



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

**Tuesday, September 8, 2020
City Hall, Conference Rooms A & B, 2870 Clark Avenue, Norco CA 92860
LIVE STREAM**

PUBLIC ADVISORY: THE CITY COUNCIL CHAMBER WILL NOT BE OPEN TO THE PUBLIC

Please be advised that pursuant to the Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, and to ensure the health and safety of the public and City Staff by limiting human contact that could spread the COVID-19 virus. The Council Chamber will not be open for the Regular Meeting of the Historic Preservation Commission scheduled for September 8, 2020. The meeting will be live streamed through the City of Norco Website at www.vimeo.com/cityofnorco for public view.

The public is invited to participate in public comment by submitting comments, prior to the closing of the item being discussed, by emailing dgermain@ci.norco.ca.us. Please identify the item you are referencing (i.e. Public Comment, Item 2.A., etc...). Please limit comments to 3 minutes or less. All comments submitted before the item has closed will be read aloud at the meeting. Please submit all comments before 3 p.m. for distribution to the Commission. Any comments received after this deadline and before the item has been closed will be read into the record.

CALL TO ORDER: 4:00 p.m.

ROLL CALL: Teresa Edwards, Chair
Jamie Ball, Commission Member
Gabriel Mendoza, Commission Member
Carolyn Morse, Commission Member

PLEDGE OF ALLEGIANCE: Commission Member Mendoza

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 viewing, wishing to address the Historic Preservation Commission regarding matters NOT on the agenda, may be heard. Please email dgermain@ci.norco.ca.us so that you may be recognized. Please limit comments to 3 minutes or less. Please submit all comments before 3 p.m. for distribution to the Commission. Any comments received after this deadline and before the item has been closed will be read into the record. The Ralph M. Brown Act limits the Commission's ability to respond to comments on non-agendized matters at the time such comments are made.*
- 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 July 14, 2020, and Special Meeting of August 4, 2020. **Recommended Action: Approval** (*Deputy City Clerk*)

- 3. ITEM(S) PULLED FROM CONSENT ITEMS

- 4. CONTINUED DISCUSSION ITEMS:
 - A. Consideration of a Name Change for the Bob and Karlene Allen Historical Community Room (*Economic Development Consultant*)

- 5. DISCUSSION ITEMS:
 - A. Appointments to the Collections Advisory Subcommittee and the Outreach Subcommittee (*Economic Development Consultant*)

- 6. 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

- 7. ANNOUNCEMENTS:
 - A. Next Regular Meeting November 10, 2020

ADJOURNMENT

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, July 14, 2020
City Hall, Conference Rooms A & B, 2870 Clark Avenue, Norco CA 92860
[LIVE STREAM](#)**

CALL TO ORDER: 4:02 p.m.

ROLL CALL: Present:
Teresa Edwards, Chair
Jamie Ball, Commission Member
Carolyn Morse, 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 ITEM:

A. Historic Preservation Commission Regular Meeting Minutes of March 10, 2020.

Recommended Action: Approval (*Deputy City Clerk*)

M/S BALL/EDWARDS to approve regular meeting minutes of March 10, 2020, as written.

The motion was carried by the following roll call vote:

AYES: EDWARDS, BALL, MORSE

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

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

4. CONTINUED DISCUSSION ITEMS:

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

Economic Development Consultant Roger Grody reintroduced the subject, noting that the Commission asked this item to be continued to allow the Members further review of the information previously provided.

Chair Edwards suggested name options, Bob and Karlene Allen Heritage Room, or Bob and Karlene Allen Norco Heritage Room.

Chair Edwards shared that previous Commission Member Mark Sawyer, who was very passionate about the “Heritage Room”, recently passed away. She asked for consideration to have something placed in the room in commemoration of his dedication to the Historic Preservation Commission and to the City.

Member Morse suggested calling the room “Heritage Center”, noting the hope of future growth and extending the collection to more rooms at the Community Center. In response, Deputy City Clerk Germain stated that the room is within the Community Center, which was dedicated in recognition of the first Norco School teacher, Mildred W. Fleutsch.

M/S EDWARDS/ to recommend renaming the Historical Room to Bob and Karlene Allen Norco Heritage Room.

