



MINUTES
CITY OF NORCO
HISTORIC PRESERVATION COMMISSION
2870 CLARK AVENUE
CONFERENCE ROOM "A"
November 18, 2014



Commission Members:

Matthew Potter - Chair
Diana Stiller - Vice Chair (arrived 4:51 p.m.)
Patricia Overstreet—Commission Member
Mark Sawyer—Commission Member

Member Absent:

Denise Sutherland—Commission Member

Staff Members:

Bill Wilkman, Preservation Consultant
Roger Grody, Economic Development Specialist

CALL TO ORDER: **4:01 p.m.**

PLEDGE OF ALLEGIANCE: **Chair Potter**

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."

3. APPROVAL OF MINUTES:

- Regular Meeting of September 9, 2014

M/S Overstreet/Sawyer to approve minutes of September 9, 2014, as written.

AYES: Potter, Overstreet, Sawyer

Motion Passed

4. LONG-TERM MANAGEMENT OF THE HISTORIC COLLECTIONS:

a. Establishment of Official Name of Collection: (Chair Potter)

Chair Potter expressed the importance of creating a distinctive name for the collection, which is important once it occupies its new home at the Community Center.

Member Overstreet proposed "Norco Nostalgia", while Member Sawyer suggested something along the lines of "Norco History and Artifact Collection."

Consultant Wilkman suggested that a name like "Norco History Collection and Museum" would convey the important concept of a public place; Commission Members commented that it could raise unrealistic expectations.

Member Sawyer further suggested "Historic (or Historical) Institute"; Mr. Wilkman preferred the word "Center". Others believed that the word "heritage" belonged in the name.

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Mr. Grody commented that the name is too important to rush and that it should be deferred until the next meeting. In the meantime, he could research some other community museum names.

Chair Potter also believed an acronym might be effective.

b. Update on Move to Community Center: (Chair Potter)

Chair Potter reported on his contact with the Parks & Recreation Department regarding a final move date from the trailer, indicating that it will have to wait until after the Veterans Day festivities.

Mr. Grody reminded the Commission Members that there are additional items from the Collection in his office and another room in City Hall, as well as at the Norco Area Chamber of Commerce & Visitors Center office.

Discussion ensued regarding the items loaned to the Chamber; Mr. Grody reported that the items were identified in the lease agreement between the Chamber and the City.

Member Sawyer recommended the inventory of items held by the Chamber be placed on the agenda for the next regular meeting.

c. Consider Revisions to the Policies & Procedures Manual: (Vice Chair Stiller)

Vice Chair Stiller expressed her opinion that the Policies & Procedures Manual created by Consultant Chuck Wilson is redundant, as it contains two parallel, often repetitive chapters that could be consolidated.

Discussion ensued and most Members agreed.

Chair Potter recommended, however, that further action be deferred until the first meeting in 2015 when a selected consultant will be on board.

d. Discussion on Recruitment of Professional Staff and Volunteers: (Chair Potter/Consultant Wilkman)

Consultant Wilkman reported that the City Manager had agreed to his recommendation to release a Request for Proposal (RFP) to Chuck Wilson and Theresa Hanley for two distinct phases. Phase I would involve getting the room set up and organized in a professional manner; while Phase II would involve implementation of the Manual, establishing a budget, and raising funds to operate what will ultimately be a museum with all the responsibilities that designation entails. Mr. Wilkman reported that the respondents may propose for one or both phases.

M/S Potter/Sawyer to direct Consultant Wilkman to proceed with the RFP process without further review by the Commission.

AYES: Potter, Overstreet, Sawyer, Stiller

Motion Passed

Chair Potter turned attention to the volunteer position of "Collection Manager" charged with training and coordinating the other volunteers.

Mr. Wilkman suggested that the position could be filled by one of the Commission Members from the Advisory Committee.

Chair Potter requested that Mr. Grody arrange to have a call for volunteers posted on the City website, noting that there may be qualified people in the community the Commission is not aware of.

5. CULTURAL RESOURCES CONSULTANT UPDATES:

a. Presentation on Navy Activities:

Consultant Wilkman reported on the Navy removing some trees, which were part of a historic district, without giving the City the opportunity to review the proposed removal. Mr. Wilkman noted that the Navy was due to submit its responses to the City's concerns over the photovoltaic project back in September, but to date, nothing has been communicated.

b. Update on City Code Revisions:

Consultant Wilkman reported that after a six-month delay, the State Office of Historic Preservation responded to the City's request to review its proposed Code Revisions regarding the composition of the Historic Preservation Commission.

Mr. Grody indicated that it will now be scheduled for City Council approval, possibly in December.

c. Report on California Council for the Promotion of History Award Application:

Consultant Wilkman indicated that to date no word has been received on this award. He explained that this is a dual application, one award for the Commission and another for the Lake Norconian Club Foundation.

d. Resurvey of Norconian for WWII and Post-WWII Eras:

It was reported by Consultant Wilkman that a representative from the State Historic Preservation Advisory Council has provided very positive feedback on the City's case. Consultant Wilkman noted that in addition to the hospital's very significant architecture, it is the only resort facility converted into a hospital that has maintained its integrity. He also pointed out that the hospital was one of just three sites in the U.S. where wheelchair basketball was employed for rehabilitation purposes, noting that the other two locations have been torn down. Further adding to the Norconian's compelling case is the national role the hospital played in the treatment of tuberculosis, polio and rheumatic fever. Mr. Wilkman reported that the WWII Era section of the survey should be completed by the end of the year.

6. SUBCOMMITTEE BRIEFINGS:

a. Outreach Subcommittee: (Chair Potter/Consultant Wilkman)

The subcommittee had not met but will be meeting shortly.

b. Collection Advisory Subcommittee: (Vice Chair Stiller/Consultant Wilkman)

The subcommittee had nothing new to report.

7. DISCUSSIONS:

a. Report on Internet/Social Media Strategies: (Member Sawyer)

Member Sawyer reported on a meeting with City Manager Okoro at which there was support for the Commission expanding its web presence. The City Manager encouraged the Commission to first take advantage of the City's soon-to-be launched, updated website, although he was not absolutely opposed to other social media venues in the future.

b. Update on the Lake Norconian Club Foundation Grant: (Chair Potter)

Consultant Wilkman reported that all deliverables have been submitted and all invoices paid, assuring Chair Potter that no further action was needed.

8. COMMISSION/CONSULTANT COMMENTS:

- Vice Chair Stiller briefly discussed her tour of the Navy base with Commission Member Sawyer and remarked that the photovoltaic site did not look that bad; Member Sawyer agreed. Vice Chair Stiller also noted that the Navy personnel were very gracious.

9. NEXT MEETING: January 13, 2014

10. ADJOURNMENT: Chair Potter adjourned the meeting at **5:37 p.m.**