



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

**Tuesday, March 10, 2020  
Council Chamber, 2820 Clark Avenue, Norco CA 92860**

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

**ROLL CALL:** Teresa Edwards, Chair  
Diana Stiller, Vice Chair  
Carolyn Morse, Commission Member

**PLEDGE OF ALLEGIANCE:** Commission Member Morse

**OATH OF OFFICE:** Oath of Office and Introduction of newly appointed Commission Member Jamie Ball.

**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:** This is the time when persons in the audience wishing to address the Commission regarding matters NOT on the Agenda, may speak.
2. **CONSENT ITEMS:** *All items listed under Consent Items are considered to be routine and may be enacted by one motion. Prior to the motion to consider any action by the Historic Preservation Commission, any public comments on any of the Consent Items will be heard. There will be no separate action unless Members of the Commission or the audience request specific items be removed from the Consent Items. Items removed from the Consent Calendar will be separately considered under Item No.3 of the Agenda.*
  - A. Historic Preservation Commission Regular Meeting Minutes of January 14, 2020.  
**Recommended Action: Approval (Deputy City Clerk)**
3. **ITEM(S) PULLED FROM HISTORIC PRESERVATION COMMISSION CONSENT ITEMS**
4. **DISCUSSION ITEM:**
  - A. Review and Approve 2018-2019 Certified Local Government (CLG) Annual Report  
*(Cultural Resource Consultant)*
  - B. Name Change of the Bob and Arlene Allen Historical Community Room  
*(Economic Development Consultant)*

- C. Orientation and Review of Historic Preservation Commission Duties (*Economic Development Consultant*)
- 5. SUBCOMMITTEES / CONSULTANTS UPDATES / STAFF COMMUNICATIONS  
(ORAL REPORTS - ITEMS NOT ON THE AGENDA)
  - A. Collection Advisory Subcommittee
  - B. Outreach Subcommittee
  - C. Cultural Resource Consultant
  - D. Collections Management Consultant
  - E. Items for Future Consideration
- 6. ANNOUNCEMENTS:
  - A. Next Regular Meeting May 12, 2020

## **ADJOURNMENT**

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*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's office (951) 270-5623. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title II). Staff reports are on file in the City Clerk's office. Any writings or documents provided to a majority of the Historic Preservation Commission regarding any item on this agenda will be available for public inspection at the City Clerk's Counter in City Hall located at 2870 Clark Avenue. This meeting is recorded.*



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

**Tuesday, January 14, 2020**  
**Council Chamber, 2820 Clark Avenue, Norco CA 92860**

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**CALL TO ORDER: 4:05 p.m.**

**ROLL CALL: Present:**  
Teresa Edwards, Chair  
Diana Stiller, Vice Chair  
Carolyn Morse, Commission Member

**PLEDGE OF ALLEGIANCE: Vice Chair Diana Stiller**

**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. CONSENT ITEMS:**

**M/S EDWARDS/STILLER** to approve the consent item as presented. The motion was carried by the following roll call vote:

**AYES: EDWARDS, STILLER, MORSE**

**NOES: NONE**

**ABSTAIN: NONE**

**ABSENT: NONE**

A. Historic Preservation Commission Regular Meeting Minutes of November 12, 2019. **Recommended Action: Approved** (*Deputy City Clerk*)

**3. ITEM(S) PULLED FROM HISTORIC PRESERVATION COMMISSION CONSENT ITEMS: None**

**4. DISCUSSION ITEM:**

A. Review Of A Proposal by H & H Properties to Demolish the Historic Norco Egg Ranch Complex (Eisen Complex) Located at 1658 Mountain Avenue, Situated on the West Side of Mountain Avenue, Between First and Second Streets in Relation to a Proposed 110-Acre Business Park. (*Cultural Resource Consultant*)

Cultural Resource Consultant Bill Wilkman presented the staff report on file. He shared a PowerPoint covering the history of the Eisens as Holocaust survivors and eventual owners of a highly successful egg producing business. He also identified the components of the historic Eisen Egg Ranch, a site plan of the proposed project, and the historic buildings within the projected development area that includes the original 1956-farm house, garage and the original egg processing building. He noted that the Eisen property

is one of two properties in the City that qualify for listing on the National Register of Historic Places, the other being the Norconian.

The 110-acres proposed for development was once part of the Riverside Orange Heights Tract, which was subdivided in the early 1900s into small farm properties. Consultant Wilkman provided an extensive background history on Harry and Hilda Eisen, how they met, immigrated to the United States as refugees in 1948, while escaping certain death under the Nazi occupation during World War II. Both came from a small Polish village called Izbica. In the later 1940s they emigrated to Los Angeles, eventually moving to Arcadia where they established a small poultry ranch. In 1955, forced to leave Arcadia, due to changes in zoning, the Eisen Family subsequently moved to Norco, with their 100 chickens, establishing the Norco Egg Ranch. The business grew to one of the ten largest egg-producing operations in the United States.

The applicant proposes demolition of all structures currently on the property as part of their plan to build a business park. Consultant Wilkman offered two alternatives to save the Eisen farmhouse, garage, and original egg processing building. In order to allow the demolition of the structures, the City Council would need to adopt "finding of overriding considerations" whereby the decision is made that the loss of the historic buildings would be more than compensated by the value of developing the property. The preferred alternative would be to convert the farmhouse into a Holocaust educational center, the garage into its original use as a temporary egg processing building, and the permanent egg processing building for use as a City museum and related uses. This option could teach local students, visitors and residents alike, about Norco's egg ranch history, as well as provide a focus on the Holocaust, based on the Eisen's journey from the Holocaust to becoming the owners of a nationally prominent egg processing business.

Consultant Wilkman reviewed the two alternatives. Both provide for the preservation of the Eisen property. Under Alternative One, the developer would deed the property to the City which would operate it as a museum. Under Alternative Two, the property would remain in private ownership with all buildings preserved under private ownership and use. Both alternatives would include an interpretive feature to the front of the property telling the history of the Eisen family. Both alternatives would also call for the developer to fund the listing of the property on the National Register of Historic Places.

Consultant Wilkman stated he recommends Alternate One, the Public Option. He noted that this alternative would allow people, including schoolchildren, to learn about the Holocaust and the history of Norco as an egg production based community. It would also show how our free society would allow people to go from rags to riches based on nothing more than their own ingenuity and hard work. This alternative would also provide for much needed museum space. In closing, Consultant Wilkman quoted Harry Eisen – "There is no place like America".

Vice Chair Stiller questioned the requirement of the engagement of a Paleontologist and Archeologist by the developer. In response, Consultant Wilkman stated it was a requirement by Environmental Impact Report (EIR). The paleontologist would monitor grading, while the Archeologist should be on-call in case anything of significance is unearthed during construction.

Mr. Wilkman introduced CapRock representative, Patrick Daniels, to make a brief presentation for informational use only.

Mr. Daniels shared the company's vision for the development of the property. He noted that currently they are talking with Norco residents to gain an understanding of the community. He stated that numerous meetings have been conducted with the surrounding property owners. They have spoken with City leaders, staff, and many community residents. Mr. Daniels showed a proposed site plan, noting no access will be allowed along Pacific Avenue and Second Street per direction of staff and residents; all ingress/egress is to be on Mountain Avenue. He provided an overview of direction received from staff as well as the Streets, Trails and Utilities Commission on street signal, horse trails along the property, and right of way. Mr. Daniels stated that his company does not agree with Consultant Wilkman's presentation and its historic value, but added they would like to work with the City to commemorate the Eisen Family. He added that the Eisen's daughter, Mary Cramer, has stated that from her perspective, there are no emotional attachments to the buildings but she would like to have her family honored in some way. Regarding the property itself, her main interest is in the revenue to be generated for the future of the family.

Vice Chair Stiller asked if when meeting with the community, were there any attempts to make them aware of its historical significance. In response, Mr. Daniels explained that those along Pacific Avenue asked if their home were considered historical, otherwise, he was unsure if the residents were told of the Eisen property's significance. Vice Chair Stiller stated that as a history teacher, she appreciates the offer of a monument, but she never would take students just to view a monument. There is no comparison to the impact a historic structure could make; invaluable and educational.

Member Morse spoke in favor of streetlights mentioned by Mr. Daniels to help with current traffic issues.

Consultant Wilkman reminded the Commission that its purview of this project is historic in nature only. He further provided his input regarding the development of the project, based on his experience, and asked that the Commission make its recommendation based on the historic value of the property.

Chair Edwards inquired if any potential tenants have been lined up to date. Mr. Daniels replied that none yet, as the project is still in development stages. He provided examples of other local companies that are similar in size as to the type of companies that may be moving in when ready. Mr. Daniels explained how widening Mountain Avenue would affect the property. Chair Edwards asked if they would be willing to move the historic structures to another location; in response, Mr. Daniels stated that the buildings are not very stable, but anything is possible.

Kathy Azevedo stated she has been working as a consultant with CapRock, assisting by providing the developer with details and information regarding the City and its history. She has spoken with Mary Cramer as well, who had only lived in the home for seven years. She shared that Ms. Cramer had stated that she did not hold any attachment to the buildings on the property.

Mrs. Azevedo indicated the garage is very dilapidated; it is not historic in nature. Adding that a museum would not be feasible on this property, primarily due to excessive commercial traffic at this corner.

Vice Chair Stiller asked Consultant Wilkman for clarification on Alternate Two.

Chair Edwards stated she would like to pursue having the home moved to a different location in the City to salvage it for historic purposes.

**M/S EDWARDS/** to create a third option, to have the home salvaged and moved to a different location such as the community center area at the developer's expense.

Motion died without second.

**M/S STILLER/MORSE** to make the recommendation to the City Council of adopting Alternative One. The motion was carried by the following roll call vote.

**AYES: STILLER, MORSE**

**NOES: EDWARDS**

**ABSTAIN: NONE**

**ABSENT: NONE**

Vice Chair Stiller asked City Manager Okoro what the next step would be; he answered that their recommendation will be forwarded to the City Council for their consideration.

Member Morse asked about moving the egg processing building, in response, Consultant Wilkman stated that it was too dilapidated and would be difficult to move.

**B. Discuss setting Regular Open Hours of the Historical Community Room**  
*(Economic Development Consultant)*

Consultant Roger Grody stated the Commission had previously discussed its wish to have regular open hours to the public at the Historical Community Room. Action is needed by the Commission to set a schedule, and Parks and Recreation staff will be made aware of the set schedule.

**M/S EDWARDS/STILLER** to open the Historical Community Room to the public on Fridays, from 12:00 p.m. to 4:00 p.m., to be staffed by a Commission Member and the Collection Management Consultant. The motion was carried by the following roll call vote.

**AYES: EDWARDS, STILLER, MORSE**

**NOES: NONE**

**ABSTAIN: NONE**

**ABSENT: NONE**

**5. SUBCOMMITTEES / CONSULTANTS UPDATES / STAFF COMMUNICATIONS**  
*(ORAL REPORTS - ITEMS NOT ON THE AGENDA)*

**A. Collection Advisory Subcommittee:**

Chair Edwards reported on supplies received, thanked staff for their assistance; and shared that Consultant Wilson donated a computer at the Historical Room to assist with logging of historical items.

Chair Edwards requested funds to place an ad in the Norco Horseweek Program taking place in April 2020. Stating the cost is \$300 for a half page; and asked for Commission input on information to be advertised.

**M/S EDWARDS/MORSE** to approve this emergency request for funds of \$300 to place an ad in the Norco Horseweek Program, which is due March 28, 2020. The motion was carried by the following roll call vote.

**AYES: EDWARDS, STILLER, MORSE**  
**NOES: NONE**  
**ABSTAIN: NONE**  
**ABSENT: NONE**

Chair Edwards provided an application to Consultant Roger Grody to process as soon as possible.

B. Outreach Subcommittee: Nothing to report

C. Cultural Resource Consultant:

Consultant Bill Wilkman reported on the recent stakeholders' meeting with the Navy Base, December 11, 2019. Discussions included the restoration of the Chauffeurs' quarters, removal of vegetation in the lake due to flow issues, and a proposal for fire sprinklers in the Pavilion. He stated he had no objections the sprinklers but asked that they be put in as to not to disturb the architecture of the inside and requested that the City be allowed to provide input. The Navy has responded to the National Register Nomination. The Navy noted that they found nothing to endorse the nomination and are against it. He is currently reviewing this response. Consultant Wilkman stated he plans to share the Navy comments on the historical nomination with City Council at its meeting of February 19, 2020, and invited the Commission Members to attend.

D. Collections Management Consultant:

Consultant Chuck Wilson reported on completed tasks at the Historical Community Room. Shelving supplies have been received; these will help coordinate supplies and historic items on hand. He stated the public reach out via social media has been successful; many residents come by the Historical Room and share their history in Norco. Consultant Wilson suggested advertising during the upcoming Norco Horseweek in April, and officially set opening dates during the event.

**M/S STILLER/EDWARDS** to hold open hours to the public on April 25 and 26, 2020, during the Norco Horseweek event. The motion was carried by the following roll call vote:

**AYES: EDWARDS, STILLER, MORSE**  
**NOES: NONE**  
**ABSTAIN: NONE**  
**ABSENT: NONE**

E. Items for Future Consideration: **None**

6. ANNOUNCEMENTS:

A. Next Regular Meeting March 10, 2020

**ADJOURNMENT:** Chair Edwards adjourned the meeting at **5:45 p.m.**

## **CITY OF NORCO STAFF REPORT**

**TO:** Historic Preservation Commission

**FROM:** Andy Okoro, City Manager

**PREPARED BY:** Bill Wilkman, Cultural Resources Consultant

**DATE:** March 10, 2020

**SUBJECT:** Review and Approve 2018-2019 Certified Local Government (CLG) Annual Report

**RECOMMENDATION:** Approve 2018-2019 CLG Annual Report

**SUMMARY:** A requirement for maintenance of the City of Norco's Certified Local Government (CLG) status is the preparation and approval by the Historic Preservation Commission of an annual report summarizing the City's historic preservation activities of the past CLG fiscal year (October 1, 2018 to September 30, 2019).

**BACKGROUND/ANALYSIS:** The City of Norco's Cultural Resources Consultant, Wilkman Historical Services, has completed the attached CLG Annual Report. The Commission is requested to review this report and identify any corrections necessary for a complete and accurate record of the Commission's activities during the 2018-2019 CLG fiscal year. The Commission is also requested to review and approve the recommended goals for the 2018-2019 CLG fiscal year.

**FISCAL IMPACT:** None.

**RECOMMENDATION:** Review and approve the 2018-2019 CLG Annual Report

**Exhibits:**

- Certified Local Government Program 2018/2019 Annual Report
- Attachment "A": Resumes and Statements of Qualifications
- Attachment "B": Historic Preservation Commission Minutes
- Attachment "C": Historic Preservation Section of the General Plan

# Certified Local Government Program -- 2018-2019 Annual Report

(Reporting period is from October 1, 2018 through September 30, 2019)

**INSTRUCTIONS:** This is a Word form with expanding text fields and check boxes. It will probably open as Read-Only. Save it to your computer before you begin entering data. This form can be saved and reopened.

Because this is a WORD form, it will behave generally like a regular Word document except that the font, size, and color are set by the text field.

- Start typing where indicated to provide the requested information.
- Click on the check box to mark either yes or no.
- To enter more than one item in a particular text box, just insert an extra line (Enter) between the items.

Save completed form and email as an attachment to [Lucinda.Woodward@parks.ca.gov](mailto:Lucinda.Woodward@parks.ca.gov). You can also convert it to a PDF and send as an email attachment. Use the Acrobat tab in WORD and select Create and Attach to Email. You can then attach the required documents to that email. If the attachments are too large (greater than 10mb total), you will need to send them in a second or third email.

Name of CLG  
City of Norco

Report Prepared by: Bill Wilkman, MA

Date of commission/board review: March 10, 2020

## MINIMUM REQUIREMENTS FOR CERTIFICATION

### I. Enforce Appropriate State or Local Legislation for the Designation and Protection of Historic Properties.

#### A. Preservation Laws

1. What amendments or revisions, if any, are you considering to the certified ordinance? Please forward drafts or proposals. **REMINDER: Pursuant to the CLG Agreement, OHP must have the opportunity to review and comment on ordinance changes prior to adoption. Changes that do not meet the CLG requirements could affect certification status.** Anticipated to remove public hearing requirement at the Commission level.
2. Provide an electronic link to your ordinance or appropriate section(s) of the municipal/zoning code. <http://www.codepublishing.com/ca/norco>

B. New Local Landmark Designations (Comprehensive list of properties/districts designated under local ordinance, HPOZ, etc.)

# Certified Local Government Program -- 2018-2019 Annual Report

(Reporting period is from October 1, 2018 through September 30, 2019)

1. During the reporting period, October 1, 2018 – September 30, 2019, what properties/districts have been locally designated?

Property Name/Address	Date Designated	If a district, number of contributors	Date Recorded by County Recorder
Norconian, 4 <sup>th</sup> and Clark Sts Norco Cmty Svcs Dist, 1281 5 <sup>th</sup> St	6-5-2019 6-19-2019	36	In Process In Process

**REMINDER:** Pursuant to California Government Code § 27288.2, "the county recorder shall record a certified resolution establishing an historical resources designation issued by the State Historical Resources Commission or a local agency, or unit thereof."

2. What properties/districts have been de-designated this past year? For districts, include the total number of resource contributors?

Property Name/Address	Date Removed	Reason
None	Click or tap here to enter text.	Click or tap here to enter text.

## C. Historic Preservation Element/Plan

1. Do you address historic preservation in your general plan?
  - No
  - Yes, in a separate historic preservation element. X Yes, it is included in another element.

Provide an electronic link to the historic preservation section(s) of the General Plan or to the separate historic preservation element. [General Plan is not available on the internet. A pdf of the historic preservation section of the element is attached to this report.](#)

## D. Review Responsibilities

1. Who takes responsibility for design review or Certificates of Appropriateness?

All projects subject to design review go the commission.

# Certified Local Government Program -- 2018-2019 Annual Report

(Reporting period is from October 1, 2018 through September 30, 2019)

X Some projects are reviewed at the staff level without commission review. What is the threshold between staff-only review and full-commission review? 1. The in-kind replacement of historically correct architectural features or building elements, including windows, doors, exterior siding, porches, cornices, balustrades, stairs, and the like, that are deteriorated, damaged beyond restoration, or missing. 2. The in-kind replacement of historically correct site or landscape features that are deteriorated, damaged beyond restoration, or missing. 3. The replacement or repair of roof covering materials. 4. Fences and walls. 5. Awnings and building mounted signs. 6. Landscape alterations and installations, including the removal of trees not specifically designated or listed as contributing to a designated resource. 7. Paving for driveways, walkways and/or patios, and the addition of or alteration to driveway approaches. 8. Exterior colors. 9. Exterior lighting. 10. The removal of non-historic additions to restore the historic appearance of a structure.

## 2. California Environmental Quality Act

- What is the role of the staff and commission in providing input to CEQA documents prepared for or by the local government? City staff has the responsibility for preparing and/or reviewing all CEQA documents. CEQA documents relating to historic resources are also reviewed by the Historic Preservation Commission before being acted on by the City Council.

What is the role of the staff and commission in reviewing CEQA documents for projects that are proposed within the jurisdiction of the local government? Same as above.

