



Ventura County Cultural Heritage Board Agenda April 27, 2020 Meeting

Notice is hereby given that on Monday, April 27, 2020, at 1:15 p.m. the Ventura County Cultural Heritage Board will convene for an online Public Meeting using video conference and teleconference formats.

In accordance with Ventura County Board of Supervisors Resolution No. 20-20, "Stay Well at Home", which declared a Local Emergency due to COVID-19 and established guidelines for social distancing, the Cultural Heritage Board public meeting will be conducted online using video conference and teleconference formats. The Cultural Heritage Board meeting is open to the public. For detailed information regarding listening to the meeting only, viewing the meeting, and providing public comment, please read the information below.

LISTENING TO THE MEETING ONLY

If you do not have access to a computer or if you would like to listen to the meeting by phone, please follow the steps below:

1. If you are in the United States, dial (669) 900-9128 or (346) 248-7799 or (646) 558-8656 or (253) 215-8782 or (301) 715-8592 or (312) 626-6799. If you dial a number near your current location, you may receive higher audio quality;
2. Enter Webinar ID: 997 0812 0589, when prompted;
3. Enter the Participant ID: 504493, when prompted;
4. Mute the microphone on your handset; and
5. Listen to the meeting.

In Compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Dillan Murray, Cultural Heritage Program Planner, at 805-654-5042 or Dillan.Murray@ventura.org. Reasonable advance notification of the need for accommodation prior to the meeting (48 hours advance notice is preferable) will enable us to make reasonable arrangements to ensure accessibility to this meeting.

VIEWING THE MEETING ON YOUR COMPUTER, TABLET, OR IPAD

To view the meeting on your computer, tablet, or iPad, follow the steps below:

1. Turn on your computer, tablet, or iPad, open your internet browser;
2. Type in <https://zoom.us/j/99708120589>;
3. You will have to register to participate. Please complete the registration information;
4. Upon successful registration, you will be given the information needed to access the meeting. Click the link on the screen following the title "Please click this URL to join". You will be placed in the meeting;
5. Mute the microphone on your computer, tablet, or iPad; and
6. Listen to the meeting.

PROVIDING PUBLIC COMMENT

Written Comments

1. While written comments may be submitted by e-mail during the hearing, the public is encouraged to submit comments no later than 10:00 a.m. on Monday, April 27, 2020, to Dillan Murray via email at Dillan.Murray@Ventura.org. Comments may not exceed 250 words. All comments received prior to the deadline which are 250 words or less will be read into the record by staff. Comments greater than 250 words will be distributed to the Cultural Heritage Board at the hearing and included in the public record;
2. Comments submitted must include the following information:
 - a. Name;
 - b. Item you are addressing with your comment; and
 - c. Your mailing address.

Comments Received by Phone:

1. No later than 10:00 a.m. on Monday, April 27, 2020, dial (805)654-5042 to speak with Dillan Murray. If Dillan is unavailable, please leave a message on his voicemail. Remember to speak slowly and clearly;
2. Voicemail messages must include the following information:

In Compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Dillan Murray, Cultural Heritage Program Planner, at 805-654-5042 or Dillan.Murray@ventura.org. Reasonable advance notification of the need for accommodation prior to the meeting (48 hours advance notice is preferable) will enable us to make reasonable arrangements to ensure accessibility to this meeting.

- a. Name;
- b. Item you are addressing with your message; and
- c. Your mailing address.

AGENDA

- 1. CALL TO ORDER THE MEETING OF THE VENTURA COUNTY CULTURAL HERITAGE BOARD**
- 2. ROLL CALL AND DETERMINATION OF A QUORUM**
- 3. APPROVAL OF AGENDA AND MINUTES OF PREVIOUS MEETINGS**

3a. Vote to approve the April 27, 2020 Agenda

3b. Vote to approve the March 9, 2020 Minutes

3c. Vote to approve the July 22, 2019 Minutes

- 4. PUBLIC COMMENTS**

This time is set aside for public comment on items not otherwise on this agenda which are within the purview of the Cultural Heritage Board (CHB). Speakers wishing to address the Board shall be allowed a maximum of three minutes for their comments. The Board is prohibited from taking action on any item that is not part of the printed and published agenda.

