



MINUTES
CITY OF NORCO
HISTORIC PRESERVATION COMMISSION
CONFERENCE ROOM "A" – 2870 CLARK AVENUE
REGULAR MEETING
FEBRUARY 7, 2011

1. **CALL TO ORDER: Chairman Dixon called the meeting to order at 4:00 p.m.**
2. **ROLL CALL: Chairman Dixon, Vice Chairman Potter and Commission Member Bacon were in attendance.**
3. **STAFF PRESENT: City Manager Groves, Historic Preservation Consultant Wilkman, Economic Development Specialist Grody and City Clerk Jacobs were in attendance.**
4. **GUESTS PRESENT: City Historian Ron Snow and Casey Tibbet, Senior Cultural Resources Manager for LSA Associates, Inc. were in attendance.**
5. **PLEDGE OF ALLEGIANCE**
6. **PUBLIC COMMENTS OR QUESTIONS: No public comments or questions received.**
7. **READ BY THE CHAIR: "All discretionary actions before the Historic Preservation Commission are advisory in nature and final actions will be confirmed, modified or deleted by the City Council."**
8. **APPROVAL OF MINUTES: M/S Potter/Bacon approving the January 3, 2010 Minutes. Motion passed 3-0.**
9. **CONTINUED DISCUSSION OF DRAFT SCRIPTS FOR VOLUNTEER COMMUNITY GROUPS SERVING AS SPEAKERS ON THE NORCONIAN. Vice Chairman Potter presented a draft of the script prepared for each slide and noted that he is struggling with the early periods of the City and is still looking for photos. The Commission Members discussed the need for a defined theme and agreed upon "education" as that theme. Vice Chairman Potter will contact Mayor Pro Tem Kevin Bash for additional information and photos to use.**
10. **HISTORIC RESOURCES SURVEY (Consultant Wilkman and Chairman Dixon). Consultant Wilkam introduced Casey Tibbet, who is the Senior Cultural Resources Manager Historian/Architectural Historian for LSA Associates, Inc. LSA was awarded the contract to conduct a historic resources survey for the City. Ms. Tibbet briefly commented on her role and how the survey would be conducted throughout the City. She noted that it would be important to provided information to the community regarding the process and why pictures are being taken of certain properties, as to not alarm any residents. Following the survey, a presentation will be made to the Commission and the Council prior to its approval.**

Consultant Wilkman commented on the selection process that followed. He stated that Pat Overstreet contacted him to speak at RURAL about the survey, noting that a PowerPoint has been put together, along with an article for their newsletter. He further commented on the oral interviews that will take place as a part of the survey process. Discussion was held regarding communication methods to the public to get information for the survey.

11. OTHER MATTERS:

A. UPDATE ON HPC APPLICATIONS RECEIVED (City Manager Groves). **City Manager Groves stated that two (2) applications have been received and neither appear to have the qualifications required by City ordinance. Discussion was held regarding potential future advisory positions for the Commission. Consultant Wilkman will review the City's ordinance and recommend any modifications to that ordinance.**

B. COMMISSION MEMBER UPDATES. **No updates received because of time constraints.**

C. CITY HISTORIAN UPDATES: **City Historian Ron Snow stated that the Lake Norconian Club Foundation is putting together a sub-committee to assist with the archiving of historical documents.**

12. NEXT MEETING: **The next regular meeting will be held on March 7, 2011.**

13. ADJOURNMENT: **Chairman Dixon adjourned the meeting at 5:25 p.m.**

/s/

BRENDA K. JACOBS, CMC
CITY CLERK