



**MINUTES**  
**CITY OF NORCO**  
PLANNING COMMISSION  
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE  
REGULAR MEETING  
JULY 14, 2010

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1. CALL TO ORDER: 7:00 p.m.
2. ROLL CALL: Chair Jaffarian, Vice-Chair Hedges, Commissioners Henderson, Newton and Wright.
3. STAFF PRESENT: Planning Director King, Economic Development Director Oulman, Executive Secretary Dvorak (signing off after 24 years)  
CONSULTANT PRESENT: Bill Wilkman, Cultural Resources Consultant
4. PLEDGE OF ALLEGIANCE: Chair Jaffarian
- 4.A. INTRODUCTION OF COMMISSIONER HENDERSON: by PD King
- 4.B. ELECTION OF NEW CHAIR AND VICE-CHAIR  
**MOTION:** M/S Wright/Newton to nominate Hedges as chair.  
AYES: Unanimous **MOTION CARRIED**
- MOTION:** M/S Newton/Hedges to nominate Wright as vice-chair.  
AYES: Unanimous **MOTION CARRIED**
- Outgoing Chair Jaffarian turned the gavel over to incoming Chair Hedges.
5. APPEAL NOTICE: Read by PD King.
6. HEARING FROM THE AUDIENCE ON ITEMS NOT LISTED ON THE AGENDA: None
7. APPROVAL OF MINUTES: Minutes of June 30, 2010  
Correct to show Commissioner Wright was at the meeting.  
Correct second to reflect Wright on page 5, motion 4.  
**MOTION:** M/S Newton/Hedges to approve the minutes of June 30, 2010 as corrected.  
AYES: Hedges, Newton, and Wright  
NOES: None  
ABSENT: None  
ABSTAIN: Jaffarian and Henderson **MOTION CARRIED**
8. CONTINUED ITEMS: None
9. PUBLIC HEARING: **Resolution No. 2010-10**, Zone Code Amendment 2010-02 (City):  
A request by the City to add Chapter 18.58 to the Norco Municipal Code entitled

Historic Preservation Overlay Zone. **Recommendation: Recommendation for Approval to City Council)** Planning Director King

PD King presented the staff report on file in the Planning Division. He noted a few changes made to the report to which the Commissioners agreed to. These were generally clarifying whether a public meeting or a public hearing, and whether the Historic Preservation Commission or the Planning Commission was responsible, and the chain of command up to the City Council.

PC Newton thanked staff for making the above changes. He asked who the Cultural Resources Administrator was.

PD King said that would be Economic Development Director Oulman's second title.

PC Newton questioned Section 18.58, public hearing process, and the concern that not enough people would be noticed using the 300-foot radius and reminded staff about using the 25-property noticing instead.

PD King indicated that because the HPC would not hold public hearings, this portion would be deleted.

Bill Wilkman, Cultural Resources Consultant to the City of Norco, felt the noticing area would be sufficient. The HPC should notify the people on the list beginning at the first meeting level and continuing for each meeting, even though it is not a public hearing process. He explained the overlay is for a large area with historic properties, never just for one property, so that means a lot of properties get noticed.

Mr. Wilkman clarified that in 18.58.120 Appeals, the wording did not mean a conditional use permit. In response to PC Newton, Mr. Wilkman clarified the differences between minor and major modifications; minor being technical errors or omissions, and major being something like taking out a large building.

Vice-Chair Wright noted page one of Resolution 2010-10 needed to reflect July 14, 2010 in the text. He was in support of this item.

PC Jaffarian questioned the need for Finding I in the resolution regarding compliance with the California Environmental Quality Act (CEQA).

PD King said projects always need to be in compliance with CEQA.

About the overlays, PD King said there are already two overlay zones in Norco, animal keeping and transitions from M-1 to C-G zones. If there were to be two overlays on one piece of property, this particular overlay zone would over-ride any others.

Mr. Wilkman gave a brief explanation that this code amendment will give the City a coordinated way to deal with our historic areas. He explained several sections of the draft ordinance and the purposes for them. Purposes and Definition, for example, protects against court challenges regarding CEQA. Another section explains how to go about establishing the overlay zone, which buildings are contributors or non-contributors, and sets the ground work as to why the district is historic. Mr. Wilkman said at least 50% of the buildings in a district need to be historic. This section also gives the flexibility to make minor changes if a mistake is made.

