



**REPORT TO  
Personnel and Public Employees Committee  
City of Sacramento**

**915 I Street, Sacramento, CA 95814-2604  
www.cityofsacramento.org**

**Discussion Calendar  
November 15, 2011**

**Honorable Chair and Members of  
The Personnel and Public Employees Committee**

**Title: Review of Applications for Preservation Commission**

**Location/Council District: (Citywide)**

**Recommendation:** Review applications and nominate candidates.

**Contact:** Katia Ligaiviu, Deputy City Clerk, (916) 808-7604, Office of the City Clerk  
Roberta Deering, Senior Planner, (916) 808-8259, Community Development  
Department.

**Presenters:** None

**Department:** City Clerk's Office / Community Development Department

**Division:** N/A

**Organization No:** 04001011

**Description/Analysis**

**Issue:** Review applications and/or conduct interviews to identify the most qualified candidates to nominate and forward to the Mayor for appointment.

**Policy Considerations:** None.

**Environmental Considerations:** None.

**Commission/Committee Action:** None.

**Rational for Recommendation:** To review applications to identify the most qualified individuals for nomination to the Mayor for appointment to the City's various advisory boards.

**Financial Considerations:** None.

**Emerging Small Business Development (ESBD):** None.



Respectfully Submitted by: \_\_\_\_\_

Katia Ligaiviu,  
Deputy City Clerk

Recommendation Approved:



\_\_\_\_\_  
Stephanie Mizuno,  
Assistant City Clerk

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**ATTACHMENT 1**

**Background:**

The following applicants are under consideration for positions on city boards and commissions.

<b>Board/Commission:</b>	Preservation Commission
<b>Available Positions:</b>	One (1)
<b>Category Description(s):</b>	<b>Category B:</b> Architectural historian with training or experience in the architectural history of Sacramento, the Sacramento region, northern California, or the West, and who meets the Secretary of the Interior's qualifications for architectural historians.
<b>Status of Incumbent:</b>	Andrew Hope - Resigned

No.	Applicant Name	District	Category	Comments	Interviewed
1	Amanda L. Blosser	5	B		Yes
2	Chad D. Moffett	1	B		Yes
3	Polly S. Allen	5	B		Yes
4	Kathleen A. Forrest	5	B		

# P&PE Interviews

held on 11/1/2011

Applicant Name: Amanda L. Blosser

Applying for:

## Preservation Commission

Incumbent?  YES  NO

- Master in Historic Preservation & Architecture
- Works for state preservation office.
- Has worked as a consultant in state agencies reviewing local, national and state preservation projects.



Applicant Name: Chad D. Moffett

Applying for:

Preservation Commission

Incumbent?  YES  NO

- Masters in cultural resource preservation management.
- 12 years working as cultural preservation consultant.
- Chair of the conference planning committee.



Applicant Name: Kathleen A. Forrest

Applying for:

Preservation Commission

Incumbent?  YES  NO

- Could not attend P&PE meeting



Applicant Name: Polly S. Allen

Applying for:

Preservation Commission

Incumbent?  YES  NO

- Practicing architectural historian.
- BA in history of American west.
- Master of historic preservation with emphasis in urban planning.





# City of Sacramento

## Application for Appointment to Boards/Commissions and Committees

**INSTRUCTIONS:** Provide all information requested. Attachments must be single sided on 8.5 x 11 paper. If you will be representing an organization, you must include a letter from the organization recommending you as their representative. Note: All information provided on this form is a public record. **Return this completed application form to:** Office of the City Clerk, Historic City Hall, 915 I Street, Rm. 116, Sacramento, CA 95814. Tel: (916) 808-7200.

**IMPORTANT:** Letters of recommendation are optional. If you choose to include a letter it must be submitted as part of this application. Letters will not be accepted after your application is filed with the City Clerk's Office.

**BOARD / COMMISSION OR COMMITTEE NAME:** Preservation Commission

**CATEGORY FOR WHICH YOU ARE APPLYING:** Architectural Historian B  
Description (if applicable) Category Letter

- Name of Company/Organization Being Represented (if applicable): \_\_\_\_\_  
 Company/Organization Authorization Letter Attached (if applicable to qualifications of category)

Applicant Name: Blosser Amanda L E-Mail: \_\_\_\_\_  
Last First Middle

Home Address: \_\_\_\_\_ San Fernando Way Sacramento CA 95818  
Street # Street Name City State Zip

Mailing Address (if different than home address): \_\_\_\_\_  
Street # Street Name City State Zip

Resident of City Council District No: Five (5) Business in Council District No: \_\_\_\_\_  
Required If Applicable

Home Telephone: 916- Business Telephone: 916-

Please state the reason you would like to be a member of this board/commission (or attach):

Local legislation is one the best ways to protect the historic character of buildings and neighborhoods from unsympathetic alterations and inappropriate new construction. As a member of the Preservation Commission I feel I could help promote preservation policies that help maintain the integrity of historic properties within Sacramento. My educational back and work experience in historic preservation would allow me to support the primary responsibilities of the Preservation Commission and would allow me as a resident of Sacramento to protect places that are important to the City.

Are you currently, or have you in the past, served on an advisory group?  Yes  No If yes, state the name of the group and how that service supports your application (or attach).

Transylvania County Historic Commission. See attached for description of service.

Do you, or an immediate family member, have any relationship (professional, financial, other) that may present a potential conflict of interest for this advisory group?  Yes  No If yes, please explain:

**BACKGROUND INFORMATION**

**You may also attach a resume** reflecting experience, community activities or other qualifications not listed below that would be helpful to the Council in evaluating your application.

**EDUCATION:**

Texas Tech University, MS. Architecture, Certificate in Historic Preservation University of Texas, BA Art History
----------------------------------------------------------------------------------------------------------------------

**WORK EXPERIENCE:** List names, addresses and dates of employment for the last five (5) years. Attach additional sheets of paper if needed.