- 5. CONTINUED ITEMS**

None.

- 6. NEW BUSINESS**

6a. Location: Unincorporated Ventura County.

Action: Review, provide comments, and authorize Staff to forward the County of Ventura's 2018-2019 Certified Local Government (CLG) Annual Report to the California State Office of Historic Preservation.

- 7. REPORTS**

7a. Board Member Reports

7b. CHB Program Updates from Staff

8. NEXT MEETING

The next regularly scheduled meeting is May 11, 2020.

9. ADJOURNMENT



Ventura County Cultural Heritage Board Meeting Minutes

March 9, 2020 – Item 3b

County of Ventura • Resource Management Agency • Planning Division

800 S. Victoria Avenue, Ventura, CA 93009-1740 • (805) 654-5042 • vcrma.org/divisions/planning

1. 10:15 A.M. CONVENE THE VENTURA COUNTY CULTURAL HERITAGE BOARD FOR A PUBLIC TOUR HELD AT 121 SOUTH F STREET, OXNARD, CA 93030

A Public Tour was called to order at 10:15 a.m. by Chair Gary Blum at 121 South F Street, Oxnard, CA, 93030. The tour was conducted as part of the property owner's application for a Historical Property Contract (also known as a Mills Act Contract) for the subject property.

2. ROLL CALL AND DETERMINATION OF A QUORUM

CHB Members Present:

Gary Blum, Ricki Mikkelsen, and John Kulwiec.

CHB Members Absent:

Linda Plaks, Miguel Fernandez, and Stephen Schafer.

Staff Present:

Dillan Murray, Cultural Heritage Program Planner, Ventura County Planning Division
Juan Martinez, City of Oxnard

Robin Roy, the applicant and property owner, was also present. As there was no quorum established, Mr. Murray requested that Board Members hold any questions or discussion until the public meeting to be held at 1:15 p.m. later in the day. Ms. Roy led Board Members and Staff on a tour around the interior and exterior of the property, offering information items and pointing out items to be rehabilitated. Staff photographed items to be rehabilitated.

3. ADJOURN UNTIL 1:15 P.M.

4. 1:15 P.M. RECONVENE THE MEETING OF THE VENTURA COUNTY CULTURAL HERITAGE BOARD AT 800 S. VICTORIA AVENUE, VENTURA, CA 93009 (VENTURA COUNTY GOVERNMENT CENTER, ADMINISTRATION BUILDING, SECOND FLOOR, ATLANTIC CONFERENCE ROOM)

CHB Members Present:

Gary Blum, Miguel Fernandez, Ricki Mikkelsen, John Kulwiec, and Stephen Schafer (arrived late).

CHB Members Absent:

Linda Plaks

Staff Present:

Denice Thomas, AICP, Cultural Heritage Program Manager, Ventura County Planning Division

Dillan Murray, Cultural Heritage Program Planner, Ventura County Planning Division

Scott Kolwitz and Juan Martinez with the City of Oxnard were present to discuss Item 9b on the agenda.

5. APPROVAL OF AGENDA AND MINUTES OF PREVIOUS MEETING(S)

5.a. Vote to approve the March 9, 2020 Agenda:

Board Member Kulwicz made a motion to approve the agenda. Board Member Fernandez seconded the motion. Motion passed; 4-0.

5.b. Vote to approve the January 27, 2020 Minutes:

Board Member Kulwicz made a motion to approve the January 27, 2020 Minutes. Board Member Fernandez seconded the motion. Motion passed; 4-0.

6. ELECTION OF OFFICERS WAS MOVED TO THE END OF THE AGENDA

Board Member Kulwicz made a motion to move Item 6 to the end of the agenda to allow any late Board Members time to vote in the election of officers. Board Member Fernandez seconded the motion. Motion passed; 4-0.

7. PUBLIC COMMENTS

None.

8. CONTINUED ITEMS

None.

