

Riemer, Allison

From: Hersch, Anne
Sent: Monday, August 11, 2025 4:02 PM
Subject: Secretary Relationship to the Landmarks Preservation Commission

Good afternoon LPC members,

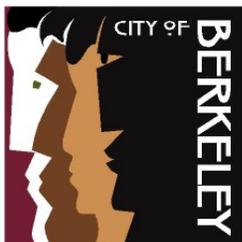
I wanted to follow up from the August 7, 2025 LPC meeting, specifically on the point of the Secretary's Role. The main function of the Secretary is to assist the Commission in its regular functions and represent the City Manager. At all times, staff is directly responsible to the department director and City Manager. The Secretary and other staff who assist the Commission are not employees of the Commission.

It is the established practice to include Future Council Calendar Items on the published agenda so that this information is conveyed transparently and publicly to the Commission and interested parties. This is the process that is followed throughout the City. It is each Commissioner's responsibility to keep track of and review any items of interest. For LPC, this includes Notices of Decision for Structural Alteration Permits and Landmarking as well as appeals of LPC decisions. It has not been the practice of staff to transmit City Council agenda materials to the LPC as the Council dates are identified and all agenda packets are available 10 days in advance of the scheduled City Council hearing. Recently, the appeals scheduled for Council review were announced in the June and July 2025 meetings and the July 14 City Council publication date was also shared. Asking staff to apply a qualitative judgement based on the report contents and transmit City Council agenda materials is a break from the standard practice and not consistent with the established process.

A link to the [2025 Commissioners' Manual](#) is included for your reference.

Sincerely,
Anne

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The Permit Service Center (PSC), including the zoning counter, is open between 8:30 am – 2:30 pm (final check in at 2:00 pm) Monday through Thursday.

All permit-related and Zoning services are available online. Please visit us [online](#) for more information.