**CURRENT EMPLOYER:**

FROM DATE: 02-01-2010                      EMPLOYER NAME: California Office of Historic Preservation  
TO DATE: present                              ADDRESS: 23rd Street, Suite 100                      Sacramento                      CA  
Street #                      Street Name                      City                      State

DUTIES: 

Please see resume.
--------------------

**PRIOR EMPLOYER(S):**

FROM DATE: 05/2008                              EMPLOYER NAME: California Energy Commission  
TO DATE: 01/31/2010                              ADDRESS: 1516 9th Street                              Sacramento                              CA  
Street #                              Street Name                              City                              State

DUTIES: 

Please see resume.
--------------------

FROM DATE: 10/2001                              EMPLOYER NAME: JRP Historical Consulting  
TO DATE: 10/2005                              ADDRESS: 2850 Spafford Street                              Davis                              CA  
Street #                              Street Name                              City                              State

DUTIES: 

Please see resume.
--------------------

FROM DATE:                                              EMPLOYER NAME:  
TO DATE:                                              ADDRESS: \_\_\_\_\_  
Street #                                              Street Name                                              City                                              State

DUTIES: 

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**BUSINESS ENTERPRISES:** List business name including fictitious name and address of any business enterprises currently or previously owned or operated.

FROM DATE:                                              BUSINESS NAME: \_\_\_\_\_  
TO DATE:                                              ADDRESS: \_\_\_\_\_  
Street #                                              Street Name                                              City                                              State

TYPE OF BUSINESS OR SERVICE RENDERED:  

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CITY OF SACRAMENTO -  
APPLICATION FOR APPOINTMENT

Blosser, Amanda  
APPLICANT NAME

FROM DATE: BUSINESS NAME: \_\_\_\_\_

TO DATE: ADDRESS: \_\_\_\_\_  
Street # Street Name City State

TYPE OF BUSINESS OR SERVICE RENDERED: \_\_\_\_\_

**FELONY CONVICTIONS:** A felony conviction is not necessarily a bar to appointment. Each case is considered separately based on requirements of the position. However, failure to list felony convictions may result in disqualification.

Have you ever been convicted of a felony? If yes, please indicate for each conviction, the date of the conviction, the location of the court of conviction, and the exact denomination of the offense resulting in conviction:

None.

**CIVIL ACTIONS:** List each civil action, if any, in which punitive or exemplary damages have been assessed against you, indicating in each instance the date of the trial, court judgment and the location of the court which rendered the judgment:

None

**I DECLARE, UNDER PENALTY OF PERJURY THAT ALL STATEMENTS IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE:**

Signature:       /s/       Amanda Blosser  
Type Name if Returning Via E-Mail or Print, Sign and Mail

Date:       09/20/2011      

**DISCLOSURE AND REGULATORY REQUIREMENTS**

**City Code Section 2.40.060: Conflict of Interest Disclosure** - If a Statement of Economic Interests Form 700 is required for this position (see announcement), the form must be filed with the Office of the City Clerk prior to beginning service. The City Clerk will provide appointees with the filing form and instructions. Official status to serve will be delayed until the form is filed with the Office of the City Clerk.

**City Code Section 2.40.010: Attendance** - Board/commission members are required to attend meetings on a regular basis, and may be removed if a member does not attend three consecutive regularly scheduled meetings. If appointed, will you be able to attend meetings regularly and devote the time necessary to fulfill your duties as a member?  Yes  No

**City Resolution 2007-653: Mandatory Ethics Training** - Board/commission members are required to satisfy the local ethics training requirement mandated by Government Code Sections 53234 et seq. and may be removed if proof of attendance is not filed with the Office of the City Clerk within 60 days of appointment. Appointees will be provided with an on-line training resource. If appointed, will you be able to complete the training within 60 days?  Yes  No

**ACCOMMODATION INFORMATION**

*PLEASE IDENTIFY ANY SPECIALIZED ACCOMMODATIONS NEEDED FOR EQUAL PARTICIPATION:*

\_\_\_\_\_

# Amanda Blosser

San Fernando Way  
Sacramento, CA 95818  
916.

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- Presenter, “Researching Your Historic Property,” *Fainted Ladies Restoration Seminar*, October 2004

## EDUCATION

- Bachelor of Arts in Art History, University of Texas, Austin, 1995  
Undergraduate Deans’ Research Scholarship Recipient, 1995
- Master of Science in Architecture, Historic Preservation, Texas Tech University, 1999  
Thesis: *Paint Analysis at Colonial Williamsburg, An Evolution of Technique*

# Amanda Blosser

San Fernando Way  
Sacramento, CA 95818  
916.

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## PROFESSIONAL EXPERIENCE

California State Historic Preservation Office, Historian, Project Review Unit, 2010 – Present; 2005 – 2008

- Review and provide comment on project impacts to cultural resources
- Assist Federal agencies in completing compliance with the National Historic Preservation Act (NHPA) which includes assessing the adequacy of reports prepared for compliance with Section 106 of the NHPA and recommending revisions to submissions
- Review context statements, site records, National Register of Historic Places (NRHP) determinations of eligibility, and assessment of project effects
- Prepare agreement documents to resolve adverse effects to cultural resources
- Review Part 1s, Evaluation of Significance of the Historic Preservation Certification Application for the Federal historic preservation tax incentives program, as needed, and ensure applications are complete and accurate, evaluated historic significance against National Register criteria and the requirements of 36 CFR Part 67, and made recommendations for approval or denial to the SHPO
- Mentor junior staff and provide training for constituents
- Website and social media management
- Contributor to the 2016 California State Historic Preservation Plan

California Energy Commission, Planner, Environmental Office-Facilities Siting, 2008 –2010

- Analyze impacts of proposed power plants to cultural resources, prepare written staff assessments for the Application for Certifications for California Energy Commission siting cases or oversee the preparation of assessments by consultants
- Monitor the conditions of certification in the area of cultural resources for power plants under construction as well as compliance during operation of plants

JRP Historical Consulting Services, LLC, Staff Historian/Architectural Historian, 2001 –2005

- Staff Architectural Historian
- Responsible for inventory and evaluation of historic resources, preparation of environmental documents and other reports regarding compliance with state and federal environmental regulations and policies, undertaking site specific and general historical research, writing and compiling physical descriptions and integrity assessments of historic resources for historic property surveys
- Recommend treatment and mitigation measures for historic resources that will be adversely affected by an undertaking
- Prepared National Register of Historic Places nominations
- Prepared Historic American Building Survey data sets and Historic American Engineering Record documents
- Assisted or trained staff in historical research methods and techniques
- Coordinate client and review agency, project management, approaches, project budgets and schedules, proposals for projects

# Amanda Blosser

San Fernando Way  
Sacramento, CA 95818  
916.

