

CITY OF VENTURA

# HISTORIC PRESERVATION COMMITTEE MINUTES

*Vacant*, Chair  
Rachel Perzel, Vice-Chair  
Paul Muller, Member  
Elizabeth Soriano, Member  
*Vacant*, Member

Peter Gilli, Community Development Director  
Neda Zayer, Assistant Community Development Director  
Andy Heglund, Senior Assistant City Attorney  
Antoinette Mann, City Clerk

**REGULAR MEETING**  
**THURSDAY, AUGUST 19, 2021 – 6:00 P.M.**  
**WEBEXT EVENT**

Vice-Chair Perzel called the meeting to order at 6:00 PM.

**ROLL CALL**

Present: Members Muller, Soriano, and Vice-Chair Perzel

Staff: Peter Gilli, Community Development Director  
Neda Zayer, Assistant Community Development Director  
Andy Heglund, Senior Assistant City Attorney  
Antoinette Mann, City Clerk  
Courtney Deppen, Recording Clerk

**OATH OF OFFICE FOR NEW HISTORIC PRESERVATION COMMITTEE MEMBER –**  
City Clerk Antoinette Mann administered an Oath of Office for Committee Member Elizabeth Soriano.

**PUBLIC COMMUNICATIONS – None**

**INFORMATIONAL ITEM**

**1. Quasi-Judicial Discussion.**

Have a discussion on the public hearing process and the quasi-judicial role of the Historic Preservation Committee

**Staff:** Peter Gilli, Community Development Director

Community Development Director Gilli gave a PowerPoint presentation on the public hearing process and the quasi-judicial role of the Historic Preservation Committee (HPC).

Committee Member Muller appreciated the distinction between Quasi-Judicial roles and legislative decisions, and the work that went into the presentation and, stated that having a process document on Ex Parte in quasi-judicial hearings, when to use it and how, would be helpful. In addition, Committee Member Muller inquired if a descriptive document or flow chart on the procedures for an HPC hearing would be possible to

create and include where it starts, how it proceeds through the other departments, when would HPC see the case, are there different categories of cases which have larger implications.

Discussions included: Development Advisory Committee (DAC) responsibilities through an internal review of an application, order of processing an application, when the HPC is involved in the process, the processes through an Administrative Hearing, if the 5-day process is part of the discretionary process, the Historical Ordinance needs to be updated, the process of pulling a project for further review, if a majority is needed to pull a project for further analysis, terminology to use, communication between Committee Members on a particular project prior to review is a violation of the Brown Act, if training is available to HPC, if general discussions on a project can be added as an Agenda Item for open conversation, utilizing Assistant Community Development Director Zayer for information, if there are funding resources or guidance for property owners when restoring windows in historical buildings, future goal setting discussions, quasi-judicial expectations.

#### **STAFF & COMMITTEE COMMUNICATIONS**

Assistant Community Development Director Zayer reported context statement surveys are still underway and staff are trying to coordinate them closely with the General Plan and General Plan efforts. Workshops for topics of Historical Preservation for the General Plan will be scheduled for later in the fall and winter. The General Plan Update process is currently in progress. There have been a lot of conversations surrounding visioning and the guiding principles of the General Plan, with an interactive survey available on [www.PlanVentura.com](http://www.PlanVentura.com). The Vision survey includes interactive maps and is open for community input.

**ADJOURNMENT** – The meeting adjourned at 7:11 P.M.