



ACTION MINUTES
CITY OF NORCO
HISTORIC PRESERVATION COMMISSION
CONFERENCE ROOM "A" – 2870 CLARK AVENUE
REGULAR MEETING
AUGUST 2, 2010

1. CALL TO ORDER: 4:01 p.m.
2. ROLL CALL: Chair Dixon, Vice Chair Potter, and Commission Member Bacon were in attendance. Commission Member Jacquemain was absent.
3. STAFF PRESENT: City Manager Groves, Economic Development Director Oulman, Historic Preservation Consultant Wilkman and Executive Secretary Boyce.
4. GUESTS PRESENT: City Historian Snow.
5. PLEDGE OF ALLEGIANCE: Led by Commission Member Bacon.
6. PUBLIC COMMENTS OR QUESTIONS: None.
7. APPROVAL OF MINUTES: No quorum to approve the July 12, 2010 minutes. Vice Chair Potter abstained from voting since he was not in attendance at the July 12th meeting. Minutes to be agendized for approval at the October 4, 2010 meeting.
8. DISCUSSION OF VOLUNTEER COMMUNITY GROUPS SERVING AS SPEAKERS ON THE NORCONIAN (POTTER): Vice Chair Potter stated this item was part of the Norconian Strategic Plan (NSP). He asked the Commission for ideas on getting community groups interested in speaking on the Norconian as well as historic preservation in the City.

Chair Dixon suggested asking Pat Overstreet of the Norco Regional Conservancy. Consultant Wilkman said he had a PowerPoint presentation that could be used. City Historian Snow said the Historical Society had photographs that could be used in the presentations.

City Manager Groves said a script should be written and put into a presentation with the content of the presentation coming from the Historic Preservation Commission.

There was discussion about having different scripts for PowerPoint presentations, having more than one speaker for presentations to large groups, using handouts/flyers, and drafting scripts for the October Historic Preservation Commission meeting.

City Manager Groves asked Vice Chair Potter and Commissioner Bacon to begin working on the scripts. Commissioner Bacon asked that ideas for the presentations be emailed to her.

9. CITY HISTORIAN'S REPORT: City Historian Snow stated he had finished digitizing Norco Fair Books from 1948 to the present. Chair Dixon suggested he contact Pat Overstreet for Norco Fair programs and buttons. City Historian Snow also stated he was digitizing Orange Heights Water Company records from 1922 to the present that show the location and size of purchased property. When completed, the data will be put on a CD. City Manager Groves said that the CD should be given to Consultant Wilkman.

Discussion followed about the data being currently stored on City Historian Snow's computer, the possibility of fire destroying the data, doing computer hard drive backups, securing offsite storage for archival data, using the City's file server for data storage, and the cost of offsite/online data backup.

City Manager Groves asked Vice Chair Potter to supply her with a couple of companies that provide offsite data storage.

10. OTHER MATTERS:

- A. UPDATE ON THE 2010 CLG GRANT: Director Oulman said he received notification from the State of California Office of Historic Preservation that the City of Norco will be awarded CLG grant funds around October 1, 2010. He also stated that an intern will work with the City's Senior Engineer to begin identifying the City's horse trails.

Consultant Wilkman stated he was developing the Request for Proposal (RFP) that the consultant will use for the citywide historic resources survey. Once completed, Consultant Wilkman will send the RFP to the State Office of Historic Preservation for approval.

Discussion followed about what the resource survey would be based on, build dates of residential properties, obtaining build date information on commercial properties and obtaining parcel information from the County.

- B. UPDATE ON THE DRAFT HISTORIC PRESERVATION OVERLAY ZONE: Consultant Wilkman stated the Historic Preservation Overlay Zone (HPOZ) was reviewed and approved by the Planning Commission on July 14, 2010. After making a few modifications, the Planning Commission recommended City Council approval. The Planning Commission wanted to be part of the process and thus changed the noticing procedures to match what is required for Planning Commission and City Council public hearings and added the Planning Commission as a recommending body to City Council for future placement of the

HPOZ on properties. Consultant Wilkman said the HPOZ was going to the City Council for approval on August 4, 2010.

There was discussion about the City Council getting a complete view of historic preservation from the input and recommendations of both the Historic Preservation Commission and the Planning Commission.

Commission Member Bacon expressed an interest in having a combined Historic Preservation Commission and Planning Commission meeting to alleviate any misconceptions.

C. UPDATE ON NORCONIAN STRATEGIC PLAN COMMITTEE: Director Oulman stated that the Norconian Strategic Plan (NSP) was being agendized as an informational item for the Parks & Recreation Commission on August 9, 2010. The Historic Preservation Commissioners and Norconian Strategic Plan Committee members were welcome to attend.

Director Oulman also stated the NSP would be agendized for the Planning Commission on August 11, 2010. City Manager Groves stated the NSP would be agendized for City Council approval on September 1, 2010.

D. VERBAL REPORT FROM ATTENDEES OF THE *"SUSTAINABILITY, ENERGY EFFICIENCY & HISTORIC PRESERVATION"* SEMINAR ON JUNE 30, 2010: Vice Chair Potter informed the Commission that the theme of the seminar was based on the greenest building already built. He said attendees were given a tour of the Culver Center of the Arts that is housed in the renovated 19th century Rouse building in downtown Riverside. Consultant Wilkman stated the building has a 3-phase history of Victorian, Moorish-style and 1950's architecture.

E. ANNUAL CLG REQUIRED TRAINING/CONFERENCES (SEE ATTACHED): Director Oulman mentioned an upcoming adaptive reuse workshop scheduled for August 12, 2010 at Ventura City Hall.

Consultant Wilkman informed the Commission that he had to complete a required report to the State of California Office of Historic Preservation by the end of 2010 on the training received by each Historic Preservation Commissioner.

Commissioner Bacon thanked Consultant Wilkman and Director Oulman for the work they have done for the Historic Preservation Commission. Chair Dixon stated that a lot has been accomplished in a short period of time thanks to the team effort of Consultant Wilkman and Director Oulman. Consultant Wilkman said the accomplishments were a team effort.

Vice Chair Potter inquired about terms of office for Historic Preservation Commissioners. City Manager Groves said she would check with the City Clerk and advise the Commission.

11. NEXT MEETING: October 4, 2010 since September 6, 2010 is a City holiday.

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