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Independent Architectural Historian and Preservation Planner, 1999 – 2001

- Prepared small inventory and evaluation and historic architecture survey reports for city planning organizations, and other municipal agencies
- Prepared National Register of Historic Places nomination forms
- Prepared Federal Tax Credit applications
- Authored land use histories
- Participated in design guideline recommendations for historic resources during master planning process

Student Intern, Colonial Williamsburg, Architectural History and Material Conservation Departments, 1999 – 1999

- Responsibilities included completing research for staff Historian and Architectural Historians
- Paint analysis, conservation of objects, and preparation of written documentation for both

Ft. Davis National Historic Site, Student Architectural Conservator, 1998 – 1998

- Perform plaster, paint stabilization, and conservation for adobe structures within Ft. Davis National Historic Site
- Prepared written and photographic documentation for conservation treatments
- Conduct condition assessments for historic structures
- All work was undertaken in conjunction with additional architectural conservators and student architectural conservators

Teaching Assistant, Texas Tech University, Architecture History, 1997-1998

## SKILLS

- Qualified historian and architectural historian under the United States Secretary of the Interior's Professional Qualification Standards (as defined in 36 CFR Part 61)
- Comprehensive research and analytic skills
- Project development and management
- Proven writing skills for business development, client communication and deliverable development

## PROFESSIONAL ORGANIZATIONS

- Vice-President, Northern California Chapter of the Society of Architectural Historians
- Presenter, "SHPO's Perspective on Cultural Landscapes," California Preservation Foundation workshop, 2008
- Presenter, "Restoring Wood Windows," September 2005, 2006, 2007 at various locations.



# City of Sacramento

## Application for Appointment to Boards/Commissions and Committees

**INSTRUCTIONS:** Provide **all** information requested. Attachments must be single sided on 8.5 x 11 paper. If you will be representing an organization, you must include a letter from the organization recommending you as their representative. Note: All information provided on this form is a public record. **Return this completed application form to:** Office of the City Clerk, Historic City Hall, 915 I Street, Rm. 116, Sacramento, CA 95814. Tel: (916) 808-7200.

**IMPORTANT:** Letters of recommendation are optional. If you choose to include a letter it must be submitted as part of this application. Letters will not be accepted after your application is filed with the City Clerk's Office.

**BOARD / COMMISSION OR COMMITTEE NAME:** Preservation Commission

**CATEGORY FOR WHICH YOU ARE APPLYING:** Architectural historian position B  
Description (if applicable) Category Letter

- Name of Company/Organization Being Represented (if applicable): \_\_\_\_\_  
 Company/Organization Authorization Letter Attached (if applicable to qualifications of category)

**Applicant Name:** Moffett Chad D **E-Mail:** \_\_\_\_\_  
Last First Middle

**Home Address:** \_\_\_\_\_ Natalino Circle Sacramento CA 95835  
Street # Street Name City State Zip

**Mailing Address (if different than home address):** \_\_\_\_\_  
Street # Street Name City State Zip

**Resident of City Council District No:** One (1) **Business in Council District No:** \_\_\_\_\_  
Required If Applicable

**Home Telephone:** 916-i **Business Telephone:** 916-i

Please state the reason you would like to be a member of this board/commission (or attach):

I am very excited to become engaged in city planning and programs as it relates to historic resources, to give back to my community, and to offer my professional knowledge and experience to the Preservation Commission. I am interested in working with a wide range of residents to understand, identify, and protect historic resources and to balance the needs of today with respect for the past. I offer a broad range of professional experience dealing with architectural history and executive experience with cultural resource non-profit organizations. I have been in the cultural resource management industry for over twelve years and meet the Secretary of the Interior's Standards for Professional Qualifications Standards in History and Architectural History. I understand local, state, and federal regulations related to historic preservation.

Are you currently, or have you in the past, served on an advisory group?  Yes  No If yes, state the name of the group and how that service supports your application (or attach).

Not for the city of Sacramento

Do you, or an immediate family member, have any relationship (professional, financial, other) that may present a potential conflict of interest for this advisory group?  Yes  No If yes, please explain:



CITY OF SACRAMENTO -  
APPLICATION FOR APPOINTMENT

Chad D. Moffett  
APPLICANT NAME

FROM DATE: BUSINESS NAME: N/A

TO DATE: ADDRESS: N/A  
Street # Street Name City State

TYPE OF BUSINESS OR SERVICE RENDERED: N/A

**FELONY CONVICTIONS:** A felony conviction is not necessarily a bar to appointment. Each case is considered separately based on requirements of the position. However, failure to list felony convictions may result in disqualification.

Have you ever been convicted of a felony? If yes, please indicate for each conviction, the date of the conviction, the location of the court of conviction, and the exact denomination of the offense resulting in conviction:

No

**CIVIL ACTIONS:** List each civil action, if any, in which punitive or exemplary damages have been assessed against you, indicating in each instance the date of the trial, court judgment and the location of the court which rendered the judgment:

None

I DECLARE, UNDER PENALTY OF PERJURY THAT ALL STATEMENTS IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE:

Signature: /s/ Chad David Moffett Date: 10-06-2011  
Type Name if Returning Via E-Mail or Print, Sign and Mail

**DISCLOSURE AND REGULATORY REQUIREMENTS**

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**City Resolution 2007-653: Mandatory Ethics Training** - Board/commission members are required to satisfy the local ethics training requirement mandated by Government Code Sections 53234 et seq. and may be removed if proof of attendance is not filed with the Office of the City Clerk within 60 days of appointment. Appointees will be provided with an on-line training resource. If appointed, will you be able to complete the training within 60 days?  Yes  No

**ACCOMMODATION INFORMATION**

PLEASE IDENTIFY ANY SPECIALIZED ACCOMMODATIONS NEEDED FOR EQUAL PARTICIPATION:

**Areas of expertise**

*Intensive surveys  
Reconnaissance surveys  
Determinations of Eligibility  
National Register Nominations  
Preservation planning  
Landscape history*

