

**ATTACHMENT H**

**ACTION MINUTES FOR ALL  
CITY ADVISORY COMMISSIONS  
/COMMITTEES**

# PARKS & RECREATION COMMISSION MINUTES

Suz Montgomery, Chair  
 Ed Wehan, Vice Chair  
 Martin Armstrong, Commissioner  
 Brooke Ashworth, Commissioner  
 Christopher L. Lopez, Commissioner  
 Sharon Troll, Commissioner  
 James White, Commissioner

Judy Devine, Community Services Manager  
 Ralph Deex, Acting Parks Manager

## REGULAR MEETING

**WEDNESDAY, February 16, 2011**

**501 POLI STREET, SANTA CRUZ CONFERENCE ROOM, 6:00 P.M.**

## ROLL CALL

Present: Chair Armstrong, Vice Chair Montgomery, Commissioners Ashworth, Lopez, White, and Wehan

Absent: Commissioner Troll

Staff Present: Ralph Deex, Acting Parks Manager; Judy Devine, Community Services Manager; Dave Ward, Community Development and Planning Manager; Thomas Mericle, Transportation & Traffic Engineer.

## SPECIAL PRESENTATIONS AND ANNOUNCEMENTS

None

## PUBLIC COMMUNICATIONS

None

## CONSENT ITEMS

### 1. Approval of Minutes

RECOMMENDATION: It is recommended that the Commission approve the minutes from the January 19, 2011, regular meeting.

Motion made by Commissioner Ashworth to approve the January 19, 2011, minutes as presented. Chair Armstrong seconded the motion.

The vote was as follows:

Ayes: Chair Armstrong, Vice-Chair Montgomery, Commissioners Ashworth, Lopez, White, and Wehan.

Noes: None

Absent: Troll

Abstained: None

## FORMAL ITEMS

### 2. Westside Draft Community Plan and Development Code

RECOMMENDATION: It is recommended that the Parks and Recreation Commission initiate a discussion on the Westside Draft Community Plan and Development.

The Commission made the following comments below:

1. Commission comments are focused only on the Draft Plan and Code for the lower Avenue "Westside" Planning area and not North Avenue area or Canada Larga canyon area based upon Council's January 24th direction to reduce the Plan and Code to within the existing city incorporated area. If Council were to direct these areas be pulled back into the Plan and Code, or part of a separate planning process, the Commission seeks opportunity to comment on draft planning documents.
2. Community Plan "vision statement" lacks mention of parks as an important and desirable objective for the Westside community and physical aspects parks provide in quality of life.
3. The Community Plan should allow for more neighborhood parks and plaza spaces to be created.
4. Revise Code to allow more flexible standards for pocket parks and urban amenities.
5. Plan should maximize connections to neighborhood parks, Grant Park, Ventura River, and Ventura River trail.
6. Community Plan and Code to minimize industrial land use designations adjacent to incompatible park areas.

The following persons spoke:  
Rob Corley and Carol Lindberg from VCHP

HPC  
2-8-11

Chair Shaffer declared the motion passed by a voice vote of 3-0, with Member Willis and Vice Chair McLeod absent. Member Huckins abstained from the December 20, 2010 meeting minutes.

**CONTINUED ITEM**

**2. Westside Historic Survey's Conservation Areas and Historic Context Discussion**

RECOMMENDED ACTION

1. Provide Development Code recommendations to staff for the remaining conservation areas, including Warner Street and Mission Avenue.
2. Identify and list any remaining needs in the final draft Westside Historic Context & Survey Report.

Staff: Lisa Wilkinson, Associate Planner

SPEAKERS:

Staff: Jeff Lambert, Community Development Director; Dave Ward, Planning Manager; Iain Holt, Senior Planner; Lisa Wilkinson, Associate Planner  
Members of Public: None

HPC members provided the following comments:

- **Mission Avenue/Warner St. Characteristics**
  - Similar to Barry Dr.
    - Materials
    - Defined yards
    - Simple massing
    - Garages in rear
    - Alcoves and porches face street
    - Low slope roofs or articulated parapets with tile
    - Single story at the street
    - Side yard entries for driveway
    - Defined front yards with delineating elements along the sidewalks (low facing, walls and landscaping hedges)
    - House proportional to lot size
  - Single story near street-what is the numerical value of the 2<sup>nd</sup> story setback?
- **Mission Avenue/ Warner St. Standards to Consider**
  - Consider a 12-inch offset for 2<sup>nd</sup> story additions
  - No 2<sup>nd</sup> story in front 1/3 of lot;
  - Rear 2/3<sup>rd</sup> of lot for 2nd story.

