



**MINUTES**  
**CITY OF NORCO**  
HISTORIC PRESERVATION COMMISSION  
SPECIAL MEETING  
2870 CLARK AVENUE  
CONFERENCE ROOM A & B  
April 7, 2015

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**Commission Members:**

Matthew Potter – Chair  
Diana Stiller – Vice Chair  
Patricia Overstreet – Commission Member  
Mark Sawyer – Commission Member

**Staff Members:**

Bill Wilkman, Preservation Consultant  
Roger Grody, Economic Development Consultant  
Theresa Hanley, Collection Management Consultant

CALL TO ORDER: **4:06 p.m.**

PLEDGE OF ALLEGIANCE: **Chair Potter**

1. PUBLIC COMMENTS: **None**

2. TO BE 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. Final Transition of Historic Artifacts to the Community Center and Capital Improvements of the Collection Room:

Due to Director Petree’s absence, this item was differed to a future date.

Chair Potter requested that staff schedule a time for him to meet with Director Petree, along with Mr. Wilkman, Mr. Grody and Ms. Hanley.

4. Organization, Operation, Promotion and Support of the Norco History Collection Room:

Theresa Hanley, Collection Management Consultant, explained the interactive format of the workshop. She asked the group to divide into teams of two for the first exercise. The participants were asked to note their favorite community events on a calendar mounted on the wall. Once all the activities within Norco were posted, the months of January and October had a noticeable void, which might be suitable times for preservation activities.

Each group was then assigned a different topic: Audience, Funds & Friends, and Exhibits.

The first group, Audience, noted that the targeted audience to be reached included residents, businesses, students, community organizations, equestrian enthusiasts, among others.

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The second group, Funds & Friends, suggested a few options to raise funds, such as a Tuscan dinner, preservation ride, introductory reception, history lectures, and participation with Polly's Pies fundraising program, in which 20 percent of proceeds of a meal goes to a designated nonprofit.

The final group, Exhibits, recommended a long list of exhibit options, including Rex Clark and early Norco, the Egg Ranch, Navy activities, the hotel era, the hospital era, wheelchair basketball, chicken farms, and many others.

Discussions followed focusing on realistic expectations for a historic center/museum to be open to the public.

Ms. Hanley indicated that a minimum of 120 days per year was the threshold established by the Institute of Museum & Library Services for funding opportunities. The Commission agreed that one day per week might be more realistic in the near-term and focused on Saturdays, providing there were not too many other activities occurring at the Community Center on a given date. Collaboration with scouting projects was suggested, and signature events such as an art exhibit, interactive Family Collections Day, or oral histories program were also considered.

The Commission was again divided into three-participant groups to review the floor plan of the Bob & Karlene Allen Room, and to indicate features of the room that were preferred. A general consensus was reached that the kitchen should be removed and that the existing storage room could be considered as a small lounge. There was interest in hanging the tapestry, if it could be done safely, and some use of the stage was generally favored.

Finally, each participant was directed to identify his/her favorite events, exhibits, existing community events to partner with, and favorite fundraising ideas by affixing colored dots to the respective events/ideas posted on the wall. Closing remarks indicated this workshop was highly educational, motivational and worthwhile. Ms. Hanley indicated she would be preparing a report on the workshop.

5. **ADJOURNMENT:** Chair Potter adjourned the meeting at **6:19 p.m.**