

AGENDA
Contra Costa County
HISTORICAL LANDMARKS ADVISORY COMMITTEE (HLAC)
40 Muir Road, Martinez, CA 94553 - Construction Conference Room
Thursday, November 9, 2023
2:00 P.M.

Persons who wish to address the HLAC during public comment or with respect to an item on the agenda may comment in person or may call in during the meeting by dialing (888) 278-0254, followed by the access code 841892##. A caller should indicate they wish to speak on an agenda item, by pushing "#2" on their phone. Persons may also access the meeting via Zoom by using the following link: <https://cccouny-us.zoom.us/j/81692375049> Meeting ID #: 816 9237 5049. Those participating via Zoom should indicate they wish to speak on an agenda item by using the "raise your hand" feature in the Zoom app.

The HLAC will provide reasonable accommodations to those persons needing translation services and for persons with disabilities who wish to participate in HLAC meeting. Please contact Dominique Vogelpohl at least 48 hours before the meeting at (925) 655-2880 or Dominique.Vogelpohl@dcd.cccounty.us.

1. Call to Order
2. Public Comment:
3. Acceptance of Summary Minutes for August 10, 2023, Meeting
4. Discussion Items:
 - A. Advisory Body 2023 Annual Report
 - B. Advisory Body Triennial Review (2020-2022)
 - C. HLAC Advocating for a County Historic Preservation Ordinance
 - D. Establishing Bylaws for the HLAC
 - E. HLAC on the Recently Released Draft Contra Costa County 2045 General Plan
 - F. Delta National Heritage Area (NHA) Management Plan Update - Carol Jensen
 - G. Properties of Interest to the HLAC
5. Committee Member's Comments
6. Next Agenda Discussion: Thursday, February 8, 2024, at 2PM

Attachments:

1. Staff Report for November 9, 2023, Meeting

Contra Costa County Historical Landmarks Advisory Committee (HLAC)
Staff Report for November 9, 2023, Meeting

1. Call to Order

2. Public Comment:

3. Acceptance of Summary Minutes for August 10, 2023, Meeting

4. Discussion Items:

A. Advisory Body 2023 Annual Report

- HLAC staff has attached the Advisory Body Annual Report draft for final comment prior to being taken to the Board in December.

B. Advisory Body Triennial Review (2020-2022)

- HLAC staff has attached the Advisory Body Triennial Review Survey draft for final comment prior to being submitted to the Clerk of the Board in late November.

C. HLAC Advocating for a County Historic Preservation Ordinance

- Members to discuss their August 15, 2023, presentation to the Board.
- The Board considered the recommendations of the HLAC, and referred the matter to the Transportation, Water, and Infrastructure Committee (TWIC), and directed Department of Conservation and Development staff to further analyze a proposed ordinance and return to the Board with options.
- There is no set timetable to go in front of TWIC.
- HLAC staff must first prepare the analysis requested by the Board prior to determining when the HLAC can go in front of TWIC.

D. Establishing Bylaws for the HLAC

- HLAC staff must first prepare the final draft with the members' edits to bring back to the HLAC for a final vote to then bring to the Board for adoption.
- This draft will be ready for the February 8, 2024, HLAC meeting.

E. HLAC on the Recently Released Draft Contra Costa County 2045 General Plan

- The full General Plan draft was recently released for public review: [Draft Contra Costa County 2045 General Plan | Contra Costa County \(konveio.com\)](https://www.konveio.com/contra-costa-county-2045-general-plan)
- The HLAC wants to make sure the content of the last draft is still present in this draft.
- The HLAC also wishes to see (and potentially comment on) the portion pertaining to Native American tribes and resources as this was not present in the last draft they reviewed.