One section covers how set up an historic zone; and how to keep the public informed from the beginning, using agenda postings, newspapers, etc. Also, that all city departments need to know about the ordinance once approved. The development review involves the Planning Commission to a certain degree. The Commission would be involved in new buildings within the historic zone, but not in replacement issues such as windows. This ordinance would give guidance to those writing the specific plans for this area. Non-contributing buildings are also reviewed for design and it is the HPC that makes sure these do not negatively impact the historic district. References to sections in Chapter 20.30 are so that there is nothing repetitive in the Code. The draft ordinance also makes mention that incentives are available to district properties as well.

PC Newton asked about PC review for demolitions on historic sites.

Mr. Wilkman said that was not necessary to have review by the PC as that is not under its jurisdiction.

PC Newton asked for clarification on the PC review of alterations.

It was confirmed that the PC does not need to review minor alterations; however, they will review new buildings.

PC Jaffarian asked about 50% requirement for designation of historic value.

Mr. Wilkman said a huge fire destroying most of a building could render it null and void. Once designated, however, any changes would not affect the initial designation.

PC Jaffarian noted that any changes concerning land elements such as natural rocks, hills, Lake Norconian, etc. would have to come to the City for review.

Chair Hedges opened the public hearing.

Linda Dixon, Chairman of the Historic Preservation Commission, encouraged the Commission to approve this item as it protects for the future certain areas of the city. This will be a long time in the making and future Councils and Commissions need to be aware.

Jeanine Adams said this amendment is so significant for the future. We have a rich heritage to protect and she encouraged recommending approval.

Pat Overstreet spoke in favor of the proposed amendment. Although an avid anti-palm tree person, she noted that the palm trees on site were part of the history of the Norconian site.

There were no further public comments and Chair Hedges closed the public hearing.

PC Henderson said this draft ordinance was following state law in setting up the ordinance regarding public hearings/meetings. He agreed that it was appropriate to notice as many properties as possible and to keep the public informed of all meetings.

PC Jaffarian asked that under 18.58.60, the last sentence under regarding the City Council continuing said hearing be removed because it is superfluous and the Commission agreed.

PC Jaffarian noted in 18.58.50, item 2 needs to state all of the components below. Mr. Wilkman agreed.

PC Jaffarian asked for clarification on who pays for surveys, because the applicant could be a lot of people or the City. Mr. Wilkman said if the citizens come to the City, they are the applicants and they pay.

All the Commission agreed with the mentioned changes. PC Newton if the item could be approved if the motion included "with changes". Staff confirmed.

**MOTION:** M/S Jaffarian/Newton to adopt Resolution 2010-10 with the above changes, recommending that the City Council approve Zone Code Amendment 2010-02.

AYES: Unanimous

**MOTION CARRIED**

10. BUSINESS ITEMS: None
11. CITY COUNCIL: Received and filed.
  - A. City Council Action Minutes dated July 7, 2010
  - B. City Council Minutes dated June 16, 2010
12. PLANNING COMMISSION: Oral Reports from Various Committees. None
13. STAFF: Current Work Program: PC Newton asked about the A Mi Hacienda item. PD King said they are in compliance and the item will be removed.
14. OTHER MATTERS:

- PC Henderson asked about the flopping flags left up at Reyna's at Sixth and California. PD King replied the part-time code officer will take them down. He noted the City is looking at volunteers to help take down the illegal signs.
- Vice-Chair Wright asked about Silverlakes. PD King replied that August 11, 2010 is the anticipated date for the Development Agreement hearing before the PC.
- Vice-Chair Wright asked about dg that is being dug up and piled at Silverlakes. Staff will follow up.
- PC Wright said he will be absent from the July 28, 2010 meeting.
- PC Newton noted he had asked the City Clerk to provide the Planning Commission a copy of the policies on public hearings and public comments and it was received.
- Chair Hedges said that the house at 3946 Temescal Avenue is up for sale even though when the Planning Commission approved the reconstruction of a damaged roof for the non-conforming residential use, it was because the owner said he would live in it. There was discussion whether the City should be pro-active so that new owners are made aware that such residences are non-conforming in the C-4 zone. It was decided that this is not the role of City staff because that would be setting precedence and could cause legal problems if other future owners were missed and not similarly warned. It was agreed that this is part of the responsibility of new owners and their real estate agents to look into.

15. ADJOURNMENT: 8:05 p.m.

Respectfully submitted,

Steve King,  
Planning Secretary

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