



**MINUTES
Thursday, September 3, 2015
Regular Meeting – 7:00 P.M.**

Please refer to the Historical and Landmarks Commission Procedural Items guideline for information on all procedural matters.
An audio recording of this meeting is available in the Planning Office for review or purchase the Friday following the meeting.

ITEMS FOR COUNCIL ACTION

The following items from this Historical and Landmarks Commission agenda will be scheduled for Council review following the conclusion of hearings and recommendations by the Historical and Landmarks Commission. Due to timing of notices for Council hearings and the preparation of Council agenda reports, these items will not necessarily be heard on the date the minutes from this meeting are forwarded to the Council. Please contact the Planning Division office for information on the schedule of hearings for these items:

- **Agenda Item No. 8.A.: Historic Combining Planned Development for 1086 Madison Street**

1. CALL TO ORDER

The meeting was called to order at 7:03 p.m.

2. ROLL CALL

Commissioners Present: Chair Brian Johns, Priya Cherukuru, Stephen Estes, Michael Hyams, Jeannie Mahan and J.L. "Spike" Standifer

Commissioner Absent: Robert Luckinbill

Staff Present: Yen Chen, Associate Planner, Greg Qwan, Planning Intern

3. DISTRIBUTION OF AGENDA AND STAFF REPORTS

Copies of current agendas and staff reports for each of the items on the agenda are available from the Planning Division office on the Friday afternoon preceding the meeting and are available at the Commission meeting at the time of the hearing. Chair Johns reviewed this procedure.

4. DECLARATION OF COMMISSION PROCEDURES

Chair Johns reviewed the Historical and Landmarks Commission procedures for those present.

5. REQUESTS FOR EXCEPTIONS, WITHDRAWALS AND CONTINUANCES

- A. Withdrawals – None
- B. Continuances – None
- C. Exceptions (request for agenda items to be taken out of order) – None
 - Request by applicant to move Agenda Item 7.C. from Consent Calendar
 - Request by Commission to move Agenda Items 7.D. and 7.F from Consent Calendar

6. ORAL PETITIONS/ANNOUNCEMENTS AND COMMUNICATIONS

- Request from applicant on 1686 Catherine Street to re-roof the structure. Mr. Chen noted that a Planning Application needs to be submitted to the Planning Division for review.

7. CONSENT CALENDAR

Consent Calendar items may be enacted, approved or adopted, based upon the findings prepared and provided in the written staff report, by one motion unless requested to be removed by anyone for discussion or explanation. If any member of the Historical and Landmarks Commission, staff, the applicant or a member of the public wishes to comment on a Consent Calendar item, or would like the item to be heard on the regular agenda, please notify Planning staff, or request this action at the Historical and Landmarks Commission meeting when the Chair calls for these requests during the Consent Calendar review.

7.A. Approval of Historical and Landmarks Commission Minutes for the meeting of August 6, 2015.

Motion/Action: Motion was made by Estes, seconded by Standifer to approve the Minutes of August 6, 2015. (6-0-0-1, Luckinbill absent)

7.B. File No.(s): **PLN2015-11259**
Location: 561 Hilmar Street, a 4,500 square foot parcel located on the west side of Hilmar Street approximately 150 feet north of Morse Street, APN: 230-12-044; property is zoned Single Family Residential (R1-6L)
Applicant/Owner: Beatrice Reilley
Request: **Design Review** of roof material change from wood shakes to composition shingles, includes gutter replacement
CEQA Determination: Categorically Exempt per CEQA Section 15301, Existing Facilities
Project Planner: Gregory Qwan, Planning Intern II
Staff Recommendation: **Recommend approval, subject to conditions**

Notice: The notice of public meeting for this item was posted within 300 feet of the site and was mailed to property owners within 300 feet.

Motion/Action: Motion was made by Estes, seconded by Standifer to recommend approval of the project, subject to conditions. (6-0-0-1, Luckinbill absent)

7.C. File No.(s): **PLN2015-11280**
Location: 1347 Lexington Street, a 3,465 square foot parcel located on the north side of Lexington Street approximately 120 feet west of Monroe Street, APN: 269-26-073; property is zoned Single Family Residential (R1-6L)
Applicant: Jeff Guinta
Owner: Fred Raia
Request: **Design Review** of master bedroom and laundry room addition, and kitchen remodel, includes removal of existing patio room attached to garage and relocation of basement stairs; **Modification** for a reduced side and rear yard setback, and lot coverage
CEQA Determination: Categorically Exempt per CEQA Section 15301, Existing Facilities
Project Planner: Gregory Qwan, Planning Intern II
Staff Recommendation: **Recommend approval, subject to conditions**

Notice: The notice of public meeting for this item was posted within 300 feet of the site and was mailed to property owners within 300 feet.

