



**ACTION MINUTES
CITY OF NORCO
HISTORIC PRESERVATION COMMISSION
CONFERENCE ROOM "A" – 2870 CLARK AVENUE
REGULAR MEETING
NOVEMBER 2, 2009**

1. CALL TO ORDER: 4:00 p.m.
2. ROLL CALL: Chair Dixon, Vice Chair Potter, and Commission Member Bash present. Commission Members Austerman and Bacon absent.
3. STAFF PRESENT: Economic Development Director Oulman, Interim City Manager Beth Groves, Executive Secretary Boyce and Historic Preservation Consultant Wilkman.
4. GUESTS PRESENT: City Historian Ron Snow
5. PLEDGE OF ALLEGIANCE: Led by Vice Chair Potter
6. PUBLIC COMMENTS OR QUESTIONS: None
7. APPROVAL OF MINUTES: M/S Bash/Potter approving the October 5, 2009 minutes. Motion passed.
8. LETTER OF SUPPORT FOR EAGLE SCOUT CANDIDATE RUSSELL ADAMS: M/S Potter/Bash approving the Letter of Support from the Commission to Eagle Scout Candidate Russell Adams for his Lake Norconian Club History Memorial Eagle Scout project. Motion passed.
9. UPDATE ON STATE HISTORIC PRESERVATION COMMISSION'S CERTIFIED LOCAL GOVERNMENT RECOGNITION CEREMONY HELD ON OCTOBER 30, 2009: Director Oulman briefed the Commission on the Certified Local Government (CLG) Recognition Ceremony in Sacramento. He said Mayor Azevedo, Commissioner Bash, Historic Preservation Consultant Wilkman and himself attended the ceremony and accepted a Resolution of Recognition on behalf of the City of Norco from the State Historical Resources Commission. The City of Norco is the 57th city in the State of California to become a CLG.

The Director showed the Commission photographs he took while in Sacramento of the State Assembly and Senate Chambers, the Leland Stanford Mansion State Historic Park and a photograph at the airport with California Assembly Member Jeff Miller, the Mayor, Commissioner Bash and Consultant Wilkman.

Interim City Manager Groves stated that the Mayor will present a report on the City becoming a CLG at the November 4, 2009 City Council meeting.

10. PROGRESS REPORT ON NORCONIAN PRESERVATION STRATEGIC PLAN: Consultant Wilkman briefed the Commission on the proposed organizational strategy of the Norconian Preservation Strategic Plan.

He stated the purposes of the Strategic Plan would be as follows: develop a strategy through which the City of Norco can encourage the documentation, listing, and preservation of Norconian historical features; encourage compatibility between future uses and existing historical features; and establish ongoing communications between the City of Norco and all stakeholders with control over the historical features of Norconian lands.

He said the proposed composition of the Norconian Strategic Plan Committee could be as follows: City Manager, Economic Development Director, Planning Manager, 2 City Council Members, 2 Planning Commissioners, and 2 Historic Preservation Commissioners with Consultant Wilkman serving as the facilitator.

He said suggested topics to be addressed in the Strategic Plan could be as follows: documentation and designation of historic features; maintenance/restoration of historic features; ongoing communication and coordination; public awareness; planning for future uses on and around the Norconian site; and transfers of land between governmental agencies and to private entities.

For each topic, the Committee could develop a goal and for each goal an action plan would be developed that would lead to the achievement of the goal. Each component of the action plan would have a target date for completion and would be assigned to a responsible party.

The Strategic Plan would be organized into the following 8 phases:

Phase 1: The Committee meets to develop a rough draft plan. Due to the limited size of the Committee, it is suggested that all work be done by the Committee as a whole. Flip charts are used to document the Committee's ideas.

Phase 2: Subsequent to the meeting, the facilitator refines the flip chart ideas into a formal draft with input from the City Manager, Economic Development Director and Planning Manager.

Phase 3: The Committee meets once again to review the formal draft, make any changes and adopt a draft plan.

Phase 4: The City Manager distributes the draft to the State, Navy and Riverside Community College for comments and recommendations.

Phase 5: Taking these comments, the facilitator and City staff revise, as appropriate, the draft plan.

Phase 6: The Committee meets to review the revised draft and adopt a final draft plan.

Phase 7: The final draft is forwarded to the Historic Preservation and Planning Commissions for recommendations and then to the City Council for adoption.

Phase 8: The committee meets quarterly to monitor the implementation of the Strategic Plan.

Consultant Wilkman said the Committee could meet annually to determine whether they are on track with the Plan. The Interim City Manager suggested that if the Committee meets quarterly, then the Strategic Plan could be reviewed every two years instead of annually.

In response to Chair Dixon and Vice Chair Potter, Interim City Manager Groves stated that the Strategic Plan could first go to a study session with Council on either November 23, 2009 or December 9, 2009 then to Council for approval.

M/S Bash/Potter to forward the Norconian Preservation Strategic Plan through the City Council's process. Motion passed.

11. **PROGRESS REPORT ON HISTORIC PRESERVATION OVERLAY ZONE:** Interim City Manager Groves and Director Oulman briefed the Commission on the status of the Land Use Element of the General Plan and the Historic Preservation Overlay Zone.

Both stated that the Planning Commission was in the process of reviewing the Land Use Element. At the October 28, 2009 Planning Commission meeting, more information was requested by the Commission. Planning Manager King is in the process of providing additional information in order for the Planning Commission to make a recommendation to City Council.

There was discussion about the difference between the Historic Preservation Overlay Zone and the Land Use Element of the General Plan, historic resources being a part of the Historic Preservation Overlay Zone, the Overlay Zone including the Community Center, and the Historic Preservation Commission having the opportunity to comment on the Historic Preservation Overlay Zone.

12. **CITY HISTORIAN'S REPORT:** City Historian Snow stated that the cataloging of historic artifacts event took place on October 17, 2009. Just under 1,000 pages of the Grange scrapbooks were digitized. Once the digitized pages are examined and determined acceptable, then they will be indexed. There will be

another cataloging event in January 2010 for the Women's Improvement Club scrapbooks.

13. OTHER MATTERS:

Commissioner Bash stated that Pearl Harbor Remembrance Day Memorial will be held at the Navy Base in the morning on December 7, 2009, and the new monument created by the Boy Scouts will be unveiled.

He mentioned he felt the Commission should get involved with the Corona Veterans' Memorial, which will list every fallen soldier in the Corona/Norco/Eastvale area. He said this memorial could be tied to the Pearl Harbor Remembrance Day Memorial. Plaques could be placed around the Navy Base referencing different segments of history.

He further stated that the Lake Norconian Club Foundation was continuing to work on the project to save the stained glass windows of St. Lukes Chapel at CRC, and that the recently formed Friends of the Lake Norconian group was purposing that the Lake Norconian Club Foundation be given access to the lake, which would allow for lake cleanup.

14. NEXT MEETING: December 7, 2009 at 4:00 p.m. in Conference Room A.

15. ADJOURNMENT: Chair Dixon adjourned the meeting at 4:45 p.m.

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