



Barrio Historic Zone Advisory
Board Monday, December 9, 2024,
at 4:00PM
Virtual Meeting

**Meeting Minutes/Legal
Action Report**

1. Call to Order/Roll Call

The meeting was called to order at 4:03 PM., and per roll call, a quorum was established.

Board Members Present: Paolo DeLorenzo (Co-Chair), Phillip Neher (COOChair), Grace Schau, Mitch Mackowiak, Hope Hennessey and Stephen Paul.

Board Members Absent/Excused: Darren Clark,

Applicants/Public Present: Michael Taku (PDSD), Mark Bahti

2. Approval of LAR/Minutes – November 14, 2024

A motion to approve the Legal Action Report and Minutes for the meeting of November 14, 2024, was made by Hope and seconded by Stephen. The motion passed unanimously by a roll call vote of 6-0.

3. Call to the Audience

None.

4. Reviews

**a. 350 S Convent Avenue [Zoning Violation], SD-0424-00036/TC-COM-0224-00276
Action**

Replace the broken front door with a new steel door design. Door material and compatibility. Full Review/Contributing resource estimated time. 30 min.

Staff Taku presented background on the project and summarized the courtesy review.

Discussion on Zoning Violation and Door Replacement:

● **Concerns:**

- The absence of a transom above the door and the installation of a retractable screen door are central to the zoning violation. The existing door is not consistent with the design guidelines for this historic area.
- The board expressed concern that the door does not meet historical compatibility standards and is too tall without a transom, impacting its appearance from the street.

● **Proposed Solutions by applicant:**

- Adding a retractable screen door with a black anodized aluminum frame to conceal the existing door and improve visual compatibility.
- Including a transom to correct the proportions and ensure alignment with other doors in the

Development Zone.

- Ensuring materials, such as the wooden frame, align with historical requirements.

- **Specifications for the Screen Door:**

- The retractable aluminum screen door automatically closes after opening.
- Conceal the non-compliant door behind it.
- Introduction of transom
- Added wood framing
- Designed to resolve the appearance-related violation without requiring door removal or replacement.

- **Board's Position:**

- The screen door alone may not resolve the violation fully as door will remain non-compliant.
- Staff Taku suggested to the board to continue the review to allow the applicant to provide further details and specifications on the door, such as stats and technical specs for the screen door. This suggestion was taken under advisement by the board.
- The board, proceeded to take action. Neher motioned to recommend denial of the proposed solution, citing that the screen door does not sufficiently address the historical non-compatibility issues of the door. The motion was seconded by DeLorenzo.

- **Voting Outcome:**

- The board voted to recommend denial of the proposed solutions, emphasizing the door's non-compliance and the inadequacy of the screen door to rectify the situation. The motion passed 5-to-1[Mackowiak, nay] by a roll call vote.

- **Next Steps:**

- The case will proceed to the Plans Review Subcommittee (PRS) for an independent review and recommendations. The Code Violation is in the Court system and applicant must comply with all court orders to abate and comply.
- Final decision-making authority lies with the Director of Planning and Development Services.
- The applicant can re-submit with revised plans that demonstrate a willingness to work with the board on compliance.

5. BHHZAB Design Guidelines Discussion

Commissioner Hennessy is working on final editing and formatting. The board wants this finalized by the next meeting for onward transmission to the city. Staff provided the process for the next steps-review by PRS. There are still questions and missing pieces in the document, including duplicate information and sections on adobe repair and construction methods. These need to be clarified, with maps and links added to ensure completeness. Once the document is ready, it will be submitted to the Plans Review Subcommittee for feedback. After revisions, the final draft will be sent to Staff Taku, who will schedule for PRS review. The board will designate one or two members as contact points to present the document to the subcommittee, answer their questions, and collaborate to produce a clean copy. This finalized version will then be presented to the Director of Planning and Development Services (PDSD) and subsequently forwarded to City Council (M & C). Specific concerns were discussed regarding building heights and the number of stories, and it was decided to exclude images of deteriorating structures in favor of descriptive verbiage (notably on page 14). The adobe repair guidelines (page 24) will include specific instructions on properly repairing mud adobe, appropriate stucco applications, and distinctions between adobe types. The overall structure of the document will be reviewed to ensure it matches the table of contents, with pages assigned accordingly.

6. Staff Updates—Information Only

Historic staff Taku updated on the position of Historic Preservation Officer. The application deadline extended to January 9th, 2025, for more candidates and interviews to follow.

Pending minor reviews are: Designate people from the Board to complete project assignments. Schau will confirm the proper links to guidelines on pg. 6 & 7. Neher will provide a map of the barrio historic boundaries pg5. To DeLorenzo

7. Adjournment

Hennessy motioned to adjourn, and DeLorenzo seconded. The motion passes with a vote of 5-0 [Paul absent]. The meeting was adjourned at 5:30 PM.