

## **2018 ADVISORY BODY ANNUAL REPORT**

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**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 30 Muir Road, Martinez, at 2:30 PM

**Chair:** Stephen Lawton / Carol Jensen

**Staff Person:** Dominique Vogelpohl  
Department of Conservation and Development (DCD)  
Community Development Division (CDD)  
(925) 674-7888

**Reporting Period:** January 2018 – December 2018

### **I. Activities**

- Flagging in the County computer system (Accela) all historical resources listed in the County's Historic Resources Inventory (HRI) that are located within unincorporated County.
- Performed research in establishing boundaries for the Valona Historic District located within Crockett.
- Research conducted of comparable city and county historical policies and ordinances to act as examples for HLAC contribution to the County General Plan Update.

### **II. Accomplishments**

- Chair Stephen Lawton retires from the HLAC after 11 years of service.
- At the Board of Supervisors meeting held on July 24, 2018, the Board adopted the recommendation of the Contra Costa County Historical Society to reinstate all Committee Members and appoint new Committee Member Melinda McCrary. The new expiration date for all Members is August 13, 2022.
- Carol Jensen and Melissa Jacobson appointed as new Chair and Vice Chair for the HLAC.

### **III. Attendance/Representation**

The five-member HLAC is comprised of four Contra Costa County Historical Society (CCCHS) members and the Deputy Director of the Department of Conservation and

Development, Community Development Division. The February 8 scheduled meeting was cancelled due to a lack of discussion items.

<b>Committee Member</b>	<b>2/8/18</b>	<b>5/10/18</b>	<b>8/9/18</b>	<b>11/8/18</b>
	Cancelled			
Melissa Jacobson, Seat 1	-	Present	Present	Present
Stephen Lawton, Seat 2	-	Present	-	-
Melinda McCrary, Seat 2	-	-	Present	Present
Raymond O'Brien, Seat 3	-	Absent	Present	Present
Carol Jensen, Seat 4	-	Present	Present	Absent
Aruna Bhat, Deputy Director, DCD	-	Present	Present	Present

#### IV. Training/Certification

- Reinstated Training Certification for a Member of a County Advisory Body – the Brown Act and Better Government Ordinance and Public Service Ethics Education Online Proof of Participation Certification
  - Melissa Jacobson, Seat 1
  - Raymond O'Brien, Seat 2
  - Carol Jensen, Seat 4
  - Aruna Bhat, DCD Deputy Director

#### V. Proposed Work Plan/Objectives for Next Year

- Request the Board of Supervisors adopt a Resolution to commemorate former Chair Stephen Lawton for his service to the HLAC.
- Contribute to the in-progress updating of the General Plan.
- Develop concepts for new policies to include in the Open Space Element of the General Plan.
- Update the County Historic Resources Inventory (HRI) to include each resource's correct address, Assessor Parcel Number, whether it is located within unincorporated County or a City jurisdiction, when it was added to the HRI by the Board of Supervisors, and the current status of the building/structure.
- Establishing application forms for nomination to the HRI and proposal of development to already established historical resources on the HRI, and California and National Register.