The motion died for lack of a second. Further discussion ensued on options on renaming the Historical Room.

Consultant Grody offered staff’s assistance by providing a list of options to assist with renaming the Historical Community Room, for the Commission’s consideration at its next regular meeting.

Consultant Wilson suggested getting the public involved in the re-naming the Bob and Karlene Allen Historical Community Room.

Consultant Grody stated it could be done via the City’s weekly Top Stories, he will inquire.

M/S EDWARDS/BALL to continue discussion of the renaming of the Bob and Karlene Allen Historical Community Room to the September 8, 2020 meeting. The motion was carried by the following roll call vote:

AYES: EDWARDS, BALL, MORSE

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

5. DISCUSSION ITEM:

A. Mitigation Measures for the Palomino Business Park Project (*Cultural Resources Consultant*)

Cultural Resources Consultant Bill Wilkman presented the report, noting City Council has approved the project, and that the demolition of the historic Eisen home, the original egg-processing plant, and garage will be scheduled. He suggested to refer the discussion and development of Mitigation Measures options to the Outreach Subcommittee, which will then be presented to the full Commission. The Commission will have a final review and provide a recommendation to be presented to the City Council for its consideration.

Deputy City Clerk Germain mentioned that the Subcommittee only contained one member at this time due to Ms. Stiller’s resignation last month. Suggesting that a second member be appointed to complete a subcommittee of two members. She also noted that appointments to the two vacant seats would be made by the City Council at its meeting the following day, which should provide for a full Commission of five Members.

Chair Edwards asked if Member Ball would be interested in serving on the Outreach Subcommittee, in order to begin work on the proposed project right away. She asked Consultant Wilkman for further details on the obligations for this project.

Consultant Wilkman clarified that the Commission will only be providing recommendations on Mitigation Measures; offering to provide a list of possible Mitigation Measures for review and discussion by the Outreach Subcommittee, which will then be presented to the remaining Commission for its final recommendation to the Council.

City Manager Okoro gave an overview of the project approved by the City Council. He noted that the City Council realizes the importance of doing something significant to recognize the Eisen Family, for their contributions to the City. As for the context on what City Council wishes from the Historic Preservation Commission is to make recommendations on how to secure funding for the recognition of the Eisens.

Chair Edwards stated the Commission wants to be highly compensated due to the loss of the historical property, a loss for the City.

In response, City Manager Okoro explained that the last item for Council's consideration on this project is a Development Agreement, which will not address any Mitigation Measures. Mitigation Measures are a separate issue.

Member Ball declined appointment to the Outreach Subcommittee, stating her lack of experience on the Commission. Member Morse offered to serve with Chair Edwards, until new Members can be considered.

M/S EDWARDS/BALL to hold a Special Meeting in August, on a date undetermined, for a final review of Mitigation Measures provided by the Outreach Subcommittee, which are to be recommended to the City Council.

In conversation: Consultant Wilson asked that he be included with the discussions with the Subcommittee on Mitigation Measures.

The motion was carried by the following roll call vote:

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

Deputy City Clerk Germain will check the meeting rooms' calendar for an available date for the Special Meeting, and will provide confirmation to staff and Commission Members.

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

A. Collection Advisory Subcommittee:

Chair Edwards shared that she provided a list of supplies to staff for items needed in the historical room. Consultant Grody confirmed that the balance of Fiscal Year 2020 funds were spent on items needed; adding that items were ordered and most have been received.

Chair Edwards asked for assistance with the printer in the room, noting that it was not working. She also asked if the City had a surplus of desktop computers, as one is needed for data entry; it could be helpful as there is an abundance of data entry needed. She invited the City Manager to visit the historical room, noting how organized it has become. Chair Edwards also requested Public Works assistance to put up shelves.

B. Outreach Subcommittee: Nothing to report

C. Cultural Resource Consultant:

Consultant Wilkman provided an update on Navy Base on-going work. He shared that Mayor Pro Tem Bash is assisting in reviewing Navy's response to the nomination report for the Norconian property.

D. Collections Management Consultant:

Consultant Wilson reiterated the need for an additional computer to assist with data entry. Reporting on the ongoing work of sorting the Pony Express newspapers, additional Lake Norconian Resort items and records of historic Norco Water Company documents.