## 3. Section 106 of the National Historic Preservation Act

- What is the role of the staff and commission in providing input to Section 106 documents prepared for or by the local government? City staff is responsible for providing input regarding all Section 106 documents. If deemed appropriate, Section 106 documents can be referred to the Historic Preservation Commission for additional input. Section 106 reviews then are forwarded to the lead agency with a copy to the SHPO.
- What is the role of the staff and commission in reviewing Section 106 documents for projects that are proposed within the jurisdiction of the local government? Same as above.

## II. Establish an Adequate and Qualified Historic Preservation Review Commission by State or Local Legislation.

# Certified Local Government Program -- 2018-2019 Annual Report

(Reporting period is from October 1, 2018 through September 30, 2019)

## A. Commission Membership

Name	Professional Discipline	Date Appointed	Date Term Ends	Email Address
Matthew Potter	Retired housing professional	June 2011	June 2019	<a href="mailto:mattpotter57@gmail.com">mattpotter57@gmail.com</a>
Diana Stiller	High School History Teacher	June 2013	June 2021	<a href="mailto:dstiller@earthlink.net">dstiller@earthlink.net</a>
Michael da Rosa	Teacher	February 2019	June 2021	<a href="#">Unk</a>
Mark Sawyer	Retired Building Professional	June 2014	June 2021	<a href="mailto:swerv2k@mac.com">swerv2k@mac.com</a>
Teresa Edwards	Art Historian	June 2015	June 2019	<a href="mailto:tdframe@gmail.com">tdframe@gmail.com</a>
Carolyn Morse	Nonprofit Professional	July 2019	June 2023	<a href="mailto:northstar.morse@gmail.com">northstar.morse@gmail.com</a>
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Type here.	Type here.	Type here.	Type here.	Type here.
Type here.	Type here.	Type here.	Type here.	Type here.

Attach resumes and Statement of Qualifications forms for all members.

1. If you do not have two qualified professionals on your commission, explain why the professional qualifications not been met and how professional expertise is otherwise being provided. *N/A*
2. If all positions are not currently filled, why is there a vacancy, and when will the position will be filled? *During the reporting period, the Commission lost three members, one due to a move out of town and two due to illness. One position was filled, however two remained open at the end of the reporting period. Recruitment is underway and all positions should be filled by mid-2020.*

# Certified Local Government Program -- 2018-2019 Annual Report

(Reporting period is from October 1, 2018 through September 30, 2019)

## B. Staff to the Commission/CLG staff

1. Is the staff to your commission the same as your CLG coordinator? X Yes     No    If not, who serves as staff? [Click or tap here to enter text.](#)
2. If the position(s) is not currently filled, why is there a vacancy? N/A

Attach resumes and Statement of Qualifications forms for staff.

Name/Title	Discipline	Dept. Affiliation	Email Address
Bill Wilkman	Architectural Historian	Cultural Resources Consultant to the City of Norco	<a href="mailto:wilkman.history@gmail.com">wilkman.history@gmail.com</a>
Roger Grody	Economic Development Specialist	Economic Development Consultant to the City of Norco	<a href="mailto:rgrody@ci.norco.ca.us">rgrody@ci.norco.ca.us</a>

## C. Attendance Record

Please complete attendance chart for each commissioner and staff member. Commissions are required to meet four times a year, at a minimum. If you haven't met at least four times, explain why not.

Commissioner/Staff	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Mark Sawyer	N	P	N	P	N	P	N	P	N	P	N	N/A
Teresa Edwards	N	P	N	P	N	P	N	P	N	P	N	P
Matthew Potter	N	P	N	P	N	P	N	P	N	N/A	N	N/A
Diana Stiller	N	P	N	A	N	P	N	P	N	P	N	P
Michael DeRosa	N	N/A	N	N/A	N	N/A	N	P	N	A	N	A
Carolyn Morse	N	N/A	N	P								
Type here.	<input type="checkbox"/>											

# Certified Local Government Program -- 2018-2019 Annual Report

(Reporting period is from October 1, 2018 through September 30, 2019)

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Type here.	<input type="checkbox"/>												

**D. Training Received**

Indicate what training each commissioner and staff member has received. Remember it is a CLG requirement is that all commissioners and staff to the commission attend at least one training program relevant to your commission each year. It is up to the CLG to determine the relevancy of the training.

Commissioner/Staff Name	Training Title & Description (including method presentation, e.g., webinar, workshop)	Duration of Training	Training Provider	Date
Bill Wilkman	Planning and Zoning – Part 1, The Importance of Community Driven Context Statements	2 hours	California Preservation Foundation	June 18, 2019
Teresa Edwards	Same	Same	Same	Same
Diana Stiller	Same	Same	Same	Same
Mark Sawyer	Same	Same	Same	Same
Matt Potter	Same	Same	Same	Same
Roger Grody	Same	Same	Same	Same
Type here.	Type here.	Type here.	Type here.	Type here.
Type here.	Type here.	Type here.	Type here.	Type here.

**III. Maintain a System for the Survey and Inventory of Properties that Furthers the Purposes of the National Historic Preservation Act**

# Certified Local Government Program -- 2018-2019 Annual Report

(Reporting period is from October 1, 2018 through September 30, 2019)

- A. Historical Contexts: initiated, researched, or developed in the reporting year (excluding those funded by OHP)**  
**NOTE:** California CLG procedures require CLGs to submit survey results, including historic contexts, to OHP. (If you have not done so, submit an electronic copy or link if available online with this report.)

Context Name	Description	How it is Being Used	Date Submitted to OHP
None	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

**B. New Surveys or Survey Updates (excluding those funded by OHP)**

**NOTE:** The evaluation of a single property is not a survey. Also, material changes to a property that is included in a survey, is not a change to the survey and should not be reported here.

Survey Area	Context Based-yes/no	Level: Reconnaissance or Intensive	Acreage	# of Properties Surveyed	Date Completed	Date Submitted to OHP
N/A	Type here.	Type here.	Type here.	Type here.	Type here.	Type here.

How are you using the survey data? Type here.

**IV. Provide for Adequate Public Participation in the Local Historic Preservation Program**

**A. Public Education**

What public outreach, training, or publications programs has the CLG undertaken? How were the commissioners and staff involved? Please provide an electronic link to all publications or other products not previously provided to OHP.

Item or Event	Date
Description	

# Certified Local Government Program -- 2018-2019 Annual Report

(Reporting period is from October 1, 2018 through September 30, 2019)

Item or Event	Description	Date
Norco Horse Week	Museum/Collections facility open during Horse Week. Event gave an opportunity for community members to learn about Norco's history and the activities of the Historic Preservation Commission.	April 20-22, 2019

## ADDITIONAL INFORMATION FOR NATIONAL PARK SERVICE ANNUAL PRODUCTS REPORTS FOR CLGS

**NOTE: OHP will forward this information to NPS on your behalf. Please read "Guidance for completing the Annual Products Report for CLGs" located at [http://www.nps.gov/cig/2015CLG\\_GPRAFY2013\\_BaselineQuestionnaireGuidance-May2015.docx](http://www.nps.gov/cig/2015CLG_GPRAFY2013_BaselineQuestionnaireGuidance-May2015.docx).**

### A. CLG Inventory Program

During the reporting period (October 1, 2018-September 30, 2019) how many historic properties did your local government add to the CLG inventory? This is the total number of historic properties and contributors to districts (or your best estimate of the number) added to your inventory from all programs, local, state, and Federal, during the reporting year. These might include National Register, California Register, California Historic Landmarks, locally funded surveys, CLG surveys, and local designations.

Program area	Number of Properties added
Local Register	Six

### B. Local Register (i.e., Local Landmarks and Historic Districts) Program

1. During the reporting period (October 1, 2018-September 30, 2019) did you have a local register program to create local landmarks and/or local districts (or a similar list of designations) created by local law?    X Yes     No
2. If the answer is yes, then how many properties have been added to your register or designated from October 1, 2018 to September 30, 2019? Two

# Certified Local Government Program -- 2018-2019 Annual Report

(Reporting period is from October 1, 2018 through September 30, 2019)

**C. Local Tax Incentives Program**

1. During the reporting period (October 1, 2018-September 30, 2019) did you have a Local Tax Incentives Program, such as the Mills Act?  Yes  No

2. If the answer is yes, how many properties have been added to this program from October 1, 2018 to September 30, 2019? *Click or tap here to enter text.*

Name of Program	Number of Properties Added During 2018-2019	Total Number of Properties Benefiting From Program
N/A	N/A	N/A

**D. Local "bricks and mortar" grants/loan program**

1. During the reporting period (October 1, 2018-September 30, 2019) did you have a local government historic preservation grant and/or loan program for rehabilitating/restoring historic properties?  Yes  No
2. If the answer is yes, then how many properties have been assisted under the program(s) from October 1, 2018 to September 30, 2019? Type here.

Name of Program	Number of Properties that have Benefited
N/A	N/A

**E. Design Review/Local Regulatory Program**

1. During the reporting period (October 1, 2018-September 30, 2019) did your local government have a historic preservation regulatory law(s) (e.g., an ordinance) authorizing Commission and/or staff review of local government projects or impacts on historic properties?  Yes  No

2. If the answer is yes, how many historic properties did your local government review for compliance with your local government's historic preservation regulatory law(s) from October 1, 2018 to September 30, 2019? Four

**F. Local Property Acquisition Program**

# Certified Local Government Program -- 2018-2019 Annual Report

(Reporting period is from October 1, 2018 through September 30, 2019)

1. During the reporting period (October 1, 2018-September 30, 2019) did you have a local program to acquire (or help to acquire) historic properties in whole or in part through purchase, donation, or other means?  Yes  No
2. If the answer is yes, then how many properties have been assisted under the program(s) from October 1, 2018 to September 30, 2019? Type here.

Name of Program	Number of Properties that have Benefited
N/A	N/A

**IN ADDITION TO THE MINIMUM CLG REQUIREMENTS, OHP IS INTERESTED IN A SUMMARY OF LOCAL PRESERVATION PROGRAMS**

- A. What are your most critical preservation planning issues? **Getting the expanded Lake Norconian Historic District listed on the National Register.**
- B. What is the single accomplishment of your local government this year that has done the most to further preservation in your community? **Listning of one historic district and one individual property on the City's Local Register.**
- C. What recognition are you providing for successful preservation projects or programs? **None at this time.**
- D. What are your local historic preservation goals for 2019-2020? **1. Complete the process of getting the expanded Lake Norconian Historic District listed on the National Register. 2. Initiating an outreach program with an emphasis on encouraging owners of eligible properties to list those properties on the Local Register.**
- E. So that we may better serve you in the future, are there specific areas and/or issues with which you could use technical assistance from OHP? **Nothing at this time.**
- F. In what subject areas would you like to see training provided by the OHP? How you like would to see the training delivered (workshops, online, technical assistance bulletins, etc.)?

<b>Training Needed or Desired</b>	<b>Desired Delivery Format</b>
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# Certified Local Government Program -- 2018-2019 Annual Report

(Reporting period is from October 1, 2018 through September 30, 2019)

No suggestions at this time.	N/A
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G. Would you be willing to host a training working workshop in cooperation with OHP?  Yes  No

H. Is there anything else you would like to share with OHP? Nothing at this time.

## XII Attachments (electronic)

- X Resumes and Statement of Qualifications forms for all commission members/alternatives and staff
- X Minutes from commission meetings
- Drafts of proposed changes to the ordinance
- Drafts of proposed changes to the General Plan
- Public outreach publications

Email to [Lucinda.Woodward@parks.ca.gov](mailto:Lucinda.Woodward@parks.ca.gov)

**ATTACHMENT A: Resumes and Statements of Qualifications**

## **CAROLYN MORSE**

4521 California Ave.

PO Box 7473

Norco, CA 92860

951-642-0744 ♦ northstar.morse@gmail.com

### **EMPLOYMENT HISTORY**

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- 2003-2017**                      **Mike Raahauge Shooting Enterprises**                      **Corona, CA**
- ♦ **Marketing Director**
    - Development of this internationally known shooting range
    - Assisted in the promotion of the annual Sports Fair – a hands-on shooting event
    - Assisted Safari Club International in the promotion of the annual Youth Outdoor Day
- 1999-2003**                      **California Sporting Goods Association**                      **Corona, CA**
- ♦ **Marketing Director**
    - Development of this non-profit organization and enriching the relationship between the board of directors, state political leaders and sporting goods dealers in CA
    - Development of their website, a quarterly newsletter and a monthly statewide raffle
  - ♦ **Freelance Writer/Photographer**
    - Write stories and features for several publications including The Press-Enterprise, The Business Press, California Seniors, Quail Unlimited magazine and Western Outdoor News
- 1993-1999**                      **The Press-Enterprise Co.**                      **Riverside, CA**
- ♦ **Staff Writer/Photographer**
    - Performed all aspects of developing and covering a variety of areas, including all photo work for the Corona-Norco Independent. Included pagination duties with QuarkXPress
    - Assistant Editor for Special Sections of The Press-Enterprise Co., developing publications for the marketing department
    - Performed all aspects of newspaper production for Corona Commercial Print
- 1993-1996**                      **Fishing and Hunting News**                      **Seattle, WA**
- ♦ **Developed and wrote semi-monthly column covering events and activities in the shotgun sports world for the California edition**
- 1987-1993**                      **Mike Raahauge Shooting Enterprises**                      **Norco, CA**
- ♦ **Shotgun Sports Manager**
    - Successfully developed and managed the shotgun range of the organization with marketing and creating monthly tournaments for the national organization
- 1984-1985**                      **City of Norco**                      **Norco, CA**
- ♦ **Wee People Instructor**
    - Responsible for the formation and teaching of the Wee People program for ages two through five
- 1976-1983**                      **Mendocino Publishing Co.**                      **Corona, CA**
- ♦ **Began as a graphic artist for the Corona Daily Independent for one year then**

transferred to assistant editor of the Norco Pony Express responsible for covering all aspects of the news of Norco

## **EDUCATION**

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1975                                      California Polytechnic State University                                      San Luis Obispo, CA  
    ◆ B.S. - Agricultural Business Management

## **AWARDS AND HONORS**

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1982 – Twin Counties Press Club – Best News Feature and Best Feature  
1981 – Twin Counties Press Club – Best Political Story  
1980 – CA Newspaper Publishers Association – Best Youth Interest Publication  
1979 – CA Newspaper Publishers Association – Best Youth Interest Publication  
1972 – Woman of Distinction of the Agricultural Department at Fullerton College  
1971 – Woman of Distinction of the Agricultural Department at Fullerton College

## **COMMUNITY SERVICE**

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2019 – Member of the Norco Historical Preservation Commission  
1985 – Member of the Horseweek committee for two years  
1984 – Representative of a city committee to meet with Charter Communications as it brought service into the city of Norco  
1983 – Member of Norco's July 4<sup>th</sup> Jamboree for a few years

# Resume – Diana Stiller

## PERSONAL

*Diana Stiller*

*2978 Silver Cloud Circle Norco, Ca 92860*

*951-734-3415*

*dstiller1@earthlink.net*

## EMPLOYMENT HISTORY

*Corona Norco Unified School District*

*2065 Temescal Ave. Norco, Ca 92860 951-736-3241*

*Position Held: Classroom Teacher From: Feb. 1999 To: Present*

*Description of Duties: Teach history, mentor students interested in pursuing careers in history and related fields, Sponsor the Norco High School History Club*

## EDUCATION

<u>Schools Attended</u>	<u>From-To</u>	<u>Degree Obtained</u>
<i>RCC Norco College</i>	<i>September 1994-May 1996</i>	<i>n/a</i>
<i>CSUSB</i>	<i>September 1996-April 1998</i>	<i>B.A. Social Studies</i>
<i>Chapman University</i>	<i>April 1998-June 1999</i>	<i>Teaching Credential</i>
<i>Chapman University</i>	<i>September 1999- June 2001</i>	<i>M.A. Education</i>

## COMMUNITY SERVICE

*Norco High School National History Day Coordinator for ten years*

*World Affairs Council member, including local meetings and study tours to Turkey and Estonia*

*Selected to present at the 2014 California Council of Social Studies*

*Organize history-related field trips for Norco High School students*

*Volunteer Treasurer for JAAF in Norco 1992-1995*

*Member of the Norco Historic Preservation Commission 2013-present*

## ROGER J. GRODY

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### **EXPERIENCE**

**ROGER J. GRODY, LLC, Pasadena, CA**  
**Economic Dev./Housing Specialist, City of Norco (Contract)**

**Feb. 2006 – Present**

Manage Economic Development Division, formulating an Economic Development Strategic Plan, revision and implementation of a Façade Improvement Program designed to enhance the City's Western theme, and development and implementation of a Restaurant Tenant Improvement Program. Specific activities include oversight of consultants, project management, preparation and presentation of staff reports to the City Council/Redevelopment Agency Board, and prospecting for new restaurants, hotels, automobile dealerships and retailers. Spearheaded a campaign to enhance Norco's status as a tourist destination, and introduced a "Film Norco" program. Provide assistance to the City Manager, Finance Director and Planning Director with research, analysis and staff reports implementing modifications to the Municipal Code, while providing expertise and support on a multi-departmental basis as needed. Assisted with the preparation of Five-Year Implementation Plan for the Redevelopment Agency, the City's Housing Element, and a Business Attraction & Retention Plan. Oversee the activities of the Economic Development Advisory Committee and Historic Preservation Commission.

Assist Housing Manager in the administration of multiple housing programs, including Home Improvement Program grants and loans to low- and moderate-income households, First-Time Homebuyer Program, Neighborhood Stabilization Program (NSP), and CalHome Program. Activities include budgeting projects, overseeing the bidding process, preparing loan docs, managing construction projects, mediating disputes, and preparing quarterly and annual reports. With NSP and CalHome, responsibilities include preparing grant applications for funding and refunding. Assist in the management of Norco's Community Development Block Grant (CDBG) program, overseeing a portfolio of projects that has included demolition of blighted properties, construction of handicapped-accessible facilities, park improvements, and a major redesign and renovation of the Norco Senior Center.

**ROGER J. GRODY, LLC, Pasadena, CA**  
**Housing Specialist, City of La Mirada (Contract)**

**May 2004 – Feb. 2006**

Assisted Housing Manager in the administration of an intensive \$4 million housing rehabilitation program targeting the Foster Park neighborhood of La Mirada. Activities included budgeting projects, overseeing the bidding process, preparing loan docs, managing construction and mediating disputes, processing invoices, and preparing monthly reports.

**CITY OF MONTEREY PARK, Monterey Park, CA**  
**CDBG Coordinator & Redevelopment Project Manager**

**April 1989 – Nov. 2003**

Administered an annual CDBG budget of approximately \$1.5 million, plus additional HOME Program funds and Redevelopment Agency affordable housing funds. Was charged with managing and implementing a wide range of programs, including Single-Family Housing Rehabilitation, Multi-Family Rehabilitation and First-Time Homebuyer, as well as mandated activities such as fair housing counseling and homeless assistance. Responsible for preparing,

presenting and managing a Division Budget, supervising Housing Rehabilitation staff, preparing staff reports and presenting to City Council and Redevelopment Agency Board. Non-housing activities included park renovations, public works improvements, an aggressive Commercial Rehabilitation Program, and administration of an award-winning Community Fund, which assisted approximately a dozen non-profit agencies annually through a rigorous, highly transparent RFP process. Additional activities included the oversight of major projects such as renovations to the Senior Center and City Hall, and updating other City facilities to standards consistent with the Americans with Disabilities Act (ADA). Prepared Five-Year Strategy Plans and One-Year Action Plans, as well as all annual reports and communications to the U.S. Department of Housing and Urban Development (HUD).

