



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

**Tuesday, July 10, 2018  
City of Norco Council Chamber, 2820 Clark Avenue, Norco CA 92860**

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CALL TO ORDER: **4:00 p.m.**

ROLL CALL: **Present:**  
Matthew Potter, Chair  
Mark Sawyer, Vice Chair  
Teresa Edwards, Commission Member

**Absent:**  
Patricia Overstreet, Commission Member  
Diana Stiller, Commission Member

PLEDGE OF ALLEGIANCE: **Vice Chair Sawyer**

**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. ELECTION OF CHAIR AND VICE CHAIR:**

Chair Potter suggested that the election of a new Chair and Vice Chair be continued to the next meeting to allow all Members to be present.

**2. PUBLIC COMMENTS: None**

**3. APPROVAL OF MINUTES:**

- A. Regular Meeting of March 13, 2018, and Special Meeting of May 15, 2018.  
Recommendation: Approval

**M/S POTTER/SAWYER** to approve the regular meeting minutes of March 13, 2018, as written, and the Special Meeting minutes of May 15, 2018, with minor correction. The motion was carried by the following roll call vote:

**AYES: POTTER, SAWYER, EDWARDS**

**NOES: NONE**

**ABSENT: OVERSTREET, STILLER**

**ABSTAIN: NONE**

**4. DISCUSSION ITEM:**

A. Discussion on Mission and Responsibilities of the Collections Advisory Subcommittee  
Member Edwards presented the staff report on file in the City Clerk's Office. Member Edwards stated that she and Member Stiller reviewed the current Norco History Collections Policy & Procedures in order to reexamine and more clearly redefine the responsibilities of this Subcommittee. She read the details of the report prepared by the Subcommittee and the responsibility outline created based on their meetings. The report was broken down into three sections of importance, "Exhibits", "Visibility", and "Assessment". Member Edwards summarized the importance of each section and emphasized the importance to protect the collection, and the need to advertise its availability to the public.

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Chair Potter stated his support of the report, thanking the Subcommittee for their time spent. He noted that the primary goal was to set the responsibilities of the Subcommittee, and should have been its own statement. He added that goals should be separately listed, not be part of the responsibilities; and "Visibility" should be an on-going "goal-list", added to or checked off, separate from "Responsibility".

**M/S POTTER/SAWYER** to recommend approval of the revised Responsibilities of the Collection Advisory Subcommittee as noted on the report submitted:

*Members designated as the Collection Advisory Subcommittee report to the Historic Preservation Commission and City of Norco. The Subcommittee is charged with overseeing the activities and development of the historical collection as it relates to cultural enrichment in the City of Norco. The importance of the exhibits is their primary focus, and being a source to educate the public.*

The motion was carried by the following roll call vote:

**AYES: POTTER, SAWYER, EDWARDS**

**NOES: NONE**

**ABSENT: OVERSTREET, STILLER**

**ABSTAIN: NONE**

**B. Deaccession of Certain Items from Current Heritage Collection (*Consultant Wilson*)**

Consultant Chuck Wilson presented the staff report on file in the City Clerk's Office. He stated that many odd items have been found within the collection as he filters through to organize, and catalog it. He shared a few items with the Commission, such as a brick that came appears to have been from the Riverside County Superior Building, noting that it should be in the County Archives, since it does not relate to the City or its history.

In response to Vice Chair Sawyer, Consultant Wilson stated that there were no record as to why the brick was given to the City, or any other City within the County.

Chair Potter agreed that it doesn't seem to have any significance to the City's collection and should be offered to the Riverside County's own historical archive collection.

Consultant Wilson also presented the Commission a folder containing miscellaneous papers concerning the Galleano Winery; it also doesn't fall within Norco boundaries but Riverside County. In response to Chair Potter, he explained that each item is examined closely before making the suggestion of deaccession, adding that a policy should be created for the process to deaccession items.

Member Edwards did not agree, stating that a decision should not be made without a full Commission as two Members were absent for this meeting. She asked that the Subcommittee be allowed to review and make the decision before anything is de-accessed.

