



## **HISTORIC PRESERVATION FUND COMMITTEE**

### **Minutes**

### **October 17, 2016**

*City of Arts & Innovation*

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**October 17, 2016, 2:00 p.m.**  
**Art Pick Council Chamber**  
**City Hall, 3900 Main Street**

COMMITTEE MEMBERS PRESENT: Councilman Mike Gardner, John Field, Michelle Gilleece, Steve Lech, Dave Leonard

STAFF PRESENT: Erin Gettis, Historic Preservation Officer/Principal Planner  
Anthony Beaumon, Deputy City Attorney  
Scott Watson, Assistant Planner

Chairman Gardner called the meeting to order at 2:00 p.m.

#### **COMMENTS FROM THE AUDIENCE:**

Richard Savage, 4458 Rosewood Place, inquired if his request was on the agenda?

Chair Gardner explained that the format of today's meeting was different. Staff has presented a funding plan, instead of individual cases. Mr. Savage is on the agenda and noted that everyone would have an opportunity to speak to their request.

## **DISCUSSION CALENDAR:**

Historic Preservation Funding Committee Grant Cycle IV Funding Plan with a total disbursement of \$102,869 for nineteen (19) grant applications, which have been ranked based on criteria established by the committee.

Erin Gettis, Historic Preservation Officer, explained the funding plan proposed by staff. She stated that there are three current revenues for this program: sales from the "Landmark Legacy book", interest and monies returned from grants that have failed to perform.

Chair Gardner pointed out that there is potential for someone who is not funded today to still qualify, if any of the previously awarded grants fail to perform and go forward with their project.

Scott Watson, Assistant Planner, presented the staff report and update of the projects funded to date. This grant cycle has generated 19 eligible applications with a total award recommendation of \$102,869.00. The total amount awarded to date is \$302,903.50 with a balance remaining for future award of \$2,596.89. He stated each project was ranked using the ranking system recommended by this Committee. He reviewed each of the applications and the grant award recommended for each:

	<b>Case #</b>	<b>Applicant</b>	<b>Address</b>	<b>Amount Requested</b>	<b>Matching Funds</b>	<b>Amount Recommended</b>
1	P16-0125	Gladys Brown	4159 Mission Inn Av.	\$11,062.50	\$11,062.50	\$11,062.00
2	P16-0571	Kathy Allavie	2490 Prince Albert Dr.	\$25,000	\$35,000.00	\$25,000.00
3	P16-0583	Michele Cary	3692 Larchwood Pl	\$22,807.00	\$0 – hardship	\$22,807.00
4	P16-0577	Shwu-Ying Jong	3728 Rosewood Pl.	\$10,000.00	\$10,000.00	\$10,000.00
5	P16-0588	Stephen Gaskin	4925 Brockton Av	\$9,000.00	\$9,000.00	\$9,000.00
6	P16-0575	Karen Stegmann	4957 Magnolia Av	\$25,800.00	\$1,804 – hardship	\$25,000
7	P16-0596	Yung Yuan Koa	3944 Fourth St	\$25,000.00	\$50,000.00	\$0
8	P16-0480	Keith Townsend	5643 Magnolia Av	\$16,852.00	\$16,852.00	\$0
9	P16-0591	Barbara Pope	4595 University Ave	\$25,000.00	\$77,499.00	\$0
10	P16-0548	Kaitlin Chell	4404 Ninth St.	\$4,870.00	\$4,870.00	\$0
11	P16-0574	Richard Savage	4458 Rosewood Pl.	\$5,000.00	\$5,000.00	\$0
12	P16-0597	Cherie Robinson	2691 Orange St.	\$11,257.50	\$11,257.50	\$0
13	P16-0595	Mark Francisco	4040 Fourth St.	\$25,000.00	\$25,000.00	\$0
14	P16-0594	Kathe Mate	3057 Locust St	\$25,000.00	\$0 – hardship	\$0
15	P16-0569	Rogelio Garcia	3746 Farnham Pl.	\$25,000.00	\$6,200.00	\$0

	Case #	Applicant	Address	Amount Requested	Matching Funds	Amount Recommended
16	P16-0590	Evergreen Memorial - Kathie Allavie, President	4414 Fourteenth St.	\$15,000.00	\$15,838.80	\$0
17	P16-0587	Andria Kruse	3680 Ramona Dr.	\$25,000.00	\$0	\$0
18	P16-0592	Jack MacPhetridge	5081 Magnolia Av.	\$12,500.00	\$16,000.00	\$0
19	P16-0593	Michelle Hong	4570 Beatty Dr.	\$11,200.00	\$12,460.00	\$0

Mr. Watson announced that staff did receive two letters of support, one for Kathy Allavie, P16-0571, and one for Stephen Gaskin, P16-0588.