**Education**

*MA, Cultural Resource Preservation,  
Department of Landscape Architecture,  
University of Wisconsin, 1999  
BA, American History, University of Wisconsin*

**Memberships**

*Secretary and Board of Directors, American  
Cultural Resources Association,  
200-2009  
Chair, Historic Preservation Professional  
Practice Network, American Society of  
Landscape Architects, 2005-present  
California Preservation Foundation  
Vernacular Architecture Forum*

**Credentials**

*Seminar, "Working with Revised Regulations,"  
National Preservation Institute, 1999  
Advanced seminar, "Section 106," National  
Preservation Institute, 2002  
"Landscape Architects as Leaders in Context  
Sensitive Transportation Planning and  
Design." Education session, ASLA Annual  
Meeting, 2002  
"Historic Landscapes: Planning, Management,  
and Cultural Landscape Reports," National  
Preservation Institute, 2005*

**Presentations**

*"General Aviation and CRM," Transportation  
Research Board, Archaeology and History  
Workshop, 2002  
"Conducting an Historic Landscape  
Assessment", National Trust for Historic  
Preservation Conference, 2007-2009*

**Awards**

*Merit for Excellence in the Study of Landscape  
Architecture, American Society of Landscape  
Architects*

**No. of years with Mead & Hunt**

*Hired 8/9/1999*

**No. of years with other firms**

*1 year*

**Experience**

With more than 12 years of experience, Chad Moffett serves as project manager for historic and architectural surveys, preservation planning and historic context development. He specializes in historical research and contextual studies in the fields of architecture, vernacular architecture, agricultural history, and landscape architecture, and historic bridge evaluations nationwide.

Chad manages research and field survey efforts on large municipal and transportation related projects. He has developed database and GIS applications for cultural resource management for municipalities, state agencies and non-profit organizations. Chad has extensive experience in assisting local jurisdictions with meeting local, state, and federal environmental compliance requirements. Chad exceeds the *Secretary of the Interior's Standards* in history and architectural history.

In California he leads research and field survey efforts to complete Phase I surveys, Phase II evaluations, Determinations of Eligibility, and National Register Nominations. He also prepares community historic contexts and historic resource survey reports. Chad works extensively on identifying and evaluating resources for Section 106 and CEQA compliance.

**Recent project****Context Statement and Intensive Survey of Route 66  
California Preservation Foundation and National Park Service  
San Bernardino and Los Angeles counties, California**

Mead & Hunt has been retained by California Preservation Foundation (CPF) and the National Park Service (NPS) to complete a context statement for a Multiple Property Documentation Form (MPDF) for Route 66, a major national highway that extended from Chicago to Santa Monica. This project focuses on the California portion of the route, extending from the Colorado River at Needles to the Pacific Ocean at Santa Monica. The context statement is part of a larger nationwide project undertaken by the NPS to document Highway 66 and provide guidance for the nomination of historic properties along the route.

In addition to the MPDF, the project involves a reconnaissance survey of the entire route in California and an intensive survey of selected portions of the route. Numerous properties along the route were surveyed to identify as candidates that may qualify for listing on the California Register and National Register. A National Register Nomination Form has been completed for the Wigwam Village in San Bernardino under the MPDF. Additional work included GIS mapping of known associated resources along the route. Department of Parks and Recreation (DPR) 523 Forms inventory forms were completed for associated resources that were surveyed within selected portions of the route.

Chad's served as overall project manager. His responsibilities included completing the intensive survey, directing the creation of GIS and database information, completing DPR Forms, assisting with public outreach, and quality review of the MPDF. The MPDF and Nomination will be reviewed by the State Historical Resources Commission In October 2011.



# City of Sacramento

## Application for Appointment to Boards/Commissions and Committees

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**BOARD / COMMISSION OR COMMITTEE NAME:** Preservation Commission

**CATEGORY FOR WHICH YOU ARE APPLYING:** Architectural Historian B  
Description (if applicable) Category Letter

- Name of Company/Organization Being Represented (if applicable): \_\_\_\_\_  
 Company/Organization Authorization Letter Attached (if applicable to qualifications of category)

Applicant Name: Allen Polly S E-Mail: \_\_\_\_\_  
Last First Middle

Home Address: 24th Street Sacramento CA 95818  
Street # Street Name City State Zip

Mailing Address (if different than home address): \_\_\_\_\_  
Street # Street Name City State Zip

Resident of City Council District No: Five (5) Business in Council District No: \_\_\_\_\_  
Required If Applicable

Home Telephone: \_\_\_\_\_ Business Telephone: \_\_\_\_\_

Please state the reason you would like to be a member of this board/commission (or attach):

I am seeking the position of Architectural Historian on the Sacramento Preservation Commission because of both my strong interest in preserving and promoting the city's historic resources and my passion for the field of architectural history. I believe the city's multifaceted built environment is one of its most prized resources and warrants thoughtful and integrated planning. My professional expertise and experience will be a valuable asset for the commission. I am well versed in the architectural development of both the city and the state, have demonstrated experience in leading field survey, a keen understanding of national, state, and local preservation laws and processes, and a strong understanding of the importance of integrating preservation with an array of urban planning concerns.

Are you currently, or have you in the past, served on an advisory group?  Yes  No If yes, state the name of the group and how that service supports your application (or attach).

Grass Valley Historical Commission. I served as an architectural historian on the commission.

Do you, or an immediate family member, have any relationship (professional, financial, other) that may present a potential conflict of interest for this advisory group?  Yes  No If yes, please explain:



CITY OF SACRAMENTO -  
APPLICATION FOR APPOINTMENT

Polly S. Allen  
APPLICANT NAME

FROM DATE: BUSINESS NAME: \_\_\_\_\_

TO DATE: ADDRESS: \_\_\_\_\_  
Street # Street Name City State

TYPE OF BUSINESS OR SERVICE RENDERED:

**FELONY CONVICTIONS:** A felony conviction is not necessarily a bar to appointment. Each case is considered separately based on requirements of the position. However, failure to list felony convictions may result in disqualification.