Member Huckins made a motion to direct staff to look at the 2<sup>nd</sup> story height and side setbacks in the three conservation areas and the placement of the 2<sup>nd</sup> stories on the back 2/3<sup>rd</sup> of a lot.

Member Cline seconded.

Chair Shaffer declared the motion carried by voice vote 3-0 with Member Willis and Vice Chair McLeod absent.

Member Cline made a minute motion to adopt the character defining features identified previously [for Barry Drive] and to see how the Avenue properties will interface with the other streets.

Member Huckins seconded.

Chair Shaffer declared the motion carried by voice vote 3-0 with Member Willis and Vice Chair McLeod absent.

### **El Medio Standards and Characteristics**

Member Huckins made a minute motion for El Medio to have no commercial block building types allowed and that it be regulated the same as the other conservation areas. i.e. 2<sup>nd</sup> story offset; 3<sup>rd</sup> story same as 2<sup>nd</sup> story but with a greater % of offset applied uniformly to both 2<sup>nd</sup> and 3<sup>rd</sup> stories.

Member Cline seconded.

Chair Shaffer declared motion carried by voice vote 3-0 with Member Willis and Vice Chair McLeod absent.

Member Cline made the motion to re-adjust the conservation area boundary to remove the parcels that front the Avenue including the property on the north side of El Medio [within 150-feet from the Avenue].

Chair Shaffer seconded.

Chair Shaffer declared the motion carried by a voice vote of 2-1 with Member Huckins voting "No" and Member Willis and Vice Chair McLeod absent.

Member Huckins made the motion for the west Mission conservation area to exclude properties fronting Ventura Ave except for the one conservation area contributor next to the Simpson Tract.

Member Cline seconded.

Chair Shaffer declared the motion carried with a voice vote of 3-0 with Member Willis and Vice Chair McLeod absent.

### **Draft Westside Historic Context and Survey Report remaining needs**

HPC members provided the following comments:

- Identify contributing structures and sites of oil boom, tool shops, machine shops and agriculture;
- Identify industrial contributors and possible points of interest;
- What additional information is needed to make a more definitive determination on the industrial sites?
- Determine scope of work.

Member Huckins made the motion to direct staff to have the consultant re-evaluate and update study for additional contributing sites and buildings as it relates to the personages identified with the oil boom, railroad, agriculture and mills.

Member Cline seconded.

Chair Shaffer declares the motion carried with a voice vote of 3-0 with Member Willis and Vice Chair McLeod.

### **STAFF & COMMITTEE COMMUNICATIONS**

3. 2011 City Boards/Commissions/Committees Appointment process

### **ADJOURNMENT**

There being no further items to discuss, the meeting adjourned at 5:59 P.M. The next regular meeting of the Historic Preservation Committee will occur on February 28, 2011 at 4:00 P.M. in the Community Meeting Room.

- The Victorian finial attaching the stone may not be right consider a more traditional form- more detail into the stone to finial, how the finial attaches with the banding like setting a stone in a piece of jewelry. The wording should be transparent and use the font like the Way Finding program the City has established.

#### **4. Westside Community Plan – Preliminary Draft Plan and Development Code.**

##### **RECOMMENDED ACTION**

Receive staff presentation and provide comments

Case Planner –Iain Holt, Senior Planner

##### **SPEAKERS:**

**Staff:** Iain Holt, Senior Planner

**Members of the Public:** Rob Corley, Ventura

**Documents:** PowerPoint by Staff and letter submitted by Rob Corley

The following comments were provided:

- Possible option of storefront or park space on Industrial zoned properties along the Avenue
- Limit the density
- Parking issue – less parking is okay but be realistic
- Parking in the corridor should be taking care of without spilling into the neighbor
- Make sure it is real and it stays the Westside. Format needs to be the same.
- Create easements or private alleys to facilitate some flexibility developing narrow lots
- Test the design by going through the local AIA

#### **STAFF & COMMITTEE COMMUNICATIONS**

#### **5. 2011 City Boards/Commissions/Committees Appointments process**

##### **ADJOURNMENT**

There being no further items to discuss, the meeting was adjourned at 7:29 PM. The next Design Review Committee will occur on February 9, 2011 at 6:00 PM in the Community Meeting Room and/or Council Chambers.