Board Member Leonard inquired why additional projects could not be added and whomever completes their project first is awarded the grant funds?

Ms. Gettis responded that staff looked at other funding programs such as the CDBG program, as a procedural model. In regard to the suggestion, it would be unfair to expect someone to complete their construction and not know if they would be funded, especially as there are two hardship cases in this round of applications. The Committee can make modifications to the funding program. Staff has made these recommendations following the criteria provided by the Committee. The award maximum is \$25,000 and anything over that would require City Council approval.

Board Member Field inquired how the reimbursement process would work for the hardship projects.

Ms. Gettis explained that it would depend on the applicant's situation. The cases that aren't hardship applications, it is always on a reimbursement process. Under the hardship case, staff will work with the applicant in measurable milestones to which they can submit invoices intermittently on a case by case basis.

Chair Gardner referred to number 6, P16-0575, Karen Stegmann. This is a hardship grant request and staff is recommending to fund a little less than the full amount. Is the applicant able to provide the additional amount to complete the project successfully?

Mr. Watson indicated that based on the application received, the applicant has said she is able fund \$1,804 of the project. Staff can take the approach as recommended by Ms. Gettis taking the project in milestones. Whether or not she can afford the \$1,804, he deferred to the applicant.

Chair Gardner noted this was a relatively small amount but that it was also important for the Committee to understand the project and ensure the funding will be successful. He called Ms. Stegmann to the podium and asked if she was confident to successfully complete the project.

Ms. Karen Stegmann stated that the total for this project was \$27,604. She stated she is currently having difficulty with her finances and it was extremely tight. She did not have any extra money and to cover \$1,000 would be stretching it. She stated she really needed this project but was going through a financial hardship at the moment.

Chair Gardner asked if staff were prepared to take this case to City Council, should the Committee recommend allocating the remaining dollars towards this project.

Ms. Gettis stated that there is sufficient funds to fully fund the project and staff would be prepared to submit the project for City Council approval.

Chair Gardner inquired if staff had a rough idea of the amount to be generated from the book sales?

Ms. Gettis responded that it is expected that the books will generate \$40,000 in sales. To date the amount sold has been \$4,400.

Chair Gardner asked if there was anyone in the audience that would like to speak. He asked that they come up based on the order of the applications.

1. P16-0125 - Gladys Brown thanked the Committee for sending her away without any funds during the last cycle. She followed the Committee's recommendation to examine why the cracks were occurring and realized she had a foundation issue. She feels, as a homeowner, she is in better position to feel safe and secure in her home. Also, she looked at the recommendations and tailored it down to the foundation, code violations and hoped that the Committee can see she was very conscientious in following the Committee's advice and suggestions.
2. P16-0571 - Kathy Allavie distributed pictures of the roof line of her home. The roof is the most unique thing about this home. The roof line is incredibly unique to the home and to Riverside. It has been an incredible effort to find qualified people to roof and qualified materials to reroof her home with.

Board Member Lech inquired what the Fire Department's recommendation is regarding the use of cedar shakes.

Ms. Allavie replied that she will have to obtain a variance from the Fire Department and she will have to treat the cedar shakes. She cannot obtain new insurance unless she removes the cedar shakes but her current insurance company will still cover her home.

3. P16-0583 – Michele Cary stated she was grateful that her project was recommended for funding. She thanked staff and the Committee.
4. P16-0577 – no one was present to speak.
5. P16-0588 – Ms. Gaskins stated she was grateful and appreciative for the consideration of her home.
6. P16-0575 – Karen Stegmann thanked everyone for their consideration and assistance.
7. P16-0596 – Heather MacFletcher, asked if there should be additional funding, would the applications be considered in this same order?