Have you ever been convicted of a felony? If yes, please indicate for each conviction, the date of the conviction, the location of the court of conviction, and the exact denomination of the offense resulting in conviction:

**CIVIL ACTIONS:** List each civil action, if any, in which punitive or exemplary damages have been assessed against you, indicating in each instance the date of the trial, court judgment and the location of the court which rendered the judgment:

I DECLARE, UNDER PENALTY OF PERJURY THAT ALL STATEMENTS IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE:

Signature:  /s/ Polly S. Allen Date:  09-29-2011  
Type Name if Returning Via E-Mail or Print, Sign and Mail

**DISCLOSURE AND REGULATORY REQUIREMENTS**

**City Code Section 2.40.060: Conflict of Interest Disclosure** - If a Statement of Economic Interests Form 700 is required for this position (see announcement), the form must be filed with the Office of the City Clerk prior to beginning service. The City Clerk will provide appointees with the filing form and instructions. Official status to serve will be delayed until the form is filed with the Office of the City Clerk.

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**City Resolution 2007-653: Mandatory Ethics Training** - Board/commission members are required to satisfy the local ethics training requirement mandated by Government Code Sections 53234 et seq. and may be removed if proof of attendance is not filed with the Office of the City Clerk within 60 days of appointment. Appointees will be provided with an on-line training resource. If appointed, will you be able to complete the training within 60 days?  Yes  No

**ACCOMMODATION INFORMATION**

PLEASE IDENTIFY ANY SPECIALIZED ACCOMMODATIONS NEEDED FOR EQUAL PARTICIPATION:



# City of Sacramento

## Application for Appointment to Boards/Commissions and Committees

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF SACRAMENTO  
2011 OCT -4 P 12:07

**INSTRUCTIONS:** Provide all information requested. Attachments must be single sided on 8.5 x 11 paper. If you will be representing an organization, you must include a letter from the organization recommending you as their representative. Note: All information provided on this form is a public record. **Return this completed application form to:** Office of the City Clerk, Historic City Hall, 915 I Street, Rm. 116, Sacramento, CA 95814. Tel: (916) 808-7200.

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Description (if applicable) Category Letter

- Name of Company/Organization Being Represented (if applicable): \_\_\_\_\_  
 Company/Organization Authorization Letter Attached (if applicable to qualifications of category)

Applicant Name: Forrest Kathleen A E-Mail: \_\_\_\_\_  
Last First Middle

Home Address: East Pacific Ave. Sacramento CA 95820  
Street # Street Name City State Zip

Mailing Address (if different than home address): \_\_\_\_\_  
Street # Street Name City State Zip

Resident of City Council District No: Five (5) Business in Council District No: \_\_\_\_\_  
Required If Applicable

Home Telephone: 415- Business Telephone: \_\_\_\_\_

Please state the reason you would like to be a member of this board/commission (or attach):

I am an architectural historian that meets the Secretary's Standards for Architectural History. I have a background in historic preservation and enjoy serving the community in this manner.

Are you currently, or have you in the past, served on an advisory group?  Yes  No If yes, state the name of the group and how that service supports your application (or attach).

Do you, or an immediate family member, have any relationship (professional, financial, other) that may present a potential conflict of interest for this advisory group?  Yes  No If yes, please explain:

**BACKGROUND INFORMATION**

You may also attach a resume reflecting experience, community activities or other qualifications not listed below that would be helpful to the Council in evaluating your application.

**EDUCATION:**

Graduate Program in Historic Preservation, University of Pennsylvania, Philadelphia, PA  
Master of Science, May 2001

**WORK EXPERIENCE:** List names, addresses and dates of employment for the last five (5) years. Attach additional sheets of paper if needed.

**CURRENT EMPLOYER:**

FROM DATE: 12-28-2009 EMPLOYER NAME: California Energy Commission  
TO DATE: Present ADDRESS: 9th St. Sacramento CA  
Street # Street Name City State

DUTIES: Planner II, Cultural Resources Unit, STEP Division. Please see the attached resume for a full description of duties.

**PRIOR EMPLOYER(S):**

FROM DATE: 07-05-2006 EMPLOYER NAME: City of Sacramento  
TO DATE: 07-04-2009 ADDRESS: 915 I Street Sacramento CA  
Street # Street Name City State

DUTIES: Associate Planner, Preservation Office. Please see the attached resume for a full description of duties.

FROM DATE: 01-05-2004 EMPLOYER NAME: Presidio Trust  
TO DATE: 06-2006 ADDRESS: 34 Graham Street San Francisco CA  
Street # Street Name City State

DUTIES: Historic Compliance Coordinator. Please see the attached resume for a full description of duties.

FROM DATE: 04-2002 EMPLOYER NAME: Carey & Company, Inc.  
TO DATE: 12-2003 ADDRESS: 460 Bush Street San Francisco CA  
Street # Street Name City State

DUTIES: Architectural Conservator. Please see the attached resume for a full description of duties.

**BUSINESS ENTERPRISES:** List business name including fictitious name and address of any business enterprises currently or previously owned or operated.

FROM DATE: BUSINESS NAME: \_\_\_\_\_  
TO DATE: ADDRESS: \_\_\_\_\_  
Street # Street Name City State

TYPE OF BUSINESS OR SERVICE RENDERED:

\_\_\_\_\_

CITY OF SACRAMENTO -  
APPLICATION FOR APPOINTMENT

Forrest Kathleen A  
APPLICANT NAME

FROM DATE: BUSINESS NAME: \_\_\_\_\_

TO DATE: ADDRESS: \_\_\_\_\_  
Street # Street Name City State

TYPE OF BUSINESS OR SERVICE RENDERED:

**FELONY CONVICTIONS:** A felony conviction is not necessarily a bar to appointment. Each case is considered separately based on requirements of the position. However, failure to list felony convictions may result in disqualification.

Have you ever been convicted of a felony? If yes, please indicate for each conviction, the date of the conviction, the location of the court of conviction, and the exact denomination of the offense resulting in conviction:

No.

**CIVIL ACTIONS:** List each civil action, if any, in which punitive or exemplary damages have been assessed against you, indicating in each instance the date of the trial, court judgment and the location of the court which rendered the judgment:

None.

