



MINUTES
CITY OF NORCO
HISTORIC PRESERVATION COMMISSION
2870 CLARK AVENUE
CONFERENCE ROOM "A"
September 9, 2014



Commission Members:

Matthew Potter—Chair
Diana Stiller—Vice Chair
Patricia Overstreet—Commission Member
Mark Sawyer—Commission Member
Denise Sutherland—Commission Member

Staff Members:

Bill Wilkman, Preservation Consultant
Roger Grody, Economic Development Specialist

CALL TO ORDER: **4:02 p.m.**

PLEDGE OF ALLEGIANCE: **Member Sawyer**

1. PUBLIC COMMENTS: **NONE**
2. READ BY 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."

ITEMS OF URGENCY (Consultant Grody)

Specialist Grody indicated that two items of urgency need to be added by a vote for discussion:

- A. Commission response to the decision of the State Historic Preservation Officer (SHPO) on the Navy Survey
- B. Appointment of a Commission Member to a committee that meets regularly with the Navy regarding construction and modifications of buildings.

M/S Overstreet/Sutherland to add the discussion items by urgency, to be discussed after the Future Internet Presence item.

AYES: Potter, Stiller, Overstreet, Sawyer, Sutherland **Motion Passed**

3. APPROVAL OF MINUTES:
 - Regular Meeting of July 8, 2014
 - Joint Meeting with City Council of August 6, 2014
 - Special Meeting of August 12, 2014

M/S Overstreet/Sutherland to approve the meeting minutes of July 8, 2014, August 6, 2014 and August 12, 2014, as written.

AYES: Potter, Stiller, Overstreet, Sawyer, Sutherland **Motion Passed**

4. COMMISSION'S FUTURE INTERNET PRESENCE:

Commission Member Sawyer explained that it was critical to have some Internet presence to attract new attention to local preservation efforts. He suggested Facebook as the primary vehicle for this but indicated he would settle for a page on the City's website.

Specialist Grody indicated that Facebook had a bit of a stigma among staff members, due to controversial Facebook pages in Norco. He offered to set up a meeting between two Commission Members and the City Manager for further discussions.

Member Sawyer did not believe that a Commission Facebook page would be subject to negative or inflammatory comments. Commission Members Sawyer and Stiller volunteered to attend the proposed meeting.

ITEMS OF URGENCY:

A. APPOINTMENT TO NAVY COMMITTEE:

Specialist Grody reported that the Navy suggested that a member of the Historic Preservation Commission be a part of the monthly meetings to discuss construction activity on the Navy base, and that the City Manager agreed it would be a good idea. After some discussion, particularly regarding the availability of Commission Members during working hours, Commission Member Sawyer volunteered, with Commission Member Stiller agreeing to serve as an alternate.

M/S Sutherland/Overstreet to appoint Member Sawyer to the committee on Navy construction activities and to appoint Member Stiller as the alternate.

AYES: Potter, Stiller, Overstreet, Sawyer, Sutherland **Motion Passed**

B. RESPONSE TO SHPO DECISION:

Chair Potter proposed that the Commission write a letter to the Navy addressing its actions related to communications made to a Navy employee who supported the City's position in regard to historic resources on the base. Mr. Wilkman suggested that such a letter could potentially place that employee in greater jeopardy and not result in anything positive.

Chair Potter also proposed that the Commission write a letter to the SHPO, with elected officials copied, objecting to the concurrence with the Navy's historic resources survey.

Specialist Grody reminded the Commission that the letter would be transmitted only upon approval by the City Manager.

M/S Overstreet/Sutherland to write a letter to SHPO addressed in the most strident terms, which would not need to come back to the Commission for final review

AYES: Potter, Stiller, Overstreet, Sawyer, Sutherland **Motion Passed**

5. LONG-TERM MANAGEMENT OF THE COLLECTION:

a. COMPOSITION AND ROLE OF NORCO HISTORIC COLLECTION ADVISORY BOARD: (Chair Potter)

Chair Potter reminded the Commission that archivist Chuck Wilson recommended a longstanding Advisory Board to deal with issues related to the Collection's policies and procedures, but that the size and composition was left to the discretion of the Commission.