Prepared and presented staff reports for Redevelopment Agency projects and served as project manager for an 80-unit senior citizen housing tax credit-funded project, successfully completed and honored for Best Practices by HUD Secretary Andrew Cuomo. Prepared a variety of grant applications relating to special City projects, and oversaw the City's participation in the California Healthy Cities Program. As staff liaison to the Community Relations Commission, oversaw the award-winning Harmony Month, an annual, multifaceted celebration of cultural diversity. Was founder of Christmas in April—Monterey Park, a volunteer-based housing rehabilitation program, and spearheaded the creation of several other Southern California chapters. Authored half-a-dozen winning Helen Putnam Award applications for various City departments. Contributed to the preparation of the Five-Year Implementation Plan and updates for the Redevelopment Agency, and assisted in the preparation of the City's Housing Element.

**FREELANCE WRITER, Pasadena, CA**

**1993 to Present**

Award-winning writer specializing in real estate, architecture, travel and food, with credits in many national publications. Assist developers and non-profit organizations with grant applications for funding from government agencies and corporate or nonprofit foundations. Create copy for corporate web sites or advertising brochures, prepare press releases for public and private sector clients, and provide public relations materials and services for hospitality industry entities.

**EDUCATION**

- Arizona State University, B.S. in City Planning, magna cum laude
- The University of Chicago, M.A. in Urban Affairs

**HONORS**

- Past President, Southern California Coordinating Council for Rebuilding Together (fka Christmas in April) housing rehabilitation program
- Former President, Arizona State University Chapter of American Planning Association (APA)
- Member, Rebuild LA
- First Place Award recipient, North American Travel Journalists Association

**MARK S. SAWYER  
490 WILD HORSE LANE  
NORCO, CA 92860  
(951) 735-2320  
swerv2k@me.com**

**PROFESSIONAL EXPERIENCE:**

**6/02 TO 12/03 OUTSIDE PLANT TECHNICIAN FOR ICG COMMUNICATIONS  
IRVINE, CA.**

Returned to my previous employer after emerging from their bankruptcy to restore lost or destroyed engineering documentation. Updated all outside plant issues and drawings and cleared all issues with other utilities and the Joint Pole Commission. Retired in December 2003.

**12/01 TO 5/02 QUALITY CONTROL INSPECTOR FOR FJS CABLE ENGINEERING  
WESTMINSTER, CA**

Responsible for quality control for the Adelphia Communications rebuilds in the Hemet, San Jacinto and Perris, CA systems. Duties included inspection of underground and aerial construction and splicing to Adelphia specifications and G.O. 95 & 128 standards, pre-invoicing acceptance or rejection of work completed and final invoicing approval. Also monitored construction crews for safety requirements and coordinated work schedules with the construction supervisors to expedite the turning up of nodes.

**5/00 TO 8/01 PROJECT MANAGER FOR METROMEDIA FIBER NETWORK  
LA MIRADA, CA**

Responsible for the management of customer contracts for the implementation of lateral fiber optic and collocation builds from the MFN backbone network. Duties included feasibility studies to determine cost effectiveness of proposed builds, preparing bid packages to contractors for engineering and construction, awarding contracts, preparing projects budgets and purchase orders for materials and contractors. Responsible for review of engineering packages, permit application processes and traffic control engineering. Coordination of construction with customers, contractors, environmental agencies, building engineers, property management and local officials to ensure timely completion of projects.

**11/96 TO 5/00 OUTSIDE PLANT ENGINEER FOR ICG COMMUNICATIONS  
IRVINE, CA.**

Responsible for the engineering of the fiber optic network facilities, inclusive, fiber optic backbone rings, laterals, collocations, and interconnects facilities using aerial and/or underground standard construction methods.

**01/96 TO 11/96 SR. CAD OPERATOR FOR ICG COMMUNICATIONS  
IRVINE, CA**

Set up initial drafting standards to be used in the Southern California region. Assign projects to CAD operators and managed workloads so projects would be completed in a timely manner. Check plans for accuracy before final submittals for construction. Coordinate projects with Engineers to meet deadlines. Salary - \$40,000/yr

**10/94 TO 10/95 CAD SUPERVISOR FOR HENKELS & McCOY ENGINEERING  
SAN DIMAS, CA**

Set up internal CAD department for the engineering group after they were separated from the construction group. Built 4 CAD stations and set up all software and hardware. Managed 4 CAD operators and coordinated workloads with the engineers so that projects would be completed in a timely manner. Checked all plans for accuracy before final submittal for construction. High output CAD operations included projects for Pacific Bell, GTE, and the University of California system.

**07/94 TO 09/94 CAD OPERATOR FOR BORM ASSOCIATES  
IRVINE, CA**

Worked as a CAD operator for this Structural Engineering firm drawing floor plans and structural design for new home construction.

**04/78 TO 07/94 TRUCKING INDUSTRY  
(Various)**

Work for several companies within the transportation industry including local supermarkets and fast food companies. Duties included loading, driving, unloading and dispatching. Worked as a long haul team driver and as an owner/operator on cross-country operations.

**EDUCATION  
MTI COLLEGE  
ORANGE, CA.**

Majors - Mechanical CAD design

Minor - Architectural and Civil design

**Matthew L. Potter**  
3250 Kips Korner Road  
Norco, California 92860  
Home (951) 817-9039

## **JOB OBJECTIVE**

Historic Preservation Commissioner

## **SUMMARY**

- I believe that I can provide the leadership required to take the Inspection Unit forward into a time of transition and innovation.
- My organizational skills and a focus on interaction with clients and landlords will help to foster a service-oriented office.
- My current appointed post as a Community Services Commissioner for the city of Norco provides an excellent training ground for operating in a governmental environment.

## **PROFESSIONAL EXPERIENCE**

### **Housing Authority of the County of San Bernardino, 1991-present**

- I have worked in a variety of positions within the Housing Choice Voucher (Section 8) program, all within the Inspections unit from a line position of Housing Inspector / Negotiator to currently as a HCV Program Supervisor for Inspections.
  - Our program enforces HUD's Housing Quality Standards for privately owned homes that are rented to low income participants of our program. Many of these homes, particularly in the more urban areas of San Bernardino County can be upwards of 75 to 100 years old. While we do not enforce preservation-level standards, we have helped to some degree to ensure that many of these old structures continue to exist.

### **City of Norco, Norco, CA, July 2005 to 2009**

- **Community Services Commissioner**
  - Appointed by vote of the City Council, I sat on a commission whose area of responsibility includes all services and utilities provided by the city, as well as health and environmental issues.
  - Approve or disapprove all aspects of the above issues and forward that vote to the city council in an advisory form.
  - I served as the last Chairperson for this commission.
- **Streets, Trails and Utilities Commissioner**
  - This commission was a consolidation of the Community Services Commission and the Streets and Trails Commission. This group holds the combined duties of the Community Services Commission and the Streets and Trails. One of our focuses was to preserve the character of Norco that has developed.
  - I served as Chairperson of this commission from its inception until I resigned to accept my appointment to the Historic Preservation Commission.
- **Historic Preservation Commission**
  - I have served from the commission's formation in January of this year (2009) to the present.

### **Potter Construction, Riverside, CA 1987-1999**

Owner, General Building Contractor

- I operated a small volume custom remodeling business providing various remodeling services as well as damage restoration.
- This was a full-time business prior to my employment with the Housing Authority. After joining the Authority, I operated this business on the side working strictly on request for old customers.
- A large focus of my work was on old (sometimes historic) residences. While my customers were not always strictly preservation-minded, I always encouraged them to tend towards methods and materials that would help to maintain the original character or spirit of the structure.

## **EDUCATION**

- Associate of Arts Degree 1978
  - Riverside Community College, Riverside, California
- Course work at California State University at Fullerton

## **COMMUNITY SERVICE**

- Volunteered as a young adult with the Boy Scouts of America
- Commissioner for the City of Norco (described above).
- Volunteered with the Corona-Norco AYSO.

**Career Resume, Teresa E. Edwards, 3485 Shawnee Dr. Norco, CA 92860**

**(248)224-8729**

[tdframe@gmail.com](mailto:tdframe@gmail.com)

### **Personal Objectives**

*To continue to serve my Community of Norco, CA, it's residents and future success, with humility and a deep commitment to civic responsibility, as a proud citizen and veteran of our great country. I also wish to put forth a positive light on local government, and through leadership/knowledge/experience, aid in the areas of history, education and communication to ensure a strong and sustainable Norco experience for everyone.*

### **Current Information**

**U. S. Navy, (Retired) Petty Officer First Class, (DM1) Illustrator Draftsman, (1974-2002)**

**Historic Preservation Commission, Vice Chair, City of Norco, CA. (July 2015-June 2019)**

- Member, HPC, *Collection Advisory* Subcommittee
- Alternate Liaison, *Navy Subcommittee, (NWS) Naval Weapons Station, Det Norco, Norco, CA*
- Member, *California Preservation Foundation*
- Member, *Lake Norconian Club Foundation, Norco, CA*

### **Education-Civilian**

**BA Art History, Oakland University, Rochester, Michigan (2008-10)**

- Emphasis in Asian Art History & Chinese Calligraphy
- Field experience, Six Major Exhibit Installations, *Cranbrook Art Museum, (Summer 2008)*
- Major, Western Art History, *Wayne State University, Detroit, MI (Transferred to OU, 2008)*
- Undergraduate Research Grant, Historical Frames, *Pine Grove Historical Museum, Pontiac, MI*

**AA Fine Art, Mesa Community College, San Diego, CA (1988)**

Certificate in Computer Graphics, *La Jolla Academy of Advertising Art, La Jolla, CA (1988)*

GED, *La Puente Community Center, La Puente, CA (1974)*

*Pioneer High School, Whittier, CA (1970-74)*

### **Professional Work History-Civilian**

*Graphic Art & Illustration, progressing with Art & Art History Education, leading to Museum Employment; Exhibitions and Visitor Services. Conservation Art & Framing.*

**Owner, Tempest Design Picture Frame, Detroit, Michigan (1999-2015)**

**Visitor Services Supervisor, Cranbrook Art Museum & Art Academy, Bloomfield Hills, MI (2002-09)**

**Visitor Services Representative, Cranbrook Institute of Science, Bloomfield Hills, MI (2001-02)**

**Volunteer Exhibition Coordinator, Pittman-Puckett Art Gallery, Ferndale, MI (2001)**  
**Teresa Design Picture Frame (Norco), formerly Tempest Design Frame (Detroit), (1999-2015)**  
**Design Consultant & Custom Framer, House of Frames, Southfield, MI (1996-99)**  
**Apprentice Custom Framer, Great Frame-Up, Birmingham, MI (1994-96)**  
**Technical Illustrator, St. Claire, Inc; Southfield, Michigan (1993-94)**  
**Production Picture Framer (Commercial), Park West Gallery, Southfield, MI (1991-92)**  
**Freelance Technical Illustrator, Self Employed, Pacific Beach, CA (1990-94)**  
**Technical Illustrator/ Graphic Artist, Image Dynamics, San Diego, CA (1988-90)**  
**Production Art Supervisor, Volt Information Science, San Diego, CA (1987-88)**  
**Technical Illustrator, Presentation Ink, San Diego, CA (1986-87)**  
**Graphic Artist, Media Directions, Inc; San Diego, CA (1984-86)**  
**Graphic Artist, Jim Cornelius Design Graphics, Mission Beach, CA (1983-84)**  
**Co-owner, Graphic Glass: Graphic Art & Stained- Glass Design, Pacific Beach, CA (1982-86)**  
-Art Award, Album Cover Design, 91X Radio "Rock to Riches", San Diego, CA (1983)

#### Military Duty History – US Navy Reserve (1985 -2002)

*Duty assignments primarily Graphic Art Support for Public Affairs, Training and Command Objectives*

**Officially Retired, (2016)**

**(IRR) Individual Ready Reserve, (1995-2002)**

-Credited course study program for retirement points.

**\*DM1- (VTU 1325) Volunteer Training Unit, (ANGB) Air National Guard Base, Selfridge, Harrison Township, MI (1995)**

**DM1- (NRFLT SUPTRA) Naval Reserve Fleet Support Training 1913, ANGB Selfridge, Harrison Township, MI (1994)**

**DM1-Instructor (NRRC) Naval Reserve Readiness Center, ANGB, Selfridge, Harrison Township, MI (1993-94)**

- (NR SIMA NORVA DET 513 & NR OI DET 813), Naval Reserve Office of Information

- Active Duty for Training, PENTAGON (OI-22), Office of Information, News Photo Division, Navy Dept.

Washington, DC

**DM1- (JICPAC 0994) Joint Information Center, Pacific, Naval Air Reserve Public Affairs Office, Naval Air Station,**

North Island, Coronado, San Diego, CA (1990-92)

**DM1- (FIRSTPAC) Naval Air Reserve, North Island, Coronado, San Diego, CA (1986-89)**

-Additional assignment, (RIAC) Reserve Intelligence Area Coordinator, Area Four

**DM2- (NMCRC) Navy & Marine Corp. Reserve Center, San Diego, CA (1985-86)**

- Additional assignment, *(NRPUBAFFCEN 119) Naval Reserve Public Affairs Center 119*

**Enlisted Naval Reserve (1985)**

**Military Duty History – US Navy, Active (1974-1984)**

*Duty assignments primarily Graphic Art Support for Classified Intelligence Presentation and Command Objectives*

**Honorable Discharge** from Active Duty (1984)

**DM2/Instructor, (FITCPAC) Fleet Intelligence Training Center Pacific, (NTC) Naval Training Center, San Diego, CA (1982-84)**

**DM2/Admirals Staff, (IPAC) Intelligence Center Pacific, (CINCPAC) Commander in Chief Pacific, Camp Smith, Oahu, Hawaii (1981-82)**

**DM2/Admirals Staff, (COMTHIRDFLT) Commander in Chief Pacific, Third Fleet, Pearl Harbor, Oahu, HI. (1978-81)**

**DM3- (FASOTRAGRULANT), Fleet Aviation Specialized Operational Training Group, Atlantic, (NAS) Naval Air Station, Jacksonville, FL (1977-78)**

**Seaman Apprentice DM- (CINCPACFLT) Commander in Chief, Pacific Fleet, Pearl Harbor, Oahu, HI, (1975-77)**

\* **DM** (*Illustrator Draftsman*), **3,2 & 1** (*Rank*) indicate designation acronyms.

## **RESUME, WORK HISTORY, REFERENCES**

**Bill Wilkman, MA**  
**Wilkman Historical Services**  
**P.O. Box 362**  
**Riverside, CA 92502-0362**  
**(951) 789-6004 (Phone/Fax)**  
**(951) 288-1078 (Mobile)**  
**wilkman.history@gmail.com**

### **ABOUT WILKMAN HISTORICAL SERVICES:**

Wilkman Historical Services is a sole proprietorship specializing in the research and evaluation of potential historic resources. I have a Masters Degree in Urban Planning, with an emphasis in Urban History. I have also have maintained a life-long interest in architectural history, having been raised in a family where my father was a practicing architect and having taken university coursework in architectural history. I bring to my practice 32 years experience as a city planner with the City of Riverside, including six years as acting Historic Preservation Manager and four years as supervisor of the Historic Preservation Section. My business, Wilkman Historical Services, was established in 2004 and since then I have completed over 50 cultural resources evaluations and historic documentation projects. With my education and background, I meet the Secretary of Interior Professional Qualifications for Architectural Historian. More importantly, with my knowledge of city development processes, historic resource programs, the California Environmental Quality Act, and the realities of day-to-day decision making, I can provide historical evaluation services that are both highly professional and realistic.

### **EDUCATION:**

1968 B.A. Sociology, Urban Studies Emphasis, California State University Northridge  
1970 Masters of Urban Planning, Urban History/Architecture Emphasis, Michigan State University

### **PROFESSIONAL EXPERIENCE:**

1968-1970 City Planner, City of East Lansing, Michigan  
1971 City Planner, City of Riverside, CA  
1972-1974 Specialist Fourth Class, United States Army, Washington D.C.  
1974-1996 City Planner, City of Riverside, CA  
1996-1998 City Planner and Acting Historic Preservation Manager, City of Riverside, CA  
1998-2003 City Planner and Supervisor, Historic Preservation Section, City of Riverside, CA  
2003-Present Owner, Wilkman Historical Services, Riverside, CA

### **PROFESSIONAL MEMBERSHIPS:**

California Preservation Foundation  
Society of Architectural Historians, Southern California Chapter

### **SIGNIFICANT HISTORIC RESOURCES RELATED WORK:**

1975 Arlanza La Sierra Community Plan, Riverside, CA

1977 Northside Community Plan, Riverside, CA  
 1985 Historic Seventh Street Study, Riverside, CA  
 1992 Prospect Place Historic District Background Report, Riverside, CA  
 1994 Downtown Riverside Design Guidelines, Riverside, CA  
 1995 Revised Arlanza La Sierra Community Plan, Riverside, CA  
 1999 Arlington Community Plan, Riverside, CA  
 1999 Magnolia Avenue Study, Riverside, CA  
 2000 Riverside Historic Preservation Database, Riverside, CA  
 2001 Supervision, Eastside and Casa Blanca Surveys, Riverside, CA  
 2002 Historic Preservation Element of the General Plan, Riverside, CA  
 2002 Oral Histories, Eastside and Casa Blanca Historic Surveys, Riverside, CA  
 2003 Downtown Riverside Specific Plan, Riverside, CA  
 2003 Market Place Specific Plan Update, Riverside, CA  
 2004 Oral Histories, Arlington Community Historic Survey, Riverside, CA  
 2004 Cultural Resources Evaluation, 5156 Colina Way, Riverside, CA  
 2004 Cultural Resources Evaluation, 4480 Mission Inn Ave, Riverside CA  
 2004 Cultural Resources Evaluation, 4648 Ladera Lane, Riverside, CA  
 2005 Cultural Resources Evaluation, 4654 Sierra Street, Riverside, CA  
 2005 Cultural Resources Evaluation, 5173 Colina Way, Riverside, CA  
 2005 Oral Histories, Northside Historic Survey, Riverside, CA  
 2006 Historic Research Services to the law firm of Best Best & Krieger, Riverside, CA  
 2007 Historic Research Services to the law firm of Best Best & Krieger, Riverside, CA  
 2007 Cultural Resources Evaluation 4779 Tequesquite Avenue, Riverside CA  
 2007 Mills Act Application, Streeter Tea House, 5211 Central Avenue, Riverside, CA  
 2007 Cultural Resources Evaluation, 5250-5290 Golden Avenue, Riverside, CA  
 2007 Cultural Resources Evaluation, 4915 La Sierra Avenue, Riverside, CA  
 2007 Cultural Resources Evaluation, 4158 Larchwood Place, Riverside, CA  
 2007 Cultural Resources Evaluation, 7530 Evans Street, Riverside, CA  
 2008 Historic Research Services to the law firm of Best Best & Krieger, Riverside, CA  
 2008 Cultural Resources Evaluation, Fire Station One, 3420 Mission Inn Avenue, Riverside, CA  
 2008 Cultural Resources Evaluation, Realignment of La Sierra Avenue at Five Points, Riverside, CA  
 2008 Cultural Resources Evaluation, 4952 La Sierra Avenue, Riverside, CA  
 2008 Cultural Resources Evaluation, 601 N. Grand Avenue, Glendora, CA  
 2008 Cultural Resources Services to the City of Norco, CA  
 2008 Cultural Resources Evaluation, 3909-3919 Terracina Drive, Riverside, CA  
 2008 Cultural Resources Evaluation, All Saints Episcopal Church, 3874 Terracina Drive, Riverside, CA  
 2009 Historic Research Services to the law firm of Best Best & Krieger, Riverside, CA  
 2009 Cultural Resources Services to the City of Norco, CA  
 2009 Cultural Resources Evaluation and Impacts Assessment, Riverside Community Hospital, 4445 Magnolia Avenue, Riverside, CA  
 2009 Cultural Resources Evaluation and Impacts Assessment, 4587 Mulberry Street, 4586 Olivewood Avenue, and 5206-5226 Olivewood Avenue, Riverside, CA  
 2009 Architects Biography Project, Survey LA, Los Angeles, CA  
 2009 Historic American Building Survey, 3608 Locust Street, Riverside, CA  
 2009 Cultural Resources Evaluation, 2750 Tyler Street  
 2009 Landmark Nomination, Bobby Bonds Residence, 2112 Vasquez Place, Riverside, CA  
 2009 Cultural Resources Evaluation, 4307 Park Avenue, Riverside, CA  
 2009 Cultural Resources Evaluation, 3524 Central Avenue, Riverside, CA

