

**CITY OF CHICO**  
**ARCHITECTURAL REVIEW AND HISTORIC PRESERVATION BOARD**  
Minutes of the regular meeting  
August 6, 2014

Municipal Center  
421 Main Street  
Conference Room 1

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Board Members Present: Dale Bennett, Chair  
Thomas Thomson, Vice Chair  
Marci Goulart  
Dan Irving  
Kris Zappettini

Board Members Absent: None

City Staff Present: Mark Wolfe, Community Development Director  
Bob Summerville, Senior Planner  
Michelle Pease, Administrative Assistant

**1.0 CALL TO ORDER/ROLL CALL**

Chair Bennett called the meeting to order at 4:00 pm. Board Members and staff were present as noted above.

**2.0 EX PARTE COMMUNICATION**

None.

**3.0 CONSENT AGENDA**

There are no items for this agenda item.

**4.0 PUBLIC HEARING AGENDA**

None.

**5.0 REGULAR AGENDA**

**5.1 EFFICIENCY MEETING WORKSHOP**

An Efficiency meeting workshop was identified as a priority action item in the Board's 2013-2014 Work Plan as follows

Senior Planner Summerville presented the staff report. Items of importance are as follows:

- **Legal Findings:** Making findings (or not making them) is essentially the end task of most discretionary decisions, and should remain the focus of project review and Board deliberations. Findings provide the basis or rational foundation for a discretionary action, to avoid a perception of being otherwise merely an opinion. All staff reports include findings that are necessary for the Board to make as required by the Municipal Code.

- **Professional Rapport and Effective Questioning**  
Board Members and staff serve as emissaries of the City of Chico. While polite or casual banter with an applicant or member of the public may encourage a more productive dialogue, maintaining an awareness of professionalism prevents dialogue from eroding into debate or opinion. Questions should focus on gaining the information necessary to make (or not make) a required finding. Staff recommended that all Board Members familiarize themselves with Administrative Procedure & Policy 10-1.
- **Effective Time Management**  
It is the responsibility of the Chair to keep the pace of the meeting; however, each Board Member can assist with productive time management of a meeting by limiting discussion to the subtopics noted above.

**6.0 BUSINESS FROM THE FLOOR**  
None.

**7.0 REPORTS AND COMMUNICATIONS**  
None.

**8.0 ADJOURNMENT**  
There being no further business, Chair Bennett adjourned the meeting at 5:40 pm to the adjourned regular meeting of September 3, 2014.

Approved on: 9/20/17

*These minutes were approved by a different Board than the one that presided over the meeting referenced above.*