

AGENDA
SANTA CLARA HERITAGE COMMISSION
THURSDAY, September 11, 2025
Time: 12:00 PM to 1:00 PM

Notice is hereby given that the Santa Clara Heritage Commission will hold a meeting on the 11th day of September, in the Santa Clara Town Hall conference room at 2603 Santa Clara Drive. The meeting will begin at 12:00 PM.

Call to Order:

Approval of Minutes for July 17, 2025

Business:

1. Frei's Market Area Discussion, Mayor Rosenberg
2. Tobler Park Discussion, Mayor Rosenberg

Adjournment.

NOTE: In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify the City at 435-673-6712 at least 24 hours in advance of the meeting.

Members of the public may attend a meeting; however, comments are not allowed unless the Heritage Commission Chair allows it. Seating is limited.

Posted this 4th day of September 2025.

**SANTA CLARA CITY HERITAGE COMMISSION
MEETING MINUTES
Santa Clara Town Hall Conference Room
2603 Santa Clara Drive
Thursday, April 17, 2025**

Present:

Commission Members:	Bob Lamoreaux, Chairman Mimi McKenna Mandi Gubler Megan Smith Pam Graff Gardner
Staff:	Jim McNulty, Planning and Economic Development Manager Sherry Laier

CALL TO ORDER

Planning and Economic Development Manager, Jim McNulty called the meeting to order at approximately 4:00 PM. Mimi McKenna assumed the Chair in the absence of Bob Lamoreaux. It was reported that Pam Graff Gardner submitted her resignation and this would be her last meeting.

1. Approval of Minutes for November 21, 2024.

Mandi Gubler moved to APPROVE the minutes of November 21, 2024. Megan Smith seconded the motion. The motion passed with the unanimous consent of the Commission.

BUSINESS ITEMS

2. Proposed Short-Term Rental Property at 3013 Santa Clara Drive. Kathy Barton, Applicant.

Mr. McNulty presented the Staff Report and stated that the property is in the Historic District Mixed-Use Zone. It is just under one-half acre in size at 20,038 square feet. The existing home on the property was completed in 1971. The home is well-kept and has a main floor square footage of 1,700 square feet with a full basement of the same size. The home has a ranch-style architectural design that was most commonly built between 1930 and 1960. Reference was made to Part 1, Section 2 of the Design Guidelines which states, “When changes are proposed to property in the Historic District, it is expected that property owners will act to enhance the quality of the Historic District.” After reviewing this section, Staff determined that the application meets the Design Guideline goals A through L. Staff reviewed Chapter 17.74 – Historic District Mixed-Use and made updates to 17.74 and 17.76 when the Design Guidelines were adopted last year. Conditional uses were identified that may be recommended by the Heritage Commission and approved by the Planning Commission within the zoning district.

Mr. McNulty stated that a short-term rental is identified as a conditional use with specific requirements. Chapter 17.74 specifies that each short-term residential rental property shall have one parking space for each bedroom. The proposed short-term rental includes three bedrooms in the basement. The applicant provided photos that indicate that sufficient parking is available in the driveway and carport to park the owner's two vehicles and three additional vehicles as required by the zoning district.

A site map was provided showing proof of parking for three + cars. It was reported that the owner or property manager of the short-term rental property shall obtain a yearly Residential Business License as required by Santa Clara City. Mr. McNulty stated that the owner has completed a Business License Application; however, the proposed short-term rental must be approved prior to the City sign off of the application. The matter is before the Heritage Commission because the property is in the Historic District and, as a conditional use, must be reviewed by the Heritage Commission before being reviewed by the Planning Commission.

Mr. McNulty explained that the short-term residential property shall meet all other standard requirements of the zone. The proposed application appeared to meet the requirements. The Conditional Use Permit ("CUP") application will be reviewed by the Planning Commission to determine compliance with Chapter 17.40 of City Code. The standard conditional use requirements are reviewed by the Planning Commission. Mr. McNulty explained that access to the stairwell to the short-term rental is around the back of the carport area. The main entrance to is through the carport door.

Mr. McNulty referenced requirement number four that specifies that there shall be no violations of laws, ordinances, or regulations of the Code with any violation being grounds for termination or revocation of the CUP. Staff was unaware of any violations. Staff recommended that the Heritage Commission consider recommending approval of the proposed short-term rental subject to the conditions set forth in the Staff Report.

Mimi McKenna asked if it was anticipated that the prospective renters would park along the side of the carport or if they would enter from Chapel Street and park in the rear. The applicant, Kathy Barton, stated that the intent is for renters to park where indicated.

Mandi Gubler asked Ms. Barton if she is renting the unit out as one individual rental or if it will be split into rooms. Mr. Barton stated that the entire basement area will be rented as a whole.

