



**Historic Preservation Board**  
**REGULAR MEETING AGENDA**  
**Wednesday, January 27, 2021 | 5:00 PM**  
**Virtual Zoom Meeting**

---

**CALL TO ORDER / ROLL CALL**

This Historic Preservation Board (HPB) meeting is conducted via telecommunication and is compliant with provisions of the Brown Act and Executive Order N-29-20 issued by the Governor.

The following Board Members are listed to permit them to appear electronically or telephonically at the Regular Historic Preservation Board meeting of January 27, 2020: Chair Mike Foulkes, and Board Members Todd Walter, Susan Blake, and Laura Taylor Moore.

While members of the public will not be able to attend the meeting of the Campbell Historic Preservation Board in person, the meeting will be live-streamed on YouTube at <https://www.youtube.com/user/CityofCampbell>.

Interested persons may also register to electronically participate in the meeting via Zoom at <https://us02web.zoom.us/j/82735966590?pwd=WWlpOUdnSkoxQjduZ3hsQ21VWjdLUT09>.

After registering, you will receive a confirmation email. The complete agenda packet will be posted to the City's Agenda Center website (<http://bit.ly/campbellhpbagenda>) by the Friday before the Wednesday meeting. Please be advised that if you challenge the nature of the above project in court, you may be limited to raising only those issues you or someone else raised at the Public Hearing described in this Notice, or in written correspondence delivered to the City of Historic Preservation Board at, or prior to, the Public Hearing by email to [planning@campbellca.gov](mailto:planning@campbellca.gov). Questions may be addressed to Senior Planner Daniel Fama, Board Secretary, at (408) 866-2193 or [danielf@campbellca.gov](mailto:danielf@campbellca.gov).

**AGENDA MODIFICATIONS OR POSTPONEMENTS**

Board Members or the Board Secretary may request that agenda items be considered in a different order than shown in the agenda or be postponed to a subsequent meeting.

**APPROVAL OF MINUTES**

1. **Approval of Minutes of October 28, 2020** (*Roll Call Vote*)
  - Meeting Minutes, 10/28/2020

**ORAL COMMUNICATIONS**

This portion of the meeting is reserved for individuals wishing to address the Board on matters of community interest that are not listed on the agenda. In the interest of time, the Chair may limit speakers to three minutes. Please be aware that State law prohibits the Board from acting on non-agendized items, however, the Chair may refer matters to staff for follow-up.

**BOARD/STAFF ANNOUNCEMENTS**

Board Members and/or staff may make announcements on matters related historic preservation and promotion.

**NEW BUSINESS****1. Election of 2021 Chair and Vice Chair (Roll Call Vote)**

The Board will elect the Chair and Vice Chair for 2021.

- Staff Report

**2. 2021 HPB Meeting Schedule (Resolution/Roll Call Vote)**

The Board will review and approve the proposed 2021 meeting schedule.

- Staff Report

**3. Commission Collaborative Discussion and 2021/2022 Work Plan Request**

The Board will discuss the outcome of the December 14, 2020 Commission Collaborative meeting and develop a list of requested Work Plan item(s) for the upcoming fiscal year.

- Staff Memorandum

**OLD BUSINESS****4. Mills Act *ad hoc* Subcommittee Report and Program Update Discussion**

The Subcommittee will provide a monthly update of its activities to the Board.

**ADJOURNMENT**

Adjourn to the next regularly scheduled Historic Preservation Board meeting of **February 24, 2021**, at 5:00 PM to be conducted using Zoom.

**Americans with Disabilities Act (ADA)**

In compliance with the Americans with Disabilities Act, listening assistance devices are available for meetings held in the Council Chambers. If you require accommodation to participate in the meeting, please contact Corinne Shinn at the Community Development Department, at corinnes@campbellca.gov or (408) 866-2140.



**Historic Preservation Board**  
**REGULAR MEETING MINUTES**  
**Tuesday, October 28, 2020 | 5:00 PM**  
**Zoom Meeting**

---

**CALL TO ORDER**

The Regular Historic Preservation Board meeting of October 28, 2020, was called to order at 5:14 p.m., via Zoom, by Chair Foulkes, and the following proceedings were had to wit.

