

TO: Public Amenities Commission

FROM: Preservation Subcommittee (Desirée Galassi, Vice Chair)

Members Present: Desiree Galassi, Senior Planner, John Ciampa

DATE: August 5, 2026

SUBJECT: Subcommittee Progress Report: Upcoming Historic Library Outreach Event

Overview

The City Council had directed the commission to outreach to the community regarding the Historic Preservation Program. Following the successful outreach booth at the Riviera Summer Festival, the Preservation Subcommittee has initiated planning for an outreach event to be hosted at the Historic Library. In addition to continuing fostering community pride in historic landmark ownership, and providing information on preservation processes and Mills Act benefits, this event will facilitate the local historic landmark homeowners to connect with one another and other interested parties to share information on their experiences, any resources they used associated with alterations, additions and/ or upkeep of their landmark designated properties.

Event Logistics

- **Confirmed Date:** November 21, 2026
- **Proposed Time:** 10:00 AM – 12:30 PM (Requesting library facility access for a total block of 8:00 AM – 2:00 PM for setup and breakdown).
- **Location:** Interior of the Historic Library.

Strategic Objectives

- **Community Engagement:** Connect with landmark homeowners and interested community members.
- **Educational Outreach:** Provide resources regarding historic landmark designation, alteration processes, and the benefits of Mills Act contracts.
- **Subcommittee Expansion:** Actively seek interest from a historic homeowner to join the Subcommittee as a community representative and add another Commission member to the committee..

Status of Planning

The Subcommittee is currently in the initial planning phase. Notable progress and pending items include:

- **Tracking document :** has been created to identify tasks, owners, timelines and to keep track of budgets.
- **Confirmed:**

- Availability and use of the "blue tablecloths" (previously utilized at the Summer Festival) have been secured.
- **In Progress:**
 - **Outreach:** Coordinating with staff to identify the invitee list and exploring if using GIS data can be used for targeted mailers to landmark homeowners
 - **Communication:** Drafting outreach wording for both targeted mailings, sign up list from the summer festival, and eventually general media.
 - **Programming:** Identifying guest speakers, determining handout materials and displays, identifying what refreshments will be provided and costs, and coordinating a possible volunteer musician for non-amplified background music.
 - **Budgeting:** Postage requirements, stand up displays and photo copies, clarification regarding the city's agreements with the facility for use of any tables and chairs, set up/take down of event refreshments, and other items.
 - **Audio** clarifying what audio is needed, and who will provide and operate it and if there's any cost associated with it.

Next Steps

The Subcommittee will continue planning via bi-weekly meetings. The next meeting is scheduled for **August 17th**, during which we will further refine the event scope and assign additional tasks.