

2011 ADVISORY BODY ANNUAL REPORT

Advisory Body Name: Contra Costa County Historical Landmarks Advisory Committee (HLAC)

Meeting Time/Location: Meets on a quarterly basis, the second Thursday of the month at 651 Pine Street, Martinez, Room 108 at 2:30 PM

Chair: Mr. Stephen Lawton

Staff Person: Christine Louie, Planner
Department of Conservation & Development
Community Development Division
925-674-7787

Reporting Period: January 2011 – December 2011

I. Activities

- Updated HLAC web page to include updated roster, agendas, forms, and updated Historic Resources Inventory (HRI).
- A Mills Act Agreement Template has been drafted and forwarded to County Counsel and is pending review and completion.
- ‘The Eugene A. Bridgford House’ in Bethel Island was reviewed and recommended to the Board of Supervisors (Board) for addition to the HRI.
- The refinement and adoption of guidelines for the HRI update project and student internship program through the Contra Costa County Historical Society (CCCHS).

II. Accomplishments

- Continued Update of HLAC Web Site
- Nomination of the Eugene A. Bridgford House to the HRI
- Completion of the HRI update for the Martinez and Danville areas

III. Attendance/Representation

The five-member HLAC is comprised of four CCCHS members and the Community Development Director (Community Development Division, Deputy Director). As listed below, one meeting was cancelled due to lack of discussion items, one meeting was cancelled due to a lack of quorum, and a quorum was achieved for two meetings held in 2011:

Committee Member	February 9, 2010	May 11, 2010	August 11, 2010	November 10, 2010
Melissa Jacobson, Seat 1	Cancelled	Cancelled due to a lack of Quorum	Present	Present
Stephen Lawton, Seat 2	Cancelled	Cancelled due to a lack of Quorum	Present	Present
Carol Jensen, Seat 3	Cancelled	Cancelled due to a lack of Quorum	Present	Present
Webb Johnson, Seat 4	Cancelled	Cancelled due to a lack of Quorum	Present	Present
Catherine Kutsuris, Dept. of Conservation & Development, Director ; Aruna Bhat, Dept. of Conservation & Development Community Development Division, Deputy Director	Cancelled	Cancelled due to a lack of Quorum	Present	Present

Ashley Ciaglo, a member of the CCCHS was appointed to Seat 1 of the HLAC on May 12, 2009, and resigned in January 2011, from her seat due to personal time constraints. Melissa Jacobson, a member of the CCCHS, was appointed to the seat vacated by Ms. Ciaglo on July 26, 2011. Aruna Bhat is the deputy director of the Department of Conservation & Development, Community Development Division and is an ex-officio member of the HLAC.

IV. Training/Certification

The HLAC completed the County training for advisory body members on February 28, 2011.

V. Proposed Work Plan/Objectives for Next Year

The HLAC is anticipating addressing a number of items in 2012 including:

- Refining of the HRI update project efforts and evaluating the prior efforts in 2010 for the continuation of the update effort in 2012.
- Staff is working on the review and approval of the Mills Act Contract template form with County Counsel.
- Committee members to attend more training seminars on topics of historic preservation and restoration.