



MEMORANDUM

DATE: June 14, 2023

TO: Chair Meuser and Members of the Cultural Heritage Board

FROM: Susie Murray, Senior Planner and Staff Liaison

CC: Jessica Jones, Deputy Director
Amy Nicholson, Supervising Planner
Cassidy Anderson, Senior Code Enforcement Officer

SUBJECT: **Work being done without benefit of permits within designated preservation districts.**

During the Cultural Heritage Board (CHB) meeting held on June 1, 2022, Board Member Fennell motioned, and Board Member Boren seconded, that an item be added to a future agenda for the CHB to discuss work being done without benefit of permits within designated preservation districts. This was the first step in a three-step process for the CHB to have the discussion.

During its meeting held on December 7, 2022, the CHB voted unanimously to add the discussion onto a future agenda. This was the second step of the process.

The purpose of this item is to allow the board to have an open conversation about the subject, including ideas that may ease the permitting process for owners of homes within Santa Rosa's preservation districts. Staff recommends that all Board-members refresh/familiarize themselves with the topic by watching videos of the two previous meetings, which can be viewed [here](#). If you need assistance locating the videos, please don't hesitate to contact me directly.