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- Test the design by going through the local AIA

**STAFF & COMMITTEE COMMUNICATIONS**

**5. 2011 City Boards/Commissions/Committees Appointments process**

**ADJOURNMENT**

There being no further items to discuss, the meeting was adjourned at 7:29 PM. The next Design Review Committee will occur on February 9, 2011 at 6:00 PM in the Community Meeting Room and/or Council Chambers.

HPC  
1-24-11

Chair Shaffer opened the floor for the nomination of the 2011 Vice Chair of the Historic Preservation Committee.

Member Willis nominated Vice Chair McLeod to serve as Vice Chair of the Historic Preservation Committee for the 2011 calendar year. Member Cline seconded the motion. There being no further nominations, Chair Shaffer closed the nominations.

Chair Schaffer declared the motion carried by a voice vote of 5-0.

**CONTINUED ITEM**

2. **Review neighborhood characteristics in the Westside Historic Survey's recommended Conservation Areas and provide comments on 1) the urban standards to consider in the draft Westside Community Development Code and 2) the Shop front Overlay interface.**

Staff: Lisa Wilkinson, Associate Planner

**SPEAKERS:**

Staff: Dave Ward, Planning Manager  
Lisa Wilkinson, Associate Planner

Members of the Public: Brian Lee Rencher, Ventura  
Stephen Schafer, Ventura

HPC members provided the following comments:

- Barry Drive Characteristics
  - Materials
  - Defined yards
  - Simple massing
  - Garages in rear
  - Alcoves and porches face street
  - Low slope roofs or articulated parapets with tile
  - Single story at the street
  - Side yard entries for driveway
  - Defined front yards with delineating elements along the sidewalks (low fencing, walls and landscaping hedges)
  - House is proportional to lot size
- Barry Drive Standards to Consider
  - Height of building relative to setback (2<sup>nd</sup> story near street is inappropriate)
  - 2<sup>nd</sup> story near rear of property should jog inward
  - Accessory building at 0' (not 3') from rear

Continued to a special meeting on February 8, 2011 at 3:30 in the Community Meeting room to address the proposed Conservation Areas for Mission Avenue and Warner Street.

## **STAFF & COMMITTEE COMMUNICATIONS**

### **3. Westside Community Historic Survey - Industrial district analysis**

#### **SPEAKER:**

Staff: Lisa Wilkinson, Associate Planner

Member of the Public: Steve Schleder, Ventura

Motion made by Member Willis for staff to request consultant to clarify what additional information is needed to definitively determine historic significance in the oil, agricultural, and industrial periods and what the cost for this additional research would be.

Vice Chair McLeod seconded the motion.

### **4. 2011 City Boards/Commissions/Committees Appointment process**

This staff communication item was continued to February 8<sup>th</sup> meeting.

**ADJOURNMENT** – The meeting was adjourned at 6:13 p.m. The next regular meeting of the Historic Preservation Committee will occur on February 28, 2011 at 4:00 P.M. in the Community Meeting Room.

# HISTORIC PRESERVATION COMMITTEE MINUTES

Jack Shaffer, Chair  
Alan McLeod, Vice Chair  
Tyson Cline, Member  
Mel Willis, Member  
Pamela Huckins, Member

Jeffrey Lambert, Community Development Director  
Dave Ward, Planning Manager  
Barbara Cavalli, Recording Secretary

## SPECIAL MEETING

**WEDNESDAY, JANUARY 19, 2011 – 3:30 P.M.**

**CITY HALL, COMMUNITY MEETING ROOM, 501 POLI STREET**

Chair Shaffer called the meeting to order at 3:34 p.m.