Ms. Gettis explained that the cases were in order of staff's evaluation. She suggested, with the City Attorney representative's review, that additional of language be added so that the unfunded applications received this cycle are be eligible to reapply in the future

should there be additional funding. It would be staff's recommendation to run a new application cycle and accept new applications in the future should additional funds be available, rather than continuing today's applications for future consideration.

8. P16-0480 – no one was present to speak.
9. P16-0591 – Regan Pope, wondering if there were any emergency funds or a different funding source?

Ms. Gettis suggested the Riverside Housing Development Corporation (RHDC) and provided Ms. Pope with her card.

10. P16-0548 – Kaitlyn Chell, stated that the description of her project is not accurate. She submitted solely for exterior painting. She noted that she was in a high traffic area at the corner of Ninth and Pine. She has requested the least amount of funding this cycle. She has put in \$30,000 into structural issues for her home.

Mr. Watson stated that the project description in the staff report is an error, however, the evaluation and ranking was done by the information provided in the application. The project was also noticed based on the actual application.

Chair Gardner stated he would recommend Ms. Chell reapply at a future date.

11. P16-0574 – no one was present to speak.
12. P16-0597 – no one was present to speak.
13. P16-0595 - no one was present to speak.
14. P16-0594 - no one was present to speak.
15. P16-0569 – Larnie Omingo, representing her brother-in-law, spoke in support of Mr. Garcia's request for grant funds.

Chair Gardner recommended they work with staff to see if they can reapply in the next round of funding.

16. P16-0590 – Evergreen Memorial – Kathy Allavie, President, stated it was hard to obtain funding for the cemetery. The cemetery is a valuable historic resource and needs support.

Board Member Field asked Ms. Allavie to contact the County Supervisor's office to discuss possible funding.

17. P16-0587 – no one was present to speak.
18. P16-0592 – no one was present to speak.
19. P16-0593 – no one was present to speak.

The public comment period was closed.

**MOTION** by Board Member Lech, **SECOND** by Board Member Field: To 1) Approve the recommendations of the Grant Cycle IV Funding Plan; 2) Authorize the City Attorney's Office to prepare the standard HPFC Contracts, and authorize the City Manager, or his designee, to execute such Agreements; 3) Authorize the Cultural Heritage Board staff to assist in executing the

program. The Board also recommended that Planning Case: P16-0575, 4957 Magnolia Avenue, requested by Karen Stegmann be forwarded to the City Council for approval of \$27,604.00

MOTION CARRIED unanimously.

Chair Gardner encouraged everyone who did not receive funding this round to check back in the future. He hopes to brooch the subject, if he Committee agrees, to the City Council in an effort to obtain their support to generate additional funds.

## **ITEMS FOR FUTURE AGENDAS:**

Chair Gardner asked staff to consider a mitigation fund for historic properties to be demolished. Would there be value in a process where someone can buy mitigation to demolish something that clearly has historic value that may be outweighed by other circumstances? This isn't something this Committee could approve but it could potentially be a source of revenue for this fund. The proposal would need to go through the Cultural Heritage Board, Planning Commission and City Council but it is a discussion worth having.

Ms. Gettis added that staff has been creating a list of ideas to reinvigorate the fund and will add this suggestion to the list. Staff will be requesting meetings in the future to discuss pathways forward on this.

## **MINUTES:**

The minutes of July 21 and September 9, 2016 were approved as presented.

**MOTION** by Chair Gardner, **SECOND** by Board Member Gilleece: To **APPROVE** the minutes of July 21, 2016.

MOTION CARRIED: Unanimously

**MOTION** by Board Member Lech, **SECOND** by Board Member Field: To **APPROVE** the minutes of September 9, 2016.

MOTION CARRIED:

AYES: Gardner, Field, Lech

NOES: None

ABSTAIN: Gilleece, Leonard

## **ADJOURNMENT:**

The meeting was adjourned at 3:00 p.m. to the next meeting to be determined.

*Minutes approved as presented at the January 13, 2017 meeting.*