Stewart asked about the option of using the funds from the citizen who tore his house down illegally. Mr. Adams stated he has not received an answer to that question. Committee Member Rhoads asked if anyone has reached out to Box.

There was a discussion about some logistics of the school tours. The State Historic Preservation office put out a memo they will be updating their webpage and would like to include activities that cities are doing to celebrate Historic Preservation Month. Mr. Adams offered to assist with sending information to the state office.

Mr. Adams spoke about Staff's efforts to promote National Historic Preservation Month. Committee Member Roche asked about putting a table in the library. Mr. Adams stated he could look into that option.

B. Update on Union Cemetery plot fending maintenance

Approximately 2 weeks ago, Chair Rolandelli, Vice Chair Gernand, Mr. Adams, the president of the Historic Union Cemetery Association, Ellen Crawford, and Val Matonis from Parks and Recreation met at the Cemetery to review the grave plot pipe fences. There is an Eagle Scout looking for a project to restore them. There was a discussion about the way work is being carried out by the Eagle Scouts. Mr. Adams stated he would pass along the HRAC's concerns and suggestions.

C. Other Committee/Staff Announcements, Updates, Reports and Comments

Chair Rolandelli noted that the next meeting should have the Mount Carmel historic context as an item for Matters of Committee Interest.

Mr. Adams stated that the Mills Act inspections work is on-going and Staff plans to bring back a more fleshed out plan to the next meeting.

Chair Rolandelli noted that Mr. Adams will be attending the California Preservation Conference as well as Committee Member Rhoads. On April 20 there is a session called Proactive Planning – Redwood City. Mr. Adams stated this is Richard Brandi's proposal to CPF.

Committee Member Roche asked about the possibility of putting together a sales packet for business owners in historic areas to contribute to historic efforts, similar to what other charitable organizations put together. Mr. Adams stated that if Committee Member Roche put together a mock up of something like that, Staff can put it on City letterhead. Committee Member Roche asked if she would be restricted with using photos of properties. Mr. Adams stated that there are a number of photos that are not under copyright.

Mr. Smith stated that further discussion requires this item to be agendaized. Mr. Adams stated that he will see if there is an existing template for something such as this and bring it back for this discussion.

Committee Member Rhoads asked for Staff to agendaize a follow-up on the attempt to get rid of surplus materials at the corporation yard.

6. Adjournment

M/S (Stewart/Rhoads) to adjourn the meeting at 9:00 PM

Motion Passed

**Community Development
Department**

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**Historic Resources Advisory
Committee**

Kenneth Rolandelli
James Gernand
Jeffrey Rhoads
John Stewart
Lindamarie Roche

APPROVED MINUTES
HISTORIC RESOURCES ADVISORY COMMITTEE
May 12, 2016
7:00 P.M.
City Hall, Council Chambers*

STAFF MEMBERS PRESENT: Associate Planner Adams, Deputy City Attorney Smith

1. Roll Call

COMMITTEE MEMBERS PRESENT: J. Rhoads, L. Roche, J. Stewart, Vice Chair Gernand, and Chair Rolandelli

COMMITTEE MEMBERS ABSENT:

2. Approval of Draft Action Minutes

- A. M/S** (Stewart/Roche) to approve the draft minutes April 14, 2016 regular meeting as submitted.
Motion Passed 4-0

3. Oral Communication and Public Comment

4. Action Items – No Items

5. Matters of Committee Interest

A. Update on National Historic Preservation Month activities

Chair Rolandelli stated that he attended the April 25 City Council Meeting at which he received the Proclamation from the City Council and was able to speak about the National Historic Preservation Month activities. He spoke about the school tours and the materials distributed on historic preservation in Redwood City. Chair Rollandelli stated that an estimated 643 students participated in the tours, and Mr. Adams made mention of the historic preservation blog posts that are being written during the month of May by the City Manager's office.

Committee Member Roche stated that when the kids come into the Fox Theatre they don't understand why it played such a big role in the community. She asked if the Stanford Theatre could send a staff person with commercial footage and play it for the students for next year's tours. There was a discussion about options for entertaining

the students with the history of the site, and the fact that a major constraint is the time limit of the tour stops. Chair Rolandelli stated that the Committee can put together a proposal for the Fox Theatre and Museum to enhance their programs for the tour.

B. Discussion on draft RFP for the potential Mt. Carmel Historic District

The draft RFP was written by Vice Chair Gernand based on input provided to City Staff by historic consultants Richard Brandi, Diana Painter, and Sheila McElroy, as well as Principal Planner Charles Jany.

Vice Chair Gernand spoke about the draft RFP and asked the Committee to review it and provide feedback. He stated that there are two parts to the process, the first being seeking a grant application, and the second part to conduct the work under a grant. He stated that there is a trend for this type of work to involve significant outreach to involve the community. There was a discussion about establishing volunteers and training sessions, and clarifying the costs.

