



**MINUTES**  
CITY OF NORCO  
HISTORIC PRESERVATION COMMISSION  
CONFERENCE ROOM "A" — 2870 CLARK AVENUE  
REGULAR MEETING  
APRIL 3, 2012

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

MEMBERS ABSENT: Vice Chairman Bacon

STAFF PRESENT: City Manager Groves, Preservation Consultant Wilkman, Economic Development Specialist Grody.

GUESTS: City Historian Snow, Katherine Bish

3. PLEDGE OF ALLEGIANCE: 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 Dixon/Jacquemain to approve the January 9, 2012 Minutes. Motion passed 4-0.
7. ARCHIVE COLLECTION UPDATE (City Manager Groves): The City Manager explained that she and the City Attorney reviewed all of the previous agreements and MOUs related to the maintenance of the City's historic documents and artifacts. She described the no-cost lease the Norco Historical Society (NHS) has with the City to rent the Museum space adjacent to the Norco Public Library and that there has been a request by another party to lease that space. Velma Hickey, the president of the NHS, has assured the City that her organization remains an active non-profit, but has agreed to vacate the Museum space when ownership of the items stored there has been fully determined. NHS and the City agreed that two members of the Historic Preservation Commission should photograph and document the contents of the space, followed by a determination of ownership. The City Manager explained that it was deemed best that neither City Historian Ron Snow nor Ms. Hickey participate due to past misunderstandings. While it was anticipated that Chairman Potter and Commissioner Jacquemain would undertake this task, Chairman Potter's new work schedule makes that difficult, so Commissioner Dixon volunteered to assist. Mr. Wilkman indicated he may be able to participate, but City Manager Groves noted that any additional Commissioner(s) working at the same time would constitute a Brown Act violation. The City Manager reported that she had all of the locks changed, but that staff would provide a key to the designated Commissioners.
8. ARCHIVING SUBCOMMITTEE UPDATE (Chairman Potter): Chairman Potter reported that the Subcommittee has done some preliminary investigation of what

commercial space might be available for interim storage of the collection. He indicated that typical lease rates were about \$1 per square foot, which would be prohibitive for the Commission. He did report, however, that the owner of the Beacon Hill Business Park was a civic-minded individual who Mayor Bash believed might be interested in offering the Commission space at less-than-market value. Chairman Potter suggested that the recent coverage in the *Press-Enterprise* was very valuable in terms of drawing attention to the Commission's efforts, noting that it resulted in several offers to volunteer and a couple offers of available space. He also said that he had a meeting scheduled at Computer Sciences Corporation (CSC) to discuss the use of their large-format scanners. Chairman Potter reported that Vice Chairperson Bacon recommended that the Archiving Subcommittee provide monthly updates to the Commission and should give the members a heads-up before any article is published. Mr. Potter said he thought these were excellent ideas and apologized for any perceived oversight. Economic Development Specialist Grody reported that a librarian with the Heritage Room at the Corona Public Library has offered some space to store documents and artifacts, an offer directly resulting from the article in the *Press-Enterprise*. It is a secure space with no extreme temperatures or ultraviolet light that is used for the Heritage Room's own collection. Mr. Grody suggested it might be a good idea for a couple members of the Commission to visit the space.

9. UPDATE ON FEDERAL GRANT FOR ARCHIVING (Consultant Wilkman): Consultant Wilkman distributed a draft application for a \$6,000 grant from the National Endowment for the Humanities that covers organizations or institutions that are currently developing plans for archiving. The proposal presents the existing conditions and issues facing the Commission and includes a plan utilizing the services of an archiving expert, Chuck Wilson, from University of California, Riverside (UCR). Mr. Wilkman indicated the deadline is May 1 and if any Commissioners have comments on the draft to please advise him as soon as possible. City Manager Groves told the group that an authorization to apply appears on the consent agenda for the City Council meeting of April 4, 2012, and that this represents an excellent opportunity to begin a relationship with a highly regarded funder. Chairman Potter inquired as to whether there were any grants available to assist with the housing of the collection, and Mr. Wilkman indicated there is a grant program called "Save America's Treasures," which is available for the rehabilitation of historic structures to house collections.
10. CERTIFIED LOCAL GOVERNMENT (CLG) GRANT (Consultant Wilkman): Mr. Wilkman proceeded to report on the status of three CLG grants. The 2010-11 grant, which funded a survey of properties constructed up until 1946, has been completed. The 2011-12 CLG grant, covering a Context Statement for 1946-1966, is now essentially complete as well. Mr. Wilkman is currently working on a proposal for the 2012-13 grant that will focus on public education and outreach. That effort is envisioned to include the preparation of booklets, websites, videos, and PowerPoint presentations that will educate the public on Norco's wealth of historic resources.

11. DISCUSSION OF PROCESS FOR DESIGNATING LOCAL HISTORIC LANDMARKS/SITES (Chairman Potter): Chairman Potter initiated a discussion on how the City could move forward to begin designating specific properties as landmarks. City Manager Groves indicated that the criteria and process for doing so are contained in the Norco Municipal Code and Economic Development Specialist Grody offered to email the link to the Commissioners. A discussion ensued on the more complex issues of designating a historic district, which requires a potentially expensive survey, according to Mr. Wilkman. The City Manager suggested that the Commission hold a special meeting in early June to discuss these issues, to which the Commission agreed.

12. OTHER MATTERS:

A. COMMISSION MEMBERS

- Commissioner Jacquemain said she liked meeting on Tuesdays, a comment that was well received by her fellow Commissioners. She also reported that one intern was already available from UCR and that there may be others after Spring Break.
- Commissioner Dixon raised the issue of training and Mr. Wilkman indicated that all required credits must be completed by October 1, 2012. A discussion ensued on the various options, with the City Manager suggesting it might be a good idea to coordinate with the Corona Historic Preservation Society. She also expressed the potential promotional value of sponsoring a workshop locally.

B. HISTORICAL PRESERVATION CONSULTANT

- Nothing to add.

C. CITY HISTORIAN

- Mr. Snow indicated that he was continuing his work on indexing the database and that he is still interested in posting some interesting historical facts on the City website.

D. CITY MANAGER

- Nothing further to add.

13. NEXT MEETING: TBD

14. ADJOURNMENT: Chairman Potter adjourned the meeting at 5:26 p.m.