**ROLL CALL**

**HPB Members Present:**

Michael Foulkes, Chair  
Susan Blake  
Todd Walter

**HPB Members Absent**

Yvonne Kendall, Vice Chair  
Laura Taylor Moore

**Staff Members Present:**

Daniel Fama, Senior Planner  
Corinne Shinn, Recording Secretary

**AGENDA MODIFICATIONS OR POSTPONEMENTS**

None

**APPROVAL OF MINUTES**

1. Approval of Minutes of July 22, 2020.

**Motion: Upon motion of Member Blake, seconded by Member Walter, the Historic Preservation Board approved the minutes of the meeting of September 29, 2020. (3-0-2-0; Commissioners Kendall and Moore were absent)**

**ORAL REQUESTS**

None

**BOARD AND STAFF ANNOUNCEMENTS**

Planner Daniel Fama:

- Advised the Board that Vice Chair Kendall has resigned from the HPB effective immediately.
- Informed the Board that the City Clerk will commence with the recruitment of a new HPB member. This process takes about three months. Since related professional

qualifications are required to be held by two of five HPB members, it may take longer to recruit.

- Reported that the December meeting, originally scheduled for December 9<sup>th</sup>, needs to be rescheduled to either Thursday, December 3<sup>rd</sup> or Thursday, December 16<sup>th</sup>. Staff is recommending December 3<sup>rd</sup> as the better option.

Member Blake said December 3<sup>rd</sup> works for her.

Member Walter said it works for him.

Chair Foulkes said it works for him and he apologized for having to reschedule from the December 9<sup>th</sup> date due to work obligations.

### **PUBLIC HEARING**

None

### **NEW BUSINESS**

2. Commission Collaborative being formed by Mayor Landry.

Chair Foulkes advised that all of the City's Boards and Commissions are being asked to select a representative of their respective boards to serve on a newly created Commission Collaborative being established by Mayor Landry. He asked Planner Daniel Fama to update the HPB>

Planner Daniel Fama:

- Advised that periodic meetings would be held and the liaisons from each appointed body will meet with the Mayor.
- Said that a motion should be made this evening for a liaison. A majority vote is required of HPB to formalize this appointment to the Commission Collaborative.

Chair Foulkes asked how often they will meet.

Planner Daniel Fama said he's not sure.

Member Blake suggested Chair Foulkes serve as HPB's liaison to the Commission Collaborative.

Chair Foulkes said he is available and happy to serve if appointed.

Member Blake said she spoke with Member Moore.

Planner Daniel Fama said that it may be a good idea to have a backup person in line.

Member Walter asked how these meetings would occur. Would they be individual meetings or group meetings?

Planner Daniel Fama said it's too soon to say how it will function. This is a new body consisting of a single representative from each of the City's Boards and Commissions.

Chair Foulkes:

- Said that a lot of ideas are not shared from one Board/Commission to another.
- Advised that Mayor Landry wants to give her vision out.
- Added that he likes Planner Daniel Fama's idea of having a back up person at the ready and available to cover in the event the liaison has a scheduling conflict.

Planner Daniel Fama said that the HPB's liaison can report back to the entire HPB. This will help keep communication going.

Member Moore joined the Zoom meeting at this point.

Member Blake suggested that Member Moore be updated to where we are on this discussion item.

Member Moore said that she heard up to the last two minutes.

Member Blake:

- Advised Member Moore that Chair Foulkes may be interested in serving as the liaison on the Commission Collaborative being organized by Mayor Landry.
- Said that the Board has also considered the benefit of having a back up person willing to attend with the liaison cannot.

**Motion: Upon motion of Member Walter, seconded by Member Blake the Historic Preservation Board appointed Chair Foulkes to serve as the HPB liaison to the Mayor's Commission Collaborative with Member Moore serving as the alternate. (3-0-1-0; Commissioner Kendall was absent and has resigned from HPB)**

### 3. Update from the Mills Act Ad Hoc Subcommittee

Member Blake:

- Said that the Board has reached consensus on many of the outstanding issues.
- Advised that she and Member Walter will continue to work on the Mills Act Update.
- Admitted that they have been running into glitches in identifying the monitoring of money.
- Announced the update to the Mills Act FAQ (Frequently Asked Questions). She has a draft of five or so questions thus far.
- Said she would distribute her initial FAQ draft to the rest of the Board.
- Added that she also has revised the conditions of approval.
- Said there are two primary categories. One is structural integrity. The other is exterior architectural integrity.
- Said that a few issues may merit being included as qualified updates. They include insulation, HVAC and tree protection.
- Advised that she would send drafts to the rest of the Board.