- 2010 Cultural Resources Services to the City of Norco, CA
- 2010 Cultural Resources Evaluation, 3615-3653 Main Street, Riverside, CA
- 2010 Cultural Resources Evaluation, 1791 Orange Street, Riverside, CA
- 2010 Cultural Resources Evaluation, La Quinta Resort Tennis Club, La Quinta, CA
- 2010 Landmark Nomination and Mills Act Application, 5175 Myrtle Avenue, Riverside, CA
- 2011 Cultural Resources Services to the City of Norco, CA
- 2011 Cultural Resources Evaluation, 3861 Third Street, Riverside, CA
- 2011 Cultural Resources Citywide Survey and Evaluation - Pre-1946, City of Norco, Norco, CA
- 2011 Analysis of ADA Alterations to Riverside Community College Historic Resources, Riverside Community College, Riverside, CA
- 2011 Cultural Resources Evaluation, 601 North Grand Avenue, Glendora, CA
- 2011 History of Charles M. Dammers in relation to 6893 Victoria Avenue, Riverside, CA
- 2011 Cultural Resources Citywide Context Statement - 1946-1966, City of Norco, Norco, CA
- 2012 Cultural Resources Services to the City of Norco, CA
- 2012 Cultural Resources Evaluation, 5578 Norwood Avenue, Riverside, CA
- 2012 Secretary of Interior Standards Analysis, Alterations to FMC Building, 3080 12th Street, Riverside, CA
- 2012 Historic Resources Impacts Analysis, Riverside Community Hospital, 4445 Magnolia Avenue, Riverside, CA
- 2012 Cultural Resources Evaluation, 5211 Golden Avenue, Riverside, CA
- 2013 Cultural Resources Services to the City of Norco
- 2013 Cultural Resources Evaluation, Riverside Community Hospital Specific Plan EIR, 4445 Magnolia Avenue, Riverside, CA
- 2013 Historic Resources Evaluation, 3836 Second Street, Riverside, CA
- 2013 Historic Resources Evaluation, 2822 Main Street, Riverside, CA
- 2013 Historic Resources Evaluation, Riverside Community College Admin Building, Riverside, CA
- 2013 Historic Resources Evaluation, 3105 Redwood Drive, Riverside, CA
- 2013 History of Butcher Boy Foods Property, 3038 Pleasant Street, Riverside, CA
- 2014 Cultural Resources Services to the City of Norco
- 2014 Cultural Resources Services to California Baptist University, 8432 Magnolia Ave, Riverside, CA
- 2014 Cultural Resources Survey and Evaluation, California Christian Fellowship, 8223 California Ave, Riverside, CA
- 2014 Cultural Resources Impacts Analysis, Riverside Free Methodist Church, 8431 Diana Avenue, Riverside, CA
- 2014 Consultation Re: Adaptive Reuse of Former YMCA, 4020 Jefferson Street, Riverside, CA
- 2014 Historic Collections Policies and Procedures Manual, City of Norco, Norco, CA
- 2015 Cultural Resources Survey and Evaluation, Norconian World War II and Post World War II Eras, City of Norco, CA
- 2015 Cultural Resources Mitigation Measures Follow-Up, Riverside Free Methodist Church, 8431 Diana Ave, Riverside, CA
- 2016 Cultural Resources Survey and Evaluation, Former Riverside Christian High School, 3532 Monroe St, Riverside, CA

- 2016 Cultural Resources Survey and Evaluation, Former Riverside Christian Day School, 3626 Monroe St, Riverside, CA
- 2016 Reconsideration of Historic Resources Status of Three Properties on the California Baptist University Campus, including former Royal Rose Apts, 3720 Adams St, former Knights of Pythias Fraternal Hall, 8402 Adams St, and a U.S. Postal Service relay mailbox at 8432 Magnolia Ave, Riverside, CA
- 2016 National Register Nomination of the Norconian Property for its Naval Hospital and Guided Missile Weapons Evaluations Eras, Norco, CA
- 2017 Cultural Resources Survey and Evaluation of three properties for California Baptist University, located at 8712 and 8720 Magnolia Ave, and 3642 Monroe St., Riverside, CA
- 2017 Analysis of Potential Relocation of Historic Hawthorne Residence, 8728 Magnolia Ave, Riverside, CA
- 2017 Cultural Resources Consultation regarding a Comprehensive Amendment to the California Baptist University Specific Plan

**REFERENCES:**

- John Brown, BB&K, 3750 University, Riverside, CA 92501, (951) 826-8206
- Kaitlyn Nguyen, City of Riverside, 3900 Main St, Riverside, CA 92522, (951) 826-2430
- Andy Okoro, Norco City Manager, 2870 Clark Ave, Norco, CA (951) 270-5628
- Erin Gettis, Associate AIA, Principal Planner and Historic Preservation Officer, City of Riverside, 3900 Main Street, Riverside, CA 92522 , (951) 826-5463
- Janet Hansen, Deputy Manager Office of Historic Resources, City of Los Angeles, 200 N. Spring Street, Room 620, Los Angeles, CA 90012, (213) 978-1191
- Other references upon request

**Statement of Qualifications**  
**for**  
**Certified Local Governments Commissioners**

Local Government: City of Norco

Name of Commissioner: Teresa Edwards

Date of Appointment: June 2015

Date Term Expires: June 2019

Certified Local Government procedures require local commissions to meet specific professional requirements. The commission shall include a minimum membership of five individuals with all members having demonstrated interest, competence, or knowledge in historic preservation. Commission membership may also include lay members who have demonstrated special interests, competence, experience, or knowledge in historic preservation. At least two Commission members are encouraged to be appointed from among professionals in the disciplines of history, architecture, architectural history, planning, pre-historic and historic archeology, folklore, cultural anthropology, curation, conservation, and landscape architecture or related disciplines, such as urban planning, American studies, American civilization, or cultural geography, to the extent that such professionals are available in the community.

Are you a professional in one of the disciplines associated with historic preservation?

Yes

No

Summarize your qualifying education, professional experience, and any appropriate licenses or certificates.

Attach a resume.

**Statement of Qualifications**  
**for**  
**Certified Local Governments Commissioners**

Local Government: City of Norco

Name of Commissioner: Carolyn Morse

Date of Appointment: July 2019

Date Term Expires: June 2023

Certified Local Government procedures require local commissions to meet specific professional requirements. The commission shall include a minimum membership of five individuals with all members having demonstrated interest, competence, or knowledge in historic preservation. Commission membership may also include lay members who have demonstrated special interests, competence, experience, or knowledge in historic preservation. At least two Commission members are encouraged to be appointed from among professionals in the disciplines of history, architecture, architectural history, planning, pre-historic and historic archeology, folklore, cultural anthropology, curation, conservation, and landscape architecture or related disciplines, such as urban planning, American studies, American civilization, or cultural geography, to the extent that such professionals are available in the community.

Are you a professional in one of the disciplines associated with historic preservation?

Yes

No

Summarize your qualifying education, professional experience, and any appropriate licenses or certificates.

Attach a resume.

**Statement of Qualifications**  
**for**  
**Certified Local Governments Commissioners**

Local Government: City of Norco

Name of Commissioner: Matthew Potter

Date of Appointment: June 2011

Date Term Expires: June 2019

Certified Local Government procedures require local commissions to meet specific professional requirements. The commission shall include a minimum membership of five individuals with all members having demonstrated interest, competence, or knowledge in historic preservation. Commission membership may also include lay members who have demonstrated special interests, competence, experience, or knowledge in historic preservation. At least two Commission members are encouraged to be appointed from among professionals in the disciplines of history, architecture, architectural history, planning, pre-historic and historic archeology, folklore, cultural anthropology, curation, conservation, and landscape architecture or related disciplines, such as urban planning, American studies, American civilization, or cultural geography, to the extent that such professionals are available in the community.

Are you a professional in one of the disciplines associated with historic preservation?

Yes

No

Summarize your qualifying education, professional experience, and any appropriate licenses or certificates.

Attach a resume.

**Statement of Qualifications**  
**for**  
**Certified Local Governments Commissioners**

Local Government: City of Norco

Name of Commissioner: Mark Sawyer

Date of Appointment: June 2011

Date Term Expires: June 2017

Certified Local Government procedures require local commissions to meet specific professional requirements. The commission shall include a minimum membership of five individuals with all members having demonstrated interest, competence, or knowledge in historic preservation. Commission membership may also include lay members who have demonstrated special interests, competence, experience, or knowledge in historic preservation. At least two Commission members are encouraged to be appointed from among professionals in the disciplines of history, architecture, architectural history, planning, pre-historic and historic archeology, folklore, cultural anthropology, curation, conservation, and landscape architecture or related disciplines, such as urban planning, American studies, American civilization, or cultural geography, to the extent that such professionals are available in the community.

Are you a professional in one of the disciplines associated with historic preservation?

Yes

No

Summarize your qualifying education, professional experience, and any appropriate licenses or certificates.

Attach a resume.

**Statement of Qualifications**  
**for**  
**Certified Local Governments Commissioners**

Local Government: City of Norco

Name of Commissioner: Diana Stiller

Date of Appointment: June 2013

Date Term Expires: June 2017

Certified Local Government procedures require local commissions to meet specific professional requirements. The commission shall include a minimum membership of five individuals with all members having demonstrated interest, competence, or knowledge in historic preservation. Commission membership may also include lay members who have demonstrated special interests, competence, experience, or knowledge in historic preservation. At least two Commission members are encouraged to be appointed from among professionals in the disciplines of history, architecture, architectural history, planning, pre-historic and historic archeology, folklore, cultural anthropology, curation, conservation, and landscape architecture or related disciplines, such as urban planning, American studies, American civilization, or cultural geography, to the extent that such professionals are available in the community.

Are you a professional in one of the disciplines associated with historic preservation?

Yes

No

Summarize your qualifying education, professional experience, and any appropriate licenses or certificates. Ms. Stiller teaches history at Norco High School.

Attach a resume.

**Certified Local Government Professional Qualifications (36 CFR Part 61):  
Architectural History Professional Qualifications**

Local Government: City of Norco, California

Name: Bill Wilkman Commissioner  Staff   
(Name of Commissioner or Staff)

Date of Appointment: \_\_\_\_\_ Date Term Expires: \_\_\_\_\_

Certified Local Government procedures require local commissions to meet specific professional requirements. The commission shall include a minimum membership of five individuals with all members having demonstrated interest, competence, or knowledge in historic preservation. At least two Commission members are encouraged to be appointed from among professionals in the disciplines of history, architecture, architectural history, planning, pre-historic and historic archeology, folklore, cultural anthropology, curation, conservation, and landscape architecture or related disciplines, such as urban planning, American studies, American civilization, or cultural geography, to the extent that such professionals are available in the community. Commission membership may also include lay members who have demonstrated special interests, competence, experience, or knowledge in historic preservation. **In addition to completing the form below for any commission member or staff who meets the requirements for this profession, please attach a resume for this individual.**

Alternative A

- MA or PhD in Architectural History
- or
- MA/MS or PhD in Art History, Historic Preservation or CRF
- Masters of Urban Planning, Urban History Emphasis  
(specify field)
- and
- Coursework in American Architectural History (list courses or attach listing)

See Attached

Alternative B1

- BA in Architectural History
- or
- BA in Art History, Historic Preservation or CRF
- \_\_\_\_\_ (specify field)
- and
- Two years full-time experience in American architectural history or restoration (check appropriate boxes below and attach explanation and dates)
- With a professional institution
- \_\_\_\_\_ (specify institution)
- \_\_\_\_ academic institution  
\_\_\_\_ historical org./agency  
\_\_\_\_ museum  
\_\_\_\_ other (specify) \_\_\_\_\_

Alternative B2

- BA in Architectural History
- or
- BA in Art History, Historic Preservation or CRF
- \_\_\_\_\_ (specify field)
- and
- Substantial contribution through research and publication to body of scholarly knowledge in American architectural history (attach explanation)

To meet the standards in this discipline you must be able to check either a big box or a big circle, and check all the smaller boxes under that alternative. One year = 12 months. Full-time = 35-40 hours per week. A year of professional experience need not consist of a continuous year of full-time work, but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent period. CRF = Closely Related Field; field closely related to this or other discipline in historic preservation (Urban or Regional Planning, American Studies, Historic Preservation, Art History, Architecture, Material Culture, Landscape Architecture, or Folklore). Coursework should be evaluated if discipline itself is not always or obviously related. In addition, note that Alternative A requires the advanced degree in architectural history or a closely related field and coursework in American architectural history. Alternatives B1 and B2 require the work experience or publications (in lieu of a graduate degree) to be in American architectural history.

**Certified Local Government Professional Qualifications  
Architectural History Coursework, Bill Wilkman, MA**

My Masters of Urban Planning coursework had a strong emphasis on American urban history and American architectural history. The following courses specifically addressed both of these areas:

**International Housing Design:** This course studied residential architecture throughout the world, with a major focus on residential design in the United States. Subject matter included consideration of cultural and historical influences on architectural styles. The influences of great architects on the form and shape of housing was an important component of this course with particular emphasis placed on the influence of the Bauhaus School on residential design.

**Special Problems:** I took two of these classes in which I opted to study building styles and urban patterns as reflections of cultural trends, economic conditions, and technological advances at various points in history. Subjects studied included uses of building materials, building technologies, architectural styles and urban development patterns.

**Urban Design and History:** This course examined the design of cities in relation to the history of urban America. Building styles, forms, and shapes were examined as reflections of urban development trends at all the major periods in U.S. history. Architectural styles were studied as a significant component of urban design.

**Functional Design Problems:** In this course, specific design issues were examined. Students were given the opportunity to study how building and site design are influenced within the context of historical, social, economic, and technological trends.

**Housing and Urban Renewal:** This class covered the history of urban renewal in the United States, including the implementation of federal regulations, effects on historical neighborhoods, and the cultural impacts of the wholesale change of established urban patterns.

**Comprehensive Urban Design:** This class examined the design of cities in various parts of the United States, examining how geography, historical context, forms of transportation, economic base, and climate impact the design of structures and the layout of development. The class investigated various architectural styles as reflections of the above factors and explored how architects have been influential in creating new forms for changing conditions.

**Thesis:** My thesis had a historical focus, looking at how the history of the United States and its cultural bias have been reflected in federal programs related to residential design, transportation, and redevelopment.

**History and Theory of Architecture:** This was a comprehensive course in architectural history and theory, 1750 to present. (Course taken at California Polytechnic University, Pomona)

**ATTACHMENT B: Historic Preservation Commission Minutes**



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

**Tuesday, November 13, 2018  
City of Norco, City Hall Conference Rooms A & B,  
2870 Clark Avenue, Norco CA 92860**

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**CALL TO ORDER: 4:03 p.m.**

**ROLL CALL:**

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

**Absent:**  
Diana Stiller, Commission Member

**PLEDGE OF ALLEGIANCE: Commission Member Overstreet**

**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. CONSENT ITEMS:**

Vice Chair Edwards pulled agenda item 2.B.

**M/S Potter/Overstreet** to approve the remainder of the Consent Items as presented. The motion was carried by the following roll call vote:

**AYES: SAWYER, EDWARDS, OVERSTREET, POTTER**

**NOES: NONE**

**ABSENT: STILLER**

**ABSTAIN: NONE**

- A. Historic Preservation Commission Regular Meeting of September 11, 2018.  
Recommended Action: Approved (Minutes Clerk)**
- B. Review of the City's Social Media Policy. Recommended Action: PULLED  
(Consultant Grody)**

3. ITEM(S) PULLED FROM HISTORIC PRESERVATION COMMISSION CONSENT ITEMS

2.B. Review of the City's Social Media Policy. Recommended Action: Receive and File (Consultant Grody)

Vice Chair Edwards pulled the item to further explain the email correspondence from a few days prior, her intent was to create community education through a social media page on the City's history.

Consultant Grody referenced the Facebook page that had been discovered, it had been created by a Commission Member without the City's input; he reminded all Members that any social media page cannot be created to represent the City without its input. He offered staff assistance for such consideration. Consultant Grody suggested that Vice Chair Edwards meet with staff to discuss guidelines of what can be posted.

Chair Sawyer noted that this subject had been discussed a few years back, and it was decided that all must go through City staff. That possibly a historic information page might be added to the City's social media page or website.

**M/S POTTER/OVERSTREET** to receive and file the report on review of the City's Social Media Policy. The motion was carried by the following roll call vote:

**AYES: SAWYER, EDWARDS, OVERSTREET, POTTER**

**NOES: NONE**

**ABSENT: STILLER**

**ABSTAIN: NONE**

4. PUBLIC HEARING ITEM:

A. Fire Station/Norco Community Services District Property Landmark Nomination  
(Consultant Wilkman)

*A Proposal by the City of Norco Historic Preservation Commission to designate the former Fire Station building as Norco Point of Historical Interest #1 and the former Community Services District building as Norco Cultural Heritage Landmark #3, situated at 1281 Fifth Street, at the northeast corner of Fifth Street and Valley View Avenue.*

**Recommended Action: Approve the nomination report and recommend to the City Council to designate the former Fire Station building as Norco Point of Historical Interest #1 and the former Community Services District building as Norco Cultural Heritage Landmark #3, situated at 1281 Fifth Street, at the northeast corner of Fifth Street and Valley View Avenue.**

Consultant Bill Wilkman presented the report as filed in the Economic Development Department. He explained details of consideration of these structures for potential historical value; providing a historic background on each location. Consultant Wilkman noted that the former Fire Station building does not have integrity to retain its history as much of the outside of the structure has been altered over the years. As for the Community Services District, it has retained much of its original look, with very little

changes made to the structure. Both structures are significant to Norco's cultural history. Consultant Wilkman has met with staff regarding the nominations, and received no objections. As required per Norco's Certified Local Government status, a copy of the staff report and the nomination, as noted for each structure, has been forwarded to the State Office of Historic Preservation for its file.

Vice Chair Edwards asked if there was any way to bring back the original look of the former Fire Station; in response, Member Overstreet suggested that the original bay doors would need to be replaced, which would be costly.