I DECLARE, UNDER PENALTY OF PERJURY THAT ALL STATEMENTS IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE:

Signature:  Date: 10/5/11  
Type Name if Returning Via E-Mail or Print, Sign and Mail

**DISCLOSURE AND REGULATORY REQUIREMENTS**

**City Code Section 2.40.060: Conflict of Interest Disclosure** - If a Statement of Economic Interests Form 700 is required for this position (see announcement), the form must be filed with the Office of the City Clerk prior to beginning service. The City Clerk will provide appointees with the filing form and instructions. Official status to serve will be delayed until the form is filed with the Office of the City Clerk.

**City Code Section 2.40.010: Attendance** - Board/commission members are required to attend meetings on a regular basis, and may be removed if a member does not attend three consecutive regularly scheduled meetings. If appointed, will you be able to attend meetings regularly and devote the time necessary to fulfill your duties as a member?  Yes  No

**City Resolution 2007-653: Mandatory Ethics Training** - Board/commission members are required to satisfy the local ethics training requirement mandated by Government Code Sections 53234 et seq. and may be removed if proof of attendance is not filed with the Office of the City Clerk within 60 days of appointment. Appointees will be provided with an on-line training resource. If appointed, will you be able to complete the training within 60 days?  Yes  No

**ACCOMMODATION INFORMATION**

PLEASE IDENTIFY ANY SPECIALIZED ACCOMMODATIONS NEEDED FOR EQUAL PARTICIPATION:

# Kathleen A. Forrest

E Pacific Ave, Sacramento, CA 95820

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## PROFESSIONAL EXPERIENCE

### **Planner II, Siting, Transmission and Environmental Protection Division, California Energy Commission, Sacramento, CA, December 2009-Present**

*Cultural resource specialist performing technical analyses assessing cultural resources implications of energy resource utilization and electric power generation projects.*

#### *Development Project Application Analysis and Environmental Review*

- Review and analysis of three natural gas and four alternative energy power plant applications, including the identification of historic, pre-historic, ethnographic resources and cultural landscapes, the evaluation of those resources for historic significance, and development of mitigation measures to prevent significant impacts to significant cultural resources. Analyses under the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA), and Section 106 of the National Historic Preservation Act (NHPA).
- Oversee the implementation a cultural landscape study of the 18,000 square mile Desert Training Center/California-Arizona Maneuver Area, as mitigation for several solar projects. Project includes development of a historic context and field manual to facilitate standardization of field recordation, identification and evaluation of historical archaeological military features, and coordination of multiple cultural resource consultants.
- Collaborate with multiple state and federal agencies to identify resources and negotiate mitigations, including the identification of a cultural landscape and development of a Historic Properties Treatment Plan with the Bureau of Land Management
- Negotiate with applicants, consultants and other staff to develop solutions that achieve project objectives
- Prepare and present written and oral expert cultural resource testimony to the California Energy Commission
- Participate as a staff cultural resource expert at site visits and public workshops
- Evaluation of post-certification compliance submissions for consistency with project Conditions of Certification

#### *Section 106 Review*

- Implement Programmatic Agreement between California State Historic Preservation Officer, Department of Energy, California Energy Commission and others
- Analyze American Recovery and Reinvestment Act (ARRA) funded projects for impacts to cultural resources and ensure that various energy-related activities do not adversely affect identified resources
- Work with various local, state and non-profit entities to verify scopes of work

### **Associate Planner, Preservation Office, City of Sacramento, Development Services Department Sacramento, CA, July 2006-July 2009**

*Cultural resource specialist in City's Preservation Office responsible for a wide range of complex cultural resources programs, policies and project reviews.*

#### *Development Project Application Review & Management*

- Interpreted the Secretary of the Interior's Standards and negotiate with developers, property owners, design professionals, contractors and other city staff to reach design solutions that achieved development project objectives
- Analyzed 36 development proposals for consistency with the Secretary of the Interior's Standards
- Managed Certified Local Government Program grant-funded survey project, including RFQ and consultant selection process, contract negotiations, schedule, review of consultant work, and reporting requirements to State Office of Historic Preservation
- Led multi-disciplinary Matrix review teams to facilitate a timely, seamless and predictable development review for the applicant through planning and building permit processes

# Kathleen A. Forrest

E Pacific Ave, Sacramento, CA 95820

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- Worked with City Council members and staff on politically sensitive issues

## *Environmental Review*

- Reviewed and provided comments on adequacy of Cultural Resources sections of CEQA and NEPA documents, including identification of cultural resources, project-related impacts, and mitigations
- Prepared 430 recommendations to the Preservation Director and Planning staff regarding potential cultural resources eligibility for ministerial and discretionary projects

## *Historic Resource Nomination & Management*

- Presentations to the City Council, Preservation Commission, Preservation Director, community groups and staff regarding Landmark and Historic District nominations and preservation programs, including preparation of staff reports, informational handouts and visual presentations
- Managed Preservation Commission's Historic Resources Survey Committee
- Updated and maintained the Sacramento Register of Historic and Cultural Resources

## **Historic Compliance Coordinator, Presidio Trust, San Francisco, CA, January 2004-July 2006**

*Monitored and assisted in discharging the agency's responsibilities for historic structures within the Presidio of San Francisco*

## *NEPA and Section 106 Review*

- Communicated with Presidio Trust personnel regarding NEPA and Section 106 compliance responsibilities and internal procedures to ensure that the required review & consultation occurred
- Collected, analyzed and interpreted information for all Section 106 documentation (determinations of no effect and no adverse effect by the Federal Preservation Officer) for weekly NHPA/NEPA compliance meeting, including preparation of annual report
- Carried out mitigation monitoring of commercial and residential real estate development projects
- Led organization-wide training and compliance on NHPA the Secretary of the Interior's Standards for the Treatment of Historic Properties
- Represented the Presidio Trust at public and partner agency meetings
- Managed preservation compliance files and database
- Assisted FPO in formal consultation for undertakings outside the Programmatic Agreement

## *Project Management*

- Facilitated a successful relationship with trades crews and technical personnel to affect positive historic preservation projects. Began in non-communicative situation and built trust and open communication with those Operations and Maintenance employees that are essential to preservation projects
- Managed building preservation studies and residential rehabilitation projects
- Visited project sites to advise project managers and trades people during project planning and implementation regarding compliance requirements and mitigations