After an extended discussion, it was decided that the Historic Collection Advisory Board should be comprised of three persons: two Historic Preservation Commission Members and one person serving in the role of Collection Manager or Curator. It would also operate as a subcommittee of the Historic Preservation Commission. It was decided to immediately appoint the two Commission Members

and that the subcommittee could operate with two members until such time when a Collection Manager/Curator was named.

M/S Potter/Overstreet that the Historic Collection Advisory Board be comprised of two Commission Members and a Collection Manager/Curator; the third seat shall remain vacant until said appointed

AYES: Potter, Stiller, Overstreet, Sawyer, Sutherland **Motion Passed**

M/S Potter/Sawyer to appoint Member Overstreet and Vice Chair Stiller to serve on the Historic Collection Advisory Board

AYES: Potter, Stiller, Overstreet, Sawyer, Sutherland **Motion Passed**

b. **RETENTION OF PROFESSIONAL SERVICES:** (Consultant Wilkman)

Mr. Wilkman reported that \$6,000 in the current City Budget was allocated for the services of a professional archivist. He stated that the Commission should take advantage of these monies, particularly since the current City Council viewed preservation efforts in a favorable light. Mr. Wilkman reviewed the strengths of Chuck Wilson, a professional archivist whose strength was putting policies in place and setting up facilities. The consultant also reported on the availability of Theresa Hanley, the former director of the Ontario Museum of History & Art, whose expertise is focused on operations of exhibit spaces and fundraising. Mr. Wilkman proposed a Request for Proposal (RFP) process to determine the best available resources for all of the tasks required, and noted that it is possible for work to be allocated to more than one professional.

M/S Sawyer/Potter to have Bill Wilkman manage the retention of professional services.

Under Discussion: The Commission discussed the number of people to receive the RFP (i.e. the top-two candidates or a more comprehensive list of professionals), a substitute motion was made:

M/S Sawyer/Potter to give Bill Wilkman discretionary powers to seek proposals from qualified candidates and to bring the proposals to the Historic Collection Advisory Board for review.

AYES: Potter, Stiller, Overstreet, Sawyer, Sutherland **Motion Passed**

c. **UPDATE ON MOVE TO COMMUNITY CENTER:** (Chair Potter)

Chair Potter reported that most of the items have been moved to the Community Center. He further stated that he would like to coordinate a time for a final move with Parks & Recreation personnel. Chair Potter also reported that the doors and windows need to be covered to protect the items from sunlight and keep them secure.

d. **APPROVAL OF COLLECTIONS POLICIES & PROCEDURES MANUAL:**
(Consultant Wilkman)

Consultant Wilkman indicated the Manual would be provided to the City Council for formal approval at its meeting of September 17, 2014.

6. PRESERVATION CONSULTANT UPDATES: (Consultant Wilkman)

a. UPDATE ON SURVEY:

Consultant Wilkman indicated he continues to work on the Survey, with Council Member Bash contributing a great deal of research.

b. COMMISSION TRAINING UPDATE:

Consultant Wilkman reported that two training opportunities have been made available to Commission Members locally, a significant savings of time and money.

c. REPORT ON CITY CODE REVISIONS:

The State has not responded yet, but Consultant Wilkman promised to check with Lucinda Woodward at SHPO for an update.

d. OUTREACH COMMITTEE UPDATE:

No updates to report at this time, but the Committee plans to meet soon.

7. COMMISSIONER/CONSULTANT/STAFF COMMENTS:

Commission Members agreed they would like some form of a historic display to be ready for the 50th Birthday Party in December.

Vice Chair Stiller said she would spread the word and invite the community to Friday's Hall of Fame football game at Norco High School, September 12, 2014, at which the players will be displaying the 50th Anniversary logo on their helmets.

Consultant Wilkman shared with the Commission information regarding two awards available, one from the California Council for the Promotion of History (CCPH) and another from the Society of California Archivists (SCA) that the Commission and/or the Lake Norconian Club Foundation (LNCF) may be eligible for.

Chair Potter asked his colleagues to begin thinking of a name for the historic collection and the room.

8. NEXT MEETING: Due to Veterans Day celebration on November 11, 2014, the next regular meeting is scheduled for November 18, 2014.

9. ADJOURNMENT: Chair Potter adjourned the meeting at **5:48 p.m.**