Ms. McKenna asked what would happen if someone brings a boat or ATVs. Ms. Barton stated that she has property available to park such items near the post office. She does not, however, foresee that happening. The parking area will be gated off and is privately owned by her. Ms. McKenna expected many people to bring ATVs or other toys with them. Ms. Barton stated that her property could be used to store those types of items.

Ms. McKenna commended Ms. Barton for always keeping her home so nice and noted that it always looks beautiful from the front. She did not expect the proposed use to have a negative impact.

Bob Lamoreaux commented that there are laws in place to keep disruptions to a minimum. He felt that people who stay downtown will be most likely to local shops and businesses. He expressed support for the proposal.

Ms. McKenna supported the request and stated that if Ms. Barton has issues with parking she has a way to remedy them.

Bob Lamoreaux moved to recommend APPROVAL of the proposed Short-Term Rental property at 3013 Santa Clara Drive subject to the following:

1. **A minimum of three (3) parking spaces for the short-term rental shall be provided in the driveway or carport area as required by City Code.**
2. **The main floor of the home shall remain as an owner-occupied residence, with the basement to be used for a short-term rental.**
3. **The Heritage Commission shall decide if additional items need to be addressed by the applicant.**
4. **The Conditional Use Permit application shall proceed to the Planning Commission for review and approval prior to issuance of a business license.**

Mimi McKenna seconded the motion. The motion passed with the unanimous consent of the Commission.

**3. Proposed Permanent Awnings for Frei's Fresh Produce at 1401 Vernon's Street.
Mikayla Frei, Applicant.**

Mr. McNulty presented the Staff Report and stated that the applicant, Mikayla Frei, is proposing two permanent awnings in front of Frei's Fresh Produce. The first awning is proposed on the southeast side of the building. It is to be 14' x 22' or just over 300 square feet in size, with a height of 10 feet. The second awning is proposed on the northeast side of the building. It is to be 20' by 30' or 600 square feet in size and will also be 10 feet in height. The proposed materials include steel posts, powder coat brown, with Aluma wood patio coverings. The applicant has indicated that the awnings will provide shade for fruit and produce during the summer as well as serve as an outdoor display to create an attractive front for the existing business. A project narrative was included as well for the Commission's consideration. The site plan was displayed that shows the buildings.

Mr. McNulty reported that there was an issue with the distance from the awning to the property line. It is to be a minimum of two feet and the applicants are in compliance. The subject property is in the Historic District Mixed-Use Zone. When the zoning district was updated as part of the Design Guidelines, the City created the use of fruit and produce stand. It is now a permitted use. The site is approximately one-third acre in size and is located at 1401 Vernon's Street. There are existing single-family homes to the north and south. Mr. McNulty referenced Part 2, Section 6, of the Design Guidelines that address awnings and canopies which must be designed in place so that

they do not span or detract from the character and defining details. Awnings and canopies shall be complementary to the color scheme of the structure and unique color palettes of the area. They should also be encouraged to shelter patrons and add to the pedestrian streetscape. The intent was for the proposed awnings to provide needed shade for fruit and produce and pedestrians in the summer months. The proposed location for the two awnings does not appear to detract from the market warehouse building. It appears that the color scheme does not detract from the building.

Part 2, Section 12 of the Design Guidelines addresses roof design and specifies that roof forms and planes shall vary to add visual interest to the street environment, provided that they are aesthetically appropriate. Roof materials shall be fire retardant, and non-reflective, including asphalt shingles with a wood appearance. Staff believed that the proposed roof materials are fire retardant and non-reflective metal product products with a general pitch for drainage.

Part 2, Section 14 addresses signage. Any proposed signage would have to come to the Heritage Commission and comply with the Sign Ordinance. At this time, the applicant has not included signage with the request.

Staff recommended that the Heritage Commission review the proposed permanent awnings for Frei's Fresh Produce and consider recommending approval to the Planning Commission subject to the set forth in the Staff Report. Renderings of the proposed awnings were presented. Mr. McNulty recalled that the applicants were seeking a more permanent awning last year. The primary concern was to create an area that is more open to pedestrians and protects their product.

In response to a question raised, Ms. Frei stated that all of the parking is in front of the business. She noted that the proposed awning will replace the tent that was previously on the site. Ms. McKenna pointed out that the awning will also provide shade in the afternoon. Ms. Gubler asked about the colors of the posts, which will be dark brown. Support was expressed by the Commission Members for what is proposed.

Mandi Gubler moved that the Heritage Commission recommend APPROVAL of the proposed permanent awnings for Frei's Fresh Produce at 1401 Vernon's Street to the Planning Commission subject to the following:

- 1. The applicant shall be allowed to build the two (2) permanent awnings in front of Frei's Fresh Produce as presented to the Heritage Commission.**
- 2. The applicant shall be required to come back to Heritage Commission if changes are made to the proposed plans as presented in the Staff Report.**
- 3. The Heritage Commission shall decide if additional items need to be addressed by the applicant.**
- 4. The application shall proceed to the Planning Commission for approval prior to Building Permit issuance.**

Pam Graff Gardner seconded the motion. The motion passed with the unanimous consent of the Commission.

