



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

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1. **CALL TO ORDER: Chairman Dixon called the meeting to order at 4:03 p.m.**
2. **ROLL CALL: Chairman Dixon, Vice Chairman Potter and Commission Member Bacon.**  
  
**STAFF PRESENT: City Manager Groves, Historic Preservation Consultant Wilkman, Economic Development Specialist Grody and City Clerk Jacobs.**  
  
**GUEST PRESENT: City Historian Ron Snow.**
3. **PLEDGE OF ALLEGIANCE: City Historian Ron Snow**
4. **PUBLIC COMMENTS OR QUESTIONS: No public comments or questions received.**
5. **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."**
6. **APPROVAL OF MINUTES: M/S Potter/Bacon to approve the February 7, 2010 Minutes. Motion passed 3-0.**
7. **HISTORIC RESOURCES SURVEY (Consultant Wilkman and Chairman Dixon) Consultant Wilkman stated that there is a lot going on, noting that discussions and meetings are ongoing with Senior Cultural Resources Manager Casey Tibbet from LSA Associates. He noted that he will be speaking at the upcoming RURAL meeting, where he will be giving a PowerPoint presentation regarding the survey, and added that he also wrote an article for the RURAL newsletter. The flyer has been completed and distributed with Linda Dixon as the listed contact person. Discussion was held regarding the properties that will be surveyed and how additional information could be acquired regarding Norco's history.**
8. **HISTORIC PRESERVATION OVERLAY ZONE (Consultant Wilkman and Chairman Dixon) Chairman Dixon stated that she wanted to take this discussion off of the "back burner" as the City never knows when the prison will close and we need to be ready. Consultant Wilkman commented on the process and also on the survey that the Navy completed, noting that they did a good job surveying the site. Discussion was held regarding how to proceed and what would be involved in the process. Consultant Wilkman stated that his work plan would be reviewed with the City Manager to determine when he would be available to begin this process.**
9. **CONTINUED DISCUSSION OF DRAFT SCRIPTS FOR VOLUNTEER COMMUNITY GROUPS SERVING AS SPEAKERS ON THE NORCONIAN Commission Member Potter stated that he plans to have a completed presentation ready for the next Commission meeting.**

10. OTHER MATTERS:

A. COMMISSION MEMBERS

- **Commission Member Potter questioned the City's requirements for membership on the Commission and referred to the CLG handbook for clarification. Discussion ensued regarding the difficulty in recruiting eligible members and how to address this issue.**

B. HISTORIC PRESERVATION CONSULTANT

- **Consultant Wilkam responded that he will be evaluating the City's ordinance to align it with the State requirements.**

C. CITY HISTORIAN

- **City Historian Ron Snow stated that he met with the Lake Norconian Club Foundation to discuss archiving software and storage policies.**

D. CITY MANAGER/ECONOMIC DEVELOPMENT SPECIALIST

- **Economic Development Specialist Grody noted that May is National Preservation Month.**

11. NEXT MEETING: **April 4, 2011**

12. ADJOURNMENT: **Chairman Dixon adjourned the meeting at 5:04 p.m.**

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BRENDA K. JACOBS, CMC  
CITY CLERK