



# City of Richmond Historic Preservation Commission AGENDA –SPECIAL MEETING

**Tuesday, February 7, 2017 at 5:00 pm**  
**Richmond Room, City Hall Building 1<sup>st</sup> Floor**  
**450 Civic Center Plaza, Richmond CA 94804**

COMMUNICATION ACCESS INFORMATION: This meeting is being held in a wheelchair accessible location. To request disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact Bruce Soublet, ADA Coordinator, at (510) 620-6509 at least three business days before the meeting date.

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<b>Roll Call</b>	Rosemary M. Corbin, Chair Sandi Genser-Maack, Vice Chair Michael Hibma	Kimberly Butt Robin Cawelti	Joann Pavlinec Paul Scolari
<b>Introductions</b>	Introduction of staff members and other guests.		
<b>Approval of Minutes</b>	<b>None</b>		
<b>Approval of Agenda</b>	At the discretion of the Chair, items on the agenda may be heard in an order different from that which appears on the agenda.		
<b>Meeting Procedures</b>	Members of the public attending a Historic Preservation Commission meeting for the first time are encouraged to read the "Meeting Procedures" information following the agenda.		
<b>Public Forum</b>	Anyone who wishes to address the Commission on a topic that is not on the agenda must file a speaker form with the staff .....2 minute limit.		
<b>Liaison Reports</b>	The City Council or Planning Commission member serving as liaison to the Commission may make a report on actions of interest to the Commission.		
<b>Consent Calendar</b>	<b>Item Number(s): 0</b>		
<b>Appeal Date</b>	The appeal date for actions taken by the Commission at this meeting is no later than <b>5:00 p.m. on Monday, February 20, 2017.</b>		
<b>Public Hearings</b>	<b>None</b>		
<b>Commission Business</b>	<b>A. Historic Preservation Awards 2017</b>  <b>B. Landmark Designation Process</b>  <b>C. Commission member reports, requests, or announcements</b>		
<b>Adjournment</b>			

## City of Richmond Historic Preservation Commission Meeting Agenda

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### Meeting Procedures

**Function of a Public Hearing** • A public hearing is intended to inform the public of pending proposals and to enable members of the public to present relevant information and viewpoints before any Commission action. The Commission encourages community participation at its meetings and has established procedures that are intended to accommodate public input in a timely manner as follows.

**Speaker Registration** • Persons wishing to speak on a particular item on the agenda must file a speaker form with the staff prior to the Commission's consideration of the item. Once discussion on the agenda item begins, only those persons who have previously submitted speaker forms will be permitted to speak on the item.

**Consent Calendar** • Applications that are considered routine by the Staff have been placed on the consent calendar with a recommendation to approve, conditionally approve, or continue the item to a date certain. The Commission may act in one motion to adopt the staff recommendations on those items.

Prior to voting on the consent calendar, the Chair will ask if any member of the public wishes to speak on any of the items listed on the consent calendar. If you wish to speak, please rise and request that the agenda item be removed from the consent calendar. Items removed will be discussed in the numerical order listed in the agenda.

### **Public Hearing Procedure**

1. Chair identifies the agenda item and explains any deviation from the standard speaker rules.
2. Staff presents a brief project summary and makes a preliminary recommendation.
3. Commission members may ask questions of Staff regarding the proposal.
4. Applicant is invited to describe and explain the proposal ..... 5 minute limit.
5. Registered speakers ..... 2 minute limit.
6. Applicant may make rebuttal comments ..... 2 minute limit.
7. Commission members may ask follow-up questions of the speakers at any time.
8. Staff presents a final summary and recommendation.
9. Commission members discuss the proposal and vote to either close or to continue the public hearing to a specific date.
10. If the public hearing is closed, Commission members further discuss the proposal and vote to approve, to approve with conditions, or to deny the application.
11. Chair informs the audience of the Commission's action and appeal process.

**Appeals** • Decisions of the Historic Preservation Commission may be appealed to the City Council within ten days. Appeals must be submitted to the Planning Department in writing and must indicate the reasons that the Commission's action should be reversed.

**Legal Challenge Notice** • If you challenge a decision on any of the items on this agenda in court, you may be limited to only those issues you or someone else raised at any public hearing on the item challenged, or in written correspondence delivered to the public entity conducting the hearing at, or prior to, the public hearing.

**Meeting Time Limits** • If all of the agenda items are not completed by 9:00 PM, the items remaining shall be continued to the next regular meeting unless the Commission votes to extend the meeting.

**Staff Reports and Tentative Recommendations** • Copies of the Staff reports for the public hearing items on this agenda are available upon request to the City of Richmond Planning and Building Services Department by calling (510) 620-6706.

**Cell Phones** • Please silence all cell phones, pagers, and other electronic devices during the meeting.