

# Certified Local Government Program -- 2016-2017 Annual Report

(Reporting period is from October 1, 2016 through September 30, 2017)

**INSTRUCTIONS:** This is 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](mailto: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**

*Santa Cruz County*

Report Prepared by: *Annie Murphy*

Date of commission/board review: *January 8, 2018*

## 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.

*No changes are proposed to the Santa Cruz County Historic Preservation Ordinance (Chapter 16.42 of the Santa Cruz County Code) at this time.*

2. Provide an electronic link to your ordinance or appropriate section(s) of the municipal/zoning code.

<http://www.codepublishing.com/CA/SantaCruzCounty/com/ca/santacruzcounty>

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

1. During the reporting period, October 1, 2016 – September 30, 2017, what properties/districts have been locally designated? **No new properties have been locally designated.**

Property Name/Address	Date Designated	If a district, number of contributors	Date Recorded by County Recorder
NA	Type here.	Type here.	Type here.

**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. **No properties have been removed from the Inventory.**

Property Name/Address	Date Removed
Type here.	Type here.

### 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.sccoplanning.com/Portals/2/County/userfiles/106/GP%20Chapter%205.pdf>

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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? **The County is currently working on a General Plan Update. At this time, no changes are proposed to Historic Resource Preservation Policies provided in the Conservation and Open Space Element.**

## 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? **Minor historic alteration projects may be reviewed at staff level. A "minor historic alteration" is defined as "a small project involving an historic building on the County's historic resources inventory but not including a structure with a rating of NR-1 or NR-2. Such projects include, but are not limited to, the replacement, addition or deletion of windows, doors, fences, decks and minor additions/alterations to the rear of the property of up to 10 percent of the gross square footage of the existing structure or 250 square feet, whichever is smaller, and signs."**

### 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? **Every historic preservation plan includes a determination as to whether the project is subject to review under CEQA. If a project is determined to be subject to CEQA review, the Commission and/or staff are consulted for their expertise regarding potential impacts to historic resources. This also applies to projects that are within the jurisdiction of the local government. For projects which go before the Commission, all CEQA documentation is provided to the Commission for their review. For projects requiring an EIR, the Commission is consulted in establishing the scope of the EIR and for comments on the Draft EIR and historic resource mitigation measures.**

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? **When an EIR is required for a project affecting a designated historic**

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*resource, the Commission is consulted for comments on the draft EIR and historic resource mitigation measures. The County historic resources staff is consulted regarding other CEQA documents involving designated historic resources, and is actively involved in preparing the documentation. Environmental documents such as Negative Declarations for projects involving historic resources may also be provided to the Commission for comment. CEQA documents for projects that are reviewed by the Commission are provided to the Commission with the staff report for review and comment.*

### 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? *Historic resource staff provides assistance to planning staff and the county Environmental Coordinator in preparing Section 106 documents/ and or prepares the documentation.*
- 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? *If the project requiring the Section 106 consultation affects designated historic resources, then the project including Section 106 documents will require review by the Historic Resources 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 Appt. Expires	Email Address
Alverda Orlando	Public Member	01-08-08	04-01-19	verda@cruzio.com
Suzi Merriam	Historic Preservation	04-27-12	04-01-21	suzi.merriam@cityofwatsonville.org
Lynda Phillips - Chair	Public Member	05-04-10	04-01-21	lyndaphillips@netscape.com
Carolyn Swift	Historian	04-22-08	04-01-21	carolyn.swift@gmail.com
Ann Jenkins	Public Member	12-09-08	04-01-19	anndobie62@gmail.com

Attach resumes and Statement of Qualifications forms for all members.

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. Type here.

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2. If all positions are not currently filled, why is there a vacancy, and when will the position will be filled? Type here.

## 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? Type here.

Attach resumes and Statement of Qualifications forms for staff.

