



**ACTION MINUTES  
CITY OF NORCO  
HISTORIC PRESERVATION COMMISSION  
CONFERENCE ROOM "A" – 2870 CLARK AVENUE  
REGULAR MEETING  
APRIL 6, 2009**

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1. CALL TO ORDER: 4:00 p.m.
2. ROLL CALL: **Chair Bash, Commissioner Members Bacon, Dixon and Potter present. Vice Chair Austerman absent.**
3. STAFF PRESENT: **Economic Development Director Brian Oulman, Executive Secretary Mary Boyce and Historic Preservation Consultant Bill Wilkman.**
4. GUESTS PRESENT: **City Historian Ron Snow**
5. PLEDGE OF ALLEGIANCE: **Commission Member Dixon**
6. PUBLIC COMMENTS OR QUESTIONS: **None**
7. APPROVAL OF MINUTES: **M/S Bacon/Dixon approving the action minutes of March 2, 2009. Motion carried.**
8. PROGRESS REPORT ON CERTIFIED LOCAL GOVERNMENT APPLICATION: **Consultant Wilkman briefed the Commission on the CLG certification application process.**

**Consultant Wilkman stated that the following would be submitted with the application: a narrative summary describing past and current historic resource survey activities; a narrative summary of current historic preservation program activities; a narrative summary explaining any new or additional historic preservation program activities due to becoming a CLG; a narrative summary explaining current functions, responsibilities and authority of the Commission; a narrative summary describing economic incentives offered by the City to owners of historic properties; and a narrative summary describing how the review of projects affecting historical resources in the City is carried out under California Environmental Quality Act (CEQA) and Section 106 of the National Historic Preservation Act.**

**Consultant Wilkman requested the Commissioners to send him any information or comments they had for possible inclusion into the application. He also requested Chair Bash to compile a list of activities by era dates for the survey plan to identify cultural resources.**

**Consultant Wilkman requested a resume from the Commissioners and the Director for submittal with the CLG application. Resume submittal is a yearly CLG requirement.**

**Action: M/S Bash/Dixon to forward the CLG Certification Application to City Council after the Historic Preservation Commissioners submitted their comments to the Consultant for possible incorporation into the application.**

9. **STATUS REPORT ON CULTURAL RESOURCES ORDINANCE: The Director informed the Commission that the first reading of the Cultural Resources Ordinance was approved by Council on April 1, 2009, and the second reading would be on April 15<sup>th</sup>.**
10. **UPDATE ON ARCHIVAL MANAGEMENT ISSUE: Director Oulman stated that Consultant Wilkman met with Richard Hanks, PhD, Archivist and Historian regarding archival and cultural materials management. Dr. Hanks submitted a proposal on the cost for completing an Archives Assessment Report for the City. Director Oulman noted that funding for such a report is included in the tentative Fiscal Year 2009-2010 budget and subject to review by the Budget Committee and the City Council.**

**Action: M/S Bash/Dixon recommending that the City Council approve the funding of an Archives Assessment Report. Motion passed.**

11. **LAKE NORCONIAN CLUB FOUNDATION UPDATE: Chair Bash briefed the Commission on the Navy's 130 surplus acres and the meeting with Mr. Church of Church & Associates and the Norco Regional Conservancy/Lake Norconian Club Foundation. Once scheduled, Chair Bash requested that Director Oulman, Consultant Wilkman, City Manager Allred and Mayor Azevedo attend the meeting. Pumps were installed and working properly to drain the flat roof areas of the Norconian Hotel building. Chair Bash also noted that the organizational work that will lead to a historic survey of the Navy property is proceeding. There was discussion on what constituted a quorum.**
12. **CITY HISTORIAN'S REPORT: City Historian Snow stated he was organizing an index of City archival records and photographs. Commissioner Dixon offered to help compile the handwritten index list into a spreadsheet format.**
13. **OTHER MATTERS: Commissioner Dixon stated that preparation for Founders Day, which is scheduled for May 9<sup>th</sup>, was underway.**
14. **SETTING OF NEXT MEETING: May 4, 2009 at 4:00 p.m.**
15. **ADJOURNMENT: M/S Dixon/Potter to adjourn at 5:34 p.m.**