

**MINUTES**  
**HISTORIC LANDMARKS COMMISSION WORK SESSION**  
**June 17, 2021**

**COMMISSIONERS PRESENT**

Carroll Cottingham, Vice-Chair  
Jessica Curteman  
Jamie French  
Steven Ponce  
Tracy Schwartz, Chair  
Andrew Zimmerman

**STAFF PRESENT**

Kimberli Fitzgerald, Historic Preservation  
Officer  
Thomas Cupani, Deputy City Attorney  
Zachery Cardoso, Recorder

**COMMISSIONERS ABSENT**

Brett Fuller  
Patricia Mulvihill  
Kelly Thomas

**1. CALL TO ORDER:**

Chair Schwartz called the meeting to order at 5:31 P.M.

**2.** Roll call was taken and quorum was established.

**3. PUBLIC COMMENT: None**

**4. APPROVAL OF MINUTES**

**a.** Minutes of May 20, 2021

**Motion:** Move to approve the minutes with corrections and clarifications.

**Motion by:** Commissioner Zimmerman

**Seconded by:** Commissioner Cottingham

**Questions or Comments by:** Commissioner Zimmerman, Schwartz Correction on page 3.

**Vote:**

*Aye:* Cottingham, Curteman, French, Ponce, Schwartz, Zimmerman

*Nay:*

*Absent:* Fuller, Mulvihill, Thomas

*Abstentions:*

**Action:** Moved to approve the minutes with corrections.

**VOTE:**

**Yes 6    No 0    Abstain 0    Absent 3 (Fuller, Mulvihill, Thomas)**

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**6. DESIGN REVIEWS**

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**7. ACTION ITEMS:**

- a. Hillcrest Mitigation

**Motion:** Move to write a letter with potential additional mitigation.

**Motion by:** Commissioner French

**Seconded by:** Commissioner Curteman

**Questions or Comments by:** Commissioner French, Cottingham, Zimmerman, Curteman, Schwartz

**Vote:**

*Aye:* Cottingham, Curteman, French, Schwartz, Zimmerman

*Nay:*

*Absent:* Fuller, Mulvihill, Thomas

*Abstentions:* Ponce

**Action:** Move to write a letter with potential additional mitigation.

**VOTE:**

**Yes 5 No 0 Abstain 1 (Ponce) Absent 3 (Fuller, Mulvihill, Thomas)**

- b. Burggraf-Webster House Special Assessment Preservation Plan

**Motion:** Move to write a letter in support.

**Motion by:** Commissioner Zimmerman

**Seconded by:** Commissioner French

**Questions or Comments by:** Commissioner Zimmerman

**Vote:**

*Aye:* Cottingham, Curteman, French, Ponce, Schwartz, Zimmerman

*Nay:*

*Absent:* Fuller, Mulvihill, Thomas

*Abstentions:*

**Action:** Move to write a letter in support.

**VOTE:**

**Yes 6 No 0 Abstain 0 Absent 3 (Fuller, Mulvihill, Thomas)**

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**8. DISCUSSION ITEMS:**

- a. Cultural Landscape Management Plan – Bush’s Pasture Park  
Presentation presented by MIG

**Questions:** Commissioner Zimmerman, French, Curteman, Cottingham, Ponce, Schwartz

Commissioner Cottingham left the meeting at 7:05 p.m.

**Motion:** Move to write a letter in support of the Cultural Landscape Management Plan

**Motion by:** Commissioner Curteman

**Seconded by:** Commissioner Zimmerman

**Questions or Comments by:** Commissioner Zimmerman

**Vote:**

*Aye:* Curteman, French, Ponce, Schwartz, Zimmerman

*Nay:*

*Absent:* Cottingham, Fuller, Mulvihill, Thomas

*Abstentions:*

**Action:** Move to write a letter in support of the Cultural Landscape Management Plan

**VOTE:**

**Yes 5 No 0 Abstain 0 Absent 4 (Cottingham, Fuller, Mulvihill, Thomas)**

- b. Workplan Assignment Updates and Check-In
  - i. Survey Sent Out for Historic Enforcement
- c. Newsletter Assignments
  - i. Ready for publication next week

## 9. HISTORIC PRESERVATION OFFICER REPORT

With no further business to discuss, the meeting was adjourned at 7:23 p.m.

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Prepared by: *Zachery Cardoso, Recorder*  
Jun 17, 2021

**APPROVED: July 15, 2021**