



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

1. CALL TO ORDER: 4:04 p.m.
2. ROLL CALL: Chair Bash, Vice Chair Austerman, Commission Members Bacon, and Dixon. Commission Member Potter arrived at 4:44 p.m.
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: Led by Ron Snow.
6. PUBLIC COMMENTS OR QUESTIONS: None.
7. APPROVAL OF MINUTES: M/S Bacon/Dixon approving the June 1, 2009 minutes. Motion passed.
8. REVIEW OF TITLE 2, CHAPTER 2.26, SECTION 2.26.090 – DUTIES OF THE COMMISSION: Consultant Wilkman stated the State had suggested since the Commission was new it develop a program relating to the Commission's purpose.

Consultant Wilkman said he reviewed Chapter 2.26 and developed some suggested ideas/programs that would help implement Section 2.26.001, Purpose.

Referring to Section 2.26.001, A - D, Consultant Wilkman suggested the following:

1. Develop a set of pamphlets addressing historic preservation in Norco.
2. Develop a web page, oriented around historic preservation, for insertion in the City's web site.
3. Develop a plaque design for the City's landmarks and initiate a program for casting and installing these plaques.
4. Develop a register of historic resources based upon existing surveys.

Referring to Section 2.26.001, E, Consultant Wilkman suggested the following:

1. Complete a historic context statement identifying the prominent periods in Norco's history and the resource types, building styles, and other commonalities related to the above.
2. Complete a comprehensive historic survey of the City documenting the City's resources.

Referring to Section 2.26.001, F, Consultant Wilkman suggested the following:

1. Develop a Mills Act program.
2. Develop a comprehensive set of additional historic preservation incentives.

Referring to Section 2.26.001, G, Consultant Wilkman suggested the following:

1. Develop tourist oriented walking, driving, and riding tours of the City's historic resources.
2. Place plaques at each of the City's landmarks.
3. Create a historic interpretive feature in an area that offers a view to the Norconian so that people can learn about this resource while it is inaccessible to the general public.

Referring to Section 2.26.001, H and I, Consultant Wilkman suggested the following:

1. Do a comparative analysis between the City's cultural resources and its land use regulations, including the Zoning Code and the General Plan.
2. Where there are apparent conflicts between preservation objectives and land use allowances, resolve these conflicts as appropriate.
3. Conduct a series of workshops for City staff concerning preservation law, including CEQA and Section 106.

Referring to Section 2.26.001, J, Consultant suggested the following:

1. Develop a program to assure that the City's cultural resources are being maintained.
2. Implement enforcement actions as appropriate.

Consultant Wilkman asked the Commission to submit to him any ideas they had. Discussion followed about the Zoning Code, Overlay Zones, Specific Plans, prioritizing Wilkman's suggested programs and focusing on specific ones.

The item will be reagendaized for further discussion.

9. PROGRESS REPORT ON CERTIFIED LOCAL GOVERNMENT APPLICATION: Consultant Wilkman said the City Council approved the Application and

Certification Agreement for CLG status on July 1, 2009. After the California State Office of Historic Preservation (OHP) reviews the application, OHP will recommend certification and forward the application to the National Park Service (NPS) for final approval. After NPS approval, a certification agreement will be signed by OHP and the City.

Consultant Wilkman stated that the State Historical Resources Commission officially announces and recognizes new CLG's. The recognition ceremony will take place in Sacramento later in the year. He suggested that either the Mayor or Director Oulman attend the ceremony to represent the City of Norco.

10. **PROGRESS REPORT ON HISTORIC PRESERVATION OVERLAY ZONE:** Consultant Wilkman stated he had developed a draft, and the City was in the process of reviewing it. Once the draft was reviewed by Director Oulman, Interim City Manager Groves and Planning Manager King, the draft would then be reviewed by the Commission. Director Oulman said he would begin his review and follow-up with the Interim City Manager and the Planning Manager regarding their review.
11. **CITY HISTORIAN'S REPORT:** City Historian Snow stated he had resumed indexing and identifying documents and was currently working on Navy documents. He stated that some of the members of the Norco Historical Society were helping, but he needed to pursue obtaining help from RCC and Cal Poly Pomona students.
12. **ELECTION OF CHAIRMAN AND VICE CHAIRMAN:** Pursuant to Norco Municipal Code, Chapter 2.26, Section 2.26.070, Organization, Chair Bash asked for nominations. Commission Member Bacon nominated Commission Member Dixon for Chairman. M/S Bacon/Austerman and passed to approve Dixon as Chairman.

Commission Member Austerman nominated Commission Member Potter for Vice Chairman. M/S Austerman/Bash and passed to approve Potter as Vice Chairman.
13. **OTHER MATTERS:** Commission Members Bacon and Dixon thanked Commission Member Bash for his service, knowledge and expertise as Chairman.
14. **SETTING OF NEXT MEETING:** August 3, 2009 at 4:00 p.m.
15. **ADJOURNMENT:** M/S Bash/Austerman to adjourn at 4:51 p.m. Motion passed.