Committee Member Roche asked if this would be operating under the initial Scope of Work that Richard Brandi had offered. Vice Chair Gernand stated that the RFP would be standing on its own, and no one has been selected yet. Committee Member Roche asked if there are any components the Committee could take on to reduce the cost. Chair Rolandelli stated that the work in the RFP needs to be done by professionals, and any portion that already references the HRAC would be where volunteers can come in.

Mr. Adams stated that Richard Patenaude is back on board for this project, and Staff has been working on how to move this item forward. There needs to be at least one community outreach meeting for potentially affected property owners to gauge the level of support for a district nomination. There was a discussion about the notifications and survey.

Chair Rolandelli stated that the next step is adjusting some of the language in the RFP to eliminate the confusion around the district and the goal of the City, which is simply to do a survey of the potential district.

C. Discussion on marketing and promotion of historic preservation

Mr. Adams displayed the historic preservation pages on the website for the Committee. Committee Member Roche stated that the links on the website might be too dense for someone who is new to this type of information or not already part of the community. There was a discussion about the misperceptions of historic preservation that should be addressed within the webpages.

D. Discussion on disposition of historic plaques, artifacts, and building materials in storage at the Redwood City Corporation Yard

Committee Member Rhoads stated that ideally the plaques could find homes in the successor facilities. There are also a number of materials in the Corporation Yard that need to be disposed of. Chair Rolandelli noted that there is a log of what is in the Yard and what should be retained and what should be disposed of.

E. Other Committee/Staff Announcements, Updates, Reports and Comments

Mr. Adams stated that the Baptist Church at 402 Heller St. needed some minor work and repainting. Committee Member Rhoads stated that his recommendation would be to see the color in the field before approval. Chair Rolandelli stated that the color is virtually the same as the original color.

Mr. Adams stated that the Main St. Historic District expansion would go to the Planning Commission on June 21. He stated that Richard Patenaude will give a presentation at the June HRAC meeting to provide an update on the Mills Act work that the City has been doing, as well as reporting on what other cities are doing for Mills Act inspections.

Mr. Adams stated that there will also be a Mills Act request in June for a residence that is already a local historic landmark. Additionally, the framework for decision-making is available for review by the Committee before the next meeting.

Committee Member Rhoads reported out on the 41st Annual California Preservation Conference. He spoke about a multiple property document approach that is being promoted by the National Register to allow for the designation of a class of resources. He spoke about the situations in Redwood City where this would be useful as an alternative to formation of historic districts.

6. Adjournment

M/S (Stewart/Rhoads) to adjourn the meeting at 8:47 PM.

Motion Passed

**Community Development
Department**

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**Historic Resources Advisory
Committee**

Kenneth Rolandelli
James Gernand
Jeffrey Rhoads
John Stewart
Lindamarie Rodriguez Roche

**APPROVED MINUTES
HISTORIC RESOURCES ADVISORY COMMITTEE
June 9, 2016
SPECIAL MEETING
5:30pm**

1. Roll Call

COMMITTEE MEMBERS PRESENT: Chair Rolandelli, Vice Chair Gernand, Stewart, Rhoads, Roche

COMMITTEE MEMBERS ABSENT: None.

STAFF MEMBERS PRESENT: S. Adams

GUESTS PRESENT: Property Owners, Mr. Yuchun Xu & Ms. Shang Song

2. 406 Stambaugh Street: Inspection of home and proposed 10-year improvement plan

No public comment. Recommendations to amend certain portions of the proposed 10-year plan. No action taken.

3. Adjournment

Adjourn to the regular HRAC meeting on Thursday, June 9, 2016 at 7:00PM in the City Council Chambers.

Historic Resources Advisory Committee agenda materials, released less than 72 hours prior to the meeting, (24 hours prior to the meeting for Special Meetings) are available to the public at the Planning Division, Redwood City Hall, 1017 Middlefield Road, Redwood City, CA 94063.

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**Historic Resources Advisory
Committee**

Kenneth Rolandelli
James Gernand
Jeffrey Rhoads
John Stewart
Lindamarie Roche

APPROVED MINUTES
HISTORIC RESOURCES ADVISORY COMMITTEE
June 9, 2016
7:00 P.M.
City Hall, Council Chambers*

STAFF MEMBERS PRESENT: Associate Planner Adams, Deputy City Attorney Smith, Contract Planner Richard Patenaude

1. Roll Call

COMMITTEE MEMBERS PRESENT: J. Rhoads, L. Roche, J. Stewart, Vice Chair Gernand, and Chair Rolandelli

COMMITTEE MEMBERS ABSENT: None.

