



## Staff Reports

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**File #:** 259-2024, **Version:** 1

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**To:** Honorable Mayor and Members of City Council

**From:** Tiffany Carranza, City Clerk

**Prepared By:** Tiffany Carranza, City Clerk

**TITLE:**

Cultural Heritage Commission Membership

**RECOMMENDED ACTION:**

Appoint two individuals to the Cultural Heritage Commission as follows:

- 1) Appoint incumbent Sara L. Van Giesen to serve an additional term beginning immediately and ending on June 30, 2026; and
- 2) Appoint incumbent William A. Tuikka, designated as a Preservation Professional, to serve an additional term beginning immediately and ending on June 30, 2026.

**DISCUSSION:**

**COMPOSITION AND PURPOSE OF THE COMMISSION**

The Cultural Heritage Commission (CHC), is a five-member advisory body to the City Council on matters related to preservation of historic resources, particularly regarding the Historic Resources Element of the General Plan, and the Historic Preservation Ordinance (Napa Municipal Code Chapter 15.52). The Commission acts as the decision-making body for specified actions, particularly related to the consideration of certificates of appropriateness. (For detailed information on the composition, duties, and qualifications, see NMC Chapters 2.70 and 15.52).

No less than two members of the Commission must be designated “preservation professionals” defined as those who demonstrate professional experience in the field of architecture, landscape architecture, history, architectural history, rehabilitation and construction, urban planning, American studies, cultural geography, pre-historic and historic archeology, folklore or cultural anthropology, conservation, or other historic preservation related disciplines to such extent available in the community.

All members of the Commission must be registered voters and full-time residents, with the exception of the two designated preservation professionals, who may be full time residents of either the City of Napa or the County of Napa

**NUMBER AND TIMING OF VACANCIES INCLUDING SPECIAL QUALIFICATIONS**

There are two seats to be filled due to the term expirations of William A. Tuikka and Sara L. Van Giesen, effective June 30, 2024. William A. Tuikka is serving in the capacity as one of the two

preservation professionals (see above definition).

In accordance with NMC Section 2.70.060, the recruitment and selection process should be conducted in order to encourage adequate representation from the city's historic districts, including Alta Heights, Downtown Napa, Spencer's Addition/West Napa, Soscol Gateway/East Napa, and the Napa Abajo/Fuller Park National Register District.

## RECRUITMENT PROCESS

The City Clerk accepted applications for the Commission from May 15, 2024 through June 7, 2024. Recruitment announcements were published on the City's website, posted at various locations at City Hall, Human Resources, and the Community Services building, and sent to the Napa County Library, Napa Valley College, Napa Chamber of Commerce, Napa Valley Unified School District, Napa County Board of Supervisors, Napa County Administration, Napa County Hispanic Chamber of Commerce, Napa Valley Community Housing, Puertas Abiertas Community Resource Center, and Leadership Napa Valley.

## APPLICATIONS RECEIVED

Two applications were received from incumbents William A. Tuikka and Sara L. Van Giesen.

William A. Tuikka was first appointed by the City Council on August 26, 2014. Mr. Tuikka currently serves as a Preservation Professional.

Sara L. Van Giesen was first appointed by the City Council on June 10, 2003.

## FINANCIAL IMPACTS:

None.

## CEQA:

The City Clerk has determined that the recommended action described in this agenda report is not subject to CEQA, pursuant to CEQA Guidelines Section 15060(c).

## DOCUMENTS ATTACHED:

ATCH 1 - Applications

## NOTIFICATION:

Applicants