**M/S POTTER/OVERSTREET** to approve the nomination report and recommend to the City Council to designate the former Fire Station building as Norco Point of Interest #1 and the former Community Services District building as Norco Cultural Heritage Landmark #3, situated at 1281 Fifth Street. The motion carried by the following roll call vote:

**AYES: SAWYER, EDWARDS, OVERSTREET, POTTER**

**NOES: NONE**

**ABSENT: STILLER**

**ABSTAIN: NONE**

**5. COMMISSION MEMBER/CONSULTANT/STAFF VERBAL COMMUNICATIONS:**

**A. Outreach Subcommittee: None**

**B. Collection Advisory Subcommittee:**

Vice Chair Edwards provided an update on the work done at the Historical Community Room; adding that she visited the Norco Area Chamber office to view the artifacts on display at this office. She took the opportunity to catalog the approximately 60-65 items in the display cabinet. She noted a concern on the security of the items in this office.

Vice Chair Edwards suggested a potential public exhibition for Norco Horseweek held in April each year.

**C. Navy Subcommittee**

Consultant Wilkman reported on the Navy's proposal of a 4,000 square-foot building in the tuberculosis compound; he has provided input on behalf of the City and asked to review the elevation plans. The next meeting is scheduled November 14, 2018.

**D. Cultural Resource Consultant:**

Consultant Wilkman provided an update on a break-in occurring at the Community Center a few weeks prior. He assured that nothing from the Historical Community Room was taken. Staff was quick to secure the property once notified. He noted that one of the classroom doors was severely damaged, needing replacement. He has asked staff to try to find a similar-looking door, due to its historical importance, and bring its findings to the Commission for consideration as a replacement.

Consultant Wilkman briefly spoke regarding the Sixth Street/Sierra Avenue area designated for a future commercial development. He noted that he is waiting for full vacation of all buildings in order to view inside each structure for historical potential value.

**E. Collections Management Consultant:**

Consultant Wilson reported that the rug in the Historical Community Room has been cleaned; reminded staff that the darkening film still needs to be placed over the windows of the room, and that the key to the kitchen is needed back to make use of the room; newspapers are almost completely organized; made suggestions on developing a program to open the room for public viewing.

Consultant Wilson also mentioned that Council Member Bash assisted in identifying some of the objects on display in the Chamber's cabinet, assuring that the artifacts will be incorporated into the collection at the Historical Community Room.

**6. ANNOUNCEMENTS:**

A. Next Regular Meeting January 8, 2019

**ADJOURNMENT:** Chair Sawyer adjourned the meeting at 5:26 p.m.



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

**Tuesday, January 8, 2019**

**City of Norco, Council Chamber, 2820 Clark Avenue, Norco CA 92860**

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**CALL TO ORDER: 4:10 p.m.**

**ROLL CALL:**

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

**Absent:**  
Diana Stiller, Commission Member

**PLEDGE OF ALLEGIANCE: Commission Member Potter**

**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. CONSENT ITEMS:**

**M/S POTTER/SAWYER** to approve the Consent Item as presented. The motion was carried by the following roll call vote:

**AYES: SAWYER, EDWARDS, POTTER**

**NOES: NONE**

**ABSENT: STILLER**

**ABSTAIN: NONE**

**A. Historic Preservation Commission Regular Meeting of November 13, 2018.  
Recommended Action: Approved (Minutes Clerk)**

**3. ITEM(S) PULLED FROM HISTORIC PRESERVATION COMMISSION CONSENT ITEMS: None**

**4. DISCUSSION ITEMS:**

**A. 2017-2018 Certified Local Government Annual Report Review (Consultant Wilkman)**

Consultant Bill Wilkman provided an overview of the staff report, explaining the process on organizing an annual CLG report, which is due in February each year for the previous fiscal year from October to September. He then proceeded to review the draft annual report of the Certified Local Government Program for Fiscal Year 2017/2018. Consultant Wilkman stated this report shows the actions taken by the Commission within the fiscal year of the report, noting that there are no current programs by the City

to officially recognize properties that have been in some way fixed/repared with the history of the City or the residence in mind. He added that he would like a program developed to honor those who do this.

Consultant Wilkman explained that a final report cannot be submitted until the Navy has the opportunity to review it, noting that they do not have a time line to abide by, which can extend the process. He shared that he has been in communication with the State Historic Preservation Officer (SHPO) in reference to taking action on the completion of this report. If necessary, he will appeal to the Keeper of the Register to ask for assistance with the process. He has also considered reaching out to Congressman Calvert for support in changing the ruling in order to set a time line for the Navy's review. It was suggested to possibly reach out to the US Senators Diana Feinstein and Kamala Harris regarding this situation.

Vice Chair Edwards asked if the Commission should also write a letter in support of this issue. Consultant Wilkman agreed this would be a means of taking official action by the City. Staff will follow up in writing a letter on behalf of the Commission.

In response to the Commission and staff, Consultant Wilkman explained details of establishing and maintaining a Mills Act Program by the City. There wouldn't be any initial costs to the City, although it may cause the reduction of property tax dollars on the given properties. The County Assessor's Office would be provided with information on the designated properties. He added that the City may have approximately 3-4 homes that could qualify for the Mills Act Program. As a goal for FY 2018-2019, he would like for the Outreach Subcommittee begin establishing this program; more information is provided within the next report, Agenda Item 4.B.

Vice Chair Edwards provided an updated resume for the final CLG report, as well as correcting the spelling of her name, before it is sent to the State.

**M/S POTTER/SAWYER** to approve the 2017-2018 CLG Annual Report, with the corrections provided. The motion was carried by the following roll call vote:

**AYES: SAWYER, EDWARDS, POTTER**

**NOES: NONE**

**ABSENT: STILLER**

**ABSTAIN: NONE**

**B. Priorities for Pre-1946 Historic Resources Implementation (*Consultant Wilkman*)**

Consultant Wilkman explained the need to execute the implementation of the pre-1946 Norco Historic Resources Survey, which was approved by City Council in 2012. He suggested the Outreach Subcommittee reviews each property on the list provided, Attachment "A" "Pre-1946 Recommendations", to include visiting each property to decipher if it still qualifies to be designated as historic. Attachment C, "Pre-1946 Properties not Surveyed" should also be considered. An additional list was provided at the meeting, "Pre-1946 Properties Worthy of Attention in Planning Process", for consideration.

Member Potter, as the only Member currently on the Outreach Subcommittee, agreed to assist with the task at hand.

**M/S POTTER/SAWYER** to approve giving the Outreach Subcommittee the task of formulating priorities for implementing the Pre-1946 Norco Historic Resources Survey, with a report to be scheduled for review by the Historic Preservation Commission at its May 14, 2019 meeting. The motion was carried by the following roll call vote.

**AYES: SAWYER, EDWARDS, POTTER**

**NOES: NONE**

**ABSENT: STILLER**

**ABSTAIN: NONE**

**5. COMMISSION MEMBER/CONSULTANT/STAFF VERBAL COMMUNICATIONS:**

**A. Collection Advisory Subcommittee:**

Vice Chair Edwards shared that she had visited the Norco Area Chamber Office last month, adding that she would like to pursue collaboration with the Visitors' Bureau.

**B. Navy Subcommittee:**

Consultant Wilkman provided a report on the meeting last month, on site at the Navy Base; a tour was given on the activities happening on the base. The former chauffers' quarters has been vacant, as the Navy needs to extend office space, the building will be refurbished to establish offices, with a very modern look inside, but the outside will maintain its historic form. Another project in progress, a warehouse building has been in process for a quite a while, the structure will complement the surrounding buildings. The garage building's exterior has been restored, including its windows. Also an additional building in the tuberculosis area will be expanded to provide additional computer lab for the Navy; its architectural details will remain like other tuberculosis buildings. The Navy is also considering rehabilitating the lake.

**C. Outreach Subcommittee: None**

**D. Cultural Resource Consultant: None**

**E. Collections Management Consultant:**

Consultant Chuck Wilson provided an update on the work he has been doing in the Historic Community Room. He stated that he has worked through the numerous newspaper boxes, with having most in date order, including Pony Express and The Independent publications. He is worked on a database of the artifact materials, and asked for Members to come to assist with identifying artifacts and miscellaneous Council Member photos. Mr. Wilson noted that the windows have not been covered with special film, and the surfboard is still not up. He asked staff for assistance in getting these done.

- Consultant Grody stated that the Parks Department will purchase needed film for the windows at the Historic Room.

January 8, 2019

- Vice Chair Edwards shared that she is considering doing a couple of conservation webinars offered by the California Preservation Commission in January and February.
- Deputy City Clerk Germain provided information on recruitment for the unscheduled vacancy by previous Member Patricia Overstreet. Applications are due January 28, 2019, for the City Council's consideration at its meeting of February 6, 2019.

6. ANNOUNCEMENTS:

- A. Next Regular Meeting March 12, 2019

**ADJOURNMENT:** Chair Sawyer adjourned the meeting at **5:28 p.m.**



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

**Tuesday, March 12, 2019  
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:**  
Mark Sawyer, Chair  
Teresa Edwards, Vice Chair  
Matthew Potter, Commission Member  
Diana Stiller, Commission Member

**PLEDGE OF ALLEGIANCE: Commission Member Stiller**

**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."

**OATH OF OFFICE:**

Deputy City Clerk Diane Germain gave the Oath of Office to newly appointed Commission Member Michael da Rosa.

**1. PUBLIC COMMENTS: None**

**2. CONSENT ITEMS:**

A. Historic Preservation Commission Regular Meeting of January 8, 2019.  
**Recommended Action: Approval (Minutes Clerk)**

**M/S EDWARDS/POTTER** to approve the regular meeting minutes of January 8, 2019, as written. The motion was carried by the following roll call vote:

**AYES: SAWYER, EDWARDS, DA ROSA, POTTER, STILLER**

**NOES: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

**3. ITEM(S) PULLED FROM HISTORIC PRESERVATION COMMISSION CONSENT ITEMS: NONE**

**4. DISCUSSION ITEMS:**

A. Standard Operating Procedures (SOP) for Processing Building and Planning Projects Involving Historic Resources (Cultural Resources Consultant)

Cultural Resources Consultant Bill Wilkman explained the purpose of this procedure, and its historic significance. He noted that potential historic homes and other structures within the City could be missed if this procedure is not in place and City staff are not trained. He noted the importance to train the Planning Department and Building Division staff on the use of the surveys, adopted in 2012, which indicate what properties may be historic. Consultant Wilkman shared an experience that could have been avoided had this procedure been in place, a home on Acacia Drive had a building permit processed for a remodel after it had been surveyed as a historical structure. This is a loss for the City's historical buildings. Consultant Wilkman reviewed the attached Standard Operating Procedures with the Commission, touching on the different coding and its descriptions.

Member Potter asked about the current status of staff's familiarity with this document; IN response, Consultant Wilkman stated that he is planning a training session soon for staff in the two departments.

In response to Member Stiller, Consultant Wilkman clarified that if staff is unsure of the historic significance of a structure he should be notified, so the home owner can be aware of any historic implication to his property.

Vice Chair Edwards asked for clarification on how properties are considered for the Mills Act Program, is there a specific code for this. Consultant Wilkman explained Norco does not have a Mills Act Program at this time. But in general the Mills Act can reduce property taxes on a home that is designated historic. The amount of savings is based on a formula. There are a few properties that have been qualified as historical, which can then qualify for Mills Act Program.

**M/S POTTER/STILLER** to receive and file the Standard Operating Procedures for processing Building and Planning Projects involving historic resources. The motion was carried by the following roll call vote:

**AYES: SAWYER, EDWARDS, DAROSA, POTTER, STILLER**

**NOES: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

**B. Selection of two Commission Members to the Outreach Subcommittee**  
Economic Development Consultant Roger Grody introduced the subject of the staff report, noting that at least one member is needed at this time due to the resignation of Member Patricia Overstreet.

Member Potter agreed that it makes sense to appoint one member at this time, and another can be appointed in July after the recruitment process.

Chair Sawyer asked for interested Members to volunteer on the Outreach Subcommittee.

Historic Preservation Commission Regular Meeting Minutes

Page 3

March 12, 2019

Member Stiller questioned what had been done to date by this Subcommittee; and that she would be interested to switch from the Collections Advisory Subcommittee to the Outreach Subcommittee.

Member Potter noted that it had been previously suggested that a special tour program be developed to invite local schools for a tour, and get the youth involved in sharing the history of Norco.

Chair Sawyer confirmed with Consultant Chuck Wilson his regular schedule at the Historical Community Room, every Thursday, from 12:00 p.m. to 4:00 p.m. Chair Sawyer asked Member da Rosa if he might be interested in replacing Member Stiller in serving on the Collection Advisory Subcommittee, explaining what Consultant Wilson does while at the collection room.

Member da Rosa stated that although he has some responsibilities at the same time, he could be flexible and make arrangements on occasion; he would be happy to join the Collection Advisory Subcommittee.

Vice Chair Edwards asked about the activities of the Outreach Subcommittee. Consultant Wilkman pointed out that he was waiting for the new Commission Member to be appointed before providing direction to the Outreach Subcommittee.

Member Stiller asked about the time commitment. Consultant Wilkman stated the Subcommittee will meet only occasionally and that he will provide written analysis and direction for the committee to consider.

Member Potter provided some guidance on what he was going to do, review the list, set priorities and possibly do a drive-by certain properties from the list to view its possible significance.

Member Stiller offered to assist as she has a lot of contacts in the area.

C. Discuss possible opening of Allen Historic Room during Norco Horseweek Event  
Vice Chair Teresa Edwards explained the purpose of this request, reviewed the dates provided on staff report for consideration by the Commission. The schedule included opening the Historical Community Room for the public on Saturday, April 13, 2019, and Sunday, April 14, 2019, each day at 10:00 a.m. to 4:00 p.m., Thursday, April 18, 2019, at 12:00 p.m. to 4:00 p.m., which happens to be when Consultant Wilson and his volunteers are in, and then again on Saturday, April 20, 2019, 10:00 a.m. to 4:00 p.m.

Member Stiller offered to assist on Sunday, April 14, 2019, along with Vice Chair Edwards. Member da Rosa offered to assist on Thursday, April 18, 2019, with Vice Chair Edwards.

Consultant Roger Grody offered the use of the Sixth Street Gateway sign to advertise these dates for public viewing.

Vice Chair Edwards asked if a banner could be placed in the Ingalls arena during the event.

Member Potter suggested inviting the local schools on Friday, March 29, 2019, as it will be the last day schools are in session prior to Spring Break. Member Stiller stated that the Outreach Subcommittee should schedule a time to reset the historic school exhibit display with another.

**M/S EDWARDS/ STILLER** to approve opening the doors for public viewing of the Heritage Collection at the Historical Community Room on the dates noted during Norco Horseweek Event. The motion was carried by the following roll call vote:

**AYES: SAWYER, EDWARDS, DAROSA, POTTER, STILLER**

**NOES: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

Consultant Grody stated that he will have staff assist and coordinate the banners and signage for this special opening.

**5. COMMISSION MEMBER/CONSULTANT/STAFF VERBAL COMMUNICATIONS:**

**A. Collection Advisory Subcommittee:**

- Member Edwards shared that she has met with Jamie Ball, at the Norco Area Chamber of Commerce office in reference to bringing the remaining collection items and the glass cabinet back to the Historical Community Room. She would like to set a date to pick up the items.
- Member Edwards asked that the Subcommittee work closely with Economic Development Advisory Council (EDAC), by attending its meetings. Consultant Grody clarified that the Historic Preservation Commission has its own goals, whereas EDAC uses the City's Strategic Plan as its guideline.

**B. Navy Subcommittee: Nothing to Report available; the next Navy meeting is set for March 13, 2019.**

**C. Outreach Subcommittee: Nothing to Report**

**D. Cultural Resource Consultant:**

- Consultant Wilkman gave an update on the project set for the corner of Sixth Street and Sierra Avenue, the Sixth Street Gateway Project. He has been in contact with the Developer, and was given the opportunity to take photos before structures were taken down in preparation for the project. He focused on three of the houses closest to Valley View, adding that one of the houses may have been built when Rex Clark was establishing Norco in the 1920s, but unfortunately nothing of historical value was left on the structure. He is waiting to hear from the Developer again in order to be available when grading of the property begins. He also noted he could use volunteers to help with any archaeological materials unearthed during grading, adding that ex-Commission Member Gini Austerman has shown interest in assisting.

- Although the National Register nomination was approved by the State over one year ago, it is still in the Navy Federal Preservation Officer's hands for review. The next step would be for the Keeper to make a final approval for qualification onto the Register.
- Asked staff when the Community Services District Building and the former Norco Fire Station, which were approved by HPC to recommend the designation as historical landmarks, were going to the City Council for its review and approval. Mr. Grody noted up that it can be scheduled when he is ready to present.
- Is working on local landmark of the Norconian property.

E. Collections Management Consultant:

- Collections Management Consultant Chuck Wilson provided an update on the historic facility. Noting that the kitchen had not been re-keyed, nor has the film placed on the windows and the surfboard has not been installed above the fire place. He asked staff to look into this.
  - Material related to the first school bus is currently stored at the Norco Area Chamber; he asked if it could be moved to the Allen Historic Community Room, including a duster.
  - Pony Express and Independent newspapers are set in chronological order.
  - Visitors recently dropped by to get historical information on the Norconian Hotel for their own family history; and agreed to return to be interviewed by Consultant Wilson on their family history which included their father working at the hospital back in the 40's.
  - Continuing to work through remaining artifacts to identify and label each.
- 
- Member Stiller suggested that either staff or a Commission Member interview Karlene Allen, as she has lived in Norco for a number of years and could be a wealth of historic knowledge. Consultant Wilkman stated he had done met with her.
  - Member Edwards questioned the delay on the requested work in the Historic Community Room, re-key of restroom and dark film placed on the windows. Consultant Grody stated that he will make arrangements for a meeting with the Director of Parks and Recreation to discuss.

6. ANNOUNCEMENTS:

- A. Next Regular Meeting May 14, 2019

**ADJOURNMENT:** Chair Sawyer adjourned the meeting at **5:12 p.m.**



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

**Tuesday, May 14, 2019**  
**City of Norco, Council Chamber, 2820 Clark Avenue, Norco CA 92860**

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**CALL TO ORDER: 4:05 p.m.**

**ROLL CALL: Present:**  
Mark Sawyer, Chair  
Teresa Edwards, Vice Chair  
Michael da Rosa, Commission Member  
Diana Stiller, Commission Member  
Matthew Potter, Commission Member – arr. 4:20p

**PLEDGE OF ALLEGIANCE: Commission Member da Rosa**

**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. CONSENT ITEMS:**

**M/S SAWYER/STILLER** to approve the Consent Item as presented. The motion was carried by the following roll call vote:

**AYES: SAWYER, EDWARDS, DA ROSA, STILLER**

**NOES: NONE**

**ABSENT: POTTER**

**ABSTAIN: NONE**

A. Historic Preservation Commission Regular Meeting of March 12, 2019.  
**Recommended Action: Approved** (*Minutes Clerk*)

**3. ITEM(S) PULLED FROM HISTORIC PRESERVATION COMMISSION CONSENT ITEMS: None**

**4. PUBLIC HEARING ITEM:**

A. A proposal by the Historic Preservation Commission to amend Norco Cultural Heritage Landmark No. 1 by expanding it to include all extant historic buildings and features. (*Cultural Resources Consultant*)

Cultural Resources Consultant Bill Wilkman presented the staff report on file in the Economic Development Office. He noted that the existing Norco Landmark #1 only encompasses the hotel building. This nomination would expand Landmark #1 to include all historical aspects of the property relating to its use as a resort, naval hospital, and guided missile lab. He provided a short history on the Lake Norconian resort, noting its

grand opening in 1929, followed by the Great Depression within a few years which caused its demise.

