



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

**Tuesday, September 11, 2018
City of Norco Council Chambers, 2820 Clark Avenue, Norco CA 92860**

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

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

PLEDGE OF ALLEGIANCE: **Commission Member Edwards**

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

M/S STILLER/ ... to reappoint the currently seated Members as Chair and Vice Chair...

Chair Potter declined to continue serving as the Chair, providing an opportunity for another Member to serve in that capacity. **Motion died for lack of a second.**

M/S EDWARDS/ ... to re-appoint Chair Potter as Chair... **Motion died for lack of a second.**

M/S STILLER/SAWYER to appoint Vice Chair Sawyer as Chair; the motion was carried by the following roll call vote:

AYES: POTTER, SAWYER, EDWARDS, OVERSTREET, STILLER
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

M/S SAWYER/STILLER to appoint Commission Member Edwards as Vice Chair; the motion was carried by the following roll call vote:

AYES: POTTER, SAWYER, EDWARDS, OVERSTREET, STILLER
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

2. PUBLIC COMMENTS: None

3. CONSENT CALENDAR:

A. Regular Meeting of July 10, 2018. **Recommendation: Approval**

M/S POTTER/SAWYER to approve the regular meeting minutes of July 10, 2018, as written. The motion was carried by the following roll call vote:

AYES: SAWYER, EDWARDS, OVERSTREET, POTTER, STILLER
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

4. DISCUSSION ITEM:

A. Fire Station/Norco Community Services District Property Landmark Nomination
Recommended Action: Approve Nomination and Make Recommendation to City Council (*Consultant Wilkman*)

Consultant Wilkman presented the staff report on file in the Economic Development Department. He shared the history on the buildings, which currently houses the Public Works Office/Yard and Parks and Public Buildings Maintenance Division Operations. In 1957, the American Legion created a volunteer Fire Department, provided training and the volunteers were housed at the Hamner Avenue facility with the State Division of Forestry, which handled fire emergencies for the City of Norco at the time. With donations and volunteer labor the Fifth Street Fire Station was completed in 1960, becoming Norco's first independent fire station. In 1962, the station was moth balled. The Norco Community Services District (NCS D) building was constructed in 1959, and remained in use. NCS D was contacted to assist in refurbishing and to reopen the fire station, it assumed responsibility for the structure in 1963 which was completed and dedicated in 1964, just before the City's incorporation.

Commission Member Overstreet commended Mr. Wilkman on his report, stating it was very informative. In response to her inquiry of a possible facelift of the structures, Deputy City Manager/Director of Parks and Recreation Brian Petree explained that there are a few issues with the buildings, and repairs are needed to maintain its integrity. He noted that he will work closely with Consultant Wilkman on these repairs.

Planning Director Steve King answered Commission's questions in reference to the original building permits issued for the construction of the old fire station.

Commission Member Potter asked about qualification of these structures for landmark, in response Consultant Wilkman stated that the integrity of the original buildings must be kept in order for qualification.

M/S POTTER/OVERSTREET to approve the nomination report and recommend to the City Council that the former Fire Station be designated as City of Norco Point of Historical Interest #1 and the Norco Community Services District building be designated as City of Norco Cultural Heritage Landmark #3. The motion was carried by the following roll call vote:

AYES: POTTER, SAWYER, EDWARDS, OVERSTREET, STILLER
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

B. Gateway Commercial Project at Sixth Street and Sierra Avenue. **Recommended Action: Approve Recommendations Enumerated in Section 6 of the Letter Report** (*Consultant Wilkman*)

Consultant Bill Wilkman presented the staff report on file in the Economic Development Department. A copy of the draft report was provided to the Commission for review, and will be provided to the City Council for its consideration at a future Council meeting. Consultant Wilkman stated that he had visited the six-parcel lot in the Gateway Commercial District along Sixth Street, to review if there were any potential historical significance. He shared that he was not able to get full access to Parcel 2, he could only report on a visual visit and review of its

building permits on file with the City; there is a possibility that one of the buildings may have been built in the Rex Clark Era, but this is an estimated time line. He further described other structures within the area of consideration, as noted in the draft report. Consultant Wilkman shared that he would like to work closely with the contractor when construction begins at the location.

Member Stiller asked if the interior of any of the structures could be original and be construed as historical; Consultant Wilkman stated that the interior of a home is not taken into consideration for residential homes, only commercial constructions such as the Norconian Hotel and Resort. She recommended that Mr. Wilkman work with the contractor to check for possible any hidden historical items within any of the homes.

In response to Chair Sawyer, Consultant Wilkman confirmed that all properties have different owners and most are occupied by renters.

In response to Vice Chair Edwards, Planning Director Steve King explained the zoning for the lot, adding that no zone changes are scheduled or needed. The Planning Commission will review the potential development.

Member Potter shared that to his knowledge the area has been zoned commercial for many years, based on personal experience.