9. NEW BUSINESS

ADJOURNED AS THE VENTURA COUNTY CULTURAL HERITAGE BOARD

CONVENED AS THE OXNARD CULTURAL HERITAGE BOARD

9a. Location: 121 South F Street, Oxnard, CA 93030 (Landmark No. 161)

Action: Consider a recommendation to the Oxnard City Council to establish a Historical Property Contract (also known as a Mills Act Contract) pursuant to Ventura County Ordinance No. 4225 §1364-10 and §50280 of the California Government Code for the subject property at 121 South F Street (see Exhibit 1 – Location Map) (Case No. CH20-0006).

Disclosures:

Chair Blum disclosed that he had previously met with the Applicant to explain the Mills Act process and provide recommendations.

Presentation by Staff:

Dillan Murray presented a PowerPoint presentation outlining the project location, project description, property background and record, evaluation of historic significance, photos, Mills Contract Application components, and recommended the following actions:

1. **CONSIDER** and **APPROVE** findings one through four noted in the Staff Report, and if approved, **CONSIDER** recommending adoption of the proposed Mills Act Contract to the Oxnard City Council.

Board Member Schafer arrived near the beginning of Staff's presentation.

Deliberation and Recommendation:

Board Member Schafer recommended bringing structural repair and preventive maintenance items towards the front of the Proposed Ten-Year Plan and pushing cosmetic items to the latter portion. Board Member Kulwiec stated that he believed the seismic retrofit was the most important item and recommended the applicant exercise caution and careful consideration when replacing gutters and downspouts. Board Member Kulwiec recommended bringing the item before the OCHB in the future. Board Member Fernandez echoed the importance of the seismic retrofit.

Denice Thomas clarified that the replacement of gutters or downspouts is not currently permitted to be approved by Staff administratively.

Board Member Schafer stated his belief that some annual items were on the low side cost-wise.

Denice Thomas clarified that Mills Act Contract rehabilitation items can be done sooner than outlined, and that Staff have been flexible with property owners as long as items are completed within the identified ten-year time frame (prior to penalties being enacted). However, Ms. Thomas stated that they are technically contracts and can be enforced accordingly. Staff generally ensure that items are completed in the years they are identified, but that items can be done sooner if desired. For adopted contracts to be amended, proposed changes would need the consent of the OCHB and the Oxnard City Council.

Robin Roy, Applicant, stated that she had no issue bringing structural rehabilitation items to the front of the Proposed Ten-Year Rehabilitation Plan, and mentioned a potential seismic retrofit rebate program that she will look into as well.

Chair Blum opined that larger ticket rehabilitation items are often saved to the latter years of a Mills Act contract term so the property owner can accumulate necessary savings. Chair Blum questioned whether requiring larger items sooner would disincentivize potential future Mills Act applicants from applying.

Board Member Schafer stated that certain language in **Exhibit 5: Historic Characteristics and Photos** of the Staff Report was outdated. Board Member Schafer also requested greater specificity in identifying materials, features, and characteristics in Exhibit 5 prior to Staff transmittal to City of Oxnard.

All questions from the Board Members were adequately addressed.

Board Member Schafer made a motion to approve findings one through four identified in the Staff Report, and recommend to the Oxnard City Council adoption of the proposed Mills Act Contract with revisions and clarifications by Staff. The gutter/downspout replacement and seismic retrofit items would be moved to Item 4 and 5, respectively, in the Proposed Ten-Year Rehabilitation Plan, while the original Item 4 and 5 would be shifted to Item 8 and 9. Further, the Staff Report and **Exhibit 5: Historic Characteristics and Photos** would be clarified and revised as requested by Board members. Board Member Kulwiec seconded the motion. Motion passed; 5-0.

Board Member Schafer made a motion to authorize Staff to administratively approve a Certificate of Appropriateness for gutter and downspout replacement/installation upon consultation and concurrence by the CHB Chair and respective CHB district representative. Board Member Mikkelsen seconded the motion. Motion passed; 5-0.

**ADJOURNED AS THE OXNARD CULTURAL HERITAGE BOARD FOR A BREAK
RECONVENED AS THE OXNARD CULTURAL HERITAGE BOARD**

9b. Location: Henry T. Oxnard Historic District (Landmark No. 161)

Action: Receive a briefing from City of Oxnard staff regarding water efficient landscaping in the Henry T. Oxnard Historic District.

