



**MINUTES**  
CITY OF NORCO  
HISTORIC PRESERVATION COMMISSION  
CONFERENCE ROOM "A" — 2870 CLARK AVENUE  
REGULAR MEETING  
APRIL 2, 2013

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

MEMBERS ABSENT: None

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

GUESTS: Linda Powell, Stephanie Gwynn of Norco Historical Society

3. PLEDGE OF ALLEGIANCE: Commissioner Sawyer
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: Commissioner Dixon moved to approve the minutes of the regular meeting of January 15, 2013, which was seconded by Commissioner Jacquemain and passed 5-0.
7. REPORT ON LAKE NORCONIAN CLUB FOUNDATION GRANT (Consultant Wilkman): Mr. Wilkman reported on the approved \$6,000 grant that involves the survey, evaluation and preparation of a management plan in regard to the City of Norco's historic collection. He and Chuck Wilson, the professional archivist participating in the grant, recently met with the City Manager and Commission Chair, and are prepared to commence work sometime in April. The first task will be to conduct a study of existing conditions and issues. Mr. Wilson will also review and modify the Collection Development Policy previously adopted by the Commission. Mr. Wilkman recommended creating a working group responsible for overseeing the deliverables produced under terms of the contract. After some discussion, it was decided that one or more members of the Commission would serve alongside one or more designated members of the Lake Norconian Club Foundation. Vice Chair Potter moved that two (2) Commissioners be appointed to the

working committee, which was seconded by Commissioner Dixon. To ease the concerns of the guests present, Mr. Wilkman ensured them there would be an opportunity for all interested members of the community to be heard from during this process. Chair Bacon noted that guests may feel free to provide written comments to the City Manager or Economic Development Specialist. Commissioner Sawyer volunteered to serve on the new oversight committee and Commissioner Jacquemain recommended that Vice Chair Potter also serve. In response, Vice Chair Potter amended his motion to reflect that he and Commissioner Sawyer would be the Commission's representatives on the working committee. The amended motion was seconded by Commissioner Dixon and approved 5-0.

8. PRESERVATION CONSULTANT UPDATES:

- a. PROPOSED ALTERATIONS TO NAVAL PROPERTIES: Mr. Wilkman reported on a meeting with Navy representatives in which the Navy presented a list of projects and sites for which improvements/modifications were proposed. A couple projects on the list, such as the Tuberculosis Ward buildings, warranted concern. Mr. Wilkman reported that not a lot of details were provided and that more information was requested so the City could fully evaluate the impact of the modifications. He did say, however, that the meeting, with its face-to-face communication, was productive. It would be helpful, he suggested, if the parties establish a list of projects that everyone agreed would have no effect on the historic value of the resources, and then concentrate only on those that might be a potential problem.
- b. NAVY RE-SURVEY OF NORCONIAN SITE: The Preservation Consultant reported no significant progress in the re-survey of the site. The Navy apologized for the delay at the aforementioned meeting but is not ready to release any information. Apparently, the woman originally assigned to conduct the survey has been reassigned, contributing to the delay.
- c. CONTINUING EDUCATION: Mr. Wilkman noted that this year's California Preservation Foundation's Annual Conference will be held in Orange County, May 1-3, 2013. He also reported a symposium on Riverside County History was being held in Perris, April 6, but he was not sure this event would qualify as continuing education. Economic Development Specialist Grody reported that all Commissioners' California Preservation Foundation memberships had been renewed by the City Clerk.

9. COMMISSION UPDATES:

- Commissioner Dixon reminded her colleagues of the City's 50<sup>th</sup> Anniversary Celebration, taking place in 2014. There will be an event nearly every month, and on Veterans Day, the new George Ingalls Veterans Memorial Plaza will be

unveiled. The kickoff of the year's festivities will be a black tie Veterans Ball at the Mission Inn, in January. The following month, a Film Festival will be held and other events will include a '50s Sock Hop at Riley Gym and a Community Picnic at the lake. Chair Bacon commented that the Anniversary Celebration provides a great opportunity to educate the public on the history of the City. Vice Chair Potter requested that the Anniversary activities be agendized, considering the Commission only meets quarterly.

- Commissioner Sawyer suggested that the Commission should maintain a higher profile, manning a booth at the Norco Fair and establishing a Facebook page. He asked staff to find out if there were any existing policies related to City Commissions having their own Facebook pages.
- Commissioner Jacquemain noted that the terms of several members, including her own, expire in June 2013 and wondered if the next meeting should not be held in June instead of July. Economic Development Specialist Grody agreed to look into the matter.
- Commissioner Sawyer requested that the City Historian be allowed to conduct research in the trailer without having to be accompanied by a Commissioner. Commissioner Jacquemain stated her agreement with this proposed change in policy. This led to a lengthy discussion on who the City Historian technically reports to and the nature of his research. Mr. Grody noted that the City Historian has never been denied access and is accommodated at his convenience. Mr. Wilkman suggested that this matter be deferred until the grant work is completed, which will provide new policies and procedures for access to the collection and handling of archival materials.
- Consultant Wilkman recommended that a subcommittee be formed to oversee implementation of the recommendations contained in the Phase I Historic Resources Survey. The Commission concurred and staff agreed to agendize it for the next meeting.

10. NEXT MEETING: Regular Meeting, July 2, 2013.

11. ADJOURNMENT: Chair Bacon adjourned the meeting at 5:09 p.m.