4. Annual Election of Heritage Commission Officers, including Chair and Vice-Chair, in accordance with City Code 17.76.

Mr. McNulty reported that when the Code updates were made last year, they included the annual election of a Chair and Vice-Chair. The intent was to allow others to serve. It was noted that Chair Lamoreaux has served as Chair since 2019.

Megan Smith moved to NOMINATE Mimi McKenna to serve as the New Heritage Commission Chair. Pam Graff Gardner seconded the motion. The motion passed with the unanimous consent of the Commission.

Mimi McKenna moved to NOMINATE Mandi Gubler to serve as the New Heritage Commission Vice-Chair. Pam Graff Gardner seconded the motion. The motion passed with the unanimous consent of the Commission.

Mr. McNulty stated that a new election will take place at the first meeting each year going forward.

Chair Lamoreaux stated that he has enjoyed working with his fellow Heritage Commission Members and he appreciated how the group has evolved over time.

Mr. McNulty offered to reach out to the Mayor to explore how to appoint another member to the Heritage Commission. He mentioned that a New Planning Commission Member, David Clark, was appointed a few weeks earlier.

New businesses coming into the City were described, including a barber shop.

5. Adjournment.

Mandi Gubler moved to ADJOURN. The motion passed with the unanimous consent of the Commission.

The Heritage Commission Meeting adjourned at 4:44 PM.

Approved: _____
Sherry Laier, Clerk

**SANTA CLARA CITY HERITAGE COMMISSION
MEETING MINUTES
Santa Clara Town Hall Conference Room
2603 Santa Clara Drive
Thursday, July 17, 2025**

Present:

Commission Members:	Mimi Mckenna, Chair Bob Lamoreaux Mandi Gubler Megan Smith Tyson Hafen
Staff:	Jim McNulty, Planning and Economic Development Manager Sherry Laier, Clerk
Others Present:	Cynthia Derrick

CALL TO ORDER

Mimi McKenna called the meeting to order at approximately 4:00 PM. The Heritage Commission welcomed new member Tyson Hafen.

1. Approval of Minutes for April 17, 2025.

Mandi Gubler moved to APPROVE the minutes of April 17, 2025. Bob Lamoreaux seconded the motion. The motion passed with the unanimous consent of the Commission.

BUSINESS ITEMS

1. Proposed Indigo Fields Home & Antiques Store at 3003 Santa Clara Drive. Cynthia Derrick, applicant.

Mr. McNulty presented the Staff Report and stated that the applicant, Cynthia Derrick, is proposing to convert the existing single-family home located at 3003 Santa Clara Drive into retail space to be known as Indigo Fields Home & Antiques. The subject property is approximately 0.75 acres (32,670 sq. ft.) in size. The home is approximately 1,500 square feet in size, with approximately 1,000 square feet to be utilized for business purposes. This home is one of eight homes (8) on the National Register of Historic Places in Santa Clara City.

The Heritage Commission discussed the proposed conversion of a residential property to commercial use for home goods and antique shop. They reviewed various aspects including signage, parking, and exterior modifications. The commission recommended approval of the

building use and site plan, subject to certain conditions such as painting the front door, white and installing appropriate signage.

Mandi Gubler moved to recommend APPROVAL of the proposed Indigo Fields Home & Antiques Store at 3003 Santa Clara Drive subject to the following:

1. That the project be completed as approved by the Heritage Commission, and that the Historic District Design Guidelines as summarized in the staff report be complied with.
2. That the applicant comes back to the Heritage Commission if changes to any items as summarized in the staff report are proposed.
3. That the applicant comes back to the Heritage Commission if any exterior touch-ups or repainting is needed.
4. That the applicant provides more detail on the proposed signage for review and approval by the Heritage Commission later.
5. That the Heritage Commission determine if any additional items are required by the applicant.
6. That the applicant proceeds with the Amended Site Plan Review process with Planning Commission on August 14, 2025, and City Council on September 1, 2025.

Megan Gubler seconded the motion. The motion passed with the unanimous consent of the Commission.

The Commission discussed a future meeting about Tobler Park, which will involve collaboration between the City Manager, Mayor, and Parks Director. They agreed to visit the park in the coming weeks to review the proposed plans, noting that the project will be built in multiple phases due to budget constraints

2. Adjournment.

Bob Lamoreaux moved to ADJOURN. The motion passed with the unanimous consent of the Commission.

The Heritage Commission Meeting adjourned at 4:30 PM.

Approved: _____
Sherry Laier, Clerk