## *Special Project: Volunteer Coordinator, California Preservation Foundation Conference Steering Committee, 2004.*

- Recruited 80 volunteers to staff the 29th annual California Preservation Foundation Conference (2004) at the Presidio of San Francisco from local and state-wide historical associations, local neighborhood associations, regional parks, and interested individuals. Joined Steering Committee halfway through the planning process with no volunteers in place; recruited most volunteers in history of conference to that date
- Coordinated and trained volunteers based on availability, interest and need

# Kathleen A. Forrest

E Pacific Ave, Sacramento, CA 95820

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**Architectural Conservator, Carey & Co.,** San Francisco, CA. April 2002-December 2003

*Staff architectural conservator conducting laboratory analysis and historic research and documentation.*

- Performed conditions assessments of historic structures, including identification of character-defining features, finishes analysis of historic paint samples, and treatment recommendations
- Supervised on-site product testing for effectiveness and consistency with the Secretary of the Interior's Standards
- Conducted historical assessments of prospective development project areas to identify potential historic resources
- Prepared historic structures reports, including historic research, surveys, identification of significant features and characteristics, and treatment recommendations

**Bandelier National Monument,** Los Alamos, NM. June 2000 and June-September 2001

*Architectural conservation intern and seasonal employee. Conducted historical research and documentation of cliff dwellings.*

**Mesa Verde National Park,** Mesa Verde, CO. July 2000

*Architectural conservation intern. Carried out documentation and on-site treatment at Cliff Palace site.*

## RELEVANT EDUCATION AND TRAINING

**Graduate Program in Historic Preservation,** University of Pennsylvania, Philadelphia, PA

**Master of Science,** May 2001

Emphasis on conservation of architectural materials, conditions assessment methodology and technological applications in documentation, architectural history and archival and site documentation.

**University of Massachusetts,** Amherst, MA

**Bachelor of Arts,** cum laude, May 1999.

Major, History. Minor, Anthropology.

Junior semester abroad, University College London, London, England

**Environmental Impact Analysis: CEQA and NEPA,** Spring 2007, CSU Sacramento

Review of legislative and judicial requirements for environmental impact analysis.

**NEPA Workshop.** March 28, 2004. UC Santa Cruz Extension

One-day workshop in NEPA policy.

September 16, 2011

The Honorable Kevin Johnson  
915 I Street, 5<sup>th</sup> Floor  
Mail Code 09100  
Sacramento, California 95814

**RE: Recommendation for Ms. Kathleen Forrest, City of Sacramento Preservation Commission**

Dear Mayor Johnson,

My name is Sarah Allred, and it is my pleasure to provide this letter of recommendation for the appointment of Ms. Kathleen Forrest to the City of Sacramento's Preservation Commission.

On paper, Ms. Forrest's education and professional experience clearly speak for themselves in terms of her qualifications for the Architectural Historian position on the Preservation Commission. I recognize that discerning suitable candidates, based on the review of resumes alone can be difficult when there multiple seemingly equally qualified individuals from which to choose. Thus, recommendations from colleagues who have firsthand experience with the candidate's professional abilities are often the best indicators as to the likelihood of a candidate to be successful in the appointed position. To that end, I wish to convey my admiration and respect for Ms. Forrest and her abilities as a historic preservation professional.

I have worked professionally with Ms. Forrest on a daily basis for nearly two years. Having worked in the cultural resource management and historic preservation disciplines, myself, for over 20 years, Ms. Forrest has demonstrated herself to be a standout individual and public servant in the discipline in terms of her knowledge, expertise, and interpersonal capabilities. I have directly witnessed Ms. Forrest's ability to successfully navigate the regulatory process as it applies to federal, state, and local historic preservation requirements in the context of complex planning issues for large public works developments. Her keen sense of balance between the needs of development and the needs and importance of historic preservation has resulted sound decision-making that has served the best interest of the public and all parties involved.

I hope you will take advantage of this opportunity to appoint Ms. Forrest as an Architectural Historian to the Preservation Commission, as I believe, wholeheartedly, that you and the other members of the Preservation Commission would be more than satisfied with both her performance and dedication. Please do not hesitate to contact me if you have any questions regarding this letter of recommendation.

Sincerely,

A handwritten signature in black ink, appearing to read "Sarah M. Allred". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Sarah M. Allred  
City Council District 4  
2660 17<sup>th</sup> Street  
Sacramento, CA 95818  
916-202-0129  
smallred@pacbell.net

## Kathleen A. Forrest

E. Pacific Avenue, Sacramento, CA 95820

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October 5, 2011

The Honorable Mayor Kevin Johnson  
915 I Street, 5th Floor  
Mail Code 09100  
Sacramento, California 95814

Dear Mayor Johnson:

I am writing to express my interest in serving on the City's Preservation Commission in the open Architectural Historian seat. With over ten years of experience in the field of historic preservation and extensive knowledge of the Secretary's Standards for the Treatment of Historic Properties and the California Historical Building Code, I believe I meet the requirements of the position.

I have spent my career working in California and the Southwestern United States, and as a result worked intensively with the history of the western United States from its earliest prehistoric settlement through modern times. During my career in both the private and public sectors I have gained a thorough knowledge of local, state and federal evaluation criteria, and the application and interpretation of the Secretary of the Interior's Standards. As a planner in the City's Preservation Office, I had the unique opportunity to become well acquainted with the history of Sacramento and its architectural resources, the nomination criteria and Commission process, and was tasked with the evaluation and nomination of individual properties and historic districts. I also had the opportunity to hear the community's perspective regarding the preservation and planning policies relative to historic preservation. Additionally, I am familiar with the goals and policies of the City's General Plan and the Historic Preservation Element, the Historic Preservation ordinance, and the historic preservation program.

As a resident of Sacramento I have lived in both the Midtown and Curtis Park neighborhoods and experienced many of the other areas, and am familiar with their distinctive qualities and architectural character. I hold a Master of Science in Historic Preservation from the University of Pennsylvania and, with 10 years of experience in the field, meet the Secretary of the Interior's qualifications as an architectural historian.

I would welcome the opportunity to serve the preservation community and the City of Sacramento in this capacity. I am extremely interested in discussing how my background and experience will be a positive addition to the Preservation Commission and to provide further information. I can be reached anytime via my cell phone, 415-359-6159, and look forward to speaking with you soon.