Member Walter:

- Said he too is working on changes.
- Explained that he is investigating the cost component of Mills Act Contracts.
- Added that he is working to come up with examples for different values of homes.
- Stated that needs to include current value homes.
- Pointed out that on the audit side, needed documents from Mills Act contract holders are missing. He is still working on it and will work to see how best to secure more current financial information.

Member Blake asked what other cities have 10-year contract duration.

Member Moore:

- Said that the purpose of Mills Act Contracts is to encourage preservation.
- Stated that we want to encourage people to love their houses.
- Suggested the importance of having the application process be as simple as possible but also having HPB be more actively involved.
- Declared that we should be encouraging preservation. It never ends. She said she has been in her house for 40 plus years now.
- Said that constant need to maintain is the reason that the contract continues on.
- Concluded that we need to make it more user friendly.

Chair Foulkes:

- Said he feels there is a way to do both.
- Pointed out that we want to have more applicants than money. So friendly that more people apply.

Member Moore:

- Admitted that she doesn't ever see that happening.
- HRI listed homes are not a growing inventory. Rather it is shrinking constantly.
- Stressed the importance of finding owners willing to take on a Mills Act contract by explaining the advantage to keeping an historic house.
- Stated that it's not just a dollar thing. It's a passion.
- Said it would be important to capture the ones who are passionate about their HRI home and its preservation.

Member Walter:

- Said that the Ad Hoc Subcommittee is trying to show the City what the actual impacts are from Mills Act contracts.
- Pointed out that no specific calculations have been offered to date.
- Stressed the importance of showing the benefit of having the Mills Act contract program in Campbell.
- Said it's not an impact. It's a benefit.

Member Moore:

- Said that HPB did figure that with original application.
- Pointed out that there are now a different Council and HPB members today.
- Stressed the need to have HPB be more hands on. It benefits who we want it to benefit.

- Suggested that HPB not nitpick too many details. The purpose is to keep our history intact.

Member Walter:

- Directed Member Moore to the meeting minutes of the last HPB meeting.
- Asked her to determine just what she wants to change.

Member Moore:

- Said that she wouldn't limit it.
- Reminded that it re-ups yearly and passes on to the next owner of the HRI property with a Mills Act contract.
- Agreed that a concentration on the exterior makes sense.
- Reiterated there needs to be more HPB participation working with the Mills Act contract homeowners.
- Said she doesn't want to limit and/or have to pick and choose.

Chair Foulkes said that it is currently a "black hole" process and costly to apply at approximately \$1,500.

Member Blake advised that Vice Chair Kendall paid \$1,750 to apply for her Mills Act contract.

Chair Foulkes assured that having clear criteria will make more people apply. He recounted that for one application, the owner listed a microwave as an update item

Member Blake said she wasn't there for that one. Was it approved?

Chair Foulkes:

- Replied yes.
- Said that he is not interested in penalizing people who are doing a great job.
- Opined that we need an end date. If not it should be.
- Said that he sees friends of his who find historic restoration work can be three times or more as costly as non-restoration work.

Member More:

- Stressed that eligible homes should be just those that are included on our HRI survey. That is 130 properties.
- Added that the work covered should be mostly structural including windows, roof, wiring and plumbing.

Member Walter:

- Stated that there are currently loopholes in the current contract.
- Said that there are two to three pages of improvements to apply for and some of them are not applicable such as interior, drapes and lighting.
- Stressed the need to clean up those things and make the application process more coherent and applicable.
- Concluded that the intent is to encourage the use of Mills Act contracts correctly and properly.

Member Moore said that we should go back to look at the original Mills Act .

Member Walter said please do that as well as provide some additional feedback on the items discussed at the last meeting.

Member Blake suggested Member Moore go item by item with her comments, as nice and simple as possible.

Member Walter suggested Member Moore forward her feedback to Planner Daniel Fama who can forward it onward to the Ad Hoc Subcommittee.

