



**Historic Preservation Board**  
**REGULAR MEETING MINUTES**  
**Tuesday, January 27, 2021 | 5:00 PM**  
**Zoom Meeting**

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**CALL TO ORDER**

The Regular Historic Preservation Board meeting of January 27, 2021, 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**

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 October 28, 2020.

**Motion: Upon motion of Member Walter, seconded by Member Blake, the Historic Preservation Board approved the minutes of the meeting of October 28, 2020. (3-0-1-0; Commissioner Moore was absent)**

**ORAL REQUESTS**

None

**BOARD AND STAFF ANNOUNCEMENTS**

Member Blake advised that she had renewed the HPB app through NextDoor. She advised she has received some nice comments about the HPB app. She said that 11 of the 12 focus photo series has been incorporated into the app.

Planner Daniel Fama:

- Advised that Director Paul Kermoyan would be retiring on April 1, 2021. He will transition into full-time winemaking.
- Reported that the house at 1940 Hamilton Avenue, that was to be torn down to construct a new modern office building, is now instead going to be relocated onto the adjacent church property for use as an office building.

Member Blake asked when and where that structure would be placed on the church site.

Planner Daniel Fama said those details are unknown at this time.

Member Walter said he thinks it may well end up on the vacant dirt area that used to have porta potties on it to serve the school on site.

Member Blake said she is happy to see it moved, used, and saved.

Planner Daniel Fama said that staff would make the relocation as easy as possible for the church so the relocation of that structure can be done quickly.

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## **PUBLIC HEARING**

None

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## **NEW BUSINESS**

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

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

Chair Foulkes:

- Stated that he has served as Chair for a while now.
- Added that he is willing to continue as Chair if needed.
- Said that he is also willing to hand over the gavel to another HPB member.
- Suggested that the logical succession is for Laura Moore to become HPB Chair and Member Susan Blake, Vice Chair.
- Concluded that it is up to the Board as a whole how to proceed.

Member Blake:

- Pointed out that due to COVID-19, HPB missed seven meetings in 2020.
- Admitted that she doesn't feel the Chair Foulkes had the chance to do the job he is so well equipped to do in leading HPB.
- Suggested that he be nominated to serve as Chair for 2021 with Member Todd Walter as Vice Chair.
- Said that the most important task for HPB in 2021 is to complete work on the updated Mills Act Ordinance.
- Stated her willingness to remain on the Mills Act Ad Hoc Subcommittee.

- Added that she believes that the City Council will be in favor of the updated and improved Mills Act Ordinance and processes.
- Concluded that HPB and the Ad Hoc Subcommittee would likely not be able to accomplish too much else this year with the continued constraints of COVID.

Member Walter:

- Concurred with the comments of Member Blake.
- Corrected that he hadn't been serving as Vice Chair during 2020. That was Member Kendall prior to her resignation from the Board late in the year.

Chair Foulkes:

- Stated that he thinks Member Blake is right. HPB should singularly focus on completing the work in updating the Mills Act in 2021.

Member Blake:

- Said that she thought she had previously sent a series of suggested questions for the preparation of a FAQ (frequently asked questions) document. It had primary categories and feedback from Member Moore. It represents a good starting point.
- Advised that she and Member Walter still have a lot of mechanical stuff to process.
- Admitted that they did not obtain great information from the County about the existing Mills Act properties that report to the County annually.

Chair Foulkes said that Planner Fama had sent them out by email.

Member Walter:

- Said that Member Blake sent comments and Member Moore responded with her input.
- Stated that they will be combined with the rest.

Member Blake said that is the next target task.

**Motion: Upon motion of Member Walter, seconded by Member Blake, the Historic Preservation Board nominated Member Foulkes to continue to serve as HPB Chair during 2021, and Member Walter to serve as Vice Chair, by the following roll call vote:**

**AYES: Blake, Foulkes and Walter**  
**NOES: None**  
**ABSENT: Moore**  
**ABSTAIN: None**

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

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

Chair Foulkes:

- Reiterated that HPB lost a lot of its meetings last year (2020).
- Added that HPB is now well adapted to conducting its meeting using Zoom.
- Said that a proposed list of meeting dates for 2021 have been provided.

- Reported that there is just one cancellation, which is November, and the December meeting will be held earlier in the month than the fourth Wednesday.
- Asked if there were any conflicts with the dates proposed.

Member Blake said no.

Member Walter said no.

**Motion:** Upon motion of Member Walter, seconded by Member Blake, the Historic Preservation Board adopted Resolution HPB2021-1 approving the 2021 HPB Meeting Schedule, by the following roll call vote:

**AYES:** Blake, Foulkes and Walter  
**NOES:** None  
**ABSENT:** Moore  
**ABSTAIN:** None

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### 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.

Chair Foulkes gave the following update:

- Reported that the first Commission Collaborative meeting occurred in December.
- Advised that there was good attendance by Chairs of the City's Boards and Commissions.
- Admitted that he can see the benefits of just having a dialog with the other representatives.
- Stated that some of them are now considering some joint projects.
- Stated that the formation of the Commission Collaborative will serve a beneficial purpose.
- Recounted that he had reported to the group about HPB's app. Many in attendance were excited to hear about that. Some felt that it is a great thing to put out there for your youth. Additionally, schools could use it as well.
- Said that HPB app will serve a good purpose. That's part of the reason to put the app out there.
- Asked Planner Fama if he has anything he'd like to add to this topic.

