



Agenda Report

Agenda of: December 16, 2025

Department: Administration

Subject: Consider and take appropriate action on setting a date for a Joint Special Called Work Session with the Historic Landmark Commission to review the Historic Landmark Commission Ordinance and historic preservation.

Recommended Motion:

N/A – the council will discuss their availability and establish a date that works for everyone.

Background:

At the November 19th City Council meeting, Council discussed scheduling a joint work session with the Historic Landmark Commission (HLC) to review the current **Historic Landmark Commission Ordinance**, associated **historic preservation guidelines**, and the City's historic preservation framework. This work session would provide a forum for Council and the HLC to discuss whether amendments to the ordinance, design review procedures, and related preservation standards should be considered to better support preservation goals and clarity for applicants and stakeholders.

The Historic Landmark Commission was established to protect and enhance historic resources in Castroville by promoting preservation of culturally and architecturally significant structures and districts and by providing design review pursuant to ordinance. The City's Historic Preservation page includes key documents such as the **Visionaries in Preservation Plan**, **Historic Design Guidelines**, and **Certificate of Appropriateness** procedures, which serve as operative guides for preservation and review processes.

With ongoing community interest in both heritage preservation and compatible development, Council and the HLC believe it is appropriate to hold a dedicated meeting to discuss:

- The **purpose, authority, and procedures** outlined in the HLC Ordinance;
- How the **historic preservation guidelines** are applied in practice;
- Potential improvements to the ordinance or guidelines to clarify roles and streamline review; and
- Opportunities to strengthen historic preservation efforts consistent with community values and City policy.

A joint work session will allow Council members and HLC commissioners to engage directly on these topics in depth, outside of a regular meeting context.

STAFF RECOMMENDATION

Staff recommends addressing updates to the preservation guidelines as soon as practicable.

Fiscal Impact:

There is no fiscal impact associated with scheduling the work session. Staff time will be required to prepare and distribute materials for the session, and there are no anticipated additional costs.

☒ **Budgeted** ☐ **Requires Budget Amendment**

Source of Funding: N/A

Urgency (0-5 = Low Urgency to High Urgency): 3

Impact (0-5 = Low Impact to High Impact): 4

Submitted by: R. Scott Dixon

Attachments: None.