



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

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

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

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

PLEDGE OF ALLEGIANCE: **Member Carolyn Morse**

OATH OF OFFICE: Deputy City Clerk Germain gave the Oath of Office to newly appointed Commission Member Jamie Ball.

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:

- Mike Sampson, resident of Norco, introduced himself noting that he may be interested in applying to join this Commission; he decided to attend a meeting to get an idea of this Commission's responsibilities.

2. CONSENT ITEMS:

M/S STILLER/EDWARDS to approve the consent item, with a correction on page five. The motion was carried by the following roll call vote:

AYES: EDWARDS, STILLER, BALL, MORSE

NOES: NONE

ABSTAIN: NONE

ABSENT: NONE

- A. Historic Preservation Commission Regular Meeting Minutes of January 14, 2020.
Recommended Action: Approved (*Deputy City Clerk*)

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

4. DISCUSSION ITEM:

A. Review and Approve 2018-2019 Certified Local Government (CLG) Annual Report
(*Cultural Resource Consultant*)

Consultant Bill Wilkman presented the report of the 2018/2019 Certified Local Government (CLG) Annual Report. Upon reviewing the report, he noted a correction on page 4 of the Annual Report, correcting the “Date Term Ends” for Chair Edwards from 2019 to 2023. He also asked the Commission to discuss goals for the following year, 2019-2020, as noted under item D on page 10, Initiating an outreach program.

In response to Chair Edwards, Consultant Wilkman stated that the goals listed are for staff, Consultants, and the Commission to work on together. He also noted that the work being done at the Historic Room is not included within the purview of this report.

Consultant Wilkman asked that the Commission if any Members had taken the online seminar on June 18, 2019, provided by the California Preservation Foundation (noted on page 6 of the report). Chair Edwards and Vice Chair Stiller had both completed Part 1 and Part 2 of the Planning and Zoning webinars. It was also noted that the Commission had an additional event at the Historical Community Room during the Norco Fair, August 30-September 2, 2019.

In response to Chair Edwards, Consultant Grody explained that the City of Norco General Plan – Land Use Element is included with the annual report as portion of it pertains to the history of Norco, but cautioned that making any changes to this document is not within the purview of this Commission. Although, the Commission could make a recommendation to update the history portion of this document to the Planning Department.

Member Morse asked for a correction on her attendance at the Commission meeting of July 16, 2019, as it was her first meeting as a Commission Member.

M/S EDWARDS/STILLER to approve the 2018-2019 Certified Local Government (CLG) Annual Report, with minor corrections. The motion was carried by the following roll call vote:

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

B. Name Change of the Bob and Arlene Allen Historical Community Room (*Economic Development Consultant*)

Consultant Roger Grody presented the report based on the continued use of “heritage room” by both staff and the Commission. He expanded to clarify that any change must be presented to the City Council as a recommendation for its approval.

Member Ball requested that this subject be continued to the next regular meeting, giving the Member an opportunity to think of submissions for consideration.

M/S EDWARDS/BALL to continue discussion on potential name change of the Allen Historical Community Room. The motion was carried by the following roll call vote:

AYES: EDWARDS, STILLER, BALL, MORSE

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

C. Orientation and Review of Historic Preservation Commission Duties (*Economic Development Consultant*)

Consultant Roger Grody reviewed the Norco Municipal Code Chapter 2.26, Historic Preservation Commission's duties, and limitations on authority.

Chair Edwards asked that the Purpose, Definitions and Duties sections of Chapter 2.26 be read aloud. She read the Purpose section. Vice Chair Stiller read the Definitions section and Member Morse read the Duties section.

In response, Consultant Wilkman explained what the Historic Preservation Overlay Zone is, as it is noted in numerous areas of the Chapter.

Chair Edwards suggested the Commission create a list of goals in order to assist the consultant with many of the duties that fall onto him.

Vice Chair Stiller noted that the Commission has done many of the items noted in the Chapter, but suggested that a few more items could also be done by the Commission.

Consultant Wilkman stated that outreach to the community definitely needs to be worked on; unfortunately, not much has been done to date as there were other items going on. He explained California Environmental Quality Act's (CEQA) purpose pertaining to historic resource, an example noted is the recent subject of the Eisen property, which qualifies for preservation. He also offered to do a training session for the Commission on CEQA.

Member Ball asked about procures to share information with the community to educate, offering the Visitor Center's brochure in collaboration with the Commission.

For the benefit of newly appointed Member Ball, Vice Chair Stiller shared the many events at the Allen Historical Community Room that the Commission has hosted over the past year.

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

A. Collection Advisory Subcommittee:

Chair Edwards requested for contact format for residents to contact either the Commission or the Historic Room, such as a website. Member Ball suggested an email address be provided on the Visitor Center brochure. Staff confirmed that there is already an email address set up for residents or others to contact the Commission, which goes to City staff to either reply or forward to the Commission.

Chair Edwards also asked for a new lock on the outside door of the Collection's room, and requested that no one else have access to the room. Consultant Grody explained that the room is City property and City maintenance staff will always have access to the room when needed.

B. Outreach Subcommittee:

Vice Chair Stiller stated had nothing to report.

C. Cultural Resource Consultant:

Consultant Bill Wilkman stated that the Navy meeting scheduled on March 11, 2020, has been postponed to next month. On a separate note, the Navy submitted extensive comments on the Lake Norconian property nomination, noting that he will review and prepare a reply to the comments.

D. Collections Management Consultant:

Consultant Chuck Wilson shared that he continues to process the collection, now moving onto artifacts. He commended City staff in cleaning out the kitchen to accommodate additional shelving placement. He has placed two framed-large pictures on either sides of the hung surfboard; one depicts a motor boat with a skier. Consultant Wilson affirmed that the doors would be open during Norco Horseweek, on Friday, Saturday and Sunday.

E. Items for Future Consideration:

M/S STILLER/EDWARDS to review and discuss actions to be taken off the list of Duties noted in Section 2.26.090 of the Norco Municipal Code; to work on the items listed one at a time throughout the next year. The motion was carried by the following roll call vote:

AYES: EDWARDS, STILLER, BALL, MORSE

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

6. ANNOUNCEMENTS:

A. Next Regular Meeting May 12, 2020

ADJOURNMENT: Chair Edwards adjourned the meeting at **5:30 p.m.**