Name/Title	Discipline	Dept. Affiliation	Email Address
Annie Murphy, Planner III, Secretary to the Historic Resources Commission/ CLG Coordinator	Cultural Anthropology, BA; Environmental Studies, MS	Planning Dept.	<a href="mailto:Annie.Murphy@santacruzcounty.us">Annie.Murphy@santacruzcounty.us</a>

## 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. If you haven't met at least four times, explain why not.

Commissioner/Staff	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Commissioner Merriam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Swift	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Orlando	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Jenkins	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Phillips	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Murphy, HRC staff	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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## 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
Commissioner Phillips	On-line Training: Walk Through Historic Buildings	45 minutes	National Park Service	December 2017
Commissioner Merriam	On-line Training: Walk Through Historic Buildings	45 minutes	National Park Service	December 2017
Commissioner Jenkins	On-line Training: Walk Through Historic Buildings	45 minutes	National Park Service	December 2017
Commissioner Swift	On-line Training: Walk Through Historic Buildings	45 minutes	National Park Service	December 2017
Commissioner Orlando	On-line Training: Walk Through Historic Buildings	45 minutes	National Park Service	December 2017
Murphy, HRC staff	On-line Training: Walk Through Historic Buildings	45 minutes	National Park Service	December 2017

## 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 (excluding those funded by OHP)

**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.

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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
Survey was not updated.	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
No corrections or changes to the Inventory.	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? How were the commissioners and staff involved? Please provide copy of (or an electronic link) to all publications or other products not previously provided to OHP.

Item or Event	Description	Date
Historic Landmark Committee, Blue Plaque Awards, Museum of Art and History	Members (Commissioners Jenkins and Merriam)	On-going
San Lorenzo Valley Historical Society	Member and volunteer (Commissioner Phillips)	On-going
San Lorenzo Valley Museum	Executive Director (Commissioner Phillips)	Through 1/13/17
Santa Cruz County Historic Bridges Project	Researching the procedures used in monitoring the repair of historic bridges in Santa Cruz Co - report to HRC (Commissioner Phillips)	On-going
Santa Cruz County Arts Commission	Vice Chair (Commissioner Phillips)	On-going
Training Webinar: From Modern to Postmodern: A Context	(Commissioner Phillips)	August 2017
Training Webinar: Brown Act Procedures and Rules	(Commissioner Phillips)	April 2017
Santa Cruz County Genealogical Society	Member (Commissioner Orlando)	On-going
Researchers Anonymous Group at the Museum of Art and History	Member (Commissioner Orlando)	On-going
Continued work on developing a website for Davenport.	Coordinator/ Contributor/ Interviewer (Commissioner Orlando)	On-going
Member of Cultural Council Associates	Member (Commissioner Orlando)	On-going
Member of Davenport Resource Center Friends, to promote the history of Davenport among local teens.	Member (Commissioner Orlando)	On-going
City of Capitola Architecture and Site Committee	Member (Commissioner Swift)	On-going

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Oral History Steering Committee, Pajaro  
Valley History Association

Member (Commissioner Jenkins)

On-going

## **V. National Park Service Baseline Questionnaire for new CLGs (certified after September 30, 2016).**

- 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](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 at the time of your certification? **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
Type here.	Type here.

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

1. As of September 30, 2016, 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, 2016.? Type here.

### **C. Local Tax Incentives Program**

1. As of September 30, 2016, did your local government have a local historic preservation tax incentives program (e.g. Mills Act)? ☐ Yes ☐ No

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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, 2016? *Type here.*

### D. Local “Bricks and Mortar” Grants/Loans Program

1. As of September 30, 2016 did your local government have a locally-funded, historic preservation grants/loan program for rehabilitating/restoring historic properties? *Type here.*
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, 2016? *Type here.*

### E. Local Design Review/Regulatory Program

1. As of September 30, 2016, 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, 2016? *Type here.*

### F. Local Property Acquisition Program

1. As of September 30, 2016, 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 (certified before October 1, 2016)**

**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](http://www.nps.gov/clg/2015CLG_GPRA/FY2014_AnnualReportGuidance-May2015.docx).

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## A. CLG Inventory Program

During the reporting period (October 1, 2016-September 30, 2017) 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
No properties were added to the Inventory.	

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

1. During the reporting period (October 1, 2016-September 30, 2017) 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 from October 1, 2016 to September 30, 2017? None.

## C. Local Tax Incentives Program

1. During the reporting period (October 1, 2016-September 30, 2017) 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 from October 1, 2016 to September 30, 2017?