2. Approval of Draft Action Minutes - None

3. Oral Communication and Public Comment

4. Action Items

A. 406 Stambaugh Street

The Committee discussed the improvement plan for the property. Committee Member Rhoads suggested language be added to the improvement plan to provide for maintenance and care of the heritage trees (one Redwood and one Buckeye) on the property.

Property owner stated he will try his best to maintain the trees, but he does not know what the standard is.

Committee Member Rhoads stated that the standard would be the tree ordinance and good arboriculture practice to preserve the resource.

It was proposed to add verbiage for the trees similar to that used in the improvement plan for 802 Edgewood Road.

Committee Member Roche suggested to have the property owner consult with a certified arborist for tree care as this is a common practice in the City when trees need

to be cared for. She stated that there is a list of certified arborists available on the City's website.

MOTION TO RECOMMEND TO THE PLANNING COMMISSION TO RECOMMEND APPROVAL BY THE CITY COUNCIL, THE HISTORIC PRESERVATION AGREEMENT, MILLS ACT CONTRACT AND ASSOCIATED TEN-YEAR MAINTENANCE AND IMPROVEMENT PLAN, AS AMENDED.

M/S (Stewart/Rhoads)

Motion Passed All yes

B. Mills Act Property Inspections

Contract Planner Patenaude gave a presentation on this item (Presentation on file). The purpose of this meeting is to review the Mills Act property inspection schedule. He gave examples of other cities and their Mills Act property inspection programs and application fees. He mentioned that Staff's recommendation is to move to a 5-year inspection program, allowing for consistency and compliance with State law without creating an operational burden on the staff, and to supplement that formal inspection program with annual self-reporting. Staff also recommends that all existing Mills Act properties be required to submit a self-report January 31, 2017, and all contracts older than 5 years would require a site inspection during calendar year 2017. From that point on would be the annual self-reporting and 5-year formal inspection program.

Associate Planner Adams gave a brief presentation on the TRAKIT permit system used by the City, and how it will be used for the Mills Act Inspection contracts.

MOTION THAT HISTORIC RESOURCE ADVISORY COMMITTEE RECOMMENDS TO PLANNING COMMISSION THAT CITY CONDUCT PHYSICAL SITE INSPECTIONS FOR MILLS ACT PROPERTIES ONCE EVERY FIVE YEARS IN ACCORDANCE WITH STATE LAW, WITH A REQUIRED SELF-REPORT BY THE PROPERTY OWNER DURING INTERVENING YEARS. ALL MILLS ACT CONTRACTS OLDER THAN FIVE YEARS REQUIRE A SITE INSPECTION DURING THE CALENDAR YEAR 2017, STAGGERED THROUGHOUT THE YEAR ACCORDING TO STAFF AVAILABILITY.

M/S (Rhoads/Gernand)

Motion Passed All yes

5. Matters of Committee Interest

- A. Summary of National Historic Preservation Month activities**
- B. Staff update on the potential Mt. Carmel Historic District**
- C. Update on disposition of plaques, artifacts, and building materials in storage at the Redwood City Corporation Yard**
- D. Other Committee/Staff Announcements, Updates, Reports and Comments**

6. Adjournment

M/S (Rhoads/Roche) to adjourn the meeting at 8:45 PM

Motion Passed

**Community Development
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**Historic Resources Advisory
Committee**

Kenneth Rolandelli
James Gernand
Jeffrey Rhoads
John Stewart
Lindamarie Rodriguez Roche

**APPROVED MINUTES
HISTORIC RESOURCES ADVISORY COMMITTEE
July 14, 2016
SPECIAL MEETING
5:30pm**

1. Roll Call

COMMITTEE MEMBERS PRESENT: Chair Rolandelli, Vice Chair Gernand, Rhoads, Roche

COMMITTEE MEMBERS ABSENT: Stewart

STAFF MEMBERS PRESENT: S. Adams

GUESTS PRESENT: Ms. Lucy Ballard, Ms. Nori Jabba, Mr. Richard Brandi

2. 32 King Street: Inspection of home and proposed 10-year improvement plan

No public comment. Recommendations to amend certain portions of the proposed 10-year plan.
No action taken.

3. Adjournment

Adjourn to the regular HRAC meeting on Thursday, July 14, 2016 at 7:00PM in the City Council Chambers.

Historic Resources Advisory Committee agenda materials, released less than 72 hours prior to the meeting, (24 hours prior to the meeting for Special Meetings) are available to the public at the Planning Division, Redwood City Hall, 1017 Middlefield Road, Redwood City, CA 94063.

