CITY OF SAUSALITO
PLANNING DIVISION
MEMORANDUM

Date: June 10, 2015
To: Historic Landmarks Board (HLB)
From: Calvin Chan, Associate Planner
Subject: **Proposed Meeting Schedule Modification and 50-Year Review Memo Process**

HLB Meeting Schedule

Currently, the HLB meets at the same date and time, twice a month, as the Planning Commission (alternate Wednesdays at 6:30 PM). While this arrangement is beneficial for the scheduling of joint Planning Commission/HLB meetings, it poses issues for staff to be concurrently available to both bodies.

Staff proposes modification of the first monthly HLB meeting date to another day of the week so as not to coincide with the meeting of another body (i.e. City Council or Planning Commission, Tuesdays and Wednesdays, respectively).

The second monthly HLB meeting date would remain at its current date and time so as to remain available for a joint Planning Commission/HLB meeting, as necessary. If a joint meeting is not required, the HLB will meet separately at the same date and time as the Planning Commission meeting. If a joint meeting is required, the HLB will meet for the item(s) and adjourn afterwards. A separate HLB meeting will follow the joint meeting, as necessary. Staff will make every effort to schedule joint meetings on the second monthly HLB meeting date.

50-Year Review Memo Process

Currently, staff transmits requests for 50-year review memos at a HLB meeting under the Communications portion of the agenda. In an effort to streamline the process and allow more time for board members to complete the memos, staff proposes the following actions:

1. Staff notifies HLB of 50-year review memo request via email and board members email back with their availability/unavailability to complete the memo. The HLB Chair will confirm assignment if more than two members are available to complete the memo. The due date for memo submission to staff will be noted in the memo request.
2. Staff places 50-year review memo packets into Copy Room for pickup and emails notification to assigned board members.
3. Board members complete the memo and email to staff (Word document and PDF) by due date.
4. Staff compiles packet for HLB meeting with memo and distributes electronically (City website) and in hard copy (Copy Room).