



# County of Santa Cruz

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## DEPARTMENT OF COMMUNITY DEVELOPMENT AND INFRASTRUCTURE

701 OCEAN STREET, FOURTH FLOOR, SANTA CRUZ, CA 95060-4070  
Planning (831) 454-2580      Public Works (831) 454-2160

**Matt Machado, Deputy CAO, Director of Community Development and Infrastructure**

**Carolyn Burke**  
*Assistant Director*  
*Unified Permit Center*

**Stephanie Hansen**  
*Assistant Director*  
*Housing & Policy*

**Kent Edler**  
*Assistant Director*  
*Special Services*

**Steve Wiesner**  
*Assistant Director*  
*Transportation*

**Travis Cary**  
*Director*  
*Capital Projects*

**Kim Moore**  
*Assistant Director*  
*Administration*

## HISTORIC RESOURCES COMMISSION DRAFT MINUTES

**MONDAY, OCTOBER 3, 2022**

**9:30 A.M.**

**REGULAR MEETING**

**LOCATION: PARTICIPATE REMOTELY OR IN PERSON**

**LOCATION TO ATTEND IN PERSON:** County Building, 701 Ocean Street, Santa Cruz,  
4<sup>th</sup> floor Planning Department Conference Room

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1. **CALL TO ORDER/ROLL CALL**  
*Chair Pearlman called the meeting to order at 9:32 a.m.*  
*Commissioners Present: Orlando, Phillips, Pearlman, and Woods*  
*Commissioners absent (excused): Commissioner Swift*  
*Staff present: Annie Murphy, Staff to the HRC. Natisha Williams, Planner.*
2. **AGENDA APPROVAL OR MODIFICATION**  
*MOTION BY COMMISSIONER PEARLMAN: Approve the agenda as submitted, with the recommendation that future agendas include the date and time the agenda was created or modified in the document name*  
*SECOND: Commissioner Woods*  
*AYES: Orlando, Phillips, Pearlman, Woods*
3. **APPROVAL OF MINUTES from the regular meeting of July 29, 2022**  
*Attachment: Minutes from July 29, 2022*  
*MOTION BY COMMISSIONER PHILLIPS TO APPROVE THE MINUTES AS SUBMITTED*  
*SECOND: Commissioner Woods*  
*AYES: Orlando, Phillips, Pearlman, and Woods*
4. **DECLARATION OF EX PARTE COMMUNICATIONS**

(Commissioner disclosure of oral and written communications and site visits related to applications appearing on this agenda)

*Chair Pearlman reported on a conversation with Jessica Ayala regarding the Madonna Grange at the Fairgrounds in Watsonville. Jessica is not moving forward with designating the Madonna Grange at this time.*

5. PUBLIC COMMUNICATIONS (Members of the public may speak on items **not** on this agenda)  
No public comments.

6. CONSENT ITEMS  
Approve a Resolution to continue virtual Historic Resources Commission meetings in accordance with AB 361 and amended Government Code Section 54953.  
*Attachment: Resolution*  
**MOTION BY COMMISSIONER WOODS TO APPROVE THE RESOLUTION**  
*SECOND: Commissioner Orlando*  
*AYES: Orlando, Phillips, Pearlman, and Woods*

7. PUBLIC HEARING ITEMS  
*No public hearing items*

8. NEW BUSINESS

- A. Adopt the HRC meeting schedule for 2022  
*Attachment: Draft meeting schedule*  
**MOTION BY COMMISSIONER PHILLIPS: Adopt the draft meeting schedule, with the modification to change the July meeting date to Monday, July 17.**  
*SECOND: Commissioner Woods*  
*AYES: Orlando, Phillips, Pearlman, and Woods*
- B. Discuss approaching the Board of Supervisors to request funding in next year's budget (July 1, 2023 – June 30, 2024) to support the goals of the HRC, such as updating the Historic Resources Inventory and requesting reimbursement for miscellaneous operational expenses of the HRC, including educational outreach.  
*Attachment: Sample letters from the Commission on the Environment requesting funding*  
**MOTION BY COMMISSIONER ORLANDO: Form a subcommittee staffed by commissioners Pearlman and Woods with assistance from staff liaison Annie Murphy to develop a recommendation to the Board of Supervisors to allocate funding in the County budget for the 2023-2024 fiscal year, to support the work of the Commission, considering expenses such as petty cash, additional training, and survey updates.**  
*SECOND: Commissioner Woods*  
*AYES: Orlando, Phillips, Pearlman, and Woods*
- C. Discuss training opportunities  
*Attachment: Information regarding "Historic Preservation Bootcamp" webinar series from the California Preservation Foundation*  
**MOTION BY COMMISSIONER WOODS: Request that staff liaison Annie Murphy enroll the Commissioners in the Historic Preservation Bootcamp webinar series.**  
*SECOND: Commissioner Orlando*  
*AYES: Orlando, Phillips, Pearlman, and Woods*

