

**SANTA ROSA CULTURAL HERITAGE BOARD MINUTES
REGULAR MEETING
CITY HALL, 100 SANTA ROSA AVENUE
APRIL 5, 2017**

2:30 P.M. (CITY HALL ROOM 7)

1. CALL TO ORDER

2. ROLL CALL

Vice Chair Purser called the meeting to order at 2:30 p.m.

Present: Vice Chair Purser, Board Members DeBacker, Fennell, Garrett, and Murphey.

Absent: Chair De Shazo and Board Member Galantine.

3. ADMINISTRATION OF OATH OF OFFICE FOR RE-APPOINTED BOARD MEMBERS MARK DEBACKER AND LAURA FENNEL

Sandi Bliss – Recording Secretary, administered the Oath of Office to Board Members Mark DeBacker and Laura Fennell.

BOARD BUSINESS – Vice Chair Purser read the Statement of Purpose

4. PUBLIC APPEARANCES

Bryan Much spoke regarding City Landmark #3 Carrillo Adobe being determined eligible for, or listed in, the National Register of Historic Places and reviewed the Board's authorities and duties.

5. STATEMENTS OF ABSTENSION BY BOARD MEMBERS - NONE

6. SCHEDULED ITEMS

6.1 HEAVISIDE SECOND DWELLING UNIT – CONCEPT DESIGN REVIEW – 607 POLK STREET – FILE NO. LMA17-003

Concept design review for the construction of a second dwelling unit in front of the primary structure. The subject site is located within the West End Preservation District.

Susie Murray – City Planner, made the staff presentation.

The Board suggested providing cut sheets and samples of siding, in-setting windows if more historical look is desired, one style of siding and relax pitch if contemporary look is desired; showing placement of downspouts and location of electrical panel/cable box and gas meter, columns and beams articulated with rails; encouraged additional fenestration on the first floor, open railing on porch, single story structure, wood siding, cladding instead of stucco to a little before the floor level; consider installing storm windows to improve efficiency; provide property study/title search/review of Sanborn Maps. The Board indicated that fiberglass windows were acceptable but not preferable and that divided light windows would not be required.

7. BOARD MEMBER REPORTS - Board Member DeBacker expressed concern about demolition of Catholic Charities project being more than was presented to the Board. He also spoke about the

Carrillo Adobe site including that Santa Rosa High School students were practicing historic documentation by documenting wood still on the site and on the developer's intention to restore/reveal the floor boards, to put part of the roof and columns back up and a new adobe wall.

Board Member Garrett encouraged holding educational and research sessions on meeting dates where scheduled items were not being presented for consideration.

8. DEPARTMENT REPORT

Jessica Jones – Senior Planner, announced that the Rules and Regulations would be presented to the Board for consideration of amendments as well as a review of the Rosenberg's Rules of Order at its next meeting. Ms. Jones also advised that Board Members could request that items be added to the agenda

9. APPROVAL OF MINUTES – NONE

10. ADJOURNMENT OF MEETING – Vice Chair Purser adjourned the meeting at 3:45 p.m. to the May 3, 2017, meeting.

ATTEST:

APPROVED:

Jessica Jones, Executive Secretary

Vice Chair Purser