



**CITY OF NORCO
HISTORIC PRESERVATION COMMISSION REGULAR MEETING MINUTES**

**Tuesday, July 12, 2016
Norco City Hall, Conference Room "A", 2870 Clark Avenue, Norco CA 92860**

CALL TO ORDER: 4:03 p.m.

ROLL CALL: Matthew Potter, Chair - **Present**
Diana Stiller, Vice Chair – **Present** (departed 5:04p.)
Teresa Edwards, Commission Member - **Present**
Patricia Overstreet, Commission Member - **Absent**
Mark Sawyer, Commission Member - **Present**

PLEDGE OF ALLEGIANCE: **Commission Member Sawyer**

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."

1. PUBLIC COMMENTS: **None**

2. ELECTION OF CHAIR AND VICE CHAIR

M/S SAWYER/STILLER to re-appoint Matt Potter as Chair for fiscal year 2016/2017; the motion was carried by the following roll call vote:

AYES: POTTER, STILLER, EDWARDS, SAWYER

NOES: NONE

ABSENT: OVERSTREET

ABSTAIN: NONE

M/S EDWARDS/POTTER to re-appoint Diana Stiller as Vice Chair for fiscal year 2016/2017; the motion was carried by the following roll call vote:

AYES: POTTER, STILLER, EDWARDS, SAWYER

NOES: NONE

ABSENT: OVERSTREET

ABSTAIN: NONE

3. APPROVAL OF MINUTES:

A. Regular Meeting of May 10, 2016

M/S STILLER/SAWYER to approve the regular meeting minutes of May 10, 2016, as written; the motion was carried by the following roll call vote:

AYES: POTTER, STILLER, EDWARDS, SAWYER

NOES: NONE

ABSENT: OVERSTREET

ABSTAIN: NONE

4. DISCUSSION / ACTION ITEMS:

A. Approval of FY 2014/2015 CLG Annual Report:

Consultant Wilkman indicated that the report, which should have been completed in January, was recently forwarded to the State Historic Preservation Officer (SHPO) with no penalty. He explained that the Annual Report sets goals for the coming year and reminded the Commission Members that CLG status requires them to attend regular training sessions.

M/S POTTER/STILLER to approve the CLG Annual Report: the motion was carried by the following roll call vote:

AYES: POTTER, STILLER, EDWARDS, SAWYER

NOES: NONE

ABSENT: OVERSTREET

ABSTAIN: NONE

B. Professional Services for the Norco Historical Collections:

Consultant Wilkman reported that Theresa Hanley has resigned due to realizing that the scope of the contract was not exactly what she was looking for. Chuck Wilson, who previously assisted with the start of its Policies & Procedures Manual, will be submitting his proposal for review and consideration. Mr. Wilson plans to use university interns to assist. Consultant Wilkman suggested field trips to small museums in the area, such as Perris, Riverside, Corona or Glendora.

C. Work Schedule for FY 2016/2017 of Norco Historical Collections:

Consultant Wilkman noted that Chuck Wilson could not be in attendance but stated that it was essential that Commission Members make a commitment to assist Mr. Wilson at the Community Center. Several Commission Members eagerly volunteered to assist.

D. Requirements for a Non-Profit Associated with the Commission:

Chair Potter previously asked staff to look into the benefits of creating a 501(c)(3) nonprofit entity to assist with potential fundraising for the collection and the Heritage Room. In response, Consultant Grody stated he was not fully prepared to address the issues at this time, but surmised that many contributors would feel more comfortable donating to a nonprofit organization than a municipality. Consultant Grody promised to return in September with more details.

Commission Member Sawyer wondered if the creation of another preservation-oriented nonprofit would drain resources from the Lake Norconian Club Foundation.

5. CONSULTANT UPDATES:

A. Cultural Consultant Bill Wilkman

o Navy Base

Consultant Wilkman reported on a meeting held on June 8, 2016, in which the Navy discussed their desire to thin some plants around the lake, taking out as many as 500 trees. While some of these are "volunteer" palms and pepper trees that grew on their own and not part of the original landscaping, he stated his concern that some of the targeted trees may be significant. He stated that he would like to know which trees are being considered, and suggested that one or more Commission Members accompany him to the lake along with a Navy representative and/or its contractor. Consultant Wilkman further reported on the reroofing of Building 514, which he feared the Navy would execute with asphalt shingles

instead of the red tiles that were originally used; but the Navy has decided to use the red tiles after all, which was good news. Consultant Wilkman also reported on the historic building that was being renovated to accommodate a Blimpie sandwich shop. The restaurant project has been canceled, unfortunately the architecturally significant window has already been removed. It is, however, in storage, so there is hope that this building can someday be returned to its original condition.

- Status of National Register Nomination:

Consultant Wilkman reported that the nomination, which would add the Norconian property to the National Register of Historic Places for its WWII and Post-War eras, currently listed for the resort era, is entering its final phase and will be submitted to the SHPO within a couple of months. Consultant Wilkman indicated a draft version has been completed and is being reviewed by Mayor Bash, who has been a valuable resource. He also noted that local leaders are building a constituency of supporters for the nomination, which would include the Riverside Historical Society and other local historical societies throughout Riverside County. Consultant Wilkman reported on an Army Hospital in Riverside County that was successfully listed on the National Register despite having less national historic significance than the Norconian. Studying that case may prove to be beneficial.

- Landmark Designation of Norco Community Center and Park

Consultant Wilkman distributed copies of the signed resolution that was adopted by City Council on June 15, 2016, designating the Community Center a historic local landmark. He also reported that he and Chair Potter attended the Parks & Recreation Commission meeting of July 11, 2016, to make a PowerPoint presentation on the project and explained to the Commission that very few restrictions are imposed regarding maintenance of the building.

6. COMMISSION MEMBER/CONSULTANT/STAFF COMMUNICATIONS

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

Chair Potter shared that EZ-Up pop-up tents, with customizable graphics, are available at an affordable price which could be valuable for future events. He also presented a sign he recently acquired from a local resident from Schafer's Egg Ranch, which operated until the 1960s.

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

Vice Chair Stiller shared a letter discovered in the collection, dated December 1, 1966, which was written by an elementary school student to George Ingalls in Vietnam. A moving message read, "Hope you get home safely" was likely delivered just before or after he was killed while saving his fellow troops. She reported on a very successful day of organizing with the City's Parks & Recreation staff.

7. ANNOUNCEMENT:

A. Next Regular Meeting on September 13, 2016, to be held in the Council Chamber, 2820 Clark Avenue, Norco 92860

ADJOURNMENT: Chair Potter adjourned the meeting at **5:41 p.m.**