E. Items for Future Consideration

M/S EDWARDS/MORSE to request that staff prepare a report for review and to update the Norco Municipal Code Section concerning the Historic Preservation Commission duties, for its next regular meeting. The motion was carried by the following roll call vote:

AYES: EDWARDS, BALL, MORSE

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

M/S EDWARDS/ to review and update the General Plan Land Use Element.

City Manager Okoro noted this is not within this Commission's purview; the Planning Department staff, followed with a presentation to the Planning Commission, handle this.

Consultant Grody shared with the Commission the following information, on behalf of Mayor Pro Tem Bash:

- The Rolling Devils, Wheelchair Basketball team that originated at the Norconian Resort, has been inducted in the Basketball Hall Of Fame; although this has yet to be confirmed.
- Mayor Pro Tem Bash is in contact with the Hall of Fame in Springfield, MA, to assist with a film presentation on accessibility that features the Rolling Devils.

7. ANNOUNCEMENTS:

- A. Next Regular Meeting September 8, 2020; a Special Meeting to be set in August, on a date yet to be determined.

ADJOURNMENT: Chair Edwards adjourned the meeting at **5:18 p.m.**



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

**Tuesday, August 4, 2020
City Hall, Conference Rooms A & B, 2820 Clark Avenue, Norco CA 92860
[LIVE STREAM](#)**

CALL TO ORDER: 4:03 p.m.

ROLL CALL: Present:
Teresa Edwards, Chair
Jamie Ball, Commission Member
Carolyn Morse, Commission Member

PLEDGE OF ALLEGIANCE: Commission Member Ball

1. OATH OF OFFICE: Newly appointed Commission Member:

- Gabriel Mendoza

Deputy City Clerk Germain provided the Oath of Office to new Member Gabriel Mendoza.

2. ELECTION OF CHAIR AND VICE CHAIR:

M/S MORSE/BALL to appoint Member Teresa Edwards to continue serving as Chair for the 2020-2021 fiscal year. The motion was carried by the following roll call vote:

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

M/S EDWARDS/MORSE to appoint Member Carolyn Morse to serve as Vice Chair for the 2020-2021 fiscal year. The motion was carried by the following roll call vote:

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

READ BY CHAIR EDWARDS: "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."

3. PUBLIC COMMENTS: NONE

4. DISCUSSION ITEM:

- A. Mitigation Measures for the Palomino Business Park Project. **Recommendation: Outreach Subcommittee recommends reviewing potential Mitigation Measures regarding the development of the Palomino Business Park Project, and make appropriation recommendations to the City Council for approval.**
(Cultural Resources Consultant)

Consultant Bill Wilkman presented the staff report on file. For the benefit of the new Commission Member, he reviewed and explained the California Environmental Quality Act (CEQA) requirements, and how it pertains to protecting potential historical structures and properties. A PowerPoint presentation was given alongside the report to better explain the proposed Mitigation Measures. He met with the Outreach Subcommittee to discuss potential Mitigation Measures and how to best receive compensation for the loss of the historic Eisen complex.

Consultant Wilkman asked Chair Edwards to provide an overview of the potential Historical Room expansion floor plan, for a possible expansion of approximately 2,500 square-feet. She recognized Collection Consultant Wilson for his assistance in the designing of the potential future expansion. The main purpose of the expansion would be to accommodate the Eisen collection and future addition from Mayor Pro Tem Kevin Bash's Lake Norconian Resort collection.

Consultant Wilkman continued the presentation. An Archeologist will be on call to evaluate what may be found during construction; a Paleontologist will be there full time during grading. He reviewed each Mitigation Measures, as noted on the staff report and its attachment. He explained how the overhead track system would be used in the Historical Room, to display some of the Eisen exhibit.

Chair Edwards read a report she prepared, noting that it was on behalf of the Outreach Subcommittee. She further stated that the Commission had voted for the public option, adding that it was incorrectly presented to City Council. Asking that the Mitigation Measures be implemented before the Development Agreement is approved by City Council.