Chair Foulkes said that he appreciates the work of the Subcommittee and there seems to be an agreement of goal.

Member Blake asked when there would be public comment taken.

Planner Daniel Fama replied with the formal public hearing including materials.

**ADJOURNMENT**

Adjourned at 5:45 p.m. to the next Regular Historic Preservation Board meeting scheduled for **December 3, 2020**, at 5:00 PM, using Zoom.

PREPARED BY: \_\_\_\_\_  
Corinne Shinn, Recording Secretary

APPROVED BY: \_\_\_\_\_  
Michael Foulkes, Chair

ATTEST: \_\_\_\_\_  
Daniel Fama, HPB Staff Liaison





**CITY OF CAMPBELL · HISTORIC PRESERVATION BOARD**  
**Staff Report · January 27, 2021**

**City Action** Election of 2021 Chair and Vice Chair of the Historic Preservation Board.  
(Roll Call Vote)

**STAFF RECOMMENDATION**

That the Historic Preservation Board take the following action:

1. **Make a Motion**, to appointment the 2021 Chair and Vice Chair of the Historic Preservation Board.

**DISCUSSION**

Pursuant to Campbell Municipal Code Section 2.38.030 the Board “shall elect the chair from among its members on an annual basis at the first meeting of the calendar year.” As such, this is the time and place for the Board to elect its Chair and Vice Chair for the year.

Prepared by:

A handwritten signature in blue ink, appearing to read "Daniel Fama".

---

Daniel Fama, Senior Planner

**RESOLUTION NO. 2021-01**

BEING A RESOLUTION OF THE HISTORIC PRESERVATION BOARD OF THE CITY OF CAMPBELL APPROVING THE 2021 BOARD MEETING SCHEDULE.

WHEREAS, pursuant to Campbell Municipal Code Section 21.33.030 (Reviewing authority), the reviewing authority for matters of historic preservation shall be the Historic Preservation Board ("Board"), the Planning Commission, and the City Council; and

WHEREAS, the Board shall hold public hearings and meetings as necessary to conform to the requirements of the Campbell Municipal Code; and

WHEREAS, pursuant to Board Resolution No. 2017-02, adopted on June 28, 2017, the Board shall meet every fourth Wednesday at 5:00 PM; and

WHEREAS, the November and December Board meetings conflict with nationally recognized holidays; and

WHEREAS, the Board desires to cancel the November meeting and reschedule the December meeting; and

NOW, THEREFORE, BE IT RESOLVED THAT THE HISTORIC PRESERVATION BOARD hereby adopts the 2021 Board Meeting Schedule (**Exhibit A**).

PASSED AND ADOPTED this 27th day of January, 2021, by the following roll call vote:

AYES: Board Members:  
NOES: Board Members:  
ABSENT: Board Members:  
ABSTAIN: Board Members:

APPROVED: \_\_\_\_\_  
Michael Foulkes, Chair

ATTEST: \_\_\_\_\_  
Daniel Fama, Secretary

**HISTORIC PRESERVATION BOARD  
2021 MEETING SCHEDULE**

- February 24, 2021
- March 24, 2021
- April 28, 2021
- May 26, 2021
- June 23, 2021
- July 28, 2021
- August 25, 2021
- September 22, 2021
- October 27, 2021
- November 24, 2021 – **Canceled**
- December 8, 2021 – **Rescheduled**
- January 26, 2022



CITY OF CAMPBELL • HISTORIC PRESERVATION BOARD  
Staff Report • January 27, 2021

**City Action** 2021 Historic Preservation Board Meeting Schedule. (Resolution/ Roll Call Vote)

**STAFF RECOMMENDATION**

That the Historic Preservation Board take the following action:

1. **Adopt a resolution**, approving the recommended 2021 meeting schedule.