F. Delta National Heritage Area (NHA) Management Plan Update - Carol Jensen

- Carol is also a member of the NHA Advisory Committee, all she will discuss their latest efforts.
- NHA webpage: [Sacramento-San Joaquin Delta National Heritage Area - Delta Protection Commission \(ca.gov\)](https://www.ca.gov/delta-protection-commission)

G. Properties of Interest to the HLAC:

- Diablo Country Club – 1700 Club House Road, Diablo
 - The Diablo Country Club reno project is currently under construction.
- Byron Hot Springs – 5400 Byron Hot Springs Road, Byron

- The Byron Hot Springs building stabilization project received approval from the Zoning Administrator on September 6, 2023. A “board up” building permit is issued. No building permit application has been submitted yet to review construction plans for the stabilization project.
- TUGS restaurant – 6201 Bethel Island Road, Bethel Island
 - A building permit application is under review to convert the bar to a retail/office space building.

5. Committee Member’s Comments

- HLAC members provide suggestions for items to be included on the next agenda.

6. Next Agenda Discussion: Thursday, February 8, 2024, at 2:00 PM.

Attachments:

1. Summary Minutes for August 10, 2023, Meeting
2. Advisory Body 2023 Annual Report draft
3. Advisory Body Triennial Review Survey (2020-2022) draft

Contra Costa County Historical Landmarks Advisory Committee (HLAC)
Summary Minutes for August 10, 2023, Meeting

Members Present: Melissa Jacobson (Vice Chair), Anthony Geisler, David Yuers
(arrived at 2:30 PM), and Ruben Hernandez

Members Absent: Carol Jensen (Chair)

Staff: Dominique Vogelpohl

1. **Call to Order:** The meeting was called to order at 2:22 PM.
2. **Public Comment:** none.
3. **Acceptance of Summary Minutes for May 11, 2023, Meeting:** Anthony Geisler moved to accept the minutes; Ruben Hernandez seconded. The minutes were accepted: 3 Ayes (Jacobson, Geisler, and Hernandez), 0 Nays
4. **Discussion Items:**
 - A. **Required Implicit Bias Training for County Advisory Bodies**
 - HLAC staff informed the members of this new training requirement.
 - HLAC staff will distribute the online training course and materials to the members, and then the members will update and sign their Training Certificate form and return to staff after completing the 3-module course.
 - Members must complete this training before the end of the year.
 - B. **Advisory Body 2023 Annual Report**
 - HLAC staff provided the members with the Advisory Body Annual Report template so the members may provide input to staff to be added to a draft that will be discussed at the November 9th meeting for final comment prior to being taken to the Board in December.
 - Melissa Jacobson wants HLAC staff to verify if the recent discussions with the HLAC, the Diablo Historic Preservation Committee (DHPC), and East Bay for Everyone with regards to the DHPC concerns with the potential effects the General Plan update can have on the Diablo Historic District could be part of the Annual or Triennial report.
 - C. **Advisory Body Triennial Review (2020-2022)**
 - HLAC staff provided the members the Advisory Body Triennial Review Survey template, and the HLAC Annual Reports for years 2020-2022, so the members may provide input to staff to be added to a draft that will be discussed at the November 9th meeting for final comment prior to being submitted to the Clerk of the Board in late November.

D. HLAC Presentation to the Board of Supervisors Advocating for a County Historic Preservation Ordinance

- The HLAC presented to the Board on August 15, 2023.
- The Board considered the recommendations of the HLAC, and referred the matter to the Transportation, Water and Infrastructure Committee, and directed Department of Conservation and Development staff to further analyze a proposed ordinance and return to the Board with options.

E. Status of Historic Resources Inventory (HRI) Map

- HLAC staff informed the members that after the new General Plan is adopted, Action Item COS-A9.1 will become effective, and then HLAC staff will be able to compile the necessary information to provide to the County's GIS Mapping Division to create this map to present to the members.
- The final map will be added to the County HRI.

