



City of Sunnyvale

Meeting Minutes - Final Heritage Preservation Commission

Wednesday, June 5, 2019

7:00 PM

West Conference Room, City Hall, 456 W.
Olive Ave., Sunnyvale, CA 94086

CALL TO ORDER

Vice Chair Larsen called the meeting to order.

SALUTE TO THE FLAG

Vice Chair Larsen led the salute to the flag.

ROLL CALL

Vice Chair Larsen noted that Commissioners Wu and Michitaka are present, and that Chair Hopkins and Commissioners Valenzuela, Caroompas and Gaudenti are excused absences. She noted that no decisions are to be voted on due to the lack of a quorum.

Mayor Klein was present as the City Council Liaison.

- Present:** 3 - Chair Dixie Larsen
Commissioner Mike Michitaka
Commissioner David Wu
- Absent:** 3 - Commissioner Kenneth Valenzuela
Commissioner Steve Caroompas
Commissioner Shanna Gaudenti

PRESENTATION

1. [19-0634](#) **Update to the Study Issue Process**

Senior Management Analyst, Lupita Alamos-Bisbee, presented on the updated study issue process.

Ms. Alamos-Bisbee reviewed the process to sponsor and rank study issues, and provided tips on what makes a good study issue. She noted that the biggest change is that the City would now require Commissioners to fill out a Study Issue Form, for submittal to the staff liaison. Ms. Alamos-Bisbee noted that staff would then schedule the study issue idea for the Commission to discuss at their next public hearing, which would typically be within 30 days. A majority vote would then be

required to add the idea to a running list of proposed study issues. In October, HPC will review this list and vote on the ones they would like to sponsor. Staff will then prepare a Study Issue Paper for each of the sponsored study issues. In January, HPC will rank their sponsored study issues for City Council consideration. She advised the Commission to submit their forms as soon as possible, but by August at the latest if the Commission would like to see the official Study Issue Paper before ranking.

More detailed information regarding the study issue process can be viewed online: <https://sunnyvale.ca.gov/government/council/study/default.htm>.

ORAL COMMUNICATIONS

None

CONSENT CALENDAR

- 2.A.** [19-0629](#) Approve the Draft Heritage Preservation Commission Meeting Minutes of February 6, 2019

Vice Chair Larsen continued this item to the July 10, 2019 meeting due to the lack of quorum.

PUBLIC HEARINGS/GENERAL BUSINESS

- 3.** [19-0446](#) Updates to the Design Guidelines for the Murphy Station Heritage Landmark District: Forward a Recommendation to the City Council to Adopt a Resolution Updating the Design Guidelines for the Murphy Station Heritage Landmark District, and Find that the Action is Exempt from CEQA Pursuant to CEQA Guideline Sections 15308 and 15061(b) (3). (Study Issue)

Vice Chair Larsen continued this item to the July 10, 2019 meeting due to the lack of quorum.

- 4.** [19-0630](#) **Discussion on Study Issue CDD 16-14:**
Exploring Options for Establishment of a Plaque Program for Heritage Resources - Discussion.

Kelly Cha presented study issue CDD 16-14. Staff and Commissioners discussed the options and process for the Plaque Program.

- 5.** [19-0628](#) **Review Planning Program Budget and Fees for FY 2019/20**

Senior Planner Noren Caliva-Lepe presented Recommended FY 2019-20 budget; however a formal recommendation to the City Council cannot be made due to the

lack of quorum.

Commissioner Wu acknowledged the \$75,000 City Council approved for funding for study issue CDD 19-05.

STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES

Ms. Caliva-Lepe reminded the Commission to submit any study issue ideas to staff.

NON-AGENDA ITEMS & COMMENTS

-Commissioner Comments

Commissioner Wu noted his grievance regarding the major crash that occurred on El Camino Real and Sunnyvale Avenue on April 23, 2019. Vice Chair Larsen noted that a community event was held at the Senior Center, which was attended by many people.

INFORMATION ONLY REPORTS/ITEMS

Ms. Caliva-Lepe noted that Senior Planner George Schroeder will be taking over as the next liaison to the Commission.

Commissioner Michitaka commended Noren's work she completed during her time as the staff liaison to this Commission.

Mayor Klein noted that this is the last meeting he will be attending as the Council Liaison.

ADJOURNMENT

Vice Chair Larsen adjourned the meeting at 8:30 pm.