## ROLL CALL

Present: Members Huckins, Cline and Willis, Vice Chair McLeod (arrived at 3:37 p.m.) & Chair Shaffer

Absent: None

Staff Present: Dave Ward, Planning Manager  
Lisa Wilkinson, Associate Planner  
Barbara Cavalli, Recording Secretary

## PUBLIC COMMUNICATION

SPEAKER: None

## CONTINUED ITEM

- 1. Review proposed Conservation Areas and potential standards for the Preliminary Draft Westside Community Plan and Code, dated November 2010.**

### SPEAKERS:

Staff: Dave Ward, Planning Manager  
Lisa Wilkinson, Associate Planner

Members of the Public: Rob Corley, Ventura  
Brian Lee Rencher, Ventura  
Steven Schafer, Ventura

Steve Schleder, Ventura

HPC members provided the following comments:

- The simpler it is made, the easier it is for everyone.
- At the next meeting, take one Conservation Area neighborhood at a time and see if the Development Code applies and focus on the characteristics of the area.
- At the next meeting, address the Shop front Overlay designation for adjacency issues and provide previous industrial district memo from consultant.
- There are concerns that character and distinctiveness will be lost if the Preliminary Draft Plan/Code is adopted as is.



**ADJOURNMENT**

There being no further items to discuss, the meeting was adjourned at 5:12 pm. The next regular meeting of the Historic Preservation Committee will occur on January 24, 2011 in the Community Meeting Room.

PRC  
1-19-11

Noes: None

Absent: None

Abstained: Vice-Chair Montgomery, Commissioner Ashworth

## FORMAL ITEMS

### 2. Elections

RECOMMENDATION: It is recommended that the Commission elect a Chairperson and Vice-Chairperson for a one-year term.

Motion made by Commissioner White and seconded by Chair Armstrong to appoint Suz Montgomery Chair and Ed Wehan as Vice-Chair for the calendar year 2011.

### 3. Volunteer Ventura

INFORMATION: Cary Glenn, Community Partnerships Supervisor, outlined the Volunteer Ventura program.

### 4. Appoint Representative to the Tree Advisory Committee

RECOMMENDATION: Review, discuss, and appoint a member of the Parks and Recreation Commission to become a common member of both the Commission and the Tree Advisory Committee.

Chair Armstrong was selected to serve as a member of the Tree Advisory Committee.

### 5. Donations Policy Consideration for Council Review

RECOMMENDATION: It is recommended that the Commission initiate a discussion on the potential priorities and parameters for a new policy to guide the acceptance of donated improvements and amenities for parks.

This item will be considered at the February 16, 2011 meeting.

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### 6. Westside Redevelopment Plan

INFORMATION: Planning Staff presented the Westside Redevelopment Plan. Commission requested that the Westside Redevelopment Plan be brought back to the February 16, 2011 meeting as an action item.

Claudia Armann spoke concerning Agenda Item No. 6.

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**3. Westside Community Plan – Staff Presentation.**

**RECOMMENDED ACTION**

Receive staff presentation and provide individual Commissioner comments

Case Planner – Maggie Ide, Project Manager, Iain Holt, Senior Planner

**SPEAKERS:**

**Staff:** Maggie Ide, Associate Planner; Iain Holt, Senior Planner

**Member of the Public:** Leslie Purcell, Ventura

**Documents:** PowerPoint by staff

Staff provided a brief overview of the Preliminary Draft Plan and Development Code.

**COMMISSION COMMUNICATION ITEMS**

**4. Historic Preservation Committee (HPC) –**

Staff reported on items discussed at the November 29, 2010. The next HPC meeting will be December 20, 2010.

**5. Design Review Committee (DRC)**

The next Design Review Meeting will occur on December 15, 2010.

**6. Other Commission Communications**

**NEW BUSINESS** – Matters appearing under this section are particular to the Planning Commission's duties under the Municipal Code as it relates to determining organization and meeting times.

**7. Approval of 2010 Planning Commission meeting calendar.**

**RECOMMENDED ACTION**

Approve as presented.

Commissioner Johnson made a motion to approve the 2011 Planning Commissioner meeting calendar. Commissioner Hecht seconded the motion.

Chair Allen declared the motion carried by a voice vote of 7 – 0.

**STAFF COMMUNICATION ITEMS**

HPC  
11-29-10

Chair Shaffer declared the motion passed with by a voice vote of 3-0 with Members Cline and Willis abstaining.

**FORMAL ITEM**

2. **PROJ -1786- Request for a Mills Act for Gabbert Farmhouse residence located at 280 Parson Avenue; Nancy and Robert Lopez, applicant.**

**Case No.**

**MILL-10-10-4169**

**RECOMMENDED ACTION**

Forward an Approval Recommendation to City Council.