Presentation by Staff:

Scott Kolwitz and Juan Martinez with the City of Oxnard discussed a memorandum titled “Water Conservation & the Henry T. Oxnard Historic District” from Oxnard City Staff to the Board, dated December 5, 2019, and copies were distributed. The memorandum outlines the City of Oxnard’s residential parkway landscaping guidelines for the district. City staff require residents to obtain an encroachment permit from City staff prior to modifying parkways. The guidelines call for keeping parkway landscaping as close to the ground as possible by using sod, mulch, or, ground cover, etc (this is to enable the opening of adjacent car doors). Artificial turf is not permitted due to its lack of water permeability. Mr. Martinez explained that there are no current specific landscape standards for front and back residential yards, but that City staff encourage water-wise, permeable landscapes and discourage hardscapes. Stricter state standards for water conservation are ongoing, and City staff are working to integrate these while maintaining aesthetics and cultural heritage values.

Mr. Kolwitz stated that there exists some tension between water conservation mandates and preservation of aesthetic and cultural heritage values. Mr. Kolwitz stated that it is the understanding of City staff that landscaping is not a character-defining feature of the district, but instead features such as deep setbacks, mature street trees, and architecture of individual homes are character-defining. City staff support like-for-like landscape feature replacement and propose to look at existing conditions and original historical survey language when determining appropriate replacement.

Denice Thomas, Planning Division stated that she wanted to raise this issue with the Board as she is concerned about the potential for cumulative landscaping changes in the district and is seeking input and direction from Board Members as to how Staff should proceed with individual cases.

Deliberation and Recommendation:

Board Member Fernandez stated his desire for some review mechanism when assessing the historic value of individual landscape features and what is being proposed.

Chair Blum provided some details regarding historical landscape and hardscape features in the district, and stated his belief that the main

issue at hand was one of incorporating softscape versus hardscape features. Chair Blum encouraged the use of soft materials versus masonry elements such as loose gravel to maintain sensitivity.

Board Member Schafer stated he would like to see the entire landscape review process able to be done over the counter. Mr. Schafer raised the issue of which time period is most appropriate for landscaping to emulate, as there has been organic change over time. Board Member Schafer also posed the question of whether landscaping requirements for district contributors and non-contributors should be treated the same, since the landscaping for non-contributors still affects cumulative impacts to the district. Mr. Schafer stated that detail regarding landscaping features is generally lacking in past historical surveys.

Board Member Fernandez stated that periods of historical significance identified through surveys might be used when determining appropriate landscapes.

Mr. Kolwitz explained the City of Oxnard's current tree replacement policy and replacement requirements.

Board Member Schafer stated that a working group may be needed to resolve some of the outstanding landscaping questions.

Chair Blum recommended working with the tools the City of Oxnard currently has and researching what other historic districts have done, and echoed what Board Member Schafer recommended.

Ms. Thomas recommended that City staff might assemble an approved tree or planting palette developed by an arborist, and based on current and historical imagery, that City staff could use to approve actions administratively. If a proposal falls outside the palette, then it could go to the Board for review.

Chair Blum recommended masonry elements such as retaining walls be included when considering City guidelines.

Board Member Fernandez recommended a landscaping survey be done to document noteworthy trees or plantings. Board Member Schafer stated that he doesn't believe a mechanism exists to prevent the loss of certain plantings, but recommended documenting them and encouraging their retention in the finalized guidelines.

Ms. Thomas discussed tree preservation policies in place in the unincorporated Ventura County and Mr. Kolwitz discussed tools available in the City of Oxnard. Chair Blum mentioned the loss of some trees in the City of Oxnard and expressed concern about the lack of tree preservation policies in place.

Board Member Schafer recommended the City's landscape guidelines include language explaining that certain grass lawns can also be water-wise, and that rock is not the only option.

Ms. Thomas summarized that while no motion was made, Board members provided feedback and supported City staff figuring out what makes sense in the district as well as coming up with alternatives for what applicants can choose from in order to get closer to over-the-counter approvals.

