



MINUTES
CITY OF NORCO
HISTORIC PRESERVATION COMMISSION
CONFERENCE ROOM "A" — 2870 CLARK AVENUE
REGULAR MEETING
OCTOBER 3, 2011

1. CALL TO ORDER: Chairman Potter called the meeting to order at 4:01 p.m.
2. ROLL CALL: Chairman Potter, Vice Chairman Bacon, Commission Members Dixon, Jacquemain and Sawyer.

STAFF PRESENT: City Manager Groves, Preservation Consultant Wilkman, Economic Development Specialist Grody, and Parks & Recreation Director Petree.

GUESTS: Mayor Pro Tem Bash and City Historian Snow

3. PLEDGE OF ALLEGIANCE: Commission Member Jacquemain
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 Dixon/Bacon to approve the July 11, 2011 Minutes. Motion passed 5-0.
7. HISTORIC RESOURCES SURVEY (Consultant Wilkman): Consultant Wilkman reported that the Context Statement and Survey have been submitted to the State, meeting the requirements of the grant and allowing for the release of the balance of grant funds. He indicated that after the State finishes its review, the Commission may then recommend its approval to the City Council, modified if necessary. Upon adoption by Council, Norco will have a Historic Register and properties so designated can be protected. Mr. Wilkman emphasized that although City-owned properties should be designated immediately, a process should be established to encourage private property owners to initiate voluntary designation. Five (5) properties in the Survey qualify for the State Register, while approximately 19 qualify for local designation. City staff will receive training on how to process permits for properties that have earned a designation.
8. CERTIFIED LOCAL GOVERNMENT GRANT (Consultant Wilkman): Mr. Wilkman reported that he is now prepared to begin work on a new Context Statement for properties from 1946-1966 (the period covered by the recently awarded CLG grant), which will also consider the eligibility of equestrian resources. He indicated that the first equestrian subdivision may qualify as a historic district.

9. OTHER MATTERS:

A. COMMISSION MEMBERS

- Commission Member Sawyer reported on a workshop he attended regarding the Mills Act, a State program that reduces property taxes on structures designated as landmarks. All property tax savings are required to be reinvested into the property. Commission Member Sawyer did not think it would be a particularly popular program in Norco. Commission Member Bacon noted that the program provides a valuable incentive to buyers of historic properties, and Mr. Wikman reminded the Commission that the CLG grant requires local incentives to be in place.

B. HISTORICAL PRESERVATION CONSULTANT

- Update on the Riverside Transmission Reliability Project: Mr. Wilkman reported that some new overhead power lines were being proposed in an effort to increase capacity and create greater redundancy in the State's power grid. The line from Jurupa Valley affects the northeastern corner of the City, and has a potential impact on the historic Pedley Powerhouse (which is eligible for the State Register). Mr. Wilkman indicated that he has no concern over the lines themselves but is concerned about some proposed trenching for a telecommunication line under the Powerhouse's spillway, which is part of the historic resource. His recommendation is to avoid any trenching or digging that would impact the spillway and have all work monitored by a professional archeologist.

C. CITY HISTORIAN

- Establishment of a Plan for the Storing and Cataloging of Historic City Artifacts: *[NOTE: With no objections expressed, Chairman Potter moved this item to the top of the agenda, following Approval of Minutes.]* City Historian Snow reported that formal procedures and practices need to be established to safeguard the collection of artifacts and documents currently maintained in a trailer and in a room at the Library. Mr. Snow explained that in 2006 he began a process of review, cataloging, and digitizing that has covered an estimated 6,000 pages, but that more than 20,000 remain. He said he would welcome suggestions on how to improve this process without undoing thousands of man-hours already invested by he and his many volunteers. City Manager Groves summarized that the objectives should be to 1) find an appropriate, safe place to store the collection (one not owned by the Redevelopment Agency); 2) implement practices and procedures appropriate for safeguarding the materials; 3) consider establishing a subcommittee to look at all options, including finding a more permanent facility with access

to the public; and 4) secure the existing site while other options are considered. A lengthy discussion ensued over the age and condition of the trailer, its lack of climate-control and compromised security. City Manager Groves suggested that at some point in the near future a delegation should visit the trailer to see exactly what the conditions are. A consensus was reached to secure the trailer and the room at the Library immediately, with access strictly controlled until an inventory is taken and new procedures implemented. Director Petree said there would be no problem in securing the facilities and would do it immediately upon direction. It was also resolved that the respective responsibilities of the City Historian and the Norco Historical Society needed to be clarified and somebody needed to determine exactly who owned what. Mayor Pro Tem Bash suggested that the facilities be locked down pending implementation of new procedures and that the Commission set policy regarding the City Historian's specific roles. He also recommended better training for people handling artifacts and the acquisition of better scanning equipment. The Mayor Pro Tem further suggested that Preservation Consultant Wilkman oversee the procedures in the meantime. A Motion (M/S Sawyer/Jacquemain) to Establish a Subcommittee to Review Policies Related to the Storage, Handling, and Cataloging of Historic Documents and Artifacts in Norco was approved 5-0. Another Motion (M/S Dixon/Bacon), to Recommend to the City Manager that Access to Historic Documents and Artifacts be Immediately Limited Until New Policies and Procedures are in Place, was approved 5-0. Chairman Potter and Commission Member Jacquemain volunteered to sit on the new Subcommittee, which scheduled its first meeting for October 18, 2011 at 4:00 p.m.

10. NEXT MEETING: January 9, 2012

11. ADJOURNMENT: Chairman Potter adjourned the meeting at 5:33 p.m.

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