Discussion: Mr. Jeff Guinta made a request that the owner be allowed to rebuild the garage. Contractors looking at the structure noted the poor condition and state of the structure. Mr. Guinta also noted that the front brick façade is proposed to be removed along with the small archway. Mr. Chen noted that the request may

trigger additional zoning deficiencies. Zoning administrator review will be required prior to proceeding through the architectural review process.

Motion/Action: Motion was made by Mahan, seconded by Cherukuru to recommend approval of the project, subject to conditions. (6-0-0-1, Luckinbill absent)

7.D. File No.(s): **PLN2015-11241**
Location: 490 Lincoln Street, a portion of a 54.21 acre cemetery, located at the southeast intersection of Winchester Boulevard and Bellomy Street, APN: 269-46-056; property is zoned Public / Quasi Public (B)
Applicant: Steve Brodie
Owner: Santa Clara Mission Cemetery
Request: **Design Review** of a new mausoleum facility consisting of ten single-story structures, associated landscaping and surface parking
CEQA Determination: Categorically Exempt per CEQA Section 15301, Existing Facilities
Project Planner: Jeff Schwilk, AICP, Associate Planner
Staff Recommendation: Recommend approval, subject to conditions

Notice: The notice of public meeting for this item was posted within 300 feet of the site and was mailed to property owners within 300 feet.

Discussion: Commissioner Cherukuru inquired about the use of CEQA Categorical Exemption. Mr. Chen noted the addition was not to the historical structure on the project site. The total square footage of the proposed addition was less than 10,000 square feet. He also noted that a combination of CEQA Sections often apply to a project. Mr. Chen noted, in this case, CEQA Section 15303 also applies as the addition is comprised of accessory structures. Commission Cherukuru requested that staff review the CEQA Categorical Exemption prior to processing the request.

Motion/Action: Motion was made by Estes, seconded by Standifer to recommend approval of the project, subject to conditions. (6-0-0-1, Luckinbill absent)

7.E. File No.(s): **PLN2015-11318**
Location: 225 Washington Street, a 13,575 square foot property located at the southeast corner of Washington Street and College Avenue, APN: 269-49-001; property is zoned Professional Office (OA)
Applicant: Kohan, Inc.
Owner: Dr. Alan Frame
Request: **Design Review** of interior and exterior building and site remodel improvements to an existing legal nonconforming 4,013 office building and property
CEQA Determination: Categorically Exempt per CEQA Section 15301, Existing Facilities
Project Planner: Jeff Schwilk, AICP, Associate Planner
Staff Recommendation: Recommend approval, subject to conditions

Notice: The notice of public meeting for this item was posted within 300 feet of the site and was mailed to property owners within 300 feet.

Motion/Action: Motion was made by Estes, seconded by Standifer to recommend approval of the project, subject to conditions. (6-0-0-1, Luckinbill absent)

7.F. File No.(s): **PLN2015-11338**
Location: 831 Bellomy Street, a 5,902 square foot property, located on the north side of Bellomy Street approximately 100 feet west of Alviso Street, APN: 269-38-066; property is zoned Single Family Residential (R1-6L)
Applicant: Megan Miner Design

Owner: Jamie Jacobs May
Request: **Design Review** of the replacement of a fire-damaged two-car garage
CEQA Determination: Categorically Exempt per CEQA Section 15303, New Construction of Small Structures
Project Planner: Jeff Schwilk, AICP, Associate Planner
Staff Recommendation: Recommend approval, subject to conditions

Notice: The notice of public meeting for this item was posted within 300 feet of the site and was mailed to property owners within 300 feet.

Discussion: Commissioner Standifer noted concerns that the garage was used as a living unit prior to the fire. He noted his preference for an open carport. Mr. Chen provided an overview of the project to the Commission. He noted that the proposed garage is properly sized and does not include opportunity for a living situation.

Motion/Action: Motion was made by Hyams, seconded by Estes to recommend approval of the project, subject to conditions. (6-0-1-1, Standifer abstain, Luckinbill absent)

*******END OF CONSENT CALENDAR*******

8. PUBLIC MEETNG ITEMS

8.A. File No.(s): **PLN2014-10552**
Location: 1086 Madison Street, a 5,542 square foot parcel located at the southwest intersection of Madison Street and Benton Street, APN: 269-20-103; property is zoned Historic Combining Planned Development (HT-PD)
Applicant: Robert Fitch
Owner: Don Soukup
Request: **Design Review** of an interior remodel and modification of the Historic Combining Planned Development to allow conversion of use within the existing structure from office and one dwelling unit to three dwelling unit
CEQA Determination: Categorically Exempt per CEQA Section 15301, Existing Facilities
Project Planner: Payal Bhagat, Associate Planner
Staff Recommendation: Recommend approval, subject to conditions

Notice: The notice of public meeting for this item was posted within 300 feet of the site and was mailed to property owners within 300 feet.

