

Mariposa County
Planning Department

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HISTORIC SITES AND RECORDS PRESERVATION
COMMISSION

FINAL ACTION SUMMARY MINUTES

SEPTEMBER 9, 2024 (Approved as Amended 10/21/24)

1. Call to Order and Roll Call

Seeing a quorum, the regular meeting of the Historic Sites and Records Preservation Commission (HSRPC) was called to order by Chair Jacob Hawley at 10:00 a.m.

Commission members in attendance: Jacob Hawley, Jeanetta Phillips, Letha Goger, Jazzmyn Gegere

Excused: Kathleen Leavitt, Clay River

Planning Staff: Polina Pivak, Ben Goger, Matt Hespenheide

Guests: Vincent Kehoe, Mariposa County Assessor-Recorder; Danielle Bondshu Clerk of the Board; Matt Johnson Mariposa, County Librarian

2. Approval of Minutes

Meeting of May 13, 2024

By a unanimous vote, the HSRPC approved a motion by Jeanetta Phillips with a second by Jazzmyn Gegere to accept the minutes as written.

Meeting of June 10, 2024

By a unanimous vote, the HSRPC approved a motion by Jeanetta Phillips with a second by Jazzmyn Gegere to accept the minutes as written.

Meeting of August 12, 2024

By a unanimous vote, the HSRPC approved a motion by Jeanetta Phillips with a second by Letha Goger to accept the minutes as written.

3. Public Comment on Non-Agenda Items: None

4. Review and Recommend for Action

- a. Discussion and Direction on Assessor's Office Maps Loan to National Park Service for Digitization Project for Records Preservation. (see packet)

Vincent Kehoe, Assessor-Recorder, introduced the item: the purpose of the project is to preserve and protect Maps from the Assessor-Recorder's Office. To make them available for future use and research. The maps are currently in Government Building Vault. The vault conditions are less than favorable. The temperature control system is currently not working, and maps are sitting in drawers. Yosemite National Park archivist wants to take the maps and preserve them in their archives building in El Portal. They would copy them and make digital copies to share.

If they have long term possession of the maps, they will have their conservationist begin preservation. There are approximately 700 maps.

Park Service is especially interested in records pre park service in 1874.

The Park Service would complete preservation and digitization that Mariposa County cannot afford to complete.

Under the agreement the maps would be on a long-term loan to the Park Service. Mariposa County would retain ownership. The Park Service will share digital copies of the maps but will credit Mariposa County. (see handout) This will be done at no cost to Mariposa County.

Jeanetta Phillips asked if the County could have a map returned? Archivists would pull maps and give access to the map but not remove the map from the Archives. She mentioned that the Fremont Land Grant is framed and in the Museum. Jacob Hawley said it was important that we have the possibility of displaying some maps in the community.

Letha Goger stated that the scope of the project is huge, and the current vault is not the answer. She would like to see a long-term archive for Mariposa County Records. She would like to see the agreement say there would be monthly/quarterly meetings with the archivists to prioritize and observe the preservation.

Assessor-Recorder, Vincent Kehoe, said the Park Service would meet with us if requested. Matt has spent many hours making an inventory of the maps

(including maps at the Museum). There are about 13 maps that cannot be located.

Jazzmyn Gegere stated we should include a yearly inventory map check. Digitization program should be aware of sensitivities to archeological areas.

Letha Goger suggested the maps be moved to the museum vault as soon as possible. Jacob mentioned that a professional needs to be hired to handle the maps and that they should be moved only one time.

Clerk of the Board, Danielle, stated that she supports the project. Preservation is an incredibly costly process. However, it needs to be done. Matt Johnson, Librarian, offered help if the library can assist.

In conclusion the group was asked to send ideas to Polina. Polina would compile and send the list to Vincent Kehoe. Vincent Kehoe is going to invite Paul from the National Park Service to the next HSRPC meeting. The group agreed to work on a future loan agreement and move forward.

5. Committee Business

- a. Discussion and Potential Direction on Exterior Modification within the Historic Design Review District without HSRPC Review and Approval. Discussion of ideas was held. Jacob to present sign regulations to the Chamber of Commerce. Jeanetta stressed that downtown signs are not conforming to the regulations, including banners and more. Jacob mentioned that outreach and education is needed so the community understands how consistency in the downtown would bring value to our business community.

It was suggested we create a packet to give to new businesses. Code Compliance needs to follow up and enforce noncompliance.

Outreach campaign to community. Polina said the Planning Department is working on getting the information out via social media messaging and strategic design. Polina to put outreach campaign on next agenda as an action item.

- b. HSRPC Project Updates:

- i. Mariposa County Historical Records Digitization Project

Ad-hoc committee, including Jeanetta Phillips, Jazzmyn Gegere, Letha Goger. Agreement recognizing the need for preserved document heritage. There is a 2006 agreement to store records at Museum Vault with the requirement to meet regularly to ensure the correct preservation process and procedures are followed.

There is a need to have interested committees meet and start understanding and communicating on how to care for and preserve documents. Recommendations include 1) meeting monthly/quarterly 2) develop Mariposa County documentary heritage plan 3) envision a Mariposa County archive. Committee suggests we pause digitization while plan is developed and there is consistency throughout departmental digitization projects.

Danielle, Clerk of the board reported: Danielle and staff have been working on County wide record retention policy project defining what records are included as historic records. Waiting for a few departments' information to finalize a draft.

Danielle is currently digitizing Board of Supervisors records in-house. Records should not be destroyed without the Board of Supervisors' approval. Letha Goger suggested that the ad-hoc committee should continue as a partner with the County to better understand record retention and process within the county. The committee should have regular discussions with Danielle.

II. Gold Rush Design Review Guidelines: Nothing new to report

III. Certified Local Government (CLG): Nothing new to report.

Letha Goger recommendation an addition to the by-laws, including Commissioners continuing education, Community Engagement, identifying commissioners experience in archaeology and more. Discussion of recommendations to be added to next agenda.

IV. HSRPC Work Plan: Nothing new to report

V. Historic Resource Inventory Database: Nothing new to report

6. Information Items

Matt Hespenheide, Public Works reminded everyone of a meeting Friday to discuss and tour the Courthouse. The purpose of the discussion is to consider a future interior remodel.

7. Future Agenda Items: None

8. Adjournment:

There being no further business, the meeting of the HSRPC was adjourned by Chair Jacob Hawley at 12:05 p.m.

Submitted by, Richard Westfall