M/S OVERSTREET/POTTER to approve the recommendations noted on the draft Cultural Resources Letter Report for the Gateway Commercial Project, on Sixth Street and Sierra Avenue, dated August 7, 2018, which reads as follows:

6. *Recommendations:*

- a. *That the subject property be found ineligible for historic designation and be assigned a California Historic Resources Status Code of 6L (Individual property that has been determined to be ineligible for historic designation, but which may deserve special consideration in the planning process.) "Special consideration" in this context refers to the potential for subsurface artifacts of archaeological interest and the potential that the corrugated shed on Parcel 2 may have been an early enclosure for a Norco Farms era well or pumping station.*
- b. *Prior to the issuance of any demolition permits, Norco's Cultural Resources Consultant shall be given access to the property with the corrugated metal shed, to determine its potential significance and appropriate follow-up actions.*
- c. *Prior to grading, the grading contractor shall meet with the City's Cultural Resources Consultant for instructions regarding what to look for in the way of potential subsurface historic artifacts. Should such artifacts be unearthed, grading that area shall be suspended pending inspection by the City's Cultural Resources Consultant.*

AYES: POTTER, SAWYER, EDWARDS, OVERSTREET, STILLER

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

C. Discussion on Water Damage at the Historical Community Room.

Recommended Action: Provide Direction (Consultant Grody)

Consultant Roger Grody summarized the report of the incident. It was determined that no damage occurred to any of the historical items/collection, or to the structure. The carpet area near the restroom was wet, staff took action to dry the area immediately, and no mold was found.

Deputy City Manager/Parks and Recreation Department Director Petree introduced Superintendent Michelle Anglin and Supervisor Henk Koke, as the staff present at the time of the incident. Supervisor Koke gave an overview of his findings, sharing that the water had been turned off by the staff attendant as soon as he was made aware. The issue that caused the flooding has been fixed and tested. Fans were set up to dry out the carpet right away, and two days later all was clean and dry, without any damage to the floor under the carpet. The fans were left in the room for the Commission's convenience.

Deputy City Manager/Parks and Recreation Director Petree stated that he can have the valves capped to avoid any potential future incidents, and since the kitchen may not be used by the Commission, he can have its pipes capped as well. He proposed to have the carpet removed in the future and restore the original wood floors, budget allowing.

Consultant Wilson shared that he has cleaned the bathroom as he and his volunteers use the facility when working in the historic room, adding that he had noticed the issue before but was able to fix it before any problems occurred. He asked if the restroom can remain, but agreed that the kitchen pipes can be capped.

Vice Chair Edwards stated she investigated such issues as a toilet back-up, and shared information found on the internet about this type of incident. She read a list of types of infections, bacteria and other diseases that can be caused by such an incident. In her opinion, the carpet needs to be removed.

Member Potter stated that if the carpet should be removed it ought to be based only on the look of the carpet, not because it was wet from water; in which this occurrence did not involve contaminated water.

Chair Sawyer re-iterated that this incident was not a sewage back up but clear water from the tank that overflowed. He agreed that the Commission should plan ahead and prepare for when the carpet will be removed and floor restored.

Deputy City Manager Petree affirmed that as direction is to keep the restroom open, the tank will be replaced, and have the carpet section cleaned. Consultant Wilkman suggested that a lever be added to turn on/off water so that each time the Commission or staff visits the room it can be turned on/off.

5. CONSULTANT UPDATES

A. Cultural Resource (Consultant Wilkman): **None**

B. Collections Management (Consultant Wilson)

Consultant Chuck Wilson reported on current archival procedures at the historic room. Maps are being organized, and inquired if any maps had been digitized, as they are now fragile to handle. He stated that he has come across some items that should be de-assessed, because it either doesn't pertain directly to the City's history or did not come from within the City.

Consultant Wilkman shared that the previous City Historian, Ron Snow, had done some digital copying while he was in charge of organizing the historical items.

Chair Sawyer stated he had assisted Mr. Snow on occasion and may have access to the digital copies.

Consultant Wilson stated that the kitchen had been cleaned out of miscellaneous objects and could safely store the maps in this area, away from windows. He also shared that the current exhibit on the local fair history contains numerous tees, buttons, and other items, so to prevent pilfering he has purchased plexiglas to display items and keep them safe.

6. COMMISSION MEMBER/CONSULTANT/STAFF COMMUNICATIONS:

A. Outreach Subcommittee:

Member Potter discussed open hours of the Historical Room, noting that with the Farmers Market closing, it may be difficult to attract visitors. He reviewed the next three dates scheduled for opening.

Chair Sawyer suggested the Historical Room shouldn't be open at this time until further discussion.

B. Collection Advisory Subcommittee:

Member Stiller stated there are too many heavy items to move around in order to make way to have the entire room cleaned. She asked staff if the carpet can be cleaned around the items and shelves. Deputy City Manager/Director of Parks and Recreation Petree noted that the portion of the carpet that was water damaged, due to a water leak, will be cleaned properly.

Chair Sawyer agreed that the carpet is not an issue at this time.

Consultant Wilson suggested that the carpet be pulled out completely. In response, Director Petree stated that the flooring under the carpet is unknown and replacement of the carpet is an expense the City can't afford.

- Vice Chair Edwards pointed out a reduction in the budget for historic preservation from the adopted FY 2018/2019 Budget Report found on the City's website. Consultant Grody explained that the reduction is only for Mr. Wilkman's services, and that it does not affect the Commission. She further questioned the Economic Development Goal noted in the adopted budget; Consultant Grody explained the statement from a prospective future developer.
- Consultant Grody announced the discontinuation of the Farmers Market; its last event will be held on Sunday, September 30, 2018. It's unsustainable due to the dwindling crowds, and vendors' commitment.

7. ANNOUNCEMENTS:

- A. Next Regular Meeting scheduled Tuesday, November 13, 2018 – the date corrected.

ADJOURNMENT: Chair Potter adjourned the meeting at **5:55 p.m.**