



**ACTION MINUTES
CITY OF NORCO
HISTORIC PRESERVATION COMMISSION
CONFERENCE ROOM "A" – 2870 CLARK AVENUE
REGULAR MEETING
JUNE 7, 2010**

1. CALL TO ORDER: 4:00 p.m.
2. ROLL CALL: Chair Dixon, Vice Chair Potter, Commission Members Bacon and Jacquemain were in attendance. Commission Member Austerman was absent.
3. STAFF PRESENT: Economic Development Director Oulman, City Manager Groves, Executive Secretary Boyce and Historic Preservation Consultant Wilkman.
4. GUESTS PRESENT: None.
5. PLEDGE OF ALLEGIANCE: Led by Commissioner Bacon.
6. PUBLIC COMMENTS OR QUESTIONS: None.
7. APPROVAL OF MINUTES: M/S Potter/Bacon approving the May 3, 2010 minutes. Motion passed.
8. DISCUSSION OF ANNUAL CLG REQUIRED TRAINING/CONFERENCES – “IN-HOUSE”: Consultant Wilkman stated that Lucinda Woodward of the California Office of Historic Preservation said in-house training would qualify for the annual CLG training requirement. She referred him to the City of Calabasas for review of their extensive in-house training program. Consultant Wilkman said six basic topics such as preservation law, history of the historic preservation movement, historic context statements, archaeological resources, Secretary of State standards and historic resources surveys could be covered.

He recommended Commissioners attend the California Preservation Foundation (CPF) workshop, *“Sustainability, Energy Efficiency and Historic Preservation”* on June 30, 2010 in Riverside, CA; and regardless of in-house training, he also recommended Commissioners attend an annual conference for its networking and educational value.

There was discussion about funds in the budget for Commissioners to attend the June 30th CPF workshop, the value of in-house training, including the Planning Commission and Strategic Plan Committee members in the in-house training, utilizing National Register Bulletins and National Alliance of Preservation Commissions’ online roundtable reports for training.

9. CITY HISTORIAN'S REPORT: City Historian Ron Snow stated work was continuing on digitizing two sets of scrapbooks. He offered to set up a time for Commissioner Jacquemain to visit the Historical Society.

10. OTHER MATTERS:

A. UPDATE ON THE DRAFT HISTORIC PRESERVATION OVERLAY ZONE: City Manager Groves stated that the Overlay Zone would be agendized for the Planning Commission's review on July 14, 2010, after which it will go to the City Council for review and approval.

B. UPDATE ON 2010 CLG GRANT: Lucinda Woodward of the California Office of Historic Preservation advised the grant applicants that the recipients of the 2010 CLG Grant would be announced the week of June 14, 2010. Consultant Wilkman stated he would keep the Commission informed. In response to City Historian Snow, Consultant Wilkman stated that the grant would be used for the citywide historic resources survey.

C. UPDATE ON NORCONIAN STRATEGIC PLAN COMMITTEE: Vice Chair Potter briefed the Commission on the May 24, 2010 Norconian Strategic Plan Committee (NSPC) meeting. He stated that the NSPC was using Consultant Wilkman's Discussion Guide, and a few more gaps were identified. He also stated an Implementation Plan was needed.

Consultant Wilkman had provided City Manager Groves and Director Oulman with time frames for the identification of actions and goals. This process will be ready for the next NSPC meeting on June 14, 2010.

Commissioner Bacon inquired about approaching the State of California on the removal of Norconian artifacts. There was discussion about where and how to store the artifacts, asking the State to loan the artifacts to the City, implementing a process for acquiring and storing the artifacts, using the Norconian Strategic Plan for the implementation and acquisition process, and closing the Norconian in lieu of removing artifacts.

11. NEXT MEETING: August 2, 2010 at 4:00 p.m. since July 5, 2010 is a City holiday.

12. ADJOURNMENT: Chair Dixon adjourned the meeting at 4:37 p.m.