F. Establishing Bylaws for the HLAC

- HLAC staff presented to the members three Board Orders that are attached to the August 10, 2023, HLAC agenda, that established the HLAC.
- The HLAC began in 1966 by combining the County Parks and Recreation Commission and the County Historical Society.
- The HRI was started by the HLAC in 1976, along with the having the County Planning Director be a member of the HLAC.
- In 2002, the Board reinstated the HLAC in its current format.
- Melissa Jacobson wished to have *experimental* removed and replaced with *natural sites and vistas* in Section 3.2 of the final draft.
- Ruben Hernandez stated it is important that items to be listed to the HRI be identifiable properties, buildings, and/or structures.
- The HLAC considered if heritage trees should be included, but Ruben Hernandez clarified that there is already a nomination process for heritage trees in the County Tree Ordinance.
- Anthony Geisler included Maritime to Section 3.2, and David Yuers added military, and Melissa Jacobson added transportation.
- The HLAC members did not wish to make any further edits to the bylaws draft.
- HLAC staff must revise the draft with the members' edits to bring back to the HLAC for a final vote to bring to the Board for adoption.

G. Delta National Heritage Area (NHA) Management Plan Update - Carol Jensen

- Carol Jensen was absent.

H. Properties of Interest to the HLAC:

- **Byron Hot Springs – 5400 Byron Hot Springs Road, Byron**
 - HLAC staff informed the members that the requested studies and reports were recently submitted and are currently under review for completeness.
- **Bethel Island Fire Station - 3045 Ranch Lane, Bethel Island**
 - No permit activity to convey.

- **TUGS restaurant – 6201 Bethel Island Road, Bethel Island**
 - HLAC staff informed the members that there is a tenant improvement building permit under review to convert bar to retail/office space.
- **Eugene A. Bridgford house – 4090 Gateway Road, Bethel Island**
 - No permit activity to convey.
- **Preston Home – Byron Highway Road, Byron**
 - No permit activity to convey.
- **Diablo Country Club – 1700 Club House Road, Diablo**
 - HLAC staff informed the members that building permits are issued, and the Country Club reno project is currently under construction.

5. Committee Member’s Comments:

- none

6. Next Agenda Discussion: November, 9, 2023, at 2:00 PM.

The meeting adjourned at 3:40 PM.



ADVISORY BODY ANNUAL REPORT

Advisory Body Name: Historical Landmarks Advisory Committee (HLAC)
Advisory Body Meeting Time/Location: 2nd Thursday of Feb, May, August, and Nov; 40 Muir Rd, Martinez
Chair (during the reporting period): Carol Jensen
Staff Person (during the reporting period): Dominique Vogelpohl
Reporting Period: January 1, 2023 - December 31, 2023

I. Activities

(estimated response length: 1/2 page)

Describe the activities for the past year including areas of study, work, special events, collaborations, etc.

HLAC continues to stay involved in the in-progress County General Plan update.

HLAC continues to advocate that the County adopt a Historic Preservation Ordinance.

HLAC Chair, Carol Jensen, continues to represent the HLAC in being an active member of the National Heritage Area Management Plan Advisory Committee for the Delta Protection Commission.

II. Accomplishments

(estimated response length: 1/2 page)

Describe the accomplishments for the past year, particularly in reference to your work plan and objectives.

On August 15, 2023, the HLAC presented to Board of Supervisors to explain its recommendation that protection of historical resources in the unincorporated area of the County could be enhanced if the County were to develop a historic preservation ordinance.

The Board considered the recommendations of the HLAC, and referred the matter to the Transportation, Water, and Infrastructure Committee (TWIC), and directed Department of Conservation and Development staff to further analyze a proposed ordinance and return to the Board with options.

III. Attendance/Representation

(estimated response length: 1/4 page)

Describe your membership in terms of seat vacancies, diversity, level of participation, and frequency of achieving a quorum at meetings.

The five-member HLAC is comprised of four Contra Costa County Historical Society (CCCHS) members and the Deputy Director (DD) of the Department of Conservation and Development, Community Development Division.

Meetings held in 2023 (February 9, May 11, August 10, and November 9):

Melissa Jacobson (Vice Chair), Seat 1: Present, Present, Present, Present

David Yuers, Seat 2: Present, Absent, Present, Present

Anthony Geisler, Seat 3: Present, Present, Present, Present

Carol Jensen (Chair), Seat 4: Present, Present, Absent, Present

Aruna Bhat (DD): Absent; Ruben Hernandez (new DD): - , Present, Present, Present

IV. Training/Certification

(estimated response length: 1/4 page)

Describe any training that was provided or conducted, and any certifications received, either as a requirement or done on an elective basis by members. NOTE: Please forward copies of any training certifications to the Clerk of the Board.