Board Member Schafer noted that the Board on its own won't be able to provide a consensus opinion or specific permitted species, but that the memorandum provided by Oxnard City Staff is an appropriate public tool with additional specific information needed in addition.

Ms. Thomas concluded that a finalized set of guidelines transmitted by Oxnard City Staff can be agendaized before the Board at a future date for review and comment.

ADJOURNED AS THE OXNARD CULTURAL HERITAGE BOARD

CONVENED AS THE VENTURA COUNTY CULTURAL HERITAGE BOARD

10. REPORTS

10a. Board Member Reports:

Board Member Schafer reported that the State Office of Historic Preservation (SHPO) Certified Local Government (CLG) listserv has a useful email for sharing information. Mr. Schafer requested that Staff provide SHPO with Board members' current email addresses. Mr. Schafer also discussed a recent training conference he attended, as well as upcoming events for regional organizations. Mr. Schafer stated that a number of members of the public expressed their opposition to efforts to disband the historic preservation and design review committees in the City of Ventura at a recent meeting of the Ventura City Council, with no vote at that time. Mr. Schafer mentioned that the City of Ventura has contracted with a historic resources consultant to prepare a city-wide historic resources survey.

Board Member Fernandez did not have anything to report. Mr. Fernandez inquired as to the status of the proposed building demolition at the corner of Channel Islands Boulevard and Saviers Road. Oxnard City staff explained that the application was denied by the City's Planning Commission, and no new application has come to staff since that time.

Board Member Mikkelsen thanked Staff for arranging the public tour of 121 S. F Street earlier in the day. Ms. Mikkelsen requested that Staff coordinate the timing of future public tours closer to meetings to maximize Board members' time. Ms. Mikkelsen also reported that there is a new director of the Conejo Valley Historical Society.

Board Member Kulwiec reported updates regarding the homeless shelter in the City of Santa Paula.

Chair Blum reported that the historic photographer of the Henry T. Oxnard Historic District offered negatives taken of the district in the 1990s, and inquired as to where they should be deposited. Oxnard City Staff stated that they would check whether they have the capability to store the negatives. Mr. Blum provided an update on the Oxnard social service center project. Mr. Blum inquired as to the status several projects in the City of Oxnard. Oxnard City staff adequately addressed Mr. Blum's inquires.

10b. CHB Program Updates from Staff:

Dillan Murray provided the Board with an overview regarding Certificates of Approval/Review that were approved administratively and exemptions that were granted in the time between the current and prior meeting, as well as location and general descriptive information on these projects. Board members provided feedback to Staff on the information presented, as well as suggested written informational briefings on administrative approvals and exemptions from Staff in the future.

Ms. Thomas reported on the Burro Flats Cultural District nomination item that is anticipated to come before the Board at the March 23, 2020 meeting. Ms. Thomas explained that the SHPO did not provide the Cultural Heritage Board adequate time to review and comment on the nomination as a CLG, nor adequate time to conduct a public hearing with the Board of Supervisors. As such, CHB Staff requested that the SHPO remove the nomination item from their scheduled meeting on January 31 in order to provide County staff more time to fully and meaningfully involve public participation in the nomination process. The request was granted, and the item removed. The item is anticipated to go before the State Historical Resources Commission at their May second quarter meeting. Ms. Thomas explained recent Staff efforts to

understand the implications of the nomination and anticipated presenting Staff's ultimate recommendation to the CHB and the Board of Supervisors in April or May. Board Member Schafer noted that the State Historical Resources Commission will only consider whether the nomination contains sufficient historic value, irrespective of other implications.

Ms. Thomas stated the CLG report is due to the SHPO in May. Ms. Thomas noted that, spurred by recent cases, she is working to have the Deputy Director of the Ventura County Building and Safety Division come brief the Board regarding the California State Historical Building Code and its applicability at a future meeting. This is intended to be a training that can be noted in the CLG report.

Ms. Thomas provided an update on recent projects that have passed or are near passing their 180-day waiting period per the Cultural Heritage Ordinance following COA denial, including at a residence on Lake Sherwood and at the Billiwhack Dairy property.