**M/S POTTER/SAWYER** to give the brick and the Galleano Winery folder of papers to the Riverside County Collection/Archive Committee. The motion was carried by the following roll call vote:

**AYES: POTTER, SAWYER**

**NOES: EDWARDS**

**ABSENT: OVERSTREET, STILLER**

**ABSTAIN: NONE**

## 5. CONSULTANT UPDATES

### A. Cultural Resource (Consultant Wilkman)

Consultant Bill Wilkman provided a brief overlook on a future report pertaining to the old fire station located on Fifth Street being designated as historical. He apologized on the delay of the report, as it is due to unforeseen medical issues. He has taken photographs, made a brief report on its look, and should have a presentation ready for the next regular meeting.

Consultant Wilkman gave a summary of current Navy activity. The Navy Base has installed two trailers near the previous tuberculosis building, although it is meant to be temporary, no removal date has been provided. As for the Norconian property nomination, there is no word yet. It is currently being reviewed by the Navy Historical office. Although the guidelines state that a response must be provided within 90-days, the deadline has passed as such he noted his concern that it may be further delayed. Consultant Wilkman also shared input regarding the Wyle Lab site and the Norco Egg Ranch property. Both are being reviewed for potential historical value, including possible Indian related items that must be studied, and reviewed by local tribes.

### B. Collections Management (Consultant Wilson)

Consultant Chuck Wilson presented numerous non-historical items that are no longer needed in the Historical Room, such as empty manila envelopes, hanging folders, and over 15 grey bins previously used to hold historical items. He also shared other non-historical items with no significance to the City, such as non-descript small ceramic cars in different colors, old utility bills, as well as other personal type of documents, not subject to public record suggesting that it be shredded.

Deputy City Clerk Germain reminded the Commission the proper process on discarding documents, of any type. The Commission was also reminded that it had donated the surplus grey bins to the Parks and Recreation Department to use for its many events' supplies, at a previous meeting. Chair Potter asked that a few bins be kept just in case.

Member Edwards expressed that this discussion is not a priority, and that the Commission should not be getting rid of anything; stating that it should be dealing with larger issues instead of this small stuff. She agreed to work in promoting volunteer opportunity at the Historical Room.

Consultant Wilson reiterated a request made at a prior meeting for a clear picture as to what the Commission's vision and its wishes in regard to the collection.

Chair Potter asked that a "Consent Item" section to this Commission's agenda be added, similar to the City Council agenda, for those items that don't necessarily need discussion. The Commission will have the opportunity to review report/s, with the recommendations noted and be ready to approve all items listed in one motion; any item can be pulled to discuss if needed. He also noted that as long as there is a quorum, this Commission should always be able to handle any and all decisions and recommendations on items being presented.

- Status Presentation on the Heritage Collection in the Allen Historic Community Room (to be presented to City Council at future date)

Consultant Wilson verbally presented a sample of the presentation planned for the City Council. He stated his availability on August 1<sup>st</sup> or 15<sup>th</sup>, in order to provide an update to the City Council. This could be a great way to solicit for volunteers and provide a greater awareness of the collection room.

6. ANNOUNCEMENTS:

A. Next Regular Meeting September 11, 2018

- Economic Development Consultant Roger Grody reported on the remaining balance from 2017/2018 Fiscal Year budget, \$705, expressing the need to use it or lose it by turning in any receipts by end of July. Member Edwards reiterated the need for exhibition display items.
- Consultant Grody also reported that the kitchen area at the back of the Historic Room will be vacated by end of month, as the Lake Norconian Club Foundation (LNCF) will be moving all its materials out. Vice Chair Sawyer shared that the kitchen was cleaned by LNCF, and asked staff about the locks that had been changed.
- Vice Chair Sawyer asked if the Historic Room can have its own alarm system, separate from the rest of the Community Center building.
- Consultant Grody cautioned the Commission regarding the tight budget. He stated he appreciates their aspiration, but most likely, much of it cannot be financially paid by the City.
- Consultant Grody shared that Council Member Kevin Bash has stated he wanted to take the Commission to the Heritage Park Museum in Corona on a field trip; to possibly gain insight and/or inspiration.

**ADJOURNMENT:** Chair Potter adjourned the meeting at **5:25 p.m.**