In the 1940s, the military was looking for facilities to easily convert as convalescent hospitals and found that resorts and hotels were ready made for that purpose. Although typically leasing these properties, the Navy decided to purchase the hotel because of its uniqueness, and decided to convert it into a full General Hospital. The property, originally named Naval Hospital of Corona, is basically a time capsule of WWII and Cold War history, and retains a great deal of its integrity from the era. The Naval Hospital continued to serve the community for a short period after the war. Consultant Wilkman stated the hotel property was the work of Master Architect Claud Beelman, a significant Architect from Los Angeles. Mr. Wilkman shared some significant details of the hospital that qualified it as a Norco Cultural Landmark. It had the largest contingency of Mayo Clinic Doctors anywhere in the country. The hospital established important procedures, did significant medical testing, including treatments for various diseases like tuberculosis and polio. The hospital was one of a few medical facilities given significant amounts of penicillin and streptomycin to treat tuberculosis and rheumatic fever. In addition, its gym was the first location of a wheelchair basketball game between two paraplegic teams. Consultant Wilkman stated the property is also the sole surviving pioneer of wheelchair basketball, noting that the other locations have been either torn down or significantly altered. Another noteworthy occurrence related to the Naval Hospital Corona was defeating local discrimination by integrating patients in all wards and insisting that local businesses serve all patients regardless of race or cultural background. This basically helped put a stop to the Klu Klux Klan, which had been a significant influence over local businesses and government since the 1920s. The hospital had a unique relation with Hollywood, in that the stars not only performed there but would also sit and visit with the patients, and some would even sit and console those dying.

In 1951, the National Bureau Standards (NBS) wanted to relocate its missile research facility out of Washington D.C. to the then closed hospital property, but due to the start of the Korean War, the hospital was reestablished in Units 1 and 3, leaving only Unit 2 for use by the NBS.

In finishing his report, Mr. Wilkman stated that this property and its features clearly qualify for listing as a Norco Cultural Heritage Landmark.

Member Stiller asked about the outcome of the Blimpies Sandwich Shop that was to open on base. Mr. Wilkman stated that he was told they had pulled out. Now the space is set up as a self-serve food operation to be used by the base staff. He shared that a patio was added outside, including a perimeter fence that was designed to reflect that of the Pavilion Building. The original arch window was taken out to accommodate the new plan and is being kept in storage for the time being.

Vice Chair Edwards thanked Mr. Wilkman for his work, and asked when this report would be presented to the City Council. Economic Development Grody stated that it is tentatively scheduled for June 5, 2019.

Chair Sawyer complimented Consultant Wilkman for his great work and presentation.

**Chair Sawyer opened the public hearing asking for those who wish to speak on this item; with no one wishing to speak, Chair Sawyer closed the public hearing.**

Chair Sawyer suggested Commission Members who are available, should attend the City Council meeting to show support for the nomination. Staff offered to notify the Members when it is scheduled for Council presentation.

**M/S POTTER/SAWYER** to approve the nomination report and recommend to the City Council that City of Norco Cultural Heritage Landmark No. 1 be expanded to include all extant historic buildings associated with the Lake Norconian Club Report, Naval Hospital Corona, and Naval Weapons Center. The motion was carried by the following roll call vote:

**AYES: SAWYER, EDWARDS, DA ROSA, POTTER, STILLER**  
**NOES: NONE**  
**ABSENT: NONE**  
**ABSTAIN: NONE**

**5. DISCUSSION ITEMS:**

- A. Relocation of cabinets and its historic contents from the Norco Area Chamber Offices to the Allen Historical Community Room (*Collection Advisory Subcommittee*)

Vice Chair Edwards introduced an overview of the staff report. She shared that she had met with the Norco Area Chamber President Jamie Ball to discuss the potential move of the City owned cabinets and its historic contents. These items would be a good addition to the collection in the Historical Community Room.

Chair Sawyer noted concern of possible lack of space in the room, adding that the cabinets are quite large.

Consultant Roger Grody stated he did not have an update regarding the change of the locks on the kitchen door at the Community Room, which as suggested could be used to store the cabinets temporarily.

Consultant Chuck Wilson provided his input regarding how the room could be rearranged to accommodate the cabinets. In response to Chair Sawyer, he stated that the stage could be a good location as well to store the cabinets; also suggesting placement between the windows on the south wall.

**M/S STILLER/DA ROSA** to approve relocation of the cabinets and its historic contents from the Norco Area Chamber of Commerce building to the Allen Historical Community Room. The motion was carried by the following roll call vote:

**AYES: SAWYER, EDWARDS, DA ROSA, POTTER, STILLER**  
**NOES: NONE**  
**ABSENT: NONE**  
**ABSTAIN: NONE**

**B. Additional Public Exhibition Dates for Consideration (*Collection Advisory Subcommittee*)**

Vice Chair Edwards spoke of the upcoming event, Norco Horseweek, suggesting that it would be a great opportunity to promote the Historical Community Room. She recommended that the Commission participate by advertising in its brochure and opening the doors of the Historical Room to the public.

Member Stiller agreed, and shared that at a previous opening, she had posted a picture of the displays on her Facebook page. Later that day, she received a visitor who introduced herself as the person in the photo on display.

A member of the public, Carolyn Morse, offered to volunteer, stating that she has lived in Norco since 1975, and would be interested in joining the Commission, given the opportunity. She also shared information on potentially placing an ad in the Norco Fair book and its cost.

Consultant Grody explained that the staff would create the ad and the funding for it would come out of the Historic Preservation Commission account. Chair Sawyer offered to donate the fee to the City.

**M/S POTTER/SAWYER** to approve new public exhibition dates during the annual Norco Fair, on the following dates, Friday, August 30, and Saturday, September 1, 2019, from 10:00 a.m. to 4:00 p.m., and to place a half page ad in the Norco Fair book. The motion was carried by the following roll call vote:

**AYES: SAWYER, EDWARDS, DA ROSA, POTTER, STILLER**

**NOES: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

**6. COMMISSION MEMBER/CONSULTANT/STAFF VERBAL COMMUNICATIONS:**

**A. Collection Advisory Subcommittee:**

- Vice Chair Edwards thanked Consultant Wilson's volunteers, as they have been very helpful. She also thanked Mr. Grody for his assistance with the placement of an advertising banner which showed the Historical Room open to the public during Norco Horseweek.
- Vice Chair Edwards gave an overview of the Norco Horseweek event.
- Vice Chair Edwards asked staff if email correspondence could be available to send out information to the public.

**B. Navy Subcommittee:**

- Consultant Wilkman offered to report on the March 13, 2019 meeting with the Navy Base. He shared that the restoration of the hotel garage building was completed, a new large warehouse was constructed near the garage building, noting that the coordinated look to the nearby structures. The meeting Committee also viewed chauffeurs' quarters, which the Navy plans to refurbish to its original integrity. Consultant Wilkman also noted other work being done at the base. He noted the Navy has been accommodating with recommendations throughout the miscellaneous construction.

- Consultant Wilkman also shared that the Fourth Street entry is being reconstructed to accommodate a new gate system, for better security of the base.

C. Outreach Subcommittee:

- Commission Member Potter thanked Vice Chair Edwards for her report as it included public outreach.
- **M/S POTTER/SAWYER** to add for discussion the prioritizing of local properties for historic designation at the next regular Historic Preservation Commission meeting. The motion was carried by the following roll call vote:  
**AYES: SAWYER, EDWARDS, DA ROSA, POTTER, STILLER**  
**NOES: NONE**  
**ABSENT: NONE**  
**ABSTAIN: NONE**

D. Cultural Resource Consultant: **No additional report to provide.**

E. Collections Management Consultant:

- Consultant Chuck Wilson indicated that he has changed his schedule for the Historical Room from Thursdays to Friday afternoons, 12:00 p.m.- 4:00 p.m., and encouraged the public to visit.
  - Consultant Wilson shared that he appreciates the exchange with guests; the sharing of memories provides a great resource to get more history on Norco.
  - He has located a fallout shelter map within the collection which he is happy to share with any interested students.
  - He noted that there are a couple of Council Member pictures that need identification.
- ❖ Commission Member Potter noted that a collection is an important part of educational outreach; as such he suggested that the Commission requests additional room at the Community Center to expand the Historical Collection.
  - ❖ Commission Member Potter thanked all Members, Consultants and staff for all the work each has done since the Commission's inception; noting that this is his last meeting as a Historic Preservation Commission Member.
  - ❖ Each Member thanked Mr. Potter for his service on the Commission, and his guidance from the beginning of this Commission; and wished him well on his next adventure.

7. ANNOUNCEMENTS:

- A. Next Regular Meeting July 9, 2019

**ADJOURNMENT:** Chair Sawyer adjourned the meeting at 5:15 p.m.



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

**Tuesday, July 16, 2019  
City of Norco Council Chamber, 2820 Clark Avenue, Norco CA 92860**

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**CALL TO ORDER: 4:05 p.m.**

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

**Absent:**  
Michael da Rosa, Commission Member

**PLEDGE OF ALLEGIANCE: Commission Member Stiller**

**OATH OF OFFICE:** Deputy City Clerk Diane Germain gave the Oath of Office to re-appointed Commission Member Teresa Edwards, and newly appointed Commission Member Carolyn Morse

**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."

Before moving onto the agenda, Chair Sawyer announced his resignation after this meeting, due to ongoing health issues.

**1. ELECTION OF CHAIR AND VICE CHAIR**

**M/S STILLER/SAWYER** to appoint Vice Chair Edwards as Chair for Fiscal Year 2019/2020; the motion was carried by the following roll call vote:

**AYES: SAWYER, EDWARDS, MORSE, STILLER**  
**NOES: NONE**  
**ABSENT: DAROSA**  
**ABSTAIN: NONE**

**M/S EDWARDS/SAWYER** to appoint Member Stiller as Vice Chair for Fiscal Year 2019/2020; the motion was carried by the following roll call vote:

**AYES: SAWYER, EDWARDS, MORSE, STILLER**  
**NOES: NONE**  
**ABSENT: DAROSA**  
**ABSTAIN: NONE**

2. DISCUSSION ITEMS:

A. Appoint additional Member to the Outreach Subcommittee

Consultant Roger Grody briefly explained the need for an additional member on the Subcommittee, the opening caused by Mr. Potter's resignation last month.

Member Sawyer suggested doing away with the Navy Subcommittee as Consultant Wilkman attends the meetings on behalf of the City, and provides updates to the Commission.

Chair Edwards suggested Member Morse be on the Collections Committee as she has volunteered at the Historical Room many times, adding that Member da Rosa switch to the Outreach Subcommittee.

Vice Chair Stiller suggested that appointments not be finalized at this meeting, to wait for Member da Rosa's return in order to get his input.

**M/S STILLER/EDWARDS** to continue this discussion and eventual appointment to the next regular meeting; the motion passed with the following roll call vote:

**AYES: SAWYER, EDWARDS, MORSE, STILLER**

**NOES: NONE**

**ABSENT: DAROSA**

**ABSTAIN: NONE**

B. Status of Historic Resources Survey (Pre-1946 and 1946-1966) Implementation

Consultant Bill Wilkman noted that this survey implementation is dependent on having a second member on the Outreach Subcommittee, suggesting continuing this subject to the next regular meeting once an appointment is made.

Mr. Wilkman provided an overview of what this project will entail, noting that it would be best that two members share the task at hand.

**M/S SAWYER/STILLER** to continue discussion on this item to the next regular meeting, with the understanding that a second Member will be appointed to the Outreach Subcommittee; the motion passed with the following roll call vote:

**AYES: SAWYER, EDWARDS, MORSE, STILLER**

**NOES: NONE**

**ABSENT: DAROSA**

**ABSTAIN: NONE**

C. Origins of Names of Norco Locations and Buildings (Grody)

Consultant Roger Grody introduced the topic noting that it could be an interesting and fun project for the Commission to take on. A lot could be learned on how, why, and who the streets and/or buildings throughout the City were named after, and their history. He suggested that no more than one item be tackled per month, noting that there is no rush as there is no timeline. The information can then be shared with the public through the City's social media page, as many residents don't know the history or about the person behind many of the names used for City streets and/or buildings.

Consultant Wilson recommended that an archive program should be created as it would be greatly helpful for this type of research.

Member Sawyer proposed that the group begins with an easy name, "Norco", the name of the City, where it came from and the history behind the name.

Consultant Wilkman suggested the use of the recorded interviews done a few years ago, which are in Council Member Bash's possession.

### 3. SUBCOMMITTEES/CONSULTANTS UPDATES / COMMUNICATIONS

*(ORAL REPORTS - ITEMS NOT ON THE AGENDA)*

#### A. Collection Advisory Subcommittee:

- Norco Fair ad will be placed by end of month per Consultant Grody.
- Chair Edwards asked about the move of cabinets from the Norco Area Chamber Office to the Historical Room.
- Diane Markham, Lake Norconian Club Foundation (LNCF) Board Member, recently visited the Historical Room, and brought a few posters of the Norconian Hotel to post in the room. She asked if the LNCF could store some of their items at the Historical Room. Chair Edwards stated that her goal is to collaborate with the LNCF more.
- Council Member Kevin Bash also visited recently, sharing that he will bring historical items to add to the collection.
- Consultant Wilson asked staff where donated funds are set, could it be directed to be used for the collection room. Mr. Grody stated he will verify this.
- Has been sharing many postings of items on a FB page named "Life in Norco 1923 to today"; receiving good reviews.

#### B. Navy Subcommittee:

- Most recent meeting was missed due to the change in time; schedule conflict.
- **M/S SAWYER/EDWARDS** to disband the Navy Subcommittee, as Consultant Wilkman represents the City and will report back to the Commission. The motion was carried with the following roll call vote:

**AYES: SAWYER, EDWARDS, MORSE, STILLER**

**NOES: NONE**

**ABSENT: DAROSA**

**ABSTAIN: NONE**

#### C. Outreach Subcommittee:

- Vice Chair Stiller shared a webinar she and Chair Edwards attended earlier in the day, suggesting that all Commission Members should watch the video. A great deal was learned from this presentation by the California Preservation Foundation.
- Suggested that Outreach Subcommittee Members could attend Navy meetings as part of its outreach duties.
- Suggested that students could do some of the research for Norco names.

D. Cultural Resource Consultant: (Bill Wilkman)

- Consultant Wilkman suggested that the web link to the webinar viewed earlier by Chair Edwards and Vice Chair Stiller be provided to all Commission Members, it can be used to comply with the Certified Local Government requirement that each Commission Member attend one training session per year.
- Consultant Wilkman explained the rules for historical resources as contained in the California Environmental Quality Act (CEQA).
- Clarified that if any demolition requests come in, it must be presented to Historic Preservation Commission prior to approval and/or issuance of permits.
- Will be organizing training for Building and Planning staff in processing permits for potential historic structures.
- Noted that DPR forms and reports for all properties designated as historic resources have been filed with the Eastern Information Center at UCR. These consist of the Community Center and Park, Community Services District building, the first Norco fire station, and the Norconian property.

E. Collections Management Consultant: (Chuck Wilson)

- Asked about the mounting of the surfboard in the Historical Room, in response, Mr. Grody suggested a bracket be purchased; staff will be scheduled to hang it up.
- Primary step of reviewing collections is complete; the next step will be to box items, has enough supplies for now.
- In reference to Council Member Bash's contribution, all items will be marked and logged as borrowed; it will be easily incorporated into the City's collection.
- Getting great responses via social media when help is needed to identify individual/s in photos within the collection.
- Had contact with LNCF, offered 21 posters to display in room; provided a few donations to add to the collection.
- Prepping for Norco Fair, although there are many buttons from previous fairs, some years are missing.
- A request needs to be sent to the Riverside Metropolitan Museum requesting copies of items in their possession pertaining to the Norconian Club and/or the Navy Base in Norco.
- Need a procedure or policy on process to deaccession items that do not contribute to the City's history or are duplicates.

F. Items for Future Consideration:

- Commission Member Morse shared some details of her background, and how she happened to be in Norco. She noted that as a child she received medical service at the Naval Hospital; and has worked for the Corona/Norco Independent and Pony Express newspapers, which gives her some historical knowledge of the City and its surrounding.
- As his final act to the Commission, Member Sawyer offered a monetary donation of \$300.00 to be used towards the Historical Collections Room. Chair Edwards thanked Member Sawyer for his service to the Commission and wished him well.

4. ANNOUNCEMENTS:

- A. Next Regular Meeting September 10, 2019

**ADJOURNMENT:** Chair Edwards adjourned the meeting at 5:27 p.m.



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

**Tuesday, September 10, 2019  
City of Norco Council Chamber, 2820 Clark Avenue, Norco CA 92860**

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**CALL TO ORDER: 4:08 p.m.**

**ROLL CALL:**

**Present:**  
Teresa Edwards, Chair  
Diana Stiller, Vice Chair  
Carolyn Morse, Commission Member

**Absent:**  
Michael da Rosa, Commission Member

**PLEDGE OF ALLEGIANCE: Commission Member Morse**

**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. CONSENT ITEMS:**

**M/S EDWARDS/STILLER** to approved the Consent Item as presented. The motion was carried by the following roll call vote:

**AYES: EDWARDS, STILLER, MORSE**

**NOES: NONE**

**ABSENT: DA ROSA**

**ABSTAIN: NONE**

A. Historic Preservation Commission Regular Meeting Minutes of May 14, 2019, and Special Meeting of July 16, 2019. **Recommended Action: Approved**  
*(Deputy City Clerk)*

**3. ITEM(S) PULLED FROM HISTORIC PRESERVATION COMMISSION CONSENT ITEMS None**

**4. CONTINUED DISCUSSION ITEMS:**

A. Appoint additional Member to the Outreach Subcommittee (from July 16, 2019 Meeting)

Economic Development Consultant Roger Grody provided a brief review of the need to appoint an additional Commission Member to the Outreach Subcommittee.

Vice Chair Stiller wondered if this should be continued to the next regular meeting.

Cultural Resource Consultant Bill Wilkman suggested the Commission Members go ahead and appoint among themselves, which could be on a temporary basis until new Members are appointed to the Commission. He would like the implementation project to move forward, and in order for that to happen, a two-member Subcommittee is needed.

Chair Edwards volunteered herself to temporarily fill the position so that the project can be started.

Consultant Grody suggested new Member Morse based on her extensive background as a local journalist.

In response to the Commission, Consultant Wilkman stated that the Subcommittee would meet with him on a monthly basis to begin implementing the survey; adding that he would do most of the work. The Subcommittee would provide assistance, provide input/ideas throughout the process, and offer opinions on the community.

Chair Edwards suggested that Member Morse continue working with Consultant Wilson on the collections, as she has been doing a great job; and she would serve temporarily on the Outreach Subcommittee.

**B. Status of Historic Resources Survey (Pre-1946 and 1946-1966) Implementation  
(from July 16, 2019)**

Consultant Wilkman will contact the Outreach Subcommittee Members, Edwards and Stiller, to set up the first meeting in order to begin the work on the Historic Resources Survey Implementation project.

**5. SUBCOMMITTEES / CONSULTANTS UPDATES / STAFF COMMUNICATIONS  
(ORAL REPORTS - ITEMS NOT ON THE AGENDA)**

**A. Collection Advisory Subcommittee:**

Member Morse gave a brief verbal report on the current work being done at the Historical Community Room. Noting that items are brought to the room, each item is checked, categorized, and filed as it is received. With the assistance of social media, many photos in the collection are being identified; receiving a great response from the community. She also noted received a great turnout while the room was open to the public during the Fair.

