



FINAL MINUTES OF THE HISTORIC SITES AND RECORDS PRESERVATION COMMISSION

JUNE 9, 2025 (Approved 7/14/25)

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 10:00 A.M.

Present: Jacob Hawley, Richard Westfall, Clay River, Letha Goger, Kathleen Leavitt, Jeanetta Phillips
Planning Staff: Marcia Burton, Shane Patterson, Steve Engfer
Excused: Jazzmyn Gegere
Guests: Charlie Phillips

2. Public Comment on Non-Agenda Items:

There was no public comment received.

3. Approval of Minutes

a. May 12, 2025 Meeting

By Motion of Kathleen Leavitt, Seconded by Clay River, The Historic Sites and Records Preservation Commission approved May 12, 2025 minutes as presented. 5 Ayes, 0 Nays, 1 Excused (Jazzmyn Gegere), 1 Abstained (Janetta Phillips). Motion Passed.

4. Discussion and Recommendation

- a. Historic Design Review Application No. PLAN-DIS-2025-00033: Recommendation to the Planning Director on New Signage located at 5025 Highway 140, (APN 013-184-011); Joshua Standen, Applicant.

Shane Patterson, Planner II, presented the new signage with a PowerPoint presentation and asked the Commission to provide their recommendation to the Planning Director for determination.

A brief discussion occurred between the Commission and Staff regarding the approved color pallet, sign logo being the Company branding, and lighting. Hawley noted that the original cylinder lights were not historic, but the awning and color were previously approved.

There was no public comment received.

By motion of River, seconded by Leavitt, the HSRPC recommended the approval that the Planning Director approve the new signage as presented located at 5025 Highway 140, (APN 013-184-011). 6 Ayes, 0 Nays, 1 Excused (Jazzmyn Gegere), 0 Abstained. Motion Passed.

5. Committee Business

- a. HSRPC Project Updates:
 - I. Records Preservation Program:

There are currently no updates available.

- II. Historic Design Review Overlay (HDRO) Outreach Campaign:

Hawley reminded the Commission that they had previously discussed scheduling an Ad-Hoc meeting but questioned if this meeting was scheduled.

Goger stated she was present for this discussion and informed the Commission that Pivak will have the Ad-Hoc meeting date scheduled for the middle to late summer. Then noted that Pivak will have a slide deck to present that consisted of their proposed ideas.

- III. Gold Rush Design Review Guidelines:

Goger noted that the grant had been cancelled and shared that Pivak suggested holding off on completing the Gold Rush Design Review Guidelines until after she brings forth an item to the Board of Supervisors for directions. Engfer noted that staff are working on ways to implement and funds for the project.

- IV. Certified Local Government (CLG):

This item was not discussed.

- V. Historic Resource Inventory Database:

Hawley shared that he will be receiving an update from Sarah Hughes and her team after they have corrected names and pre-existing numbers on the maps and will have an accurate number of maps that will be stored in El Portal.

6. Future Agenda Items: None.

7. Discussion:

Leavitt noted that she received an Affective Property Owner (APO) letter regarding the empty lot downtown and that the applicant applied for a liquor license and asked if there was a building permit.

Hawley shared that the applicant applied for a permit for non-permanent businesses.

Charlie Phillips (public) shared that the applicant will be using the parcel for various food vendors throughout the week.

Engfer noted that the applicant had applied to amend the current Conditional Use Permit (CUP) as their plans were out of the original CUP scope and are currently working on the overall project description. Staff will determine if applicant needs to amend the CUP or use the approved 2012 CUP.

A brief discussion occurred between the Commission and Engfer regarding the process of the CUP, zoning, Historic district, CUP conditions, and ABC license.

8. Adjournment

There being no further business, the regular meeting of the HSRPC was adjourned at 10:41 A.M.

Respectfully submitted by Richard Westfall, Secretary for HSRPC