



## **HISTORIC PRESERVATION COMMISSION STAFF REPORT**

**ITEM NO. 3.2**

**DATE:** October 2, 2025

**TO:** Chairperson and Members of the Historic Preservation Commission

**FROM:** Steve Riley, Planning Manager

**SUBJECT:** Recommendation that the City Council approve the Historic Preservation Commission revised Rules of Procedure.

### **RECOMMENDED ACTION**

Staff recommends the Historic Preservation Commission recommend that the City Council approve the attached modified Rules of Procedure.

### **DECISION TYPE**

Administrative

### **SUMMARY**

As part of the Citywide Strategic Plan, City staff are in the process of reviewing each advisory body's Rules of Procedure and recommending various revisions for consistency with the newly adopted City Council Values, Norms and Principles of Governance, and City Council Rules of Procedure. Staff is proposing the following modifications to the current Historic Preservation Commission Rules of Procedure:

- Adjusting the Commission's meeting occurrence from once a month to once every other month (2023);
- Creation of an Annual Work Plan (2023);
- Revision of approval and recordation of meeting minutes (2025);
- Revision of deliberation procedure (2025); and
- Minor language adjustments for consistency across advisory body Rules of Procedure (2023 and 2025)

### **DISCUSSION**

The City of Livermore currently has nine (9) standing advisory bodies that serve at the pleasure of the City Council. Each body is guided by a Rules of Procedure that lists duties and responsibilities, the

makeup of the committee, and meeting procedures.

As part of the Citywide Strategic Plan, the Historic Preservation Commission previously considered revisions to the Rules of Procedure at its February 1, 2024 meeting (shown in red in Attachment 1) and recommended them for City Council approval; however, Council did not ultimately review them. Staff is once again proposing the same revisions, along with some additional revisions (shown in blue in Attachment 1) for consistency with the recently adopted City Council Values, Norms and Principles of Governance, and City Council Rules of Procedure.

All revised advisory body Rules of Procedure will be presented to City Council for approval in December.

## **ATTACHMENTS**

[Draft Historic Preservation Commission Rules of Procedure 2023 - 2025](#)

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Assistant Planner