**B. Outreach Subcommittee: Nothing to report at this meeting.**

**C. Cultural Resource Consultant:**

Consultant Wilkman provided the latest details on the Navy Base projects. The Base is busy and growing, which entails extensive building activity; its primary aim currently is cyber security. A few of the projects mentioned included the chauffers' quarters being completely renovated with keeping the exterior in its original state while the interior will be modernized for their needs; a new building will be added adjacent to the power house, which has an iconic smoke stack. Mr. Wilkman noted that he provided the Navy with his concern on adding a new attached building, preferring to have some kind of link between the two buildings. The location is to be at the original fire station, which was

torn down in the 1950s; he had asked that they pay homage to the original Fire Station. Another new structure is a large warehouse, built south of the laundry building; overall the Navy has done a good job, and tied its look with the surrounding historic structures. The dining hall is being developed into a cubicle complex for offices; it contains large windows along one wall which the Navy would like to change to smaller, more private windows; Consultant Wilkman asked that they retain the glass in that area, offering the option of replacing the large window with spandrel glass which will provide the privacy needed.

Consultant Wilkman noted that he has asked the Navy to reclaim the historical corpsman's quarters from the State, which was used during the hospital years. The Navy noted its concern with the condition of the building and the cost to refurbish it. He noted the next scheduled meeting will be within the next two days.

Consultant Wilkman reported that the nomination is still held up at the Navy level.

Vice Chair Stiller commented that the Navy provides a history exhibit when the doors are open to the public, what is presented if they aren't accepting the properties' historic nomination. Consultant Wilkman stated that a good job is done in acknowledging the history of the property.

Chair Edwards asked if any pictures of the original Fire Station were available, in response Mr. Wilkman stated aerials were taken in the 1940s, but it is not the original that was built.

#### D. Collections Management Consultant:

Collections Management Consultant Chuck Wilson shared that the Riverside Metropolitan Museum has historic items relevant to Norco's collection, and would like to provide a copy to the City of Norco. Robert Peterson is the Museum's contact. Consultant Grody offered to have letter sent from the City officially requesting the copies.

Mr. Wilson provided an overview of the open-door event which took place during the weekend of the Norco Fair. The historic room was open for a couple of days, had a good response from the public with quite a few visitors. He stated his appreciation for the assistance of the Commission Members in setting up the displays.

Consultant Wilson noted his concern with the room running out of space, suggesting the need to explore where additional space can be found for storage. He also suggested a room renovation to potentially create more space. Mr. Wilson mentioned the kitchen area, which is not being used at this time. He asked if the outside door could be rekeyed for security reasons, as well as either removing locks or obtaining the keys of a few cabinets, for storage use.

Chair Edwards thanked Mr. Wilson on the work he does, noting that the Members continually learn from him.

E. Items for Future Consideration:

- Vice Chair Stiller asked for information on the Measure R Committee; what has been recommended for approval and how items are chosen to be approved. Staff shared that all meetings were video-recorded and are available on the City's website for viewing at any time. She may contact the City Manager's office with further questions.
- Chair Edwards reported on her recent attendance at a Measure R Committee meeting. She noted that she was unhappy with the results of current decision, adding that she would like to submit suggestions on behalf of the Historic Preservation Commission. Questioned why this Commission was not asked for their input. Consultant Grody explained what items were under consideration for this first round of recommendations to the City Council, noting priorities.
- Consultant Grody offered to forward this Commission's inquiry about the Measure R funding, its structure and guidelines on which projects take priority to the City Manager's office.
- Consultant Wilkman suggested that City staff make a presentation to this Commission regarding Measure R.
- Staff communications:
  - Consultant Grody stated Planning Director King asked to make a presentation to the Historic Preservation Commission in review of the cultural resources of the egg ranch property located on Mountain Avenue, corner of Second Street.
  - Deputy City Clerk Germain advised the Commission that no applications had been received to date to fill the vacant position created by Mr. Potter's resignation. The City Clerk's Office will advertise again, adding the new additional vacancy by Mr. da Rosa.

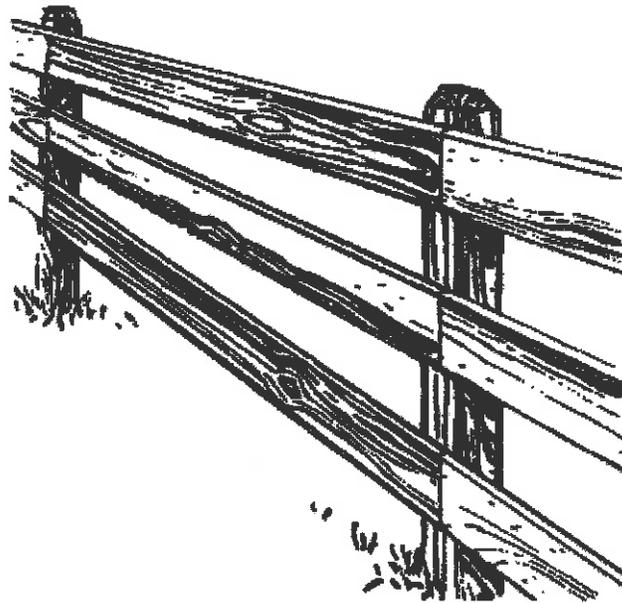
6. ANNOUNCEMENTS:

- A. Next Regular Meeting November 12, 2019

**ADJOURNMENT:** Chair Edwards adjourned the meeting at **5:13 p.m.**

**ATTACHMENT C: Historic Preservation Section of the General Plan**

**CITY OF**  
**NORCO**  
**GENERAL PLAN**  
**LAND USE ELEMENT**



**LAST UPDATE ADOPTED: June 6, 2001**

## TABLE OF CONTENTS:

<u>TITLE</u>	<u>PAGE NUMBER</u>
1.0 INTRODUCTION TO THE LAND USE ELEMENT.....	1
1.1 Purpose of the Land Use Element.....	1
1.2 Requirements.....	2
1.3 Defining Norco's Lifestyle and Principle Land Use.....	2
1.4 Historical Development of Norco.....	3
2.0 LAND USE ELEMENT GOALS AND POLICIES.....	4
2.1 Land Use Issues.....	5
2.1.1 Land Use Compatibility.....	5
2.1.2 Limitations on Future Growth.....	5
2.1.3 Development and Preservation of a Unique Lifestyle.....	5
2.1.4 Community Design Cohesion.....	6
2.1.5 Protected Habitat/Species.....	7
2.1.6 Blighted Areas.....	8
2.2 Residential-Small Plot Agriculture/Animal Keeping.....	8
(Goals and Policies)	
2.3 Economic Development.....	10
(Goals and Policies)	
2.4 Community Design.....	11
(Goals and Policies)	
2.5 Public and Community Uses.....	12
(Goals and Policies)	
2.6 Environmental Resources.....	14
(Goals and Policies)	
2.7 Historical Resources.....	15
(Goals and Policies)	
2.8 Growth Management.....	16
(Goals and Policies)	
3.0 THE LAND USE PLAN.....	17
3.1 Existing Setting.....	17
3.1.1 Local Setting.....	18
3.1.2 Regional Setting.....	18
3.2 Major Land Use Patterns.....	19
3.2.1 Major Land Uses.....	19
3.2.2 Planned Development Communities.....	21
3.3 Economic Base.....	28
3.3.1 Existing Commercial Development.....	30
3.3.2 Commercial Zoning Designations.....	31
3.3.3 Existing Industrial Development.....	34
3.3.4 Industrial Zoning Designations.....	35
3.3.5 Redevelopment.....	36
3.4 Residential Base.....	39
3.4.1 Existing Residential Development.....	40

Policy 2.6.1b. The City should develop a land use plan for the Beacon Hill area to determine where trail improvement needs to occur, where development should be allowed to occur, and what parts (if any) need to be acquired for permanent open space.

Policy 2.6.1c. Building construction should be restricted within 20 feet of the crest of the Norco bluffs (generally from west of Hamner Avenue eastward to the City boundary).

The objective for the environmental resources goal is to insure that development occurs consistent with the City's land form resources, preserving to the greatest extent possible the City's most identifiable natural landmarks that help give the community its sense of uniqueness; and to insure that development does not occur where people could be injured as a result of improper development. (Also see Conservation and Open Space Elements).

Responsible Agency: Department of Community Development

- 2.7 HISTORICAL RESOURCES GOAL – PRESERVE FROM DEVELOPMENT TO THE EXTENT POSSIBLE, THE CITY'S HISTORICAL AND ARCHEOLOGICAL RESOURCES.**
- 2.7.1 HISTORICAL BUILDING PRESERVATION POLICY:** The City will identify and preserve the unique historical buildings that significantly identify and establish the community's history and character.

Policy 2.7.1a. Sites of significant historical, archaeological, and cultural value shall be preserved and/or incorporated into proposed new development with mitigation measures established through the environmental review process.

Policy 2.7.1b. Vegetation including street trees and public landscaping that help contribute to the City's historical fabric and identity, should be preserved and incorporated into the landscaping plans for any new development that incorporate the particular site or is adjacent to it for public improvement purposes.

Policy 2.7.1c. Rehabilitation of historical structures should be done so that the integrity of structures is not jeopardized with inappropriate additions or alterations.

Policy 2.7.1d. No demolition of any historical structure shall occur until an assessment of the cost of rehabilitation of the existing structure has been submitted to the City.



Policy 2.7.1e. Where the application of alternative building code requirements can help preserve historical buildings, the City should investigate the use of these so long as human safety is not jeopardized.

Policy 2.7.1f. Land use designations and regulations around historical structures should be conducive to the historical use of the structure so that the land value for maintaining the structure as is, is not jeopardized.

Policy 2.7.1g. Community design adjacent to historical structures shall not impede the integrity of the historical structure, either through inappropriate design, building mass, landscaping mass, setbacks, etc.

The objective of the historical preservation policy is to provide the community setting, which supports the preservation and enhancement of the City's historical buildings and sites.

Responsible Agency: Department of Community Development

**2.7.2 ARCHAEOLOGICAL RESOURCES POLICY:** The City will identify and catalogue any archaeological resources, and will take measures to preserve those resources that are considered unique and significant to the area's history.

Policy 2.7.2a. The City should collect, record, and/or mitigate archaeological resources to the level consistent with the related value of each item in terms of historical significance and importance.

Policy 2.7.2b. New development requiring discretionary approval from the Planning Commission shall be approved with a condition that requires any construction activity to stop upon discovery of archaeological resources until such time as a qualified archaeologist, retained by the property owner or developer, has investigated the site and made recommendations regarding the disposition of any items. Human remains shall not be moved until the Riverside County's Coroners Office has been notified.

The objective of the archaeological resources policy is to insure that any significant archaeological resources are preserved.

Responsible Agency: Department of Community Development.

**2.8 GROWTH MANAGEMENT GOAL – CONTROL GROWTH IN THE CITY SO THAT THE SMALL PLOT AGRICULTURAL/ANIMAL KEEPING LIFESTYLE REMAINS THE PRIMARY FOCUS OF THE COMMUNITY.**



## **CITY OF NORCO STAFF REPORT**

**TO:** Historic Preservation Commission

**FROM:** Andy Okoro, City Manager

**PREPARED BY:** Roger Grody, Economic Development Consultant

**DATE:** March 10, 2020

**SUBJECT:** Name Change of the Bob and Arlene Allen Historical Community Room

**RECOMMENDATION:** Provide Direction or Recommendation to City Council to change the name of the Bob and Arlene Allen Historical Community Room

On November 10, 2015, the Historic Preservation Commission voted to name the room at the Community Center, which houses the City's historic collection, as the "Norco Heritage Center". It had not been changed as the City Council never took action on the matter, and the City Council had adopted the official name of that room to the "Bob and Karlene Allen Historical Community Room" at its meeting of March 5, 2014.

This item provides the Commission a forum to discuss any potential name change to the room, which requires it to be presented to and approved by the Norco City Council.

Some Commission Members continue to refer to the subject room as the "Norco Heritage Center" or "Norco Heritage Room", both of which are technically incorrect.

**FISCAL IMPACT:** None.

**Attachments:**

Exhibit A: Historic Preservation Commission Minutes Excerpt – 11/10/2015  
Exhibit B: City Council Meeting Report & Minutes Excerpt – 03/05/2014

Historic Preservation Commission Minutes Excerpt  
November 10, 2015

4. DISCUSSIONS:

C. Naming of the Collection

Consultant Grody distributed a list of potential names, to use as a guide, for naming the collection held at the Community Center.

Discussions ensued regarding the use of the term "museum". The following vote was taken on the Commission's decision:

**M/S Sawyer/Stiller** to name the location "Norco Heritage Center", at the Bob and Karlene Allen Room in the Community Center.

**AYES: Potter, Sawyer, Stiller**

**NAYS: Edwards, Overstreet**

4. CITY COUNCIL DISCUSSION / ACTION ITEM:

- B. Approval to Authorize the Relocation City Archives and Artifacts to the Bob and Karlene Allen Community Room. **Recommended Action: Authorize the relocation of the City archives and artifacts to the Bob and Karlene Allen Community Room located at the Mildred W. Fleutsch Community Center and rename the room the "Bob and Karlene Allen Historical Community Room."**(Director of Parks, Recreation and Community Services)

Director of Parks, Recreation & Community Services Petree presented the item for City Council discussion.

**Su Bacon.** Ms. Bacon thanked Director Petree for the visit to all of the facilities taken into consideration for the location of the archives. She commented on the need to move the archives to a safe place, adding that this facility meets all of the criteria and in the long range, provides the opportunity for a public area. She also thanked the Council for listening to the Historic Preservation Commission's requests.

**Linda Dixon.** Ms. Dixon commented on the collection of artifacts and noted that this building would work the best for locating the City's rich historical collections.

**City Manager Okoro** noted that staff believes that there is money (\$5,000) in the existing budget for the internal needs for this facility.

**Council Member Bash** commented on the artifacts that have been collected and the history in them.

**Mayor Pro Tem Higgins** commented on the fact that there are many people with historical artifacts, noting the importance of taking care of them. He stated that he would like this money placed in a separate account for budgeting purposes. He further recommended that Roger Grody be in charge of this budget, as he is the City staff that facilitates the Historic Preservation Commission.

**M/S Bash/ \_\_\_\_\_** to authorize the relocation of the City archives and artifacts to the Bob and Karlene Allen Community Room located at the Mildred W. Fleutsch Community Center and rename the room the "Bob and Karlene Allen Historical Community Room."

**Upon further discussion, Council Member Bash rescinded his motion.**

**Council Member Azevedo** commented on her concerns regarding the exterior needs of the building, adding that she wants to know how much money it will take to secure the building. She further asked where the money will come from to secure this building, adding her concerns regarding the costs involved.

**Mayor Pro Tem Higgins** stated that this is a facilities issue in regards to security and lighting, adding that the shelving is for internal purposes.

**Director Petree** stated that new lighting has been added and there is an alarm system in the building, which will be separated. He noted that due to the historical value of the building, the structure would need to be evaluated before any changes are made. He further stated that the next step would be to evaluate what needs to be done and then those funding requests would be part of the budget process.

**City Manager Okoro** stated that there are two separate issues, noting that the \$5,000 can be spent out of the existing budget for internal needs of the building. The second issue is the facility needs, which should be a part of the Capital Improvement Program budget process and would be built into that budget.

**M/S Bash/Higgins** to authorize the relocation of the City archives and artifacts to the Bob and Karlene Allen Community Room located at the Mildred W. Fleutsch Community Center and rename the room the "Bob and Karlene Allen Historical Community Room"; and allocate \$5,000 from the existing General Fund balance for expenditures and overseen by Economic Development Specialist Roger Grody. The motion was carried by the following roll call vote:

**AYES: AZEVEDO, BASH, HANNA, HIGGINS, NEWTON**

**NOES: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

# **CITY OF NORCO STAFF REPORT**

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Andy Okoro, City Manager

**PREPARED BY:** Brian K. Petree, Director  
Parks, Recreation and Community Services Director

**DATE:** March 5, 2014

**SUBJECT:** Approval to Relocate City Archives and Artifacts to the "Bob and Karlene Allen Community Room"

**RECOMMENDATION:** Approve the relocation of the City archives and artifacts to the Bob and Karlene Allen Community Room located at the Mildred W. Fleutsch Community Center and rename the room the "Bob and Karlene Allen Historical Community Room".

**SUMMARY:** At its joint meeting held with the Historic Preservation Commission meeting on January 27, 2014, the City Council requested the Department of Parks, Recreation and Community Services to look into options for finding a more secure and safe facility to house the City archives and artifacts. After touring and evaluating several City facilities and working with two members of the Historic Preservation Commission, staff and the others found the Bob and Karlene Allen Community Room to be the best fit and it provides the least amount of logistical issues for facilitation.

**BACKGROUND/ ANALYSIS:** The double wide trailer located at 3954 Old Hamner Road on the west side of the Library is home to historical archives and an artifact collection that was established over 40 years ago and was developed and assembled by volunteers in the City. Currently, it is estimated that as many as 10,000 historical documents are stored in the trailer preserving the historic existence of Norco. The archive collection provides a portfolio of pre Norco and maintains hundreds, if not thousands, of photos received from people who wished to preserve the heritage of Norco. This collection includes a huge assortment of artifacts that were donated in 1979 and had once belonged to the second wife of Rex Clark, Jimmie Clark.

The trailer (Exhibit "A") that houses the City archives was purchased by the City when City Hall occupied the Library in 1979 and is more than 35 years old. Only 605 square feet is reserved for archiving and artifact storage from the 1,288 square foot trailer. The current space is not adequate, does not provide for future expansion and it is not designed properly for the needs of the Commission. There is cause for concern of potential damage to the archive materials and artifacts trusted to the City and the Historic Preservation Commission due to deterioration of the building as it has reached its life expectancy without major intervention.

At the January 27, 2014, joint meeting of the City Council and Historic Preservation Commission, there was discussion regarding archiving and preserving the existing historical documents that are now stored in the trailer, as well as the possibility of more artifacts being given or placed on loan to the City. The Department of Parks, Recreation and Community Services was asked to look into alternative options for a more secure and safe facility to house the possessions.

Specific needs were addressed with staff by the Commission and identified at the joint workshop. Square footage needed today is 1,000 to 1,500 square feet. Future needs are estimated at 2,000 to 2,500 square feet based on possible expansion of the artifacts. Other needs include: environment climate control HVAC system, proper containers, and work tables, display area and fire protected storage. The Lake Norconian Club Foundation funded a grant to bring in a professional Archivist and under the direction of the Norco Historic Commission, a plan has been developed to preserve and protect Norco's history. It is critical to find space to continue the goal of the Council and Commission for preservation of the City history.

As part of staff's evaluation, various options were considered for housing the artifacts such as: Restoring the existing trailer; purchasing a new trailer or pre-fabricated building; explore leasing store front property; new construction; expansion of existing City facilities; use of existing City programed facilities; current Library meeting room; Fleutsch Community Center and City Hall.

Staff met with the Chair and a member of the Historic Preservation Commission to discuss the needs regarding proper housing of the artifacts and ability to archive the historical documents and assets the City is holding. The group conducted a tour of City facilities and considered the following for a recommendation to City Council to meet both short term and long term needs:

Location: City Hall Conference Room A&B – 790 sq. ft.

