Procedures for Preparation and Distribution of HLB Research Reports
December 2008

1. Staff sends an email to the HLB Chair (with copies to all HLB members) indicating an development application has been submitted involving a change to a historic landmark, a change to a structure 50 years or older, a change to a building within the Historic District. The email will include a project description and reference to the project plans (including the "date stamp" of the plans). This project description should be by the HLB researchers in preparation of the HLB research report (see steps below).

2. Two HLB members may volunteer for preparation of the HLB research report. If no HLB members volunteer, the HLB Chair will assign the project to two HLB researchers.

3. The two HLB researchers will pick up full-sized copies of the project plans from the Community Development Department. In preparing their research report, the HLB researchers will check the CD Department's address files and the Sausalito Historical Society's records. The Historical Society is open 10:00 a.m. – 2: 00 p.m. on Wednesdays and Saturdays, or by appointment.

4. If an electronic copy of the completed research report is provided to the CD Department staff at least 96 hours (i.e., four days) prior to the applicable HLB meeting, the research report will be emailed with the HLB agenda. State law requires the agenda to be posted at least 72 hours prior to an HLB meeting.

   If the completed research report is not provided to the CD Department staff in time for inclusion with the emailed HLB agenda, copies will be distributed by the HLB researchers at the HLB meeting.

   If the project requires a joint meeting HLB / Planning Commission meeting, the research report must be provided to the CD Department staff by the end of the Wednesday prior to the joint meeting. This additional time is needed to comply with public hearing requirements applicable to items heard by the Planning Commission.

5. All HLB members are generally expected to conduct site visits to the respective project sites prior to the HLB meeting. In order to be in compliance with the Brown Act requirements, these site visits should be announced prior to the HLB's consideration of the research report. The HLB members should also disclose at the meeting any conversations conducted with applicants, neighbors, or opponents of projects prior to the HLB's consideration of the research report.

6. If any testimony or new information is offered on a project at the HLB meeting, the research report may be revised to include the information. An electronic copy of the revised research report must be provided to the staff for inclusion in the CD Department's electronic file, address file, and HLB file.

7. Consistent with Ordinance 901, An Ordinance Of the City of Sausalito To Provide For Designation, Preservation, and Control of the Historic and Cultural Environment, and Significant Landmarks and Districts of the City of Sausalito, the following information shall accompany each application in order to ensure proper consideration of the application request:

    1. A Site Plan Drawn to Scale ¼" to one foot and an 8 1/2" X 11" reduced copy, indicating clearly and with full dimensions, the following information:
        a. Parcel Dimensions
        b. All Existing and proposed buildings and structures; location, size and height
        c. Yards and open spaces between buildings
        d. Walls and fences: location, height, and materials
        e. Access-Pedestrian, vehicular, services, points of ingress and egress, internal circulation
        f. Colored renderings of all exterior elevations
        g. Overlays for each elevation depicting the original structures at the time if its construction
        h. Samples of material and colors to be used in reconstruction
        i. Other information which may be required but the Historical Landsmarks Board.