Planner Daniel Fama:

- Responded that Chair Foulkes had done a good job describing that first meeting.
- Advised that the City Manager will accumulate work plan items from all Boards and Commissions and coordinate a memo for Council outlining them all.
- Stated that for HPB, the Mills Act Update will be one of those items.
- Asked that the Board let him know by email if they have any more proposed work plan items to add on.

Member Blake:

- Reminded that the City has budgetary constraints during the ongoing COVID-19, which may well affect the goals of the Boards and Commissions for this year.

Planner Daniel Fama:

- Said that Mayor Gibbons did comment that budget considerations may need to be taken. They are the inherent limitations of the moment.

Member Walter advised that Member Moore is listening in as she was unsuccessful logging in to this meeting. The Commission Collaborative will be more directly impactful in putting Boards and Commissions together for jointly related shared projects or goals.

Member Blake:

- Mentioned that the Commission Collaborative was started under Mayor Landry's tenure. Now Mayor Gibbons is continuing it onward.
- Said that it is important for Chairs and Representatives of the Board and Commissions meet together on occasion.
- Said she hopes this addresses Member Moore's concerns.

Chair Foulkes:

- Stated that even during Covid-19, it would be possible for there to be Zoom meetings that bring together two Board and/or Commissions.
- Said that it could be on the Mills Act or another item we're doing.
- Said that it is nice to occasionally have that discussion.

Member Walter said that Member Moore has indicated her agreement that it is really a good thing that these leaders will be meeting.

Member Moore:

- Said that she likes the idea of conducting quarterly meeting.
- Added it would be good for all to meet together with the Mayor.
- Stated that we all need to be more integrated. Right now, all Boards and Commissions are doing their own thing.

Member Walter said it is important to meet in some capacity with others. Many in attendance at the December Collaborative meeting didn't know about the HPB app.

Member Blake said it is a good idea.

Member Walter asked if the intent of tonight's discussion on the Commission Collaborative to give our work plan ideas early and to meet periodically.

Chair Foulkes:

- Admitted that he cannot speak to budget constraints.
- Said that the Commission Collaborative can be a holistic method of outreach and collaboration.
- Stated that these meetings can provide more of a pulse on what is going on.

- Reiterated that Mayor Gibbons supports a big push on collaboration. She doesn't want us all working in a vacuum.
- Concluded that when possible groups can work together where there is subject matter overlap.

Member Walter asked if the staff liaisons for each Board and Commission routinely provide Council with an update on the activities of each Board and Commission. He said that a lot of work initially considered by the Planning Commission ends up before the Council.

Planner Daniel Fama:

- Said that the Council is aware of the Planning items that go to them from the PC.
- Added that a lot of what the PC handles does not go before the Council.
- Said that with these Commission Collaborative meetings, the Mayor and Council will have a better understanding of what's going on.
- Stated that communication will evolve organically leading to better discussion.

Member Walter:

- Stated that the Mills Act revamp is his number-one priority.
- Admitted he's not sure what else should be added by HPB.
- Asked if there would be any opportunity to bring up other items for our work plan.

Member Blake:

- Suggested continuing with the survey review for additions to the HRI (Historic Resource Inventory).
- Said that we didn't get too far with that.
- Reminded that she previously recommended five properties from the potentials list that might still have some potential to be added to the HRI.
- Advised that since that time, four of the five she had initially proposed have undergone drastic remodels that make them no longer qualified.

Chair Foulkes.

- Reiterated his suggestion that HPB should focus its efforts on the Mills Act Update.
- Added that perhaps, with the help of an intern, we may be able to refresh the HPB app.
- Asked Planner Fama if staff needs anything else.

Planner Daniel Fama replied no. He added that the Mills Act hasn't formally been included in the work plan.

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## **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.

Chair Foulkes:

- Stated that Mills Act documents matter when taking on a big project.
- Added that Mills Act should be turned into something people are excited to take advantage of.
- Suggested turning oversight of existing Mills Act contracts to an HPB subcommittee.

Member Walter:

- Reminded that at the last HPB meeting, held in October, the Subcommittee had been given its marching orders. Member Blake would work on the FAQs and he would work on the financial side, calculating the benefits of having a Mills Act Contract based on value of property versus reduction in taxes. The idea of better understanding the tax savings achieved through a Mills Act Contract.
- Admitted that COVID-19 slowed them down in their efforts.
- Stated that they would provide what they have completed to Planner Fama and bring it forward at the next meeting.
- Suggested that by June, the draft update document should be review for Council review, input and comment.
- Opined that the FAQ questions accumulated are as good as they can be.

