



---

DATE: July 26, 2023

TO: Historic & Cultural Preservation Committee

FROM: Andrew Trippel, AICP, Planning Manager and Staff Liaison *AT*

SUBJECT: Request for a continuance of the scheduled August 1, 2023, public hearing to consider a resolution approving Historic Site Plan and Architectural Review (HSPAR), subject to conditions of approval, for modifications that include a two-story, 314-square-foot expansion and associated exterior changes to an existing two-story residential structure located in the Oakhill-Brewster Historic District at 312 Liberty Street, APN 006-213-014, File No: PLSR-2022-0035

---

Historic Site Plan and Architectural Review (HSPAR) application PLSR-2022-0035, submitted by property owner Phyllis Storey, proposes modifications to an existing two-story single-family residence located at 312 Liberty Street in the Oakhill-Brewster Historic District and requires discretionary HSPAR review during a public hearing held by the Historic and Cultural Preservation Committee (HCPC). Pursuant to Implementing Zoning Ordinance [Section 24.100 – Public Notice](#), onsite posting and mailed notice of the scheduled public hearing are required along with the publication of a public notice in the Argus-Courier, all of which are required to be publicly available at least ten days prior to the scheduled public hearing.

The proposed project's HSPAR review was agendaized for review on June 13, 2023. Staff completed the required publication of the meeting public notice in the Argus-Courier in a timely manner; however, following communication of the onsite posting requirement to the property owner/applicant, the property owner/applicant requested to postpone the scheduled public hearing to a later date. Therefore, staff did not complete distribution by mail, and onsite signage was not installed. HCPC approved a Planning staff request to continue the public hearing to a date certain of August 1, 2023.

As the Planning staff prepared the meeting item for its continued public hearing on August 1, 2023, the property owner/applicant requested that the public hearing be continued to the HCPC regular meeting scheduled to be held on September 5, 2023. In practice, Planning staff typically coordinate the scheduling of a project's required public hearing with the property owner/applicant, and in this instance, staff does not find any issues with continuing to public review of the required discretionary Major HSPAR application to the next regular public meeting of the HCPC on September 5, 2023.

Planning staff requests that HCPC continue this agenda item to a date certain of September 5, 2023. By continuing the scheduled public hearing to a date certain, public notice published in the Argus-Courier on June 9, 2023, would remain in effect, and no additional published notice and costs to the applicant would be required. Distribution of mailed notice and installation of onsite signage would be required, and staff will work with the applicant to ensure that required public noticing is completed.