



MINUTES
CITY OF NORCO
HISTORIC PRESERVATION COMMISSION
CONFERENCE ROOM "A" — 2870 CLARK AVENUE
REGULAR MEETING
SEPTEMBER 3, 2013

1. CALL TO ORDER: Vice Chair Potter called the meeting to order at 4:03 p.m.
2. ROLL CALL: Vice Chair Potter, Commissioners Bacon, Dixon, Overstreet, and Stiller.

MEMBERS ABSENT: None

STAFF PRESENT: City Manager Okoro, Preservation Consultant Wilkman, Economic Development Specialist Grody, Archivist Chuck Wilson

GUESTS: None

3. PLEDGE OF ALLEGIANCE: Commissioner Dixon
4. PUBLIC COMMENTS OR QUESTIONS: None
5. READ BY THE CHAIR: "All discretionary actions before the Historic Preservation Commission are advisory in nature and final actions will be confirmed, modified or deleted by the City Council."
6. APPROVAL OF MINUTES: Commissioner Dixon moved to approve the Minutes from Regular Meeting of April 2, 2013 and the Special Meeting of May 21, 2013. The motion was seconded by Commissioner Bacon and unanimously approved.
7. INTRODUCTIONS: New Commissioners Diana Stiller, a history teacher at Norco High School; and Pat Overstreet, a dedicated community activist, introduced themselves. Recently appointed City Manager Andy Okoro, attending his first Historic Preservation Commission meeting, introduced himself to the Commission.
8. STATUS ON CLOSING OF PRISON (City Manager Okoro): The City Manager updated the Commission on the recent decision, announced by Governor Brown and legislative leaders, to suspend closure of the prison for an additional three (3) years. He indicated the announcement came just days after officials from the California Department of Government Services agreed to present information regarding the disposition of prison land at an upcoming City Council study session. A discussion ensued regarding whether this decision would make the Department of Corrections (DOC) more likely to take its obligations as steward of the Norconian more seriously. Mr. Okoro noted that Norco's legislative representatives have made a commitment to pressure the DOC to be more responsible.

9. **ELECTION OF NEW CHAIR AND VICE CHAIR:** Commissioner Dixon moved to reappoint Commissioner Bacon as Chair and Commissioner Potter as Vice Chair. The motion was seconded by Commissioner Overstreet and unanimously approved. Subject to the election results, Commissioner Bacon took over the meeting as Chair.

10. **APPOINTMENT TO FILL A VACANCY ON THE COLLECTIONS COMMITTEE (Vice Chair Potter):** Vice Chair Potter explained that with the resignation of Commissioner Sawyer, a vacancy opened up on the Collections Committee. Subject to interest expressed by Commissioner Stiller, Chair Bacon moved that Commissioner Stiller fill the vacancy. The motion was seconded by Vice Chair Potter and was unanimously approved.

11. **UPDATE ON HISTORIC COLLECTIONS STUDY (Consultant Wilkman):** Mr. Wilkman explained that the primary task at hand was the preparation of an Existing Conditions & Issues Report, and that a draft document has been completed and distributed to the members of the Committee. He indicated that he and Mr. Wilson had visited the trailer housing most of the Collection several times, as well as a room at City Hall and a garage on Councilmember Bash's property. According to Consultant Wilkman, valuable information has been received from former City Historian Ron Snow, as well. A meeting of the Collections Committee will be scheduled in the near future to review the draft report.

12. **APPROVAL OF REVISED COLLECTION DEVELOPMENT POLICY STATEMENT (Vice Chair Potter):** Vice Chair Potter deferred to archivist Chuck Wilson, who reported that the original version created by Vice Chair Potter and the Commission contained all of the essential concepts and provisions. He added that it was reformatted to more simply accommodate future modifications, and that some terminology was changed. The title was also changed to "Norco History Collection Policy." Vice Chair Potter moved to accept Mr. Wilson's revised Norco History Collection Policy, replacing the original version generated by the Commission. The motion was seconded by Commissioner Dixon and unanimously approved.

13. **CLARIFICATION REGARDING PROFESSIONAL QUALIFICATIONS FOR COMMISSIONERS (Consultant Wilkman):** Mr. Wilkman reported that he, like many others, was of the mistaken impression that the City Code required two (2) members of the Commission to possess qualifications consistent with those required by the Secretary of the Interior (SOI), which are based on professional degrees. This is not the case, and it is now clear that professional experience in lieu of a degree in City Planning, Architecture or History can satisfy both the State CLG requirements and City Code requirements. Vice Chair Potter, who originally sought clarification on this matter, indicated that he is still concerned that the City's ordinance is too restrictive, even if it does not require professional degrees. Whereas the State statute uses the term "encourage," the City Code language employs the more rigid term of "shall." Therefore, the Vice Chair believes the City Code should be brought into conformance and uniformity with the State statute. After a thorough discussion, a consensus was reached to agendaize this matter for the next meeting, at which time the entire City Code section

can be brought back with a variety of clean-up revisions for approval by the Commission and subsequent recommendation to City Council.

- 14. UPDATE ON NAVY ACTIVITIES (Consultant Wilkman):** Mr. Wilkman advised the Commission there was nothing new to report regarding the Navy's revised Survey of Historic Resources. He added that a Naval representative told him not to expect findings any different than what were contained in the original report, which was challenged by the City. For the benefit of the two new Commissioners, Mr. Wilkman explained the provisions of Section 106 of the National Historic Preservation Act (NHPA), which requires the Navy to consult with the City prior to any modifications of structures. He and Chair Bacon both reported that the Navy had recently been operating in compliance with Section 106.
- 15. IMPLEMENTATION OF HISTORIC RESOURCES SURVEY RECOMMENDATIONS (Consultant Wilkman):** Mr. Wilkman reported that the Context Statement and Historic Resources Survey for properties constructed prior to 1946 and the Context Statement for properties constructed 1946-1966 contain recommendations which should now be implemented. Some recommendations involve the designation of particular structures as historic landmarks, while another recommendation involves the creation of a public outreach campaign. A consensus was reached to form an Implementation Committee to prioritize the various recommendations, and staff was asked to agendize the creation of that Committee at the next meeting of the Commission. Staff was also asked to agendize an action initiating the process to designate the Community Center as a historic landmark.
- 16. REPORT ON COMMISSION TRAINING (Consultant Wilkman):** Mr. Wilkman reminded Commissioners that October 1 was the deadline to complete annual training requirements. Vice Chair Potter advised the new Commissioners that the City will pay for their membership in the California Preservation Foundation, which offers valuable webinars, including archived sessions that can be downloaded any time of day. The two new Commissioners will not be held to the October 1 deadline.
- 17. COMMISSION UPDATES:** Vice Chair Potter reminded his fellow Commissioners that next year is the City's 50th Anniversary and that some tie-in from the Historic Preservation Commission would be appropriate. Commissioner Dixon provided details on the upcoming USO Night at the Pavilion and suggested the City should prepare some kind of handout on the history of Norco. Chuck Wilson suggested there are opportunities for service clubs to get involved in such activities, as well as contributing money for boxes used to move archival materials. Chair Bacon inquired about a letter she requested go to former City Historian Ron Snow, requesting a comprehensive account of all materials he has reviewed and catalogued in his tenure.
- 18. NEXT MEETING:** Regular Meeting, November 5, 2013.
- 19. ADJOURNMENT:** Chair Bacon adjourned the meeting at 5:42 p.m.