Chair Foulkes:

- Stated the importance of demonstrating to Council the value of having a Mills Act Contract.
- Added that it is equally important to ensure that restoration work done to a historic home with a Mills Act Contract is done correctly.
- Pointed out that most of the cost of a Mills Act Contract is borne by the State rather than the City. We should be able to show them that these contracts are an investment in our community that doesn't really cost us anything.
- Admitted that he has come to see that perhaps longer-term contracts may actually make sense. However, they must be project based. It shouldn't be some discrete problem with a historic structure. Not age and/or shape that needs on-going work.
- Said there may be reason to offer short term, as well as long-term contracts. That way more owners can take advantage of Mills Act tax savings for important applicable improvements.
- Added that once the qualified restoration efforts have been concluded that Mills Act contract can go to someone else with applicable projects. Alternately, if a Mills Act contract holder wants to reapply, they can propose another qualified repair(s).
- Stated that there is need for both short- and long-term contracts. It would offer flexibility.
- Added that each proposed restoration project has a different type of criteria/criterion.

Member Walter asked if they could do short and long-term contracts based on specific projects.

Planner Daniel Fama:

- Advised that the Mills Act Contract is issued for a minimum of 10 years.
- Said that there are cities that do limit to 10 or 15 years for a Mills Act contract.
- Said that if the desire is to close the contract at 10 years, HPB would need to issue a termination notice immediately upon issuance of that Mills Act Contract so that contract would not renew each year for another 10 years, but rather end in 10 years from the original issuance date.

Chair Foulkes said that having differing durations would give the Mills Act program some flexibility.

Planner Daniel Fama:

- Reminded that per the current proposal a Mills Act Contract would currently renew each year for one additional year (totaling 10 years duration into the future).

Member Blake said that we need to work on that.

Member Walter:

- Said that it would be the responsibility of the Historic Preservation Board, City and Council to oversee that.
- Added that the City's Mills Act contracts need to be looked at as a group each year.
- Said that one option is that on day one of a contract that contract is terminated 10 years without any additional time being added each year.

Chair Foulkes asked whether these contracts could revert to a year-to-year standard after 10 years. It is important that these contracts be properly curated. That is an on-going need.

Planner Daniel Fama:

- Said that is a challenging task.
- Said that efforts were taken to gather all materials associated with existing Mills Act contracts.
- Added that this information is needed in order to make the case for continuing and/or expanding the Mills Act program.

Member Blake:

- Said that the existing contract owners have been asked to provide their documentation and receipts for work done together with photographs for work done.
- Stated that any proposed short-term contract should have a beginning and ending date.
- Said that as to long-term contacts, we need to better define what long-term is and what the holders would need to report out to the City.

Member Walter:

- Reminded that right now contracts are for a minimum of 10 years. If HPB/City waits to year nine, that contract would automatically renew again for another 10 years.
- Said that we would have to stop it (a new 10-year contract) on the first day of the 10-year period.

Chair Foulkes asked if the City would be responsible for that.

Planner Daniel Fama:

- Replied no. How it is currently structured by State Law, these contracts are expanded out another year for a total of 10 years forward at all times.

Chair Foulkes said that some cities have time-certain contracts.

Planner Daniel Fama:

- Said that some can be, but we need to have an established long-term contract.
- Added that it may be possible for us to do something administratively.
- Concluded that there must be a way to track those things.

Chair Foulkes:

- Said that we need a “hammer.”
- Added that we need to explain the “honey” in having a contract.
- Stated the need to give a clear idea of what we look at when selecting a property for a Mills Act contract.
- Opined that many on the inventory may get excited about the possibility of securing a Mills Act contract.

Member Blake suggested everyone look at the new primary categories that the Subcommittee has proposed.

Chair Foulkes:

- Said that there currently seems to be a lapse between the financial benefits of having a contract versus the accountability of what is done with those tax savings.
- Stressed the need to better determine how to market the benefits of a Mills Act contract so that more property owners of historic homes want to take advantage of it.
- Said they each will share what they have with Planner Fama and cover the material at the next HPB meeting. We can start by going over the FAQ and propose changes to the Mills Act itself.
- Stated the need to refine the material and make it work. It must be flexible and logical enough to follow.
- Asked if anyone has something they’d like to add to the agenda for the next meeting on February 24, 2021.

Member Blake said no, not tonight.

Member Walter replied no.

Member Walter asked staff about the status of recruitment for the fifth member of HPB to fill the seat vacated by Member Kendall.

Planned Daniel Fama reported that the notice has been put out by the City Clerk’s Office. As of yet he has not been informed as to whether there have been any applicants submitted.

Member Blake said that there are no responses that she has seen and suggested that staff ask the City Clerk about current status.

Planner Daniel Fama:

- Said that he would inquire of the City Clerk if there are any interested parties.
- Added that it will be challenging to find the fifth member. As a CLG (Certified Local Government) City, Campbell's HPB is required to have one member on its Board that has either a construction or architectural background. This position to be filled is the opportunity to achieve that requirement.

Member Blake offered to put information out on NextDoor about this position and the required background for those interested in serving.

Planner Daniel Fama said that would be great.

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**ADJOURNMENT**

Adjourned at 5:57 p.m. to the next Regular Historic Preservation Board meeting scheduled for **February 24, 2021**, at 5:00 PM, using Zoom.

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

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

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