



# City of Santa Clara

## Meeting Minutes

### Historical & Landmarks Commission

---

11/04/2021

6:00 PM

Virtual Meeting

---

Pursuant to California Government Code section 54953(e) and City of Santa Clara Resolution 21-9013, the Historical and Landmarks Commission meeting will be held by teleconference only. No physical location will be available for this meeting; however, the City of Santa Clara continues to provide methods for the public to participate remotely:

- Via Zoom:
  - o <https://santaclaraca.zoom.us/j/97233262035> or
  - o Phone: 1 (669) 900-6833
  - Webinar ID: 972 3326 2035

Public Comments prior to meeting may be submitted via email to [PlanningPublicComment@santaclaraca.gov](mailto:PlanningPublicComment@santaclaraca.gov) no later than noon on the day of the meeting. Clearly indicate the project address, meeting body, and meeting date in the email.

#### PUBLIC PARTICIPATION IN ZOOM WEBINAR:

Please follow the guidelines below when participating in a Zoom Webinar:

- The meeting will be recorded so you must choose 'continue' to accept and stay in the meeting.
- If there is an option to change the phone number to your name when you enter the meeting, please do so as your name will be visible online and will be used to notify you that it is your turn to speak.
- Mute all other audio before speaking. Using multiple devices can cause an audio feedback.
- Use the raise your hand feature in Zoom when you would like to speak on an item and lower when finished speaking. Press \*9 to raise your hand if you are calling in by phone only.
- Identify yourself by name before speaking on an item.
- Unmute when called on to speak and mute when done speaking. If there is background noise coming from a participant, they will be muted by the host. Press \*6 if you are participating by phone to unmute.
- If you no longer wish to stay in the meeting once your item has been heard, you may leave the meeting.

#### CALL TO ORDER AND ROLL CALL

**Chair Leung** called the meeting to order at 6:01 p.m.

**Commissioner Celso** joined the meeting at 6:30 p.m. due to internet connectivity issues.

**Present** 7 - Commissioner Amy Kirby, Chair Patricia Leung, Vice Chair Ana Vargas-Smith , Commissioner Michael Celso , Commissioner Megan Swartzwelder , Commissioner Kathleen Romano, and Commissioner Ed Stocks

### **CONSENT CALENDAR**

**1.A**     [21-1497](#)     Historical and Landmarks Commission Minutes of October 7, 2021

**Recommendation:** Approve the Historical and Landmarks Commission Minutes of October 7, 2021.

**Commissioner Romano** abstained from voting on the consent calendar due to her absence at the October 7 meeting.

**A motion was made by Commissioner Vargas-Smith, seconded by Commissioner Kirby to approve the consent calendar.**

**Aye:** 6 - Commissioner Kirby, Chair Leung, Vice Chair Vargas-Smith, Commissioner Celso, Commissioner Swartzwelder, and Commissioner Stocks

**Abstained:** 1 - Commissioner Romano

### **PUBLIC PRESENTATIONS**

**Chair Leung** inquired about a stop work order issued for the property located at 1155 Washington Street. Staff explained that the order has been issued due to commencement of construction activity prior to the issuance of a building permit.

### **GENERAL BUSINESS**

2. [21-1462](#) Significant Property Alteration (SPA) Permit to replace existing foundation, convert existing first floor basement and attic to living area, minor interior and exterior alterations, and window replacement and installation of a roof shed dormer at the rear of an existing historic single family residence located at 1037 Harrison Street

**Recommendation:** Recommend that the Historical and Landmarks Commission finds that the proposed project as illustrated in the Development Plans does not destroy or have a significant adverse effect on the integrity of the designated property; that the alterations are compatible with the existing structure; that the rehabilitation of the structure meets the Secretary of Interior Standards, and recommend approval of the SPA Permit for the scope of work shown in the Development Plans to the Director of Community Development, subject to conditions.

The property owner shall submit a SPA Permit application for evaluation and appropriate replacement of the windows not shown on the Development Plans that have been removed to date without the requisite analysis.

**Associate Planner Debby Fernandez** provided the staff presentation.

**Property Owner Tom Chan** spoke also spoke about the project and answered questions from the Commission.

**Public Speaker(s):** Jonathan Evans  
Randolf Jurrat

**A motion was made by Commissioner Vargas-Smith, seconded by Commissioner Romano to close the public hearing.**

**Aye:** 7 - Commissioner Kirby, Chair Leung, Vice Chair Vargas-Smith, Commissioner Celso, Commissioner Swartzwelder, Commissioner Romano, and Commissioner Stocks

The Commission noted that the project plans were missing details regarding descriptions and dimensions of existing and proposed exterior siding, windows, trim and architectural features. The Commission also commented that the Historic Resources Survey Report (DPR) and Secretary of the Interior Analysis were inaccurate as they were prepared prior to the recent window changes.

**A motion was made by Commissioner Romano, seconded by Commissioner Vargas-Smith to recommend denial of the staff recommendation and of the plans as proposed, and a continuance to allow time for the owner to revise the plans to include specific details on the materials and dimensions of the existing and proposed exterior siding materials that are similar but differentiated, all window changes, window and door trim and architectural features with documentation of specific windows that were removed, and also to have the Historic Resources Survey Report (DPR) and Secretary of the Interior Analysis revised to include review of the recent window replacements.**

**Aye:** 7 - Commissioner Kirby, Chair Leung, Vice Chair Vargas-Smith, Commissioner Celso, Commissioner Swartzwelder, Commissioner Romano, and Commissioner Stocks

3. [21-1507](#) Significant Property Alteration (SPA) Permit to add 528 square feet to the rear of the first floor and to convert an existing 567 square foot basement to habitable space for an existing historic single-family residence located at 450 Monroe Street

**Recommendation:** Recommend that the Historical and Landmarks Commission find that the proposed project located at 450 Monroe Street would not have a significant adverse effect on the integrity of the designated property; that the alterations are compatible with the existing structure; that the rehabilitation of the structure meets the Secretary of Interior Standards; and recommend approval of the SPA Permit to the Director of Community Development, subject to conditions.