Case Planner: Elizabeth Richardson, Assistant Planner

**SPEAKERS:**

Staff: Elizabeth Richardson, Assistant Planner

Applicant: None

Members of Public: Cynthia Thompson, Ventura

Member Huckins made a motion forward the Mills Act to City Council. Vice Chair McLeod seconded the motion.

Upon call of roll the vote was as followed:

**AYES:** Members Huckins, Cline, and Willis, Vice Chair McLeod and Chair Shaffer

**NOES:** None

**ABSTAIN:** None

**ABSENT:** None

Chair Shaffer declared the motion carried.

3. **Discuss Draft Westside Community Plan and Code, General Plan objectives, and Westside Historic Survey.**

**RECOMMENDED ACTION**

Receive staff presentation, conduct discussion with staff and public, and provide comments.

Case Planner: Lisa Wilkinson, Associate Planner  
Iain Holt, Senior Planner  
Dave Ward, Planning Manager

**SPEAKERS:**

Staff: Lisa Wilkinson, Associate Planner  
Iain Holt, Senior Planner  
Dave Ward, Planning Manager

Members of Public: Cynthia Thompson, Ventura; Steve Perlman, Ventura

Public comments included:

- Concept of conservation district is very new.
- There's a big difference between designated districts and identified districts. Context statement in the historic survey should be far more Avenue specific, it contains too much about downtown. Could consider a thematic approach to Industrial District. Proceed with any analysis relating to industrial or conservation areas.
- There are a lot of conflicts between General Plan Corridor and Historic Preservation policies. Proposed development in the Stanley Ave area includes streets and alleys. There is an accumulation of lots and historical attributes. Last 10 years worth of plans would be discarded.

The following HPC comments and questions were provided:

- Possible uses in the proposed industrial district might not be industrial. Perhaps think of a different terms for uses allowed within the area.
- Consider allowing the Flex/Shed Building type for properties outside the Special District with industrial buildings.
- Will the Community Plan include design recommendations? Ideally we would like to be able to see design guidelines.
- The development code doesn't have design guidelines.
- Out of the potential 86 historic sites, how many would be classified as industrial?
- What is the role of Regulating Code special district (SD) designated properties?

- What is the role in the plan for the mobile home special district?
- What is a conservation district?

Staff responded to the comments regarding how the design guidelines for either conservation areas or historic districts would not be a part of the development code, but the Community Plan should have clarifying principles for the future development of the guidelines. Clarification was provided that the intent of the Special District is for the properties with an Industry General Plan designation.

Staff encouraged the HPC to consider 1) looking at key components and the survey work and 2) conduct their own effort during December and January, including a possible special meeting. CD staff seeks comments from all stakeholder groups and advisory bodies by February 1<sup>st</sup> in order to prepare the Revised Draft Plan and Code during February.

#### **STAFF COMMUNICATION**

2011 Training funding hasn't been confirmed, but let planning staff know what the interests are, including the upcoming state conference.

Please submit remaining resumes for the CLS application.

#### **ADJOURNMENT**

There being no further items to discuss, the meeting was adjourned at 5:02 pm. The next regular meeting of the Historic Preservation Committee will occur on December 20, 2010 at 4:00 P.M. in the Community Meeting Room.

HPC  
8-23-10

2. **PROJ - 1423- Preliminary Historic Review for a new second story addition to an existing single family residential structure over 40 years old, for property located at 3279 Breaker Drive; Angela and John Hecht, applicants.**

RECOMMENDED ACTION

Confirm the proposed addition will not affect potentially historic resources.

Case Planner: Lisa Wilkinson, Associate Planner

SPEAKER:

Staff: Lisa Wilkinson, Associate Planner

Applicant: None

Members of the Public: Stephen Schaffer, Ventura

Member Willis made the motion that the preliminary historical review application contains sufficient information to make a determination that the property is not historically significant.

Member Huckins seconded

Chair Shaffer declared the motion passed with by a voice vote 3-0.  
Member Cline and Vice Chair McLeod absent

3. **Update on the Westside Community Plan Historic Survey.**

RECOMMENDED ACTION

Review and Comment.