- D. Update from Karl Bareis regarding the reconstruction of the former Box Factory in Davenport (NR-6) located on Old Coast Road near Highway 1 in Davenport (APN 058-091-01) in accordance with the Secretary of the Interior Standards for Reconstruction. *Karl Bareis provided an update to the Commission regarding the project. The Commission requested that the report from Dudek on the barn and proposed reconstruction be submitted with the future application to list the property after the structure has been reconstructed.*  
*Comments received from two members of the public.*

*Commission break from 10:52 am to 11:04 am*

9. OLD BUSINESS

- A. Review action items in the Commission goals, related to goals 3A (Ordinances related to demolition), 3B (tracking condition of historic structures), 5 (Mills Act), 13 (Commission review of DPR forms), and 14 (Budget).  
*Attachment 1: Goal Action Items PowerPoint (Commissioner Phillips)*  
*Attachment 2: "Instructions for Recording Historical Resources" from the California Office of Historic Preservation, including blank DPR form with continuation sheet*  
*Attachment 3: Sample completed DPR forms*  
*Attachment 4: Template for documenting condition of historic structures*

*Commission reviewed goal action items, which are being recorded by Commissioner Phillips.*

- B. Review HRC goals, beginning with Goal 6  
*Attachment: Goals status spreadsheets (Commissioner Phillips)*  
*MOTION BY COMMISSIONER PHILLIPS: Form a subcommittee staffed by commissioners Pearlman and Phillips and report back to the HRC in January with an overview of the current content on the County's website regarding the HRC and historic preservation, and report back in April with recommendations to provide more information on the activities of the HRC, historic preservation, and provide greater visibility to the public.*  
*SECOND: Commissioner Woods*  
*AYES: Orlando, Phillips, Pearlman, and Woods*
- C. Report back from Commissioner Pearlman regarding the Grange Hall at the Santa Cruz County Fairgrounds  
*Commissioner Pearlman reported to the Commission on this item during ex parte communications.*
- D. Report back from Commissioners Pearlman and Woods regarding the letter to the Board of Supervisors re: information for prospective County commissioners  
*Attachment: Letter from the HRC to the Board of Supervisors*  
*Subcommittee reported that letter had been provided to the Board of Supervisors, and Commission will await possible future correspondence from the Board of Supervisors regarding information for prospective commissioners.*

10. COMMISSIONER PRESENTATIONS/ INFORMATIONAL ITEMS

*Chair Pearlman, who serves on the "Santa Cruz Like Me" Committee, noted that the Committee will meet monthly and will report back to the Board of Supervisors.*

11. HISTORIC RESOURCES COMMISSION STAFF UPDATE
12. WRITTEN COMMUNICATIONS
13. REVIEW OF ITEMS FOR FUTURE AGENDAS
  - a. Subcommittee (Commissioners Phillips and Pearlman) to report back in January on the current information provided on the CDI website regarding the HRC and Historic Preservation, and report back in April with recommendations.
  - b. Subcommittee (Commissioners Woods and Pearlman), assisted by Annie Murphy, to report back in January regarding County budget recommendations for the 2023-2024 fiscal year to support the work of the HRC.
  - c. Staff Liaison Annie Murphy to report back regarding status of State Historic Tax Credit, on providing Commissioner contact information on the CDI website, and providing HRC meeting schedule.
  - d. Continue discussion of Commission goals.
14. ADJOURNMENT

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The County of Santa Cruz does not discriminate on the basis of disability, and no person shall, by reason of a disability, be denied the benefits of its services, programs or activities. The Planning Department meeting room is located in an accessible facility. If you are a person with a disability and require special assistance in order to participate in the meeting, please call 454-3137 (TDD/ TTY call 711) at least 72 hours in advance of the meeting to make arrangements. Persons with disabilities may request a copy of the agenda in an alternative format. As a courtesy to those affected, please attend the meeting smoke and scent free

### **APPEALS**

In accordance with Santa Cruz County Code Section 16.42.110, denials or approvals of Historic Preservation Plans by the Historic Resources Commission are appealable to the Board of Supervisors. Pursuant to Santa Cruz County Code Section 18.10.340, appeals to the Board of Supervisors shall be taken by filing a written notice of appeals with the Clerk of the Board of Supervisors, and submitting a copy of the notice along with the required appeal fee to the Planning Department, no later than fourteen calendar days following the date of the hearing from which the action was taken. For more information on appeals, please contact the Planning Department at 831-454-2580