



# Memorandum

**TO:** Historic Landmarks Commission **FROM:** Courtney Damkroger

**SUBJECT:** SEE BELOW

**DATE:** October 21, 2004

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## DISCUSSION AND SELECTION OF HISTORIC LANDMARKS COMMISSION COMMITTEES AND COMMITTEE MEMBERSHIP

### BACKGROUND

At the September 24, 2004 retreat the Historic Landmarks Commission discussed the committee structure and composition of the active subcommittees including: the Design Review Committee (DRC), liaison to the History San Jose Collections Committee, the Japantown Survey Committee, liaison to the *Ad Hoc* Survey Committee and the liaison to the Coyote Valley Specific Plan Technical Advisory Committee. It was agreed that Committee composition would be determined at the November HLC meeting.

### ANALYSIS

Discussion of each active or potentially active HLC committee follows:

#### **Design Review Committee**

(Justine Leong, Chair; Gloria Sciara (retired), Steve Polcyn)

At the HLC Retreat, it was noted that Planning Staff and DRC members have worked to refine the meeting format and that Council approval of design guidelines has helped to focus the basis for comments. Commissioners observed that the DRC helps prepare applicants for the full Commission meeting and that DRC has provided feedback that has improved project proposals.

Chair Polcyn noted that the design review of projects is important, and as such would warrant the involvement of more than three Commissioners. Prior to electing DRC members for the 2004-2005 year, Commissioners asked Planning staff to investigate the possibility of electing more than three members to the DRC with rotating attendance. Commissioner Leong also suggested that the DRC chair prepare the meeting synopsis. At this time, the membership of the 2004-2005 DRC subcommittee has not been established.

Planning staff discussed the Commission's interest in revisions to the DRC with the City Attorney's Office (CAO). The CAO stated that by definition, a subcommittee is not the full commission and could not be composed of a quorum (four or more members). In addition, the American Heritage Dictionary defines subcommittee as "a subordinate committee composed of members appointed from the main committee." If the DRC were to be composed of a quorum, the DRC meeting would have to be treated as a regular meeting and provide noticing as such. The direct costs and staff time involved in preparing a formal agenda, publishing items in the

local newspaper and providing the required mailing notices as well as the packet preparation would be significantly more and allow less flexibility than the current system of the email agenda, posted online agenda and a posted Hearing Notice at City Hall. With regard to rotating Commission members, the CAO stated that the DRC members should elect the Commission members to serve on the committee for a specified time and may also elect an alternate.

In order to address the Commissioners' interest in greater information sharing between committees and the Commission, the DRC synopsis report could be placed on the agenda at the regular HLC meeting, so that Commissioners could request discussion of specific items.

#### ***Ad Hoc Survey Committee***

Currently inactive (Steve Polcyn, HLC liaison)

The Commission felt there may be a need for reactivating this committee.

#### **History San Jose Collections Committee**

(Michael Youmans HLC Liaison)

Vice Chair Youmans voiced his interest in remaining as the HLC Liaison to the History San Jose Collections Committee

#### **Japantown Survey Committee**

(Stephen Polcyn, HLC liaison)

Chair Polcyn voiced his interest in remaining the HLC Liaison to the Japantown Survey Committee.

#### **Coyote Valley Specific Plan Technical Advisory Committee**

Commissioner Paim was elected as the HLC liaison to the Coyote Valley Specific Plan Technical Advisory Committee in the Fall 2004. At the September 24th retreat Chair Polcyn offered to serve as an alternate for Commissioner Paim when needed.

#### **Dublin Sister City**

Commissioners not feel the Dublin Sister City program needed to form a committee, however they did feel it should be added to the HLC Agenda committee list for future reporting.

### **RECOMMENDATION**

Planning staff recommends that the Historic Landmarks Commission elect one member to serve as the liaison to the 2004-2005 History San Jose Collections Committee and one member to serve on the Japantown Survey Committee, one member to serve as the alternate to the Coyote Valley Specific Plan Technical Advisory Committee (Commissioner Paim is the HLC liaison), elect three members and one alternate to serve on the 2004-2005 Design Review Committee with the additional recommendation that it be the responsibility of the DRC members to contact the alternate in the event the regular member cannot attend the meeting, and place the DRC synopsis report on the full Commission meeting agenda as an informational item and for discussion by request.

Courtney Damkroger  
Historic Preservation Officer