Case Planner: Lisa Wilkinson, Associate Planner; Andrea Galvin, Consultant

SPEAKER:

Staff: Lisa Wilkinson, Associate Planner, Andrea Galvin, Consultant

Members of the Public: None

The following comments were provided:

- Simpson Tract – has low historic integrity. Should this continue as a historic district or become a conservation area? The boundary area has low to moderate integrity – Consultant would like to see more moderate to high integrity.
- How are these districts being preserved by code enforcement, zoning etc.?
- Potential smaller district on Vince Street and El Medio or recommend as a conservation area. Conversation Area

- Franklin Ave. – many alterations but a potential conservation area.
- West Mission - same with Franklin a lot of alterations not significant
- 6Z code will be used for properties not eligible for any designation

Committee comments:

- Energy and industrial history: the buildings present a challenge with alterations made. They do not have integrity.
- Points of Interest- will they be identified in the survey? For example, Energy Oil, Petro-chem. Provide for a sign or plaque. Point of interest of landscapes. Look into “CA Division of Oil and Gas.”
- There’s a PHD on the history/social history of the North Avenue oil fields, and specific names could be added to the list.
- Recommend documenting potential cultural landscapes, possibly shown on a map. Agricultural products and the production of food (including canning) in the area may have historic significance to Ventura.
- Survey is to identify properties and should work with the Community Plan.
- Look into cultural aspects of post war automobile era such as the Hot Rods culture.
- New codes should make new or re-development more cohesive in the future with the surrounding area or infill, through planning code incentives
- Avenue Cable history

Public comment:

- Along Stanley, the metal building may qualify as a district. Only a couple blocks but the metal buildings appear to have integrity. Should expansion area include Cañada Larga then it should be included in the historic survey.

**4. Clarify Historic Resources Protection procedures for remodels and demolitions that require a Historic Resource Assessment/Phase 1.**

RECOMMENDED ACTION

Provide Direction.

Case Planner: Lisa Wilkinson, Associate Planner

SPEAKER:

Staff: Lisa Wilkinson, Associate Planner

Members of Public: None

Following comments were provided:

- Clarification on full demolitions —test as a preliminary review first.
- Major alterations/additions that affect character
- Add more information on the subdivisions in the preliminary process and have the

# HISTORIC PRESERVATION COMMITTEE MINUTES

Jack Shaffer, Chair  
Alan McLeod, Vice Chair  
Tyson Cline, Member  
Mel Willis, Member  
Pamela Huckins, Member

Jeffrey Lambert, Community Development Director  
Brian Randall, Principal Planner  
Kathy Payne, Recording Secretary

## REGULAR MEETING

**MONDAY, JULY 26, 2010 – 4:00 P.M.**

**CITY HALL, COMMUNITY MEETING ROOM, 501 POLI STREET**

Chair Shaffer called the meeting to order at 4:00 p.m.

## ROLL CALL

Present: Members Willis, Huckins, Vice Chair McLeod (arrived at 4:25 pm) and Chair Shaffer

Absent: Member Cline

Staff Present: Jeffrey Lambert, Community Development Director  
Lisa Wilkinson, Associate Planner  
Kathy Payne, Recording Secretary

## PUBLIC COMMUNICATION

SPEAKER: None

## CONSENT ITEM

- 1. Approval of May 24, 2010, Regular Meeting Minutes**

### RECOMMENDED ACTION

Approve, as presented.

Member Willis moved to approve the May 24, 2010 meeting minutes with the change of the start time from 2:00 pm to 4:00 pm. Member Huckins seconded the motion.

Chair Shaffer declared the motion passed with by a voice vote of 3-0. Member Cline and Vice Chair McLeod absent.

Vice Chair McLeod seconded the motion.

Chair Shaffer declared the motion passed by a voice vote of 4-0, Member Cline absent

**STAFF & COMMITTEE COMMUNICATIONS**

1. Policy status update and over the counter permits
2. Draft Context statement for the Westside
3. "None" definition in the DTSP- Jeff will talk to Christy.
4. August 12, Workshop for Adaptable Use

**ADJOURNMENT**

There being no further items to discuss, the meeting was adjourned at 5:02 pm. The next regular meeting of the Historic Preservation Committee will occur on August 23, 2010 at 4:00 P.M. in the Community Meeting Room