City Manager Okoro addressed Chair Edwards, concerns noted on a report she shared. He noted the Commission is reviewing the staff report presented by Consultant Wilkman, as it was a compilation of the Subcommittee meeting with the Consultant.

M/S EDWARDS/BALL to recommend to the City Council to approve the Mitigation Measures as presented in the staff report by Consultant Wilkman. The motion was carried by the following roll call vote:

| | |
|-----------------|--------------------------------------|
| AYES: | BALL, EDWARDS, MENDOZA, MORSE |
| NOES: | NONE |
| ABSTAIN: | NONE |
| ABSENT: | NONE |

- B. Proposed demolition of the Pedley Powerhouse **Recommendation: Make a recommendation to the City Council whether the Pedley Powerhouse still qualifies for designation as a historic resource.** (*Cultural Resources Consultant*)

City Manager Andy Okoro stated that based on City Attorney's opinion there is no additional role for the City to play in this matter other than issuing the discretionary demolition permit. Consequently, there are no decisions to be made by either the Historic Preservation Commission or the City Council. As such, this item is removed from the agenda. No further discussion or comments were made.

ADJOURNMENT: Chair Edwards adjourned the meeting at **4:36 p.m.**

CITY OF NORCO STAFF REPORT

TO: Historic Preservation Commission

FROM: Andy Okoro, City Manager

PREPARED BY: Roger Grody, Economic Development Consultant

DATE: September 8, 2020

SUBJECT: Consideration of a Name Change for the Bob and Karlene Allen Historical Community Room

RECOMMENDATION: Make a recommendation to the City Council

SUMMARY: At its meeting of March 5, 2020, the Historic Preservation Commission discussed and continued its consideration of recommending that the City Council rename the room at the Fleutsch Community Center occupied by the Norco history collection. The space is officially known as the "Bob and Karlene Allen Historical Community Room", a title that was adopted by City Council on March 5, 2014, but the Historic Preservation Commission Members have expressed an interest in changing the name to better reflect the collection housed there.

BACKGROUND/ANALYSIS: Staff offered to provide some options for the Commission to consider, recognizing that the commemoration of Bob & Karlene Allen would continue pursuant to City Council's previous action, and they are presented herein. These names are potential options for the Commission's consideration. The Commission is welcome to expand its consideration beyond the following examples:

- **Bob & Karlene Allen Heritage Room**
- **Bob & Karlene Allen Archives Room**
- **Bob & Karlene Allen History Room**
- **Archives at the Bob & Karlene Allen Room**
- **Bob & Karlene Allen Historic Archives**
- **Bob & Karlene Allen History Museum**

The Commission is to discuss and consider the options listed above, or offer other alternatives, to recommend to the City Council for consideration to rename the Bob and Karlene Allen Historical Room.

FISCAL IMPACT: None.

CITY OF NORCO STAFF REPORT

TO: Historic Preservation Commission

FROM: Andy Okoro, City Manager

PREPARED BY: Roger Grody, Economic Development Consultant
Diane Germain, Deputy City Clerk

DATE: September 8, 2020

SUBJECT: Appointments to the Collections Advisory Subcommittee and
the Outreach Subcommittee

RECOMMENDATION: Appoint two Members to each Subcommittee

SUMMARY: The Historic Preservation Commission currently maintains two Subcommittees: 1) Collections Advisory Subcommittee, established in 2013; and 2) Outreach Subcommittee, established in March 2014. As the Commission has two newer Members now serving, it is advisable that the Subcommittee duties be distributed among all current Members. Currently, Chair Edwards and Vice Chair Morse are serving on both Subcommittees.

BACKGROUND/ANALYSIS: With the departure of Commission Members in the past year, it has been difficult in sustaining each Subcommittee in their respective duties.

The Collections Advisory Subcommittee was designed to oversee the storage, transfer, display, maintenance, and cataloging of the City's historic collection, with the assistance of Collections Management Consultant Chuck Wilson.

The Outreach Subcommittee is responsible for communicating and sharing the Historic Preservation Commission's mission. Such as informing and educating the public of the rich cultural heritage, fostering an appreciation for the history of Norco and the importance of preserving local culture through the City's architecture, historic artifacts, photographs, and manuscripts.