



# FINAL MINUTES OF THE HISTORIC SITES AND RECORDS PRESERVATION COMMISSION

**NOVEMBER 18th, 2024** (Approved 12/09/24)

**TIME: 10:00 A.M.**  
**LOCATION: GOVERNMENT CENTER UPPER FLOOR**  
**BOARD OF SUPERVISORS CHAMBERS**  
**5100 BULLION STREET, MARIPOSA**

## 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 10:01 A.M.

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

Excused: Kathleen Leavitt, Richard Westfall

Planning Staff: Polina Pivak, Elijah Banda, Sophea Craighead

## 2. Approval of Minutes

### a. October 21<sup>st</sup>, 2024 Meeting

Pivak informed the commission that the draft minutes for October 21, 2024, HSRPC meeting will be available at the next meeting due to the extra time needed to review and complete the draft; therefore, staff recommended the minutes be tabled to the next meeting.

*With a motion by Phillips, seconded by River, the Commission approved to table the draft minutes of October 21, 2024 to HSRPC December 9, 2024 meeting. Motion passed unanimously. 5 ayes, 0 nays, 0 abstained, 2 excused (Leavitt & Westfall).*

## 3. Public Comment on Non-Agenda Items

There was no public comment received.

## 4. Review and Recommend for Action

None.

## 5. Committee Business

- a. Discussion and Potential Direction to Update HSRPC Bylaws for Compliance with Certified Local Government Requirements

Pivak provided an update regarding the minor language amendments that were made to the by-laws provisions and explained that the adopted by-laws also required the approval of code changes by the Board of Supervisors by ordinance. She explained that the HSRPC was created by the Mariposa County Code Section 2.90 (established the HSRPC, membership, officers, and duties and responsibilities) and that the commission does not have any by-laws which are required for compliance with Certified Local Government Requirements.

A discussion occurred with Gegere recommending changing the word “committee” to “commission” throughout the by-laws.

Under Article 2, Membership and Term of Office, Section A, Goger expressed her concerns regarding the current membership requirements as they do not have members representing a few of the approved categories and suggested that it would be beneficial for the HSRPC if membership requirements were to include a member from each town planning area. A discussion ensued and the commission concurred with the revision suggested by Pivak, to include the word “encourage” instead of “required” for membership requirements from the approved categories.

Under Article 2, Membership and Term of Office, Section C, Goger asked for clarification regarding absences and emphasized that this is an issue. Hawley agreed with Goger and noted that he would like the commission to understand the importance of attendance. Pivak explained that this section is part of the ordinance in Resolution 2023-624. The commission has concurred to modify the current staff and commission procedure regarding attendance as no revision will be made to Section C.

Under Article 2, Membership and Term of Office, Section D, requiring the commission to attend one information or educational on-site meeting, seminar, or workshop per year that’s provided by staff or designee that pertains directly to the work and functions of the commission. Goger asked for clarification to the word “on-site”. Pivak explained that the word “on-site” is required, per Council, and that staff will provide the training.

Goger directed that staff make the revision to the HSRPC by-laws and bring it back to the commission.

**b. Update and Potential Direction on Next Steps to Address Exterior Modifications within the Historic Design Review District without HSRPC Review and Approval**

Pivak noted that the Planning Director was unable to get this item on the Chamber’s Agenda for the November meeting and advised that he is open to HSRPC direction for the Chamber’s December meeting. Hawley stated that the Chamber’s meeting isn’t the only outlet to reach the public, but that community engagement should be looked into so the public is aware of what the qualifications are regarding the Historic Design Review Application, especially the contractors. Pivak noted that the contractors are not the issue; it’s the applicants. She explained that the contractors provide the applicants with suggestions to meet the requirements, but the applicants refuse to comply.

A discussion occurred regarding an outreach program for the public and business owners who reside or do business in the historic design district. Pivak encouraged the commission to read the Development Code Update, Article 9 regarding Code Compliance. After discussion, the commission agreed that at the first meeting in January 2025, the HSRPC will discuss the language provided by Pivak for their flyer that will be shared with the public through different channels, and Goger will provide an example of a simple but uplifting process plan.

c. **HSRPC Project Updates:**

**I. Records Preservation Program**

Pivak provided an update from the Board of Supervisor's November 12<sup>th</sup> meeting and that she will bring back to the Board for final approval at the December 3, 2024 meeting.

**II. Gold Rush Design Review Guidelines/National Endowment for the Arts Our Town Grant**

Pivak noted that the grant will be going to the Board of Supervisor's December 3, 2024 meeting, and encouraged the commission to attend the meeting.

**III. Certified Local Government (CLG)**

Pivak provided an update that she is still doing background work recommended by the commission and will bring back to the commission when each section is ready for review.

**IV. HSRPC Work Plan**

Pivak noted that this is a working document and advised that if the commission would like to add anything to the plan to please inform staff.

**V. Historic Resource Inventory Database**

Pivak stated that she does not have an update on the Historic Resource Inventory Database at this time.

**6. Informational Items**

Pivak noted that the Development Code Workshop is being held in the Board of Supervisors Chamber Room from 6 pm to 8 pm, November 18, 2024, and encouraged the commission to attend.

**7. Future Agenda Items**

1. The revised HSRPC By-Laws
2. The Gold Rush Design Review Guidelines/National Endowment for the Arts Our Town Grant
3. Certified Local Government
4. HSRPC Work Plan
5. The Museum and County agreement regarding the vault.

**8. Adjournment**

There being no further business, the meeting of the HSRPC was adjourned by Chair Jacob Hawley at 11:14 A.M.

Respectfully Submitted by Sophea Craighead, Acting Secretary for Historic Site & Records Preservation Commission.