

Karen Highberger, Chair  
Irma Hernandez, Vice Chair  
Laura H. Brassler, Commissioner  
Shannon Carmack, Commissioner



Louise Ivers, Commissioner  
Harvey Keller, Commissioner  
Vacant, Commissioner

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## FINISHED AGENDA AND DRAFT MINUTES

### CALL TO ORDER (5:32 PM)

At 5:32 p.m., Chair Highberger called the meeting to order.

### ROLL CALL (5:33 PM)

**Boardmembers** Laura H. Brassler, Karen L. Highberger, Irma Hernandez, Louise  
**Present:** Ivers and Harvey Keller

**Boardmembers** Shannon Carmack  
**Absent:**

Also present: Robert Zur Schmiede, Deputy Director of Development; Jill Griffiths, Planning Officer; Linda Trang, Deputy City Attorney; Lynette Ferenczy, Planner; Angie Zetterquist, Planner; Heidi Eidson, Bureau Secretary.

### FLAG SALUTE (5:33 PM)

Commissioner Brassler led the flag salute.

### MINUTES (5:34 PM)

11-018CH Recommendation to receive and file the Cultural Heritage Commission minutes of July 11, 2011.

**A motion was made by Commissioner Keller, seconded by Commissioner Hernandez, to approve the recommendation. The motion carried by the following vote:**

**Yes:** 4 - Karen L. Highberger, Irma Hernandez, Louise Ivers and Harvey Keller

**Abstain:** 1 - Laura H. Brassler

**Absent:** 1 - Shannon Carmack

**DIRECTOR'S REPORT (5:35 PM)**

Jill Griffiths, Planning Officer, introduced Linda Trang, Deputy City Attorney.

Jill Griffiths provided the Director's Report.

Jill Griffiths responded to a query from Chair Highberger.

Jill Griffiths responded to a query from Commissioner Keller.

**SWEARING OF WITNESSES (5:38 PM)**

Do you solemnly swear or affirm that the evidence you shall give in this Cultural Heritage Commission Meeting shall be the truth, the whole truth, and nothing but the truth.

**PROGRESS REPORT - AMERICAN HOTEL PROJECT (5:38 PM)**

Robert Zur Schmiede, Deputy Director of Development, introduced Carl Morgan of the Redevelopment Agency, who provided a progress report on the American Hotel project.

Carl Morgan responded to queries from Commissioner Ivers.

Robert Zur Schmiede responded to a query from Commissioner Ivers.

Carl Morgan responded to a query from Chair Highberger.

Robert Zur Schmiede responded to a query from Chair Highberger.

**REGULAR AGENDA (5:51 PM)**

1. 11-020CH Recommendation to adopt revised findings for the denial of a Certificate of Appropriateness to add a 465-square-foot one-story addition and a 549-square-foot two-story addition at the rear of an existing one-story residence located at 3619 Walnut Avenue in the California Heights Historic District. (District 7) (Application No. HP 11-0189)

Jill Griffiths, Planning Officer, spoke.

Lynette Ferenczy, Project Planner, responded to a query from Commissioner Hernandez.

Jill Griffiths spoke.

**A motion was made by Chair Highberger, seconded by Commissioner Brassler, to approve the recommendation. The motion carried by the following vote:**

**Yes:** 5 - Laura H. Brassler, Karen L. Highberger, Irma Hernandez, Louise Ivers and Harvey Keller

**Absent:** 1 - Shannon Carmack

2. 11-022CH Recommendation to approve a Certificate of Appropriateness for exterior alterations to the facade of a designated landmark building known as The Bank of Belmont Shore located at 5354 E. 2nd Street. (District 3) (Application No. HP11-0206)

Jill Griffiths, Planning Officer, introduced Lynette Ferenczy, Project Planner, who presented the staff report.

Lynette Ferenczy responded to a query from Commissioner Ivers.

Lynette Ferenczy responded to a query from Commissioner Hernandez.

Commissioner Hernandez spoke.

Lynette Ferenczy responded to queries from Commissioner Brassler.

Chair Highberger spoke.

**A motion was made by Chair Highberger, seconded by Commissioner Ivers, to approve the recommendation. The motion carried by the following vote:**

**Yes:** 5 - Laura H. Brassler, Karen L. Highberger, Irma Hernandez, Louise Ivers and Harvey Keller

**Absent:** 1 - Shannon Carmack

3. 11-019CH Recommendation to approve a Certificate of Appropriateness to modify and legalize a two-story addition approximately 584 square feet previously constructed without City approval at the rear of a contributing structure located at 377 Orizaba Avenue within the Bluff Heights Historic District. (District 2) (Application No. HP11-0104)

Jill Griffiths, Planning Officer, introduced Angie Zetterquist, Project Planner, who presented the staff report.

Angie Zetterquist responded to queries from Commissioner Hernandez.

John Sommers, Project Architect, responded to a query from

Commissioner Hernandez.

Angie Zetterquist responded to a query from Commissioner Brassier.

Commissioner Keller spoke.

Commissioner Hernandez spoke.

Commissioner Brassier spoke.

**A motion was made by Commissioner Keller, seconded by Commissioner Ivers, to approve the recommendation. The motion carried by the following vote:**

**Yes:** 5 - Laura H. Brassier, Karen L. Highberger, Irma Hernandez,  
Louise Ivers and Harvey Keller

**Absent:** 1 - Shannon Carmack

#### **PUBLIC PARTICIPATION (6:12 PM)**

There was no public comment given at this time.

#### **COMMENTS FROM THE CULTURAL HERITAGE COMMISSION (6:12 PM)**

Jill Griffiths, Planning Officer, spoke.

A dialogue ensued between staff and the Commission with regards to the appointment of a trustee to the Navy Memorial Heritage Association.

#### **ADJOURNMENT (6:18 PM)**

At 6:18 p.m., there being no objection, Chair Highberger adjourned the meeting.

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