



## Staff Reports

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**File #:** 1932-2019, **Version:** 1

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

**From:** Tiffany Carranza, City Clerk

**Prepared By:** Paulette Cooper, Office Assistant II

**TITLE:**

Cultural Heritage Commission Membership

**RECOMMENDED ACTION:**

Interview applicants and appoint two individuals to the Cultural Heritage Commission; with one being designated as a Preservation Professional, terms effective July 1, 2019 through June 30, 2021.

**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 City's Historic Preservation Element (within the City's General Plan). 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 Deborah Macdonald and Sarah Van Giesen-Clark, effective June 30, 2019. Ms. Van Giesen-Clark is serving in the capacity as one of the two preservation professionals (see above definition).

In accordance with NMC 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 Committee from May 2, 2019 through May 31, 2019. 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 Coalition of Non-Profit Agencies, Napa Valley Community Housing, Puertas Abiertas Community Resource Center, and Leadership Napa Valley.

## **APPLICATIONS RECEIVED**

Four applications were received: Deborah Macdonald, Jessica Penman, Sarah Van Giesen-Clark, and Karen Wesson.

Sarah Van Giesen-Clark and Karen Wesson have applied as Preservation Professionals.

## **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

ATCH 2 - Email from Applicant

## **NOTIFICATION:**

Applicants