All HLAC members are up to date with their Training Certification for Member of County Advisory Body and Public Service Ethics Education Certification, and newly added Implicit Bias Training Certification.

V. Proposed Work Plan/Objectives for Next Year

(estimated response length: 1/2 page)

Describe the advisory body's workplan, including specific objectives to be achieved in the upcoming year.

HLAC will continue its engagement with Envision 2040 General Plan update and its advocacy in including a Historic Preservation Ordinance in the Zoning Code Update.

HLAC will continue its efforts in updating the Historic Resources Inventory (HRI).

HLAC will continue its efforts to have bylaws adopted.

HLAC Chair, Carol Jensen, will continue participating in the National Heritage Area Management Plan Advisory Committee.

**Contra Costa County Board of Supervisors
Triennial Sunset Review of Appointed Boards, Committees, & Commissions**

MEMBERSHIP

1. How many authorized, voting seats are on the body? *5.*

2. How many authorized, voting seats are currently filled? *5.*

3. Does the body have a sufficient number of members to achieve its mission?

Yes

No

If “No”, do you recommend an adjustment to the number of seats (an increase, decrease, or other restructuring)?

Click or tap here to enter text.

4. Does the body have a sufficient composition of members/types of seats to achieve its mission?

Yes

No

If “No”, please indicate which seats you would modify and why.

Click or tap here to enter text.

5. Has the body experienced any membership challenges (i.e. high vacancy rates, trouble filling seats, high member turnover, difficulty meeting quorum, or issues with recruitment and retention)?

Yes

No

If “Yes”, please describe the membership challenges experienced.

Click or tap here to enter text.

6. Are there special qualifications, requirements, or prerequisites for members to serve on the body?

Yes

No

If “Yes”, please explain whether the requirements are important and necessary, or describe any issues where these requirements have limited recruitment of potential candidates.

The five-member HLAC is comprised of four Contra Costa County Historical Society (CCCHS) members and the Deputy Director (DD) of the Department of Conservation and Development, Community Development Division.

MEETINGS

1. How many “full body” meetings were scheduled during the last 36 months? *14.*
2. How many “full body” meetings were cancelled during the last 36 months? *none.*
3. How many “full body” meetings were cancelled during the last 36 months specifically due to a lack of quorum? *none.*
4. How many subcommittees does the body have and how frequently do they meet? *none.*
5. How many times did members attend meetings remotely for “just cause” in the past year? *beyond COVID, none.*
6. How many times did members attend meetings remotely for “emergency circumstances” in the past year? *beyond COVID, none.*
7. Aside from being in person, how can members of the public view meetings and provide public comment?
 - N/A (i.e. attending in person is the only option)
 - Via both phone and an online platform
 - Via phone only
 - Via an online platform only

COMMUNITY INFORMATION, OUTREACH, & MEETING NOTICES

1. How does the body engage stakeholders and the general public on issues and programs within the body’s area of responsibility? *At the beginning of each meeting there is a PUBLIC COMMENT period that many individuals and historic related organizations participate in. If there are bigger topics brought to the HLAC’s attention, the HLAC has schedules these topics to be discussion items in their agenda to give outside public/organizations more opportunity to discuss their comments/concerns. The HLAC also attends outside organizations’ meetings and events upon request while being mindful to not have enough HLAC members attend to be considered a quorum outside of an official meeting.*
2. How are stakeholder and public input incorporated into the body’s mission and objectives? *Potential historical resources are placed on the HLAC agenda for nomination consideration to be placed on the County Historic Resources Inventory (HRI) and/or receive a Mills Act contract. Affected property owners attend these meetings to present their nomination and/or Mills Act contract request. With current efforts to provide recommendations to the in-progress Envision 2040 General Plan and Zoning Ordinance updates, public input is consistently encouraged, and all public comments provided during discussing these topics at HLAC meetings are added to HLAC’s drafted polices related to historical resources for the General Plan and Zoning Code.*
3. What outreach efforts are undertaken to encourage public participation in meetings and sponsored activities? *Interested parties that request to be on the HLAC agenda group email are added to this group email that goes out prior to each HLAC meeting notifying these interested parties when is the upcoming meeting and also has the meeting’s agenda attached.*