**DISCUSSION**

As specified by Historic Preservation Board Resolution No. 2017-02, adopted on June 28, 2017, the Board meets every fourth Wednesday at 5:00 PM. However, since the regular meeting date tends to conflict with the holidays during November and December, the Board may consider adopting a 2021 schedule that accommodates the holidays. Staff recommends that the November meeting (day before Thanksgiving) be canceled and that the December meeting be rescheduled from the 22nd to the 8th (Wednesday):

- February 24, 2021
- March 24, 2021
- April 28, 2021
- May 26, 2021
- June 23, 2021
- July 28, 2021
- August 25, 2021
- September 22, 2021
- October 27, 2021
- November 24, 2021 – **Canceled**
- December 8, 2021 – **Rescheduled**
- January 26, 2022

Attachments:

1. Draft Resolution

Prepared by:

---

Daniel Fama, Senior Planner

**RESOLUTION NO. 2021-01**

BEING A RESOLUTION OF THE HISTORIC PRESERVATION BOARD OF THE CITY OF CAMPBELL APPROVING THE 2021 BOARD MEETING SCHEDULE.

WHEREAS, pursuant to Campbell Municipal Code Section 21.33.030 (Reviewing authority), the reviewing authority for matters of historic preservation shall be the Historic Preservation Board ("Board"), the Planning Commission, and the City Council; and

WHEREAS, the Board shall hold public hearings and meetings as necessary to conform to the requirements of the Campbell Municipal Code; and

WHEREAS, pursuant to Board Resolution No. 2017-02, adopted on June 28, 2017, the Board shall meet every fourth Wednesday at 5:00 PM; and

WHEREAS, the November and December Board meetings conflict with nationally recognized holidays; and

WHEREAS, the Board desires to cancel the November meeting and reschedule the December meeting; and

NOW, THEREFORE, BE IT RESOLVED THAT THE HISTORIC PRESERVATION BOARD hereby adopts the 2021 Board Meeting Schedule (**Exhibit A**).

PASSED AND ADOPTED this 27th day of January, 2021, by the following roll call vote:

AYES: Board Members:  
NOES: Board Members:  
ABSENT: Board Members:  
ABSTAIN: Board Members:

APPROVED: \_\_\_\_\_  
Michael Foulkes, Chair

ATTEST: \_\_\_\_\_  
Daniel Fama, Secretary

**HISTORIC PRESERVATION BOARD  
2021 MEETING SCHEDULE**

- February 24, 2021
- March 24, 2021
- April 28, 2021
- May 26, 2021
- June 23, 2021
- July 28, 2021
- August 25, 2021
- September 22, 2021
- October 27, 2021
- November 24, 2021 – **Canceled**
- December 8, 2021 – **Rescheduled**
- January 26, 2022

**MEMORANDUM****City of Campbell**  
**Planning Division****To:** Chair Foulkes and Board Members**Date:** January 27, 2021**From:** Daniel Fama, Senior Planner

DF

**Subject: Commission Collaborative Discussion and 2021/2022 Work Plan Request**

On December 14, 2020, the first Commission Collaborative meeting was convened by the Mayor (viewable at <https://youtu.be/MuYnFSPdC-o>). The Commission Collaborative, comprised of representatives of the City's Boards and Commissions, is intended to provide a venue for a broad dialog to discuss shared visions and goals.

The Council also looked at the Commission Collaborative process as a means to solicit feedback as to what the Boards and Commissions see as priorities for the City. This feedback will be transmitted by the City Manager to the Council to help inform the Council's Priority Setting Session discussion, which is when the Council decides what they would like to accomplish in the upcoming fiscal year.

The Council typically meets in February since it coincides with completion of the mid-year budget update and the commencement of the next fiscal year budget preparation. The reason why the timing is important is because many priorities involve staff time and/or additional financial resources, so understanding the City's annual priorities inevitably has budget ramifications. The agreed upon priorities are then included as Council Work Plan items for each department.

In this regard, the Board should discuss what task(s)/project(s) it believes should be made a priority by the City Council. This list would include the Mills Act Program Update (which has unfortunately been hindered by the elimination of the Planning Division's intern position). Another item could include designation of additional properties to the Historic Resource Inventory (which would require preparation of a historic evaluation report for each property). It is important for the Board to provide context to the identified issue item(s) in order to assist the Council's understanding of what is being conveyed (i.e., explaining why certain tasks/projects are warranted). Lastly, the Board should be cognizant of the City's current fiscal constraints, as was discussed at the January 19th Council meeting (viewable at <https://youtu.be/u6Vnvf-526E>), in making its recommendations.