Name of Program	Number of Properties Added During 2016-2017	Total Number of Properties Benefiting From Program

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

1. During the reporting period (October 1, 2016-September 30, 2017) 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) from October 1, 2016 to September 30, 2017?

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

## E. Design Review/Local Regulatory Program

1. During the reporting period (October 1, 2016-September 30, 2017) 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, how many historic properties did your local government review for compliance with your local government’s historic preservation regulatory law(s) from October 1, 2016 to September 30, 2017? **Seven projects involving historic resources were reviewed for compliance with historic preservation regulations. Two were reviewed by the HRC, and five were reviewed by staff.**

## F. Local Property Acquisition Program

1. During the reporting period (October 1, 2016-September 30, 2017) 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) from October 1, 2016 to September 30, 2017?

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

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

- A. What are your most critical preservation planning issues? **The County Historic Resources Inventory should be updated, particularly in areas of the County such as South County that have not been surveyed recently, but funding is not currently available for this undertaking. Also, as historic resources in the county continue to age, there is a concern among the Commission that some of these resources are not being well-maintained. The Commission is currently evaluating possible options to ensure better maintenance of these properties.**
- B. What is the single accomplishment of your local government this year that has done the most to further preservation in your community? **The county has updated information and handouts for the public regarding incentives for preserving historic resources, helping to encourage preservation of historic resources in the County and emphasize the benefits of owning historic buildings.**
- C. What recognition are you providing for successful preservation projects or programs? **The Blue Plaque Landmark Awards provides public recognition to structures and projects of historic significance throughout the County. The program sponsored by the Museum of Art and History, and several of the Commissioners actively serve on the Committee for this program. In prior years the County awarded several certificates of appreciation to recognize outstanding local historic preservation efforts in the County.**
- D. How did you meet or not meet the goals identified in your annual report for last year? **The following is a synopsis of the goals identified for 2014-2015, and the progress made toward those goals:**
- 1. Research training opportunities for the year. Consider inviting SHPO staff to present to the Commission, and partnering with city on public workshop, etc.**  
*Training for 2016- 2017 a web-based training from the National Park Service, "Walk through Historic Buildings."*
  - 2. Consider clean-up of Inventory, to identify buildings whose condition may have changed since the last inventory update, and to correct information in the Inventory.**

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*The Commissioners are working on reviewing historic resources within their respective districts. Clean-ups and corrections to the Inventory will be made in 2018.*

3. Discuss applications for demolition and partial demolition of historic resources, including a review code requirements, scope of HRC authority, and how best to describe projects involving demolition to the public.  
*This discussion will be scheduled for the April 2018 agenda.*
  4. Continue to work on watch list, which are properties identified by the Commission as warranting further review to determine if the property meets one or more criteria for inclusion in the Santa Cruz County Inventory of Historic Resources.  
*3 properties added to watch list, with additional properties under review. Department procedures in place to ensure Development Review staff aware of watch list status.*
  5. Commissioner Merriam will research the Mills Act and bring information to the next HRC meeting to discuss. Recommended considering the formation of a subcommittee.  
*Commissioner Merriam provided a PowerPoint presentation the Commission in July 2017. Further discussions may be considered in the future, when staff has more time available to research new ordinances and programs.*
  6. Commissioner Merriam to research ordinances preventing demolition by neglect and report back at the next meeting.  
*Commissioner Merriam provided a PowerPoint presentation to the Commission in July 2017. Further discussions are planned for 2018.*
  7. Retain historic consultant to assist with reviews of complex projects, provide peer reviews, review projects for conformance with the Secretary of the Interior Standards, and assist with other tasks.  
*Consultant ARG has contracted with the County to provide the above services on an on-call basis.*
  8. Update handouts for historic resources, including brochure on what can I do with my historic property to include incentives for historic resources.  
*Brochure completed (attached)*
- E. What are your local historic preservation goals for 2017-2018? **These goals will be developed at the HRC meeting on January 8, 2018.**

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- 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? *Type here.*
- 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
Running effective public meetings.	Webinar or live training.

- 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?

### 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](mailto:Lucinda.Woodward@parks.ca.gov)