Ms. Thomas noted that she will be out of the office for portions of the summer, but has hired a Planner IV to support Dillan Murray at those meetings.

ELECTION OF OFFICERS WAS MOVED TO THE END OF THE AGENDA

Board Member Mikkelsen made a motion to nominate Gary Blum for the position of Chair. Board Member Schafer seconded the motion. Motion passed; 4-0.

Board Member Schafer made a motion to nominate Ricki Mikkelsen for the position of Vice-Chair. Board Member Kulwiec seconded the motion. Motion passed; 4-0.

11. NEXT MEETING

The next regularly scheduled meeting is March 23, 2020.

12. ADJOURNMENT

At 3:57 p.m., the Cultural Heritage Board concurred to adjourn.

Gary Blum, Chair

ATTEST:

Denice Thomas, Cultural Heritage Program Manager



Ventura County Cultural Heritage Board Meeting Minutes

July 22, 2019 at 1:15 p.m.– Item 3c

County of Ventura • Resource Management Agency • Planning Division

800 S. Victoria Avenue, Ventura, CA 93009-1740 • (805) 654-5042 • vcrma.org/divisions/planning

- 1. CALL TO ORDER THE MEETING OF THE VENTURA COUNTY CULTURAL HERITAGE BOARD AT 1:15 PM FOR A PUBLIC SITE TOUR HELD AT THE CLIFF MAY COMMUNITY CENTER, 30 HACKAMORE LANE, BELL CANYON, CA 91307.**

- 2. ROLL CALL AND DETERMINATION OF A QUORUM**

Board Members Present:

Gary Blum, Phil Englander, John Kulwicz, Darwin McCredie, Ricki Mikkelsen, Miguel Fernandez, and Stephen Schafer.

Board Members Absent:

None.

Staff Present:

Denice Thomas, Cultural Heritage Program Manager, Ashley Cook, Cultural Heritage Planner.

- 3. APPROVAL OF AGENDA AND MINUTES OF PREVIOUS MEETING(S)**

- 3.a. Vote to approve the July 22, 2019 Agenda**

Board Member Mikkelsen made a motion to approve the agenda, Board Member Schafer seconded the motion. Motion Passed; 7-0.

- 3.b. Vote to approve the July 08, 2019 Minutes**

Board Member Kulwicz made a motion to approve the minutes, Board Member Fernandez seconded the motion. Motion Passed; 5-0. (Board Members Mikkelsen and Schafer were absent from the July 08, 2019 meeting and abstained from voting).

- 4. PUBLIC COMMENTS**

None.

- 5. CONTINUED ITEMS**

- 5.a. Location: 30 Hackamore Lane, Bell Canyon, Ca 91307**

Action: A request for approval of a Certificate of Appropriateness (COA) (Cultural Heritage Ordinance [CHO] Section 1364-12) for the rehabilitation of

a shopping center in Bell Canyon built by master architect Cliff May on an undesignated property. (Case No. CH19-0013).

Disclosures: None.

Presentation by Staff: Ashley Cook provided a verbal summary outlining changes in the proposed project since the item was heard by the Board previously at the May 13, 2019 meeting. Ms. Cook outlined the project location, project description, background, evaluation of historical significance, and recommended the following actions:

1. **CONDUCT** public hearing, **RECEIVE** oral and written testimony, and **CONSIDER** the County Planning staff report and all exhibits and attachments hereto;
2. **FIND** the proposed project, does meet the requirements of the County of Ventura Cultural Heritage Ordinance and the Secretary of Interior's Standards based on the substantial evidence presented in the staff report and the entire record; and
3. Based on the preceding evidence and analysis, **APPROVE** the Certificate of Appropriateness (COA) (Cultural Heritage Ordinance (CHO) § 1364-12) for rehabilitation of a shopping center including the new proposed courtyard work in Bell Canyon built by master architect Cliff May.

Presentation of Public Speakers:

The applicant and representatives were present to provide clarification on the project description. Cynthia Phakos (architect) noted that the project applicant is on hold pending

Deliberation and Recommendation:

Board Members discussed the proposed project components and questions were adequately addressed by the applicant's representatives and by Staff.