**Associate Planner Jeff Schwilk** provided the staff presentation. **Property Owner Laura Esber** and **Applicant Daniel Warren, Warren Design**, spoke regarding the project and answered questions from the Commission.

**Public Speaker(s):** Jonathan Evans

**A motion was made by Commissioner Romano, seconded by Commissioner Vargas-Smith to close public hearing.**

**Aye:** 7 - Commissioner Kirby, Chair Leung, Vice Chair Vargas-Smith, Commissioner Celso, Commissioner Swartzwelder, Commissioner Romano, and Commissioner Stocks

A motion was made by Commissioner Romano, seconded by Commissioner Stocks to approve staff recommendation subject to the preparation of an updated Historic Resources Survey Report (DPR) and Secretary of the Interior Standards (SIS) analysis report, and provided they find/support the project will meet the Secretary of the Interior's Standards for Rehabilitation including specific analysis of the following items of question to the Commission:

- 1) Identification/analysis of the 1986 addition it its extent compared with the original house, and of the proposed rear addition.
- 2) Front wood work on house and its preservation.
- 3) Any removal/replacement/alteration of front porch wood architectural detailing and board siding beneath the front porch to create the proposed basement window well egress beneath.
- 4) Appropriateness of proposed 4-panel accordion style doors on rear elevation of the addition.
- 5) Proposed windows.
- 6) Proposed trim size on rear door.
- 7) The reuse/application of the existing attic vent (or similar new attic vent) on the rear wall of the house to the proposed rear wall of the addition.
- 8) Identification of the potential contributing significance of the rear shed in its current location and the proposed relocation of it.

**Aye:** 7 - Commissioner Kirby, Chair Leung, Vice Chair Vargas-Smith, Commissioner Celso, Commissioner Swartzwelder, Commissioner Romano, and Commissioner Stocks

## **STAFF REPORT**

## 1. Berryessa Adobe Maintenance

**Staff Liaison Jeff Schwilk** reported on the Commission's request from the October 7, 2021 meeting for an update on the estimated timeframe for completion of the contract, the estimated commencement for the maintenance work, and on the possibility of providing for volunteer work such as to help rehabilitate the gardens and noted that refinements to the contract for maintenance work (including conditions assessment) between the City and consultant are still progressing and should be wrapped up soon, but there is not a specific date for completion and execution of the contract at this time.

**Mr. Schwilk** also stated that the City's Streets Division currently maintains the yard and garden at the Berryessa Adobe and noted that anyone interested in volunteering to maintain the garden may contact **Chuck Quanz, Public Works Supervisor of the Streets Division**.

## COMMISSIONERS REPORT

### 1. Subcommittee Reporting - 20 minutes

There were no subcommittee reports.

### 2. Board and Committee Assignments - 15 minutes

<b>Board/Committee</b>	<b>Lead/Alternate</b>
Santa Clara Arts and Historic Consortium	Leung / Romano
Historic Preservation Society of Santa Clara	Vargas-Smith / Leung
Old Quad Residents Association	Leung / Romano
Development Review Hearing	Romano / Vargas-Smith
BART/ High Speed Rail/ VTA BRT Committee	Vargas-Smith / Swartzwelder
Zoning Ordinance Update	Romano / Swartzwelder
El Camino Real Specific Plan Community Advisory Committee	Leung
Downtown Revitalization	Vargas-Smith / Romano

Commissioners present reported on assignments.

3. Announcements and Other Items - 10 minutes

**Chair Leung** and **Commissioner Romano** reported on the October Commission Assistance Mentoring Program (CAMP) training workshop they participated along with **Historical Advisor Lorie Garcia** and **Architectural Advisor Craig Mineweaser**, and announced another upcoming CAMP training workshop would be occurring in San Jose on December 2nd and 3rd.

4. Commissioner Travel and Training Requests - 10 minutes

There were not any travel or training requests.

**ADJOURNMENT**

**A motion was made by Commissioner Romano, seconded by Commissioner Stocks to adjourn the meeting.**

**The meeting adjourned at 10:24 p.m.**

**The next regular scheduled meeting is on Thursday, December 2, 2021 at 6 p.m.**

**Aye:** 7 - Commissioner Kirby, Chair Leung, Vice Chair Vargas-Smith, Commissioner Celso, Commissioner Swartzwelder, Commissioner Romano, and Commissioner Stocks

The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision. Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. If a person wishes to challenge the nature of the above section in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of Santa Clara, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

If a member of the public submits a speaker card for any agenda items, their name will appear in the Minutes. If no speaker card is submitted, the Minutes will reflect "Public Speaker."

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Santa Clara will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities, and will ensure that all existing facilities will be made accessible to the maximum extent feasible. The City of Santa Clara will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities including those with speech, hearing, or vision impairments so they can participate equally in the City's programs, services, and activities. The City of Santa Clara will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

Agendas and other written materials distributed during a public meeting that are public record will be made available by the City in an appropriate alternative format. Contact the City Clerk's Office at 1 408-615-2220 with your request for an alternative format copy of the agenda or other written materials.

Individuals who require an auxiliary aid or service for effective communication, or any other disability-related modification of policies or procedures, or other accommodation, in order to participate in a program, service, or activity of the City of Santa Clara, should contact the City's ADA Coordinator at 408-615-3000 as soon as possible but no later than 48 hours before the scheduled event.