



MINUTES
CITY OF NORCO
HISTORIC PRESERVATION COMMISSION
CONFERENCE ROOM "A" — 2870 CLARK AVENUE
REGULAR MEETING
JANUARY 15, 2013

1. CALL TO ORDER: Chair Bacon called the meeting to order at 4:02 p.m.
2. ROLL CALL: Chair Bacon, Vice Chair Potter, Commissioners Dixon and Sawyer.

MEMBERS ABSENT: Commissioner Jacquemain

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

GUESTS: None

3. PLEDGE OF ALLEGIANCE: Vice Chair Potter
4. PUBLIC COMMENTS OR QUESTIONS: None
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/Sawyer to approve the minutes of the regular meeting of October 9, 2012. Motion passed 4-0. M/S Potter/Sawyer to approve minutes of the special meeting of November 13, 2012. Motion passed 4-0.
7. ARCHIVING ISSUES/FOLLOW-UP TO SPECIAL MEETING

- a) COLLECTION DEVELOPMENT POLICY (Vice Chair Potter): Vice Chair Potter presented his collection development policies for the Norco collection, which he prepared in response to professional archivist Chuck Wilson's suggestions. The Vice Chair emphasized that this effort was intended as a starting point and that these policies could be modified at any time by the Commission. He explained that he reviewed about a dozen collection development policy statements from other jurisdictions and pulled the elements from the plans that best applied to Norco. Mr. Potter further explained that the document builds on the Chair's statement at the Special Meeting of November 13, 2012 that the collection should "tell the story of Norco." He proceeded to walk the Commission through his proposed policies, hitting on subjects like the role of the curator, the different means of donating materials to the collection and the need for "deaccessioning" or disposing of materials. The Commissioners praised the Vice Chair's work and

a discussion ensued on how to proceed in terms of approving and/or modifying it. Another discussion, initiated by Commissioner Dixon, focused on the difficulty of moving forward with policy statements before the ownership of the materials had been fully resolved. Mr. Potter noted that the assumption used in writing the policies is that the collection is owned by the City of Norco, but he emphasized that the document could be reviewed and modified as needed, so issues such as ownership could be addressed.

- b) ARCHIVE GRANT APPLICATION STATUS (Consultant Wilkman): Mr. Wilkman announced that the City was unsuccessful with its application for a \$6,000 grant from the National Endowment for the Humanities (NEH). He reported that only 75 of 350 applicants were funded.
- c) OTHER POTENTIAL FUNDING SOURCES (Consultant Wilkman): Mr. Wilkman reported there was another grant available, but it was limited to organizations that had collections on display for the public. Therefore, he suggested that the Commission approach the Lake Norconian Club Foundation (LNCf) with a request for \$6,000, which would fund much of the proposed archiving work by Mr. Wilson. With that funding, the Commission could accomplish all of the tasks proposed in the grant application to NEH, since much of the collection is related to the Norconian. Mr. Wilkman proposed that essentially the same grant proposal submitted to NEH be submitted to LNCf with a new cover letter. The Chair noted that the LNCf president was concerned about the lack of policies in place when the issue of funding was first raised. Commissioner Dixon reminded the Commission that the LNCf's mission is to raise public awareness about the hotel. The Chair suggested that it might be advantageous to have the Commission make a presentation to the LNCf board, and asked Vice Chair Potter and Consultant Wilkman to attend their next meeting. Both indicated they would be willing to do that. Commissioner Sawyer moved that the Commission request a grant of \$6,000 from LNCf, which was seconded by Vice Chair Potter and approved 4-0. After some discussion, it was decided that it would be advantageous to have some tentative archiving policies in place. The Vice Chair suggested that the Commission adopt the collection development policies so they could report to LNCf that the Commission now has some structured policies. Commissioner Dixon moved that the Commission accept the "Norco History Preservation Collection" as the official Collection Development Policy Statement. The motion was seconded by Commissioner Sawyer, and approved 4-0.

8. CITY MANAGER UPDATES

- a) PHASE I SURVEY (Consultant Wilkman): Speaking for the City Manager, Mr. Wilkman reminded the Commission that the Phase I Historic Resources Survey was adopted by City Council on October 17, 2012 and that implementation can

now begin. He suggested that publicly-owned resources should receive designation first to create awareness in the community and encourage private property owners to seek designation. He indicated the process involves writing a report on each property, which is submitted to the Historic Preservation Commission, who then makes a recommendation to City Council. Mr. Wilkman said he would write the reports, and the Commission agreed that the first property to be submitted for landmark status is the Community Center. Chair Bacon added that Norco should provide private property owners with financial incentives pursuant to the Mills Act, a suggestion that Mr. Wilkman and her fellow Commissioners agreed with.

- b) UPDATE ON CORRESPONDENCE REGARDING NAVY (Consultant Wilkman): Speaking for the City Manager, Mr. Wilkman distributed a letter from the Navy to the State Historic Preservation Officer (SHPO), and another from the City Manager to the SHPO. The issue involves two areas of concern. One consists of proposed alterations and improvements to several buildings on the base, and the other involves the Navy's announcement that it intends to submit a formal request to the SHPO for a "Programmatic Agreement" on Section 106 projects. A Programmatic Agreement would allow the Navy to do its own Section 106 reviews without SHPO involvement. Mr. Wilkman highlighted the areas of concern in regard to the proposed building alterations and improvements, noting the City has asked for more details on these items. In regard to the Navy's intent to apply for Programmatic Agreement approval, Mr. Wilkman said the City has expressed concern about this, given the Navy's history of discounting the historic importance of buildings in its campus. Further, the City has requested that it be given the opportunity to comment should the Navy proceed with a formal application.

9. PRESERVATION CONSULTANT UPDATES

- a) PHASE I SURVEY—IMPLEMENTATION OF RECOMMENDATIONS (Consultant Wilkman): This topic was already covered in the discussion on Item 8 a).
- b) PHASE II RECOMMENDATIONS (Consultant Wilkman): Mr. Wilkman reported that he would be sending out the Phase II Historic Resources Survey recommendations to the Commissioners for their review, and that it should be agendaized for the next Commission meeting.
- c) NAVY RE-SURVEY OF HISTORIC RESOURCES (Consultant Wilkman): Mr. Wilkman noted that there has been very little information received on this matter. Apparently, a new staff is working on it. The City is anxious to receive it so it can properly review and comment on it.

10. COMMISSION UPDATES:

- Commissioner Dixon said she would like to seek clarification on the role and responsibilities of the City Historian, specifically who he reports to. She said Mr. Snow asserts that he reports to the City Council, and recommended that the City Council verify that. Mr. Wilkman noted that the ordinance creating the Commission makes no reference to the City Historian, and recommended establishing the curator position as identified in the proposed collection development policies and consider the City Historian for that role or one subordinate to it. Commissioner Dixon did not want to defer the matter and preferred to seek clarification immediately. The Chair stated that she would like to write a letter (as a Norco resident) to the City Council requesting clarification, and that she had already begun drafting such a letter. Mr. Wilkman argued in favor of agendizing the matter instead of proceeding first to Council. Commissioner Potter suggested that the letter should indicate that the Commission is ready to agendize the matter. Discussion on this issue continued for some time, with the end result being the Chair would proceed with her letter to the Council.

11. NEXT MEETING: Regular Meeting, April 2, 2013.

12. ADJOURNMENT: Chair Bacon adjourned the meeting at 5:43 p.m.