The Historic Preservation Commission Welcomes You to this Meeting and Invites Your Participation.

Frank E. Miller, Chair
Ian Blackwood, Vice-Chair **David Hooks**
Andrew Meyer **Rebecca Barker**
Judith Steen **Gordie Schwartz**

Staff: Janice Lum, Associate Planner

Visit the City's Web Site at **www.cityofsantacruz.com** with links including City Advisory Body Meeting Agendas and Minutes, advisory body information and the Santa Cruz Municipal Code.

The City of Santa Cruz does not discriminate against persons with disabilities. Out of consideration for people with chemical sensitivities, we ask that you attend fragrance free. Upon request, the agenda can be provided in a format to accommodate special needs. Additionally, if you wish to attend this public meeting and will require assistance such as an interpreter for American Sign Language, Spanish, or other special equipment, please call the Planning Department at 420-5110 at least five days in advance so that we can arrange for such special assistance. The Cal-Relay system number: 1-800-735-2922.

THE FOLLOWING INFORMATION WILL AID YOU IN UNDERSTANDING THE PROCEDURES BY WHICH THE HISTORIC PRESERVATION COMMISSION CONDUCTS ITS BUSINESS:

Please contact City staff prior to the meeting if you have questions about agenda items.
The public input period is best used to present your views on an issue.

❖ SUGGESTIONS FOR SPEAKERS AT MEETINGS

Prepare your comments beforehand for the most efficient use of your time; avoid repetition.
If you are speaking about an item on the agenda, stay on the issue being considered by the advisory body. Relax—there's no need to be nervous. The advisory body truly wants to hear your comments and ideas. It does not expect a "professional" presentation.

❖ ORAL COMMUNICATIONS

If you wish to speak to the Historic Preservation Commission about an item not on the agenda, you should do so under "Oral Communications."

- A maximum of 15 minutes will be set-aside for members of the public to address the advisory body on any item not on the agenda.
- Presentations will ordinarily be limited to ***three minutes*.**
- Priority will be given to individuals who did not speak at the previous meeting's Oral Communications.

- Individuals may not speak more than once during Oral Communications.
- All speakers must address the entire body, and will not be permitted to engage in dialogue.
- The advisory body may not take action on oral communications, but may direct that the issue discussed be agendized for a future meeting.

Speakers are requested to sign the sheet placed near the speaker's stand so that their names may be accurately recorded in the Minutes of the meeting.

❖ CONSENT AGENDA

All items appearing on the Consent Agenda are considered to be routine and will be acted upon in one motion. Specific items may be removed by members of the advisory body or public for separate consideration and discussion.

❖ GENERAL MEETING CONDUCT

While the advisory body is in session, all persons shall preserve order and decorum. Any person making personal, impertinent, or slanderous remarks, or becoming boisterous or otherwise disrupting the meeting shall be barred by the presiding officer from further attendance at said meeting unless permission for continued attendance is granted by a majority vote of the advisory body.

Every member of the public and every advisory body member desiring to speak shall address the presiding officer, and upon recognition by the presiding officer, shall confine comments to the question under debate, avoiding all indecorous language and references to personalities and abiding by the following rules of civil debate:

a) We may disagree, but we will be respectful of one another.
b) All comments will be directed to the issue at hand.
c) Personal attacks should be avoided.

❖ ORDER OF GENERAL BUSINESS

Advisory bodies normally follow the same procedure in the discussion of any item. In the case of a public hearing, the procedure may be more formal, whereas in the discussion of an item under the heading "Discussion Items," the discussion may be less formal:

- The Chair announces the item.
- Staff presents the staff report and answers immediate member questions.
- In the case of a public hearing, the applicant or appellant makes a presentation.
- The presiding officer concludes the public input; the advisory body deliberates and takes action.

❖ ORDER OF PUBLIC HEARINGS

- The Chair announces the item.
- Staff presents the staff report and answers immediate member questions.
- Applicant Presentation – twenty minutes—the presiding officer may revise time.

- If an appeal, Appellant Presentation (if not the applicant) – twenty minutes—time may be revised by the presiding officer.
- Public Comment – three minutes—the presiding officer may set maximum total time.
- Advisory body deliberation and action.

❖ ANNOUNCEMENTS

The Chair or Members may make announcements of general interest to other Members or members of the public. These announcements may include, but not be limited to meeting schedule information, meetings of general community interest, or other general information.
No written material will be presented, no recommendations will be made, and no actions will be taken, although the advisory body may direct staff to report back with regard to an item that is the subject of an item for future discussion at a regular or special meeting.

❖ INFORMATION ITEMS

Information Items may be provided on an agenda. No action may be taken on Information Items; however, advisory members may request that Information Items be placed on a future agenda for discussion and action. Public comment will be welcome on any Information Item. The Chair will establish time limits.

❖ COMMITTEE REPORTS

Any member of this advisory body sitting on a subcommittee, or another advisory body, may provide a brief oral report as an update. A summary of such report will be presented in the minutes, if no written material is presented. No action may be taken unless properly agendized. Public comment will be welcome on any oral report. The Chair will establish time limits.

❖ COMMUNICATIONS TO COUNCIL

All resolutions and recommendations adopted by the advisory body and addressed to the City Council shall be delivered to the Mayor as soon as possible, and at least by the next Mayor's Department Head agenda review meeting. If the action requests Council action, the item will be placed on a future City Council agenda, or a reply will be sent back to the advisory body with an appropriate response at the discretion of the Mayor, with a copy to the Councilmembers. (Council Policy 5.14)