Board Member Schafer made a motion to exclude the proposed canopy element; Board Member Kulwiec seconded the motion. Motion passed; 5-1. Mr. Schafer indicated he would like to see greater specification on the proposed types of windows and where proposed doors would be going. Mr. Schafer stated he did not have any issue with the proposed interior changes.

Board Member Fernandez made a motion for the applicant the specify the size of window bays with follow-up with elevations to fine-tune nature of

windows and doors. Board Member Schafer seconded the motion. Motion passed; 7-0.

Board Member Kulwiec stated that he did not believe the gutters were needed. No motion was made. Board Member Schafer took issue with the firepit, and requested it be addressed in the landscaping plan.

The applicant was informed by staff that an additional application would be needed for proposed trellises and a landscaping plan.

Board Member Schafer made a motion to approve the COA with the conditions outlined previously and outstanding items to return to the Board. Board Member Mikkelsen seconded the motion. Motion passed; 7-0.

6. NEW BUSINESS

CONVENE AS CITY OF OXNARD CULTURAL HERITAGE BOARD

6.a. Location: 152 South "F" Street, Oxnard, CA 93035

Action: Request for approval of a Certificate of Appropriateness (COA) (City of Oxnard Cultural Heritage Ordinance [CHO] Code 1364-12) for the expansion of an existing front porch and stairway on the front elevation of a home in the Henry T. Oxnard District (Ventura County Landmark No. 161), City of Oxnard. (CH19-0024 and City of Oxnard Case No. 19-683-03).

Disclosures: None.

Presentation by Staff: Ashley Cook outlined the project location, project description, background, evaluation of historical significance, and recommended the following actions:

1. **CONDUCT** the public hearing, **RECEIVE** oral and written testimony, and **CONSIDER** the OCHB staff report and all exhibits and attachments on this project; and
2. **FIND** that the proposed project for an expansion of an existing front porch with condition A and B at Landmark No. 161 does meet the requirements of the City of Oxnard Cultural Heritage Ordinance and the Secretary of Interior's Standards based on the substantial evidence presented in the staff report and the entire record,

3. Based on the preceding evidence and analysis, **APPROVE** the Certificate of Appropriateness for the expansion of an existing front porch and stairway with Conditions A and B found in Section III of the staff report.

Deliberation and Recommendation:

Board Members discussed the proposed project. The applicant's representative indicated the incorrect plans were presented before the board. The applicant will resubmit the correct plans to Juan Martinez with the City of Oxnard, and the project will be forwarded to the Board as necessary at a future date.

6.b. Location: County wide – Ventura County Fair

Disclosures: None.

Action: View the presentation that will be shown at the CHB booth at the Ventura County Fair.

Presentation by Staff: Ashley Cook noted that she was unable to present the PowerPoint as intended due to technical issues.

Deliberation and Recommendation: Board Member Fernandez discussed technical requirements for the CHB booth at the Ventura County Fair.

7. REPORTS

7.a. Board Member Reports:

Board Member Schafer did not have anything to report.

Board Member Fernandez did not have anything to report.

Board Member Mikkelsen noted a correction in the previous July 08, 2019 Meeting Minutes.

Board Member McCredie reported that the City of Ojai historic preservation commission taking first steps in creating a downtown historic district through surveys.

Board Member Kulwicz noted that the City of Santa Paula downtown district designation is proceeding slowly. Mr. Kulwicz also noted that the city lost its previous city manager.

Board Member Blum reported that he believes a historic resources survey should be done on the Oxnard Performing Arts Center and will work on potentially recruiting a consultant.

Board Member Englander did not have anything to report.

7.b. CHB Program Updates from Staff:

Ashley Cook noted the corrected date for the next scheduled meeting.

Denice Thomas requested that Board members indicate their menu selection for the upcoming August 26, 2019 CLG training session.

8. NEXT MEETING

Ashley Cook announced the next regularly scheduled meeting is August 12, 2019.

9. ADJOURNMENT

At approximately 3:30 p.m., the Cultural Heritage Board concurred to adjourn.

Gary Blum, Chair

ATTEST:

Denice Thomas, Cultural Heritage Program Manager