

Call to Order (Attendance, Agenda, Ethics)

Introductions

Approval of Agenda for March 2, 2023

Approval of Meeting Minutes from February 2, 2023

Call for Public Comment

Discussion of Draft Letters to City Council

Review of Permit Applications

Final review of 2023 / 2024 work plan proposal / Budget request discussion

Committee Updates

New/Old Business

Summary of Action Items (*Facilitator*)

Adjourn

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**Call to Order (Attendance, Agenda, Ethics)**

Acting Chair Eric Kortum called the meeting to order at 2:07 PM.

**Commissioners in Attendance:** Blaine Cliver, Eric Kortum, Jon Mooallem, Zachary Allen, and Rick Chandler. Commissioner Hughes was absent and excused. City Council Liaison Clarence Moriwaki was present. City Staff present were Senior Planner Kelly Tayara, and Administrative Specialist Marlene Schubert, who monitored meeting and prepared minutes.

**Motion: I make a motion that Commissioner Eric Kortum be our new Vice-chair.**

**Cliver / Chandler: Passed Unanimously**

**Review & Approve Agenda**

**Motion: I make a motion that we approve the March agenda.**

**Cliver / Chandler: Passed Unanimously**

**Review & Approve Minutes – February 2, 2023**

**Motion: I'll make a motion to approve the February minutes.**

**Cliver / Chandler: Passed Unanimously**

**Public Comment - None**

**Discussion of Draft Letters to City Council**

Letter regarding consideration about the police station building was read and commissioners discussed the contents. An amendment was requested to change the first sentence of the first paragraph from police station to fire station.

**Motion: Forward to council after amending the 1<sup>st</sup> paragraph from police station to fire station.**

**Cliver / Allen: Passed Unanimously**

Letter regarding Certified Local Government (CLG) grant funding for Suyematsu Farm historic building stabilization was read and commissioners discussed the contents. An amendment was requested to change the fifth sentence of the first paragraph to remove the hyphen from between Filipino and American and to change the third sentence of the second paragraph from fireplaces stabilized to foundations stabilized.

**Motion: Move to forward to council after amending the 1<sup>st</sup> paragraph to remove a hyphen and the fifth paragraph to change “fireplaces” to “foundations”.**

**Cliver / Mooallem: Passed Unanimously**

### **Review of Permit Applications**

Review and discussion of MacGregor dwelling demolition on North Madison Avenue.

**Motion: I make a motion to make an advisory to approve the demolition**

**Mooallem / Cliver: Passed Unanimously**

### **Final Review of 2023-2024 Work Plan / Budget request discussion**

Review and discussion of final version of work plan.

**Motion: I make a motion to approve as final and send to staff**

**Allen / Cliver: Passed Unanimously**

### **Committee Updates:**

- **Identifying Register-eligible Properties**  
Commissioners Chandler, Kortum, and Cliver volunteered to work on this committee.
- **Public Education/Public Outreach**  
Public Education / Public Outreach has been shortened to Public Outreach / Akio Day and has been reassigned to Commissioners Allen, Mooallem, and Chandler.
- **Suyematsu Farm**  
Chair Hughes and Commissioners Chandler and Kortum will form this committee.

### **Old Business**

- Administrative Specialist Argetsinger has provided a draft HPC manual to Senior Planner Tayara for review.

### **New Business**

- Commissioner Cliver has requested a meeting be set up between DAHP and City Council to provide CLG information about Suyematsu Farm. Kelly will forward the request to the Planning Manager.

**Adjourn:** The meeting adjourned at 4:05 pm by Vice-chair Kortum.