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**SANTA ROSA CULTURAL HERITAGE BOARD MINUTES
REGULAR MEETING
CITY HALL, 100 SANTA ROSA AVENUE
FEBRUARY 21, 2018**

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

1. CALL TO ORDER AND ROLL CALL

Chair De Shazo called the meeting to order at 2:38 p.m.

Board Members Present: Chair Stacey De Shazo, Vice Chair Margaret Purser, and Board Members John McHugh, John Murphey, Laura Fennell and Mark DeBacker

Absent: Board Member Ann Galantine

2. APPROVAL OF MINUTES - None

3. BOARD BUSINESS – Vice Chair Purser read the Statement of Purpose

4. PUBLIC APPEARANCES - None

5. STATEMENTS OF ABSTENTION BY BOARD MEMBERS - None

6. SCHEDULED ITEMS

**6.1 PUBLIC HEARING – LANDMARK ALTERATION – HIBBARD MASTER SUITE & ADU
629 MONROE STREET – FILE NO. LMA17-025**

BACKGROUND: Proposal to construct a 436-sqft addition to the first floor, and replace a detached garage with a new, two-story, detached garage with a 462-sqft guest unit above. No major excavation or deep trenching proposed.

- Senior Planner Kristinae Toomians gave the staff presentation.
- Architect Mark Parry presented the item and answered Board questions.
- Chair De Shazo opened the public hearing.
- Chair De Shazo closed the public hearing.

MOVED by Board Member Fennell, seconded by Chair De Shazo and FAILED 0-6-0-1 to Continue the item to the next Regular Meeting of the Cultural Heritage Board.

MOVED by Board Member DeBacker, seconded by Vice Chair Purser and CARRIED 6-0-0-1 to waive reading of the text and adopt:

RESOLUTION NO. 328 ENTITLED: RESOLUTION OF THE CULTURAL HERITAGE BOARD OF THE CITY OF SANTA ROSA APPROVING A LANDMARK ALTERATION PERMIT FOR HBBARD MASTER SUITE AND ADU, LOCATED AT 629 MONROE STREET IN THE MCDONALD PRESERVATION DISTRICT, ASSESSOR'S PARCEL NUMBER 180-810-019, FILE NUMBER LMA17-025 with the following conditions:

- Shall use ADU elevations as shown on sheet A4-2.1 in plans.
- Shall lower ADU roof or use hip roof.

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- Shall move the studio addition back an additional 3 to 4 inches.
- Shall replace the breezeway roof with a trellis or lighter element. Translucent cover is acceptable.
- Shall provide cut sheets of garage doors and lighting to staff prior to issuance of a building permit.
- Shall work with staff to adjust windows on the north elevation of the ADU as necessary based on any roofline changes.

7. BOARD MEMBER REPORTS

- Presented by Chair De Shazo, Vice Chair Purser and Board Member DeBacker.

8. DEPARTMENT REPORT

- None

9. ADJOURNMENT OF MEETING – Chair De Shazo adjourned the meeting at 4:45 p.m. to the next regularly scheduled meeting of March 7, 2018.

PREPARED BY:

Karen Arents, Recording Secretary

ATTEST:

Patrick Streeter, Executive Secretary

APPROVED:

Stacey De Shazo, Chair