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**Historic Resources Advisory
Committee**

Kenneth Rolandelli
James Gernand
Jeffrey Rhoads
John Stewart
Lindamarie Roche

APPROVED MINUTES
HISTORIC RESOURCES ADVISORY COMMITTEE
July 14, 2016
7:00 P.M.
City Hall, Council Chambers*

STAFF MEMBERS PRESENT: Associate Planner Adams

1. Roll Call

COMMITTEE MEMBERS PRESENT: J. Rhoads, L. Roche, Vice Chair Gernand, and Chair Rolandelli

COMMITTEE MEMBERS ABSENT: Committee Member Stewart

2. Approval of Draft Action Minutes

M/S (Gernand/Rhoads) to approve the draft minutes of May 12, 2016 as corrected.
Motion Passed

3. Oral Communication and Public Comment

4. Action Items

A. 32 King Street

Seth Adams, Associate Planner, stated that this is a request for a Historic Landmark designation and Mills Act Contract for 32 King Street. The HRAC will consider the Historic Landmark designation and Mills Act Request along with applicant's 10-year improvement plan and make a recommendation to the Planning Commission.

Richard Brandi, architectural historian, spoke about his evaluation of 32 King Street for Historic Landmark designation. He gave a presentation on his report (presentation on file).

Vice Chair Gernand asked if it was possible to have the Assessor's Report included in this request. Mr. Adams replied that it is possible. Vice Chair Gernand spoke about why he would like the report to be included.

Chair Rolandelli asked if there could be a process to include information that comes in

subsequent to reports. Mr. Adams stated that is possible. The application and DPR form could be updated and forwarded. There was a discussion about the porch/patio on the structure.

Chair Rolandelli noted the DPR form which states the sole owners of the house. Mr. Brandi noted that was just for the time period of 1937-1965.

Nori Jabba gave a presentation on the property (presentation on file). She spoke about the history of Dingee Park. She elaborated on the home, particularly the windows and front door, to indicate why the home should receive a Historic Landmark designation.

Chair Rolandelli asked for a change to the text referring to the sole owners from 1937-1965.

Lucy Ballard, owner of the property, spoke about her history in Redwood City and work with the HRAC on her previous home.

MOTION TO MAKE A RECOMMENDATION TO THE PLANNING COMMISSION OF THE CITY OF REDWOOD CITY THAT 32 KING STREET BE DESIGNATED A LOCAL LANDMARK.

M/S (Rhoads/Gernand)

Motion Passed

There was a discussion about the inclusion of the garage and its compatibility with the home. Ms. Jabba noted that the garage is typically included unless there is a reason not to include it.

Vice Chair Gernand noted that item 18 on the 10-year plan should indicate the right side yard.

MOTION TO MAKE A RECOMMENDATION TO THE PLANNING COMMISSION OF THE CITY OF REDWOOD CITY TO ADOPT THE 10-YEAR PLAN, AS AMENDED, FOR A MILLS ACT CONTRACT.

M/S (Gernand/Rhoads)

Motion Passed

5. Matters of Committee Interest

A. Framework for Decision Making Document

Chair Rolandelli stated that this item was originally undertaken by Nori Jabba.

Ms. Jabba spoke about the history of the document. She stated that primary resources that the Committee uses on a regular basis should be available in one place along with decision-making guidelines, rules, and best practices. She reviewed the resources that are included in the document, noting that no resources are new, but are a collection of existing resources.

There was a discussion about the language for sign permits. Chair Rolandelli asked for this to be an action item at the next meeting so the Committee can formally adopt the document, if necessary.

B. Committee/Staff Announcements, Updates, Reports and Comments

Mr. Adams stated that the City's Preserve America application was approved by the White House. Mr. Adams is working with the City Manager's office to put out a news blast announcing the designation. They are also figuring out ways to commemorate the city's sesquicentennial next year. Nori Jabba is writing an article, and is also on the sesquicentennial committee. The Main St. Historic District Expansion went to the Planning Commission on June 21, and they recommended approval of the expansion as well as approval of the landmarks. The District Expansion will go to the City Council for final action on September 12. The Communications Manager will be doing monthly history and historic preservation blog posts through the Redwood City Medium blog. Committee Member Roche watched the CPF webinar on administering Mills Act programs which was a helpful webinar. Committee Member Rhoads was reappointed by the Planning Commission for another term on the HRAC.

Committee Member Roche spoke about the CPF webinar, specifically the City Planner from Monrovia who indicated that there were two mandated items on Mills Act applications: every contract requires an electrical safety inspection and a seismic upgrade. She asked if that was something Redwood City could add to their criteria. Mr. Adams stated that it could be part of the boilerplate contract that goes with every Mills Act property. He will report back.

Chair Rolandelli stated that the Library Foundation administers the funds for the school tours program for national historic preservation month. They have a newsletter and are willing to advertise for funding. He asked Staff to investigate what would be appropriate and bring that information back to the Committee.

Committee Member Rhoads stated that the Library Foundation could act as a fiscal sponsor for this fund.

6. Adjournment

M/S (Rhoads/Roche) to adjourn the meeting at 8:15 PM

Motion Passed