4. How far in advance of the meeting date does the body post its meeting notice? *96 hours minimum.*
5. Where are meeting notices posted? Please note all locations, both physical and electronic. *Public Meetings Agenda Center, HLAC website, in the agenda box in front of the Department of Conservation and Development, 30 Muir Road, Martinez, and the group email to interested parties.*
6. What information is regularly presented to the body's members to keep them informed of the body's performance? *HLAC agendas and minutes*

MISSION & PURPOSE

1. Is this body or its activities mandated by state or federal law or regulations?
 - Yes
 - No

If "Yes", please provide the citation to the applicable law. *Click or tap here to enter text.*
2. What is the original purpose and responsibility of the body, as prescribed in its establishing documents? *The HLAC was formed by action of the Board in 1966 for the purpose of selecting eligible sites and places in the County to be designated as Points of Historical Interest and to be registered as such by the State Department of Parks and Recreation.*
3. Have there been major changes to the body's responsibility (such as changes in legal mandates or in the major activities that it has undertaken)?
 - Yes *If "Yes", please describe these changes. The current purpose of the HLAC is to advise the Board of Supervisors on matters relating to the identification and preservation of historical resources within the County, including identifying eligible sites and places to be listed in the HRI.*
 - No
4. Are the body's bylaws reflective of the body's current mission, purpose, and focus?
 - Yes
 - No
 - N/A - body does not currently have bylaws

If "No", please describe how the body's current mission, purpose, or focus differ from the existing bylaws.
Click or tap here to enter text.
5. Do you recommend changes to the body's mission, purpose, or focus?
 - Yes
 - No

If "Yes", please explain the changes you would suggest and why.
Click or tap here to enter text.
6. What target population or priority communities are served by the body? *All of unincorporated Contra Costa County.*
7. List activities, services, programs, and/or special projects the body delivers to achieve its current mission. *HLAC meetings, and providing recomenaiotns to County staff and the County Board of Supervisors.*

BUDGET

1. Does the body have an annual operating budget?

- Yes
 No

2. Does the body collaborate with any private organization (not the county or an associated governmental agency) that provides, holds, and/or disburses funds on behalf of the body, such as a “Friends” committee or other organization?

- Yes
 No

If “Yes”, please list the organization.

Click or tap here to enter text.

CHALLENGES

1. Are there any additional challenges or problems that the body has been unable to resolve or wishes to bring to the attention of County Administration and/or the Board of Supervisors?

- Yes
 No

If “Yes”, please provide a description of the challenge or concern.

Click or tap here to enter text.

If “Yes”, please also list who is affected by this challenge or problem.

Click or tap here to enter text.

If “Yes”, please also list what changes or other recommendations the committee has considered in response.

Click or tap here to enter text.

ACCOMPLISHMENTS & IMPACT

1. Describe the specific impact of the work of the body and its work in achieving its mission. *On August 15, 2023, the HLAC presented to Board of Supervisors to explain its recommendation that protection of historical resources in the unincorporated area of the County could be enhanced if the County were to develop a historic preservation ordinance.*

The Board considered the recommendations of the HLAC, and referred the matter to the Transportation, Water, and Infrastructure Committee (TWIC), and directed Department of Conservation and Development staff to further analyze a proposed ordinance and return to the Board with options.

2. Describe any effects the body has had on the target population or community. *All of the HLAC’s efforts are to further the protection, maintenance and rehabilitation of historic resources within the unincorporated County.*

3. Optional: Describe any additional comments on the effectiveness of the accomplishments and impact of the body. You may use this space to share additional comments about the work of the body, its effectiveness, the services it provides, or any other related achievements. *Click or tap here to enter text.*