Sincerely,



Kathleen Forrest

Cc: Councilmember Jay Schenirer, District 5  
Councilmember Angelique Ashby, District 1

September 15, 2011

The Honorable Kevin Johnson  
Mayor of Sacramento  
915 I Street, 5<sup>th</sup> Floor  
Mail Code 09100  
Sacramento, California 95814

Dear Mayor Kevin Johnson:

I wish to nominate Ms. Kathleen Forrest to fill the Architectural Historian position of the City of Sacramento Preservation Commission. I work with Page & Turnbull—an architecture, historic preservation and planning firm—and met Ms. Forrest in 2008 when she was Project Manager for the City of Sacramento Raised Streets and Hollow Sidewalks project. I enjoyed working with her because she understood the complex nature of the resources and was able to clearly discuss their evaluation and analysis. Although we have not worked together since that time, Ms. Forrest remains a preservation colleague and good friend.

Ms. Forrest exceeds the *Professional Qualifications Standards* for History and Architectural History. She studied historic preservation at the University of Pennsylvania and has been working in the field for several years—first with the Presidio Trust in San Francisco and then as an Associate Planner with the Preservation Office at the City of Sacramento. Her current position with the California State Energy Commission has increased her knowledge of the California Environmental Quality Act and the National Environmental Policy Act as they relate to cultural resources. Ms. Forrest's experience has made her very familiar with historic preservation at the local, state, and federal levels of review.

Ms. Forrest has been actively following projects downtown and in the greater area. Her knowledge of past and current projects would make her invaluable to the Commission.

Perhaps most importantly, Ms. Forrest is an excellent candidate for the position because she is a good listener and strong communicator. Whether she is responding to her three-year-old son or working with a project applicant, she will respond professionally and candidly.

Sincerely yours,



Meg Glynn

September 15, 2011

Dear Mayor Kevin Johnson,

I am writing this letter to strongly recommend Kathleen Forrest for the City of Sacramento Preservation Commission's Architectural Historian position. I have known Kathleen for six years, professionally and personally.

Kathleen and I have worked together at two different government agencies. During our tenure at both jobs, Kathleen has shown professional qualities such as through knowledge of the California Environmental Quality Act, the National Historic Preservation Act, and the Secretary of the Interior's Standards for the Treatment of Historic Properties. Kathleen is dedicated team player with a strong work ethic that would complement the City of Sacramento's Preservation Commission. For these reasons, I believe Kathleen would be a great asset to the Preservation Commission.

Thank you for taking the time to consider Kathleen for the Architectural Historian position. If you have any questions regarding her abilities, please feel free to email or call me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kristin Ford', written in a cursive style.

Kristin Ford  
Environmental Planner  
916-420-2145  
serinkristin@gmail.com

September 15, 2011

Mayor Kevin Johnson  
915 I Street, 5th Floor  
Mail Code 09100  
Sacramento, California 95814

RE: Recommendation for Kathleen Forrest, City of Sacramento Preservation  
Commission

Dear Mayor Johnson,

My name is Nora Makarczyk and I have personally known Kathleen Forrest for over six years in both a social and business related capacity.

I am very pleased that Kathleen is applying for the City of Sacramento Preservation Commission's Architectural Historian position. Her skills, personality, and work experience qualify her as an excellent candidate to help the Commission fulfill its mission to preserve the city's historic and cultural resources. She has the ability to understand complex planning issues and regulations, as well as, the soft skills required to build consensus among various parties. I have seen her demonstrate her dedication to Sacramento as a community worth improving and preserving for generations to come.

Thank you in advance for your review of Kathleen's application for this position. She would be a tremendous asset to the Commission. If you have any further questions with regard to her background or qualifications, please do not hesitate to call or email me.

Sincerely,



Nora L. Makarczyk  
City Council District 3  
1232 35<sup>th</sup> Street  
Sacramento, CA 95816  
916-524-3151  
nmakarczyk@apple.com

## Kathleen A. Forrest

E. Pacific Avenue, Sacramento, CA 95820

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November 1, 2011

RE: Preservation Commission

Dear Personnel and Public Employees Commission:

I regret that I am unable to attend this hearing and introduce myself in person. I would like to take this opportunity to address the following two items:

Why are you interested in serving on this Commission? and,  
Briefly describe the knowledge and experience that qualify you for this Commission.

I am interested in serving on the Preservation Commission because I would like the opportunity to continue to serve Sacramento and the local preservation community. As a resident of Sacramento I have lived in both the Midtown and Curtis Park neighborhoods and experienced many of the other areas, and am familiar with their distinctive qualities and architectural character. During my tenure with the City's Preservation Office I became intimately familiar with the history of Sacramento and the manner in which the architecture of the City reflects that history. As a student of history and a historic preservationist, I believe that tangible examples of our history are hugely important in our ability to teach history as well as to develop a cultural heritage as a community and a nation. However, I also understand the need to balance the preservation of our past with the need to move forward. I believe that I can contribute to this balance through the Preservation Commission.

With over ten years of experience in the field of historic preservation and extensive knowledge of the Secretary's Standards for the Treatment of Historic Properties and the California Historical Building Code, I believe I meet the requirements of the position. I have spent my career working in California and the Southwestern United States, and as a result worked intensively with the history of the western United States from its earliest prehistoric settlement through modern times. During my career in both the private and public sectors I have gained a thorough knowledge of local, state and federal evaluation criteria, and the application and interpretation of the Secretary of the Interior's Standards. As a planner in the City's Preservation Office, I am well acquainted with the nomination criteria and Commission process, and the evaluation and nomination of individual properties and historic districts. I also had the opportunity to hear the community's perspective regarding the preservation and planning policies relative to historic preservation. Additionally, I am familiar with the goals and policies of the City's General Plan and the Historic Preservation Element, the Historic Preservation ordinance, and the historic preservation program. I hold a Master of Science in Historic Preservation from the University of Pennsylvania and meet the Secretary of the Interior's qualifications as an architectural historian.

I would welcome the ability to serve the preservation community and the City of Sacramento in this capacity, and am grateful for the opportunity to submit this statement in my absence. Thank you very much.

Sincerely,

Kathleen Forrest