Discussion: Mr. Chen provided an overview of the project to the Commission. Robert Fitch representing the owner provided comments on the project. Chair Johns opened up the item for public comment. Three members of the public spoke in favor of the proposed project, as it would lessen the opportunity to turn building into a mini-dorm. The public comment period was then closed.

Motion/Action:

Motion was made by Cherukuru, seconded by Mahan that the Commission recommend approval of the project, subject to conditions. (6-0-0-1, Hyams absent)

9. OTHER BUSINESS

9.A. Commission Procedures and Staff Communications

i. Announcements/Other Items

- Election of Commission Officers
 - Item continued to November.
- Commission/ Board Liaison Assignments
 - Motion was made by Hyams, seconded by Standifer to approve the new assignments as noted below under Agenda Item 9.A.iii. (6-0-0-1, Luckinbill absent)

- Correspondence received for HLC
 - Email from Mr. Estes on 3077 Mauricia Ave and 820 Civic Center Dr.
 - Status Report on Historic Preservation Ordinance
 - Mr. Chen provided and updated on the Historic Preservation Ordinance. He noted the Planning Commission provided recommendation on the draft ordinance to Council.
 - Review of Publications, CAMP and Technical Briefs (CDs)
 - Mr. Chen noted the Commission set aside budget for public handouts and education material in 2014. He noted the review of the publications needs to be completed and funds expended prior to July of 2016.
 - Motion was made Estes, seconded by Cherukuru to establish an ad-hoc committee to review the materials for publication.
 - Commissioner Estes, Hyams, and Johns agreed to be on the ad-hoc committee.
 - Chair Johns requested this item remain as an agenda item on the upcoming HLC meeting.
 - Review of Mills Act Contracts (CDs)
 - Mr. Chen noted that the materials were requested by the Commission.
 - Commissioner Johns noted that contracts needs to be reviewed and recommendation on further steps to ensure the program is serving the City. Mr. Chen noted that over the years the contract language has been changed, and the 10 year plans are in different formats. Chair Johns noted that the review of the Mills Act Contracts be scheduled for an upcoming HLC meeting.
 - Motion was made by Cherukuru, seconded by Mahan to establish an ad-hoc committee to review the Mills Act Contract material and make recommendation on the adherence of the contract terms.
 - Commissioner Estes, Hyams and Johns agreed to be on the ad-hoc committee.
 - Chair Johns requested this item remain as an agenda item on the upcoming HLC meeting.
 - Monthly Report on HT properties: Residential reversions (verbal update)
 - None
- ii. Report of the Liaison from the Planning and Inspection Department**
- City Council and Planning Commission Actions (verbal update)
- iii. Commission/ Board Liaison and Committee Reports**
- Santa Clara Arts and Historic Consortium (Standifer/Cherukuru as alternate)
[Fourth Monday of each month at 7:15 p.m. - Headen-Inman House]
 - Historic Preservation Society of Santa Clara (Mahan/Luckinbill as alternate)
[Second Friday of each month at 10:00 a.m. - Harris Lass Preserve]
 - Old Quad Residents Association (Hyams/Mahan as alternate)
 - Architectural Committee (Mahan / Johns as alternate)
 - Agnews Historic Cemetery Museum Committee (Standifer/Luckinbill as alternate)
 - BART/ High Speed Rail/ VTA BRT Committee (Johns/Cherukuru as alternate)
 - Zoning Ordinance Update (Johns/Hyams Alternate)
 - Preservation Ordinance Ad-hoc Committee (Mahan/Luckinbill and Standifer as alternate)
- iv. Commission Activities**
- Commissioner Travel and Training Reports
- v. Upcoming Agenda Items**
- Review of Public Information Handouts and Brochures – October
 - Application Fees and Projects not requiring HLC Review- January
 - Franklin Post Office Update (Lorie Garcia) – TBD
 - Review of Street Name List (Lorie Garcia) – TBD
- The Commission added the following upcoming items:
- Review of Publications, CAMP and Technical Briefs - October
 - Review of Mills Act Contracts - October

ADJOURNMENT

The meeting was adjourned at 9:43 p.m. A Special Meeting of the Historical and Landmarks Commission meeting will be held on Saturday September 12, 2015 to tour Agnew Cemetery Museum and Ulistac Natural Area. The next regular Historical and Landmarks Commission meeting will be held on Thursday, October 1, 2015 at 7:00 p.m. in the City Council Chambers.

Prepared by: 
Yen Han Chen
Associate Planner

Approved: 
Gloria Sciara, AICP
Development Review Officer

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