

**MINUTES OF THE HERITAGE COMMISSION**

September 4, 2025

Members Present: Donald Baldaseroni (Chair)  
Lynn Kronzek (Vice-Chair)  
Kyle Hardy  
Richard Schmidt

Members Absent: Arthur Solis

Staff Present: Amanda Landry, Principal Planner  
Ryan Allen-Esquivel, Assistant Planner  
Eduardo Rendon, Assistant Planner  
Diana Arias, Clerical Worker

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**Call to Order**

The meeting was called to order at 5:30 p.m.

**Roll Call**

Commissioner Arthur Solis was absent.

**Announcements**

Principal Planner Landry updated the Commission: on the new changes to Boards, Commission and Committees Memo that were passed by City Council and Save the Date for the Boards & Commission Recognition being held on October 21<sup>st</sup>. City Clerk's office will provide more information as the date gets closer.

**Public Communication on Agenda Items**

None.

**Approval of Minutes**

Chair Baldaseroni made a motion to approve the minutes from June 5, 2025. Seconded by Commissioner Schmidt motion passed by a 4-0 vote.

Chair Baldaseroni made a request to change the order of the last two items on the agenda.

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**Items**

1. **An Application for Designation of an Eligible Historic Resource for a house at 1515 East Alameda Avenue.**

Principal Planner Amanda Landry presented an application for designation of an Eligible Historic Resource at 1515 East Alameda Avenue. The proposed Designation has been evaluated under the California Environmental Quality Act

(CEQA) and requires no further CEQA review. Staff recommends that the Heritage Commission recommend to the City Council that the house at 1515 East Alameda Avenue be designated as a historic resource. After Commission discussion, Chair Baldaseroni made a motion to approve the application for designation of an eligible historic resource at 1515 East Alameda Avenue, seconded by Vice Chair Kronzek. Motion passed by a 4-0 vote.

**2. Transparency Law Basics.**

Senior Assistant City Attorney, Kane Thuyen presented and discussed topics including the Brown Act, the Public Records Act, Conflicts of Interest, and other best practices related to transparency.

**3. Review of Commissioner Solis' Attendance Records and Report to Council.**

Commission discussed the attendance record of Commissioner Solis to see if his previous absences could be excused. Ultimately, the Commission decided not to excuse the absences, citing a need for the consistent processing of City business. Commissioner Solis had served the Heritage Commission for many years, staff and the City are grateful for his dedication and many years of service. Commissioner Schmidt made the motion to not excuse the absences, seconded by Commissioner Hardy. Motion passed by a 4-0 vote.

**Staff Communication**

Assistant Planner Allen-Esquivel shared with the Commission that 1022 East Walnut Avenue is ineligible for designation as a historic resource and the homeowner was notified of staff's determination on September 3, 2025, and 808 North Ford Street will be presented to City Council on September 9.

**Commissioner Communication**

Commissioner Schmidt asked staff to agendize a discussion about attending Commission meetings virtually.

**Public Communication on Non-Agenda Items**

None.

**Tentative Agenda Items for Next Meeting**

City Staff will be providing an overview of Burbank Historic Preservation Incentives and an update on the status of the City's Mills Act Program.

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The meeting adjourned at 6:51 p.m. to the meeting of October 2<sup>nd</sup>, 2025.