- **Evaluation:** Room only provides 185 additional sq. ft. than existing trailer. Room would only be a temporary location until other facilities could be found and would create facilitation concerns for City Hall meeting use.
- **Recommendation:** Room does not provide enough square footage as needed and would cause meeting facility use issues.  
**Recommendation is not to consider.**

Location: City Hall Front Lobby – 848 sq. ft.

- **Evaluation:** Room only provides 243 additional sq. ft. than existing trailer. Construction and delineation would be required to separate the front lobby to accommodate the needed space for the artifacts and would still be short of the needed space to properly facilitate the artifacts. Estimated construction cost would run \$10,000 to \$15,000.
- **Recommendation:** Room does not provide enough square footage as needed and would require funding to do the improvements.  
**Recommendation is not to consider.**

Rose Eldridge Senior Center “Billiards Room” – 587 sq. ft.

- **Evaluation:** Room is a reduction of 18 sq. ft. versus the existing trailer that houses the artifacts. Relocation to this site will cause displacement of the billiards program that currently offers open play Monday thru Friday 8:00 AM to 2:00 PM and Ukulele lessons Wednesdays from 1:00 PM to 2:00 PM. In addition, this room has a fire sprinkler system which creates an artifacts/archive protection concern.
- **Recommendation:** Room does not provide enough square footage, has a fire sprinkler system and would require relocation of existing programming.  
**Recommendation is not to consider.**

Rose Eldridge Senior Center “Craft/Arts Room” – 744 sq. ft.

- **Evaluation:** Room provides an additional 139 sq. ft. versus the existing trailer that houses the artifacts. Relocation to this site will cause displacement of the crafts program and there would be shared facility use within the center during the temporary assignment.
- **Recommendation:** Room does not provide enough square footage as needed and would require relocation of existing programming or shared other use.  
**Recommendation is not to consider.**

Fleutsch Community Center “Scout House” – 1,960 sq. ft. (South Side)

- **Evaluation:** Room provides an additional 1,355 sq. ft. versus the existing trailer that houses the artifacts. Relocation to this site would require relocation and facilitation of the Boy Scouts, Girl Scouts and Cub Scouts as well as the afterschool program and TGIF program. Currently there are no other facilities to accommodate the relocation of these programs.
- **Recommendation:** The comments from the tour group are “that they did not want to consider it and wished to review other building and room options”.  
**Recommendation is not to consider.**

Fleutsch Community Center “Bob & Karleen Allen Room” – 1,384 sq. ft.

- **Evaluation:** Room provides an additional 779 sq. ft. versus the existing trailer that houses the artifacts. Relocation to this site provides the least amount of issues for relocation options. The two primary users currently can be moved to alternate facilities based on their needs without hardship. Other positive items the tour group identified were the separation from the rest of the rooms in the building and that the building has no fire sprinklers that could potentially harm the artifacts and archive material. In addition, the Bob and Karlene Allen Community Room layout meets the needs of the Commission and it provides for future growth. It provides an ideal layout for the work being performed by the Commission and creates a venue to provide community education which is one of their goals for 2014/15. It also sets well with the future objective to place the Mildred W. Fleutsch Community Center on the California Historical designation list.
- **Recommendation:** Room provides a secure location with square footage needed and provides opportunities for education, exhibit showcases, and fundraising for the Commission to continue their efforts for archiving.  
**Recommendation by the tour group and Staff is to consider the Fleutsch Community Center “Bob and Karleen Allen Community Room” for the housing of the City archives and artifacts.**

Fleutsch Community Center “Game Room” – 696 sq. ft.

- **Evaluation:** Room only provides 91 additional sq. ft. than existing trailer. Use of this room would place a hardship on the Rainbow Express dance program that operates Monday thru Friday from 3:00 PM to 9:00 PM.
- **Recommendation:** Room does not provide enough square footage needed and would cause programming and facilitation issues for the Recreation and Community Services Department. The tour group recommended not to look at or consider this room.

**Recommendation is not to consider.**

Fleutsch Community Center “Large Auditorium” – 1,440 sq. ft.

- **Evaluation:** Room only provides 835 additional sq. ft. than existing trailer. Use of this room would result in hardship on the Rainbow Express dance program that operates Monday thru Friday from 3:00 PM to 9:00 PM and would exclude them from being able to provide recreational and competitive dance program as it exists now.
- **Recommendation:** Room does provide adequate square footage needed, but would cause programming and facilitation issues for the Recreation and Community Services Department and impact Rainbow Express from providing a competitive dance program for the City. As well as a large meeting space for public use and rentals for weekends. In addition, the tour group recommended not to look at or consider this room.

**Recommendation is not to consider.**

Fleutsch Community Center “Recreation Room” – 672 sq. ft.

- **Evaluation:** Room only provides 67 additional sq. ft. than existing trailer. Use of this room would place a hardship on our modern dance and hip hop dance program that operates Monday thru Friday from 3:00 PM to 9:00 PM. There would also be a loss of meeting space for the public on weekends.
- **Recommendation:** Room does not provide enough square footage as needed and would cause programming and facilitation issues for the Recreation and Community Services Department. In addition, the tour group recommended not to look at or consider this building.

**Recommendation is not to consider.**

Fleutsch Community Center “Riley Gym Dance and Exercise Room” – 969 sq. ft.

- **Evaluation:** Room only provides 364 additional sq. ft. than existing trailer. Use of this room would place a hardship on the Rainbow Express dance program that operates Monday thru Friday from 3:00 PM to 9:00 PM effecting competitive and advance dance programs. It would reduce the ability for Rainbow Express to enter competitive competitions with its teams.
- **Recommendation:** Room does not provide enough square footage as needed and would cause programming and facilitation issues for the Recreation and Community Services Department. In addition, the tour group recommended not to look at or consider this room.

**Recommendation is not to consider.**

Library “Community Meeting Room (Old Council Chambers)” – 1,012 sq. ft.

- **Evaluation:** Room only provides 407 additional sq. ft. than existing trailer. Use of this room would place programming impact on County Library Services for offerings such as: Tot Reading Program, Afternoon Movie Days, Community Meeting Room space.
- **Recommendation:** Although the room does provide adequate square footage, it would cause programming and facilitation issues for County Library Services. In addition, the tour group recommended not to look at or consider this building.  
**Recommendation is not to consider.**

Corp Yard “Parks Work Shop/Central Stores Facility Building” - 1,070 sq. ft.

- **Evaluation:** Room only provides 465 additional sq. ft. than existing trailer. Use of this room would place a hardship on the Parks and Building Department as this space is currently the Parks and Public Buildings workshop and houses the Central Stores for the City facility supplies and Parks equipment and tools. To relocate the current use of this building would require relocation and development of a different facility to meet the current needs. At this time, there is no budget for this type of relocation.
- **Recommendation:** Although room does provide adequate square footage as needed, the location and the ability provide a secure location for the artifacts was brought up as a concern. In addition, the tour group recommended not to look at or consider this building.  
**Recommendation is not to consider.**

**FINANCIAL IMPACT:** If the Bob and Karleen Allen Community Room is considered, it will provide the least financial impact to the General Fund. We would need to provide a separate security system and proper shelving to accommodate the artifacts and archive materials. Relocation of activity classes can be managed without hardship and current meetings and rentals can be established at other City facilities providing no impact to users.

Attachment: Exhibit “A” - Existing Trailer Diagram

## **CITY OF NORCO STAFF REPORT**

**TO:** Historic Preservation Commission

**FROM:** Andy Okoro, City Manager

**PREPARED BY:** Roger Grody, Economic Development Consultant

**DATE:** March 10, 2020

**SUBJECT:** Orientation and Review of Historic Preservation Commission Duties

**RECOMMENDATION:** Receive & File.

As part of our new member orientation, staff generally provides the sections of the Norco Municipal Code (Chapter 2.26) pertaining to the Historic Preservation Commission, which offers the technical basis for the Commission's varied activities. With two relatively new members, this is a good opportunity to pass along Chapter 2.26 to the entire Commission.

**FISCAL IMPACT:** None.

**Attachment:**

Exhibit A: Copy of Norco Municipal Code Chapter 2.26 "Historic Preservation Commission"

# NORCO MUNICIPAL CODE

## Chapter 2.26 HISTORIC PRESERVATION COMMISSION

### Sections:

- 2.26.001 Purpose.
- 2.26.005 Definitions.
- 2.26.010 Established—Number of members.
- 2.26.020 Terms of office.
- 2.26.030 Appointment of members.
- 2.26.040 Requirements for membership.
- 2.26.050 Vacancies.
- 2.26.060 Removal from office.
- 2.26.070 Organization.
- 2.26.080 Conduct of meetings.
- 2.26.090 Duties—Limitations on authority.
- 2.26.100 Records.

### 2.26.001 Purpose

The purpose of this chapter is to promote the public health, safety and general welfare by providing for the identification, protection, enhancement, perpetuation and use of improvements, buildings, structures, signs, objects, features, sites, places, areas, districts, neighborhoods, streets, works of art, natural features and significant permanent landscaping having special historical, archaeological, cultural, architectural, community, aesthetic or artistic value in the City for the following reasons:

- A. To safeguard the City's heritage as embodied and reflected in such resources;
- B. To encourage public knowledge, understanding and appreciation of the City's past;
- C. To foster civic and neighborhood pride and a sense of identity based on the recognition and use of cultural resources;
- D. To promote the enjoyment and use of cultural resources appropriate for the education and recreation of the people of the City;
- E. To preserve diverse and harmonious architectural styles and design preferences reflecting phases of the City's history and to encourage complementary contemporary design and construction;
- F. To enhance property values and to increase economic and financial benefits to the City and its inhabitants;
- G. To protect and enhance the City's attraction to tourists and visitors, thereby stimulating business and industry;
- H. To identify as early as possible and resolve conflicts between the preservation of cultural resources and alternative land uses;
- I. To integrate the preservation of cultural resources and the extraction of relevant data from such resources into public and private land management and development processes;
- J. To conserve valuable material and energy resources by ongoing use and maintenance of the existing built environment.

(Ord. 902 Sec. 1, 2008)

Exhibit "A"

### **2.26.005 Definitions**

For the purposes of this title, the following words and phrases shall have the meanings respectively ascribed to them by this section:

- A. "Commission" means the Historic Preservation Commission.
- B. "Certificate of appropriateness" means a certificate issued by the City Council approving such plans, specifications, statements of work, and any other information that is reasonably required by the City Council to make a decision on any proposed alteration, restoration, rehabilitation, construction, removal, relocation or demolition, in whole or in part, of or to a cultural resource, or a building or structure or site within a historic preservation overlay zone.
- C. "Certified local government (CLG)" means a local government certified under federal law by the California State Office of Historic Preservation for the purpose of more direct participation in federal and State historic preservation programs. Local governments become certified by demonstrating their ability to enforce national, State, and local preservation laws and to provide for adequate public participation in the programs resulting from these. In addition, the CLG must have a qualified historic preservation review Commission and must have completed or be in the process of completing a comprehensive historic inventory. If certification is granted, CLGs are eligible for special federal matching grants. Certification is a way of ensuring the historic preservation program in Norco meets all federal standards.
- D. "Cultural resource" means improvements, buildings, structures, signs, sites, landscape features, or other objects within the City of Norco which are of historical or archaeological significance to the citizens of the City of Norco, the State of California, or the nation, which may be determined eligible for designation or designated as a landmark or contributor to a historic preservation overlay zone and determined to be appropriate for preservation by the City Council, or which may be eligible for listing or designation on any State or federal register.
- E. "Cultural resources administrator" is the Director of Economic Development or the person designated by the City Manager to administer the cultural resources program, including professional support to the Historic Preservation Commission and the management of both the certificate of appropriateness and the administrative certificate of appropriateness process.
- F. "Preservation" means and includes the identification, study, protection, restoration, rehabilitation, and/or acquisition of cultural resources.

(Ord. 902 Sec. 1, 2008)

### **2.26.010 Established—Number of members**

The Historic Preservation Commission shall consist of five members.

(Ord. 902 Sec. 1, 2008)

### **2.26.020 Terms of office**

Initially, two members of the Commission will be appointed for a two-year term and three members will be appointed for a four-year term. Thereafter, appointments will be made for four-year terms. Terms will end on July 1st or until a qualified successor is appointed. The City Clerk shall keep a record of dates of appointments and the terms of office of the members. Terms will be staggered every two years to provide continuity on the Commission. (Ord. 902 Sec. 1, 2008)

### **2.26.030 Appointment of members**

The City Council shall appoint Commission members. The process for making appointments to the Commission shall be included in an administrative policy.

(Ord. 902 Sec. 1, 2008)

### **2.26.040 Requirements for membership**

Commission members shall be persons who, as a result of their education, training, knowledge, and experience, are qualified to analyze and interpret architectural and site planning information, including but not limited to licensed landscape architects and architects, urban planners, engineers, and licensed general contractors. To the extent available in the community, at least two of the members shall have professional experience or academic credentials in urban planning, architectural history or historic preservation, archaeology, American studies or history, cultural geography, or cultural anthropology. These minimum professional qualifications may be waived by the City Council pursuant to aggressive outreach efforts failing to produce qualified candidates. All members shall have a general knowledge of architectural styles prevalent in Norco. All members of the Historic Preservation Commission shall meet the following requirements:

- A. Be a citizen of the United States.
- B. Be at least 18 years of age.
- C. Be a legal resident of Norco.
- D. Possess the qualifications as listed in this section.
- E. Have taken and filed with the City Clerk the oath required by Section 36507 of the Government Code.
- F. Have never been convicted of a felony.

(Ord. 984 Sec. 1, 2015; Ord. 928 Sec. 1, 2011; Ord. 902 Sec. 1, 2008)

### **2.26.050 Vacancies**

Persons appointed to fill a vacancy shall serve only for the unexpired term of the member whose vacancy they fill.

(Ord. 902 Sec. 1, 2008)

### **2.26.060 Removal from office**

Members of the Commission shall be removed from office or their office declared vacant in the following manner and for any one of the following reasons:

- A. Failure to meet any one of the requirements for membership in Section 2.26.040, at which time the removal shall be automatic and no action by the City Council shall be necessary.
- B. By a majority vote of the entire City Council.
- C. The office of any member of the Commission who misses three successive regular meetings without cause, or five meetings in a 12-month period, including adjourned and special meetings, shall be deemed to be vacant. The Secretary of the Commission shall immediately inform the City Council of such vacancy. A written notice to the Secretary of the Commission on or before the day of the meeting stating there was an unavoidable absence or an absence due to illness shall be deemed absence for cause.

- D. At the end of the member's term of office, in which event the removal shall be automatic and no action of the City Council is necessary. At the end of the member's term of office, the Commission member shall continue to serve until the successor's appointment. (Ord. 902 Sec. 1, 2008)

#### **2.26.070 Organization**

The Commission shall elect a Chairman and Vice Chairman at their first meeting in July of each year.

(Ord. 902 Sec. 1, 2008)

#### **2.26.080 Conduct of meetings**

The Commission shall hold not less than one regular meeting each quarter, such meeting schedules and times to be established by the Commission. Adjourned and special meetings may be called, noticed and held in the manner established by Section 54956 of the California Government Code.

All meetings of the Commission shall be open and public and a majority of the membership shall constitute a quorum for the transaction of business. A public record (minutes) shall be prepared indicating all actions, findings and determinations of the Commission. A written agenda shall be prepared and distributed to Commission members in advance of all regular meetings. Rules of conduct of the meetings shall be determined by the Commission but shall be in accordance with those rules adopted for the conduct of City Council meetings. The Commission constitutes a "legislative body" as described in the California Government Code.

(Ord. 902 Sec. 1, 2008)

#### **2.26.090 Duties—Limitations on authority**

The Historic Preservation Commission shall have the following duties:

- A. The Historic Preservation Commission shall act solely in an advisory capacity to the City Council, through the Economic Development Director or designee, staff and other City Commissions, in matters affecting the preservation of cultural resources. The Commission shall not exercise any independent final decision-making authority or expend City funds. Actions of the Historic Preservation Commission shall not be considered actions of the City and shall not be represented as such;
- B. The Historic Preservation Commission shall recommend to the City Council, through the Economic Development Director or designee, the designation of cultural resources, including individual properties and historic preservation overlay zones;
- C. The Historic Preservation Commission shall recommend to the City Council the establishment and maintenance of a register of cultural resources within the City, including all pertinent information for each designation;
- D. The Historic Preservation Commission shall review and comment on land use, redevelopment, municipal improvement, and other planning matters and programs undertaken by the City, as they relate to cultural resources of the community when so directed by the City Council or Economic Development Director;

- E. The Historic Preservation Commission shall make recommendations to the City Council, through the Economic Development Director or designee, on the use of various federal, State, local or private funding sources and mechanisms available to promote cultural resource preservation in the City;
- F. The Historic Preservation Commission shall review applications for certificates of appropriateness related to demolition permits for any designated cultural resource within the City of Norco and make recommendations to the City Council, through the Economic Development Director or designee, including considerations of economic hardship;
- G. The Historic Preservation Commission shall review and make recommendations on applications for development plan approval in compliance with the development code with regard to applications and actions to restore, rehabilitate or alter cultural resources or with regard to any construction within a historic preservation overlay zone;
- H. The Historic Preservation Commission shall make recommendations to the City Council, through the Economic Development Director or designee, for recognition of owners of cultural resources who have rehabilitated their property in an exemplary manner;
- I. The Historic Preservation Commission shall recommend the adoption of criteria and conduct or cause to be conducted a continuing comprehensive survey of cultural resources within the boundaries of the City in conformance with the State Office of Historic Preservation survey standards and guidelines, and publicize and periodically update the survey results;
- J. The Historic Preservation Commission shall recommend the adoption of standards, including design guidelines to be used by the City Council and Planning Commission in reviewing applications for permits to rehabilitate, construct, alter, remove, or significantly affect any landmark or property within a historic preservation overlay zone;
- K. The Historic Preservation Commission shall work for the continuing education of the citizens of Norco about the heritage of the City and its cultural resources;
- L. The Historic Preservation Commission shall coordinate its activities with Riverside County, the State of California, and the federal government;
- M. The Historic Preservation Commission shall advise the City Council on the acceptance of historic preservation easements, property tax incentives, or other mechanisms for the purpose of cultural resource preservation;
- N. The Historic Preservation Commission shall assume any responsibilities and duties as may be assigned to the Commission by the City Council under certified local government provisions of the National Historic Preservation Act of 1966, as amended, including but not limited to cultural resources provisions of the National Environmental Protection Act (NEPA) and California Environmental Quality Act (CEQA);
- O. Through the Economic Development Director or designee, as part of the City's CEQA review procedures, the Historic Preservation commission shall advise appropriate city departments and governmental entities of known cultural resources; assess and advise the city council whether any proposed project could have an adverse effect on the significance of such cultural resources; and recommend to the city council appropriate action in compliance with CEQA;

- P. The historic preservation commission shall encourage public participation in the performance of the city of Norco's historic preservation program and in the nomination of cultural resources to the California Register of Historical Resources and the National Register of Historic Places;
- Q. The historic preservation commission shall recommend the adoption of and make available nomination application and review procedures by which individuals, organizations, property owners, corporate or governmental entities may nominate cultural resources for designation as landmarks or historic preservation overlay zones; and
- R. The historic preservation commission shall undertake any other action or activity directed by the city council.

(Ord. 902 Sec. 1, 2008)

#### **2.26.100 Records**

The historic preservation commission shall keep complete minutes, books and accounts of their meetings on file in the office of the economic development director.

(Ord. 902 Sec. 1, 2008)