



**ACTION MINUTES
CITY OF NORCO
HISTORIC PRESERVATION COMMISSION
CONFERENCE ROOM "A" – 2870 CLARK AVENUE
REGULAR MEETING
MAY 4, 2009**

1. CALL TO ORDER: **3:57 p.m.**
2. ROLL CALL: **Chair Bash, Vice Chair Austerman, Commission Members Bacon, Dixon and Potter present.**
3. STAFF PRESENT: **Economic Development Director Oulman, Executive Secretary Boyce and Historic Preservation Consultant Wilkman.**
4. GUESTS PRESENT: **City Historian Ron Snow.**
5. PLEDGE OF ALLEGIANCE: **City Historian Ron Snow.**
6. PUBLIC COMMENTS OR QUESTIONS: **None.**
7. APPROVAL OF MINUTES: **M/S Potter/Bacon approving the April 6, 2009 minutes.**
8. COMMISSIONERS' REPORTS ON CPF CONFERENCE:

Commissioner Potter stated the conference provided a lot of information, and that there was a lot to absorb. He said the CEQA session was interesting.

Commissioner Dixon stated the conference was interesting and worthwhile, but a new person to historic preservation might feel overwhelmed.

Commissioner Bacon stated the conference was beneficial since it was vital to have up-to-date statute information. She said the networking possibilities were also beneficial.

Vice Chair Austerman stated she was appreciative that the Commissioners were able to attend the conference. She said she got a lot out of the conference, and that there was always something to learn.

Chair Bash stated the conference was interesting; and as a result of attending, he realized the uniqueness of Norco. He thanked Consultant Wilkman, Vice Chair Austerman and Commissioner Bacon for their expertise. He also thanked Director Oulman for his cooperation to send the Commissioners to the conference.

9. **PROGRESS REPORT ON CERTIFIED LOCAL GOVERNMENT APPLICATION: Consultant Wilkman informed the Commission that the Certified Local Government application was being reviewed by the City Manager. Consultant Wilkman asked the Commissioners to email him their comments for inclusion into the application. He stated no public hearing was necessary, but City Council would need to approve a resolution. There was discussion with Director Oulman when the report and resolution would go to Council for approval.**

Director Oulman inquired about the application process. Consultant Wilkman stated it could take three to four months. If criteria are met, the California State Office of Historic Preservation then forwards the application and recommends certification to the National Park Service, who approves the final certification.

10. **PROGRESS REPORT ON HISTORIC PRESERVATION OVERLAY ZONE: Consultant Wilkman stated he was working on the overlay zone. Director Oulman would receive it within two weeks.**

11. **LAKE NORCONIAN CLUB FOUNDATION UPDATE: Chair Bash stated this agenda item will no longer be listed as a separate item on the agenda. LNCF updates will be addressed under *Other Matters*.**

12. **CITY HISTORIAN'S REPORT: City Historian Snow stated he was organizing artifacts, as well as continuing to index records and photographs.**

There was discussion with Consultant Wilkman about software to manage archival collections. Consultant Wilkman said he would obtain the name of the software. Chair Bash and City Historian Snow asked Consultant Wilkman to email them the information. Consultant Wilkman suggested evaluation of any archival management software before purchasing.

13. **OTHER MATTERS: There was discussion about confidential matters and Commissioners maintaining confidentiality. There was also discussion about the roof draining pumps and the Norconian Hotel and the millions of dollars that could be generated by development of the Navy's 130 surplus acres.**

14. **SETTING OF NEXT MEETING: June 1, 2009 at 4:00 p.m.**

15. **ADJOURNMENT: M/S Dixon/Bash to adjourn at 4:30 p.m.**