



**MINUTES**  
CITY OF NORCO  
HISTORIC PRESERVATION COMMISSION  
CONFERENCE ROOM "A" — 2870 CLARK AVENUE  
REGULAR MEETING  
MARCH 18, 2014

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1. CALL TO ORDER: Chair Bacon called the meeting to order at 4:03 p.m.
2. ROLL CALL: Chair Bacon, Commissioners Dixon, Overstreet, and Stiller. Vice Chair Potter arrived at 4:17 p.m.

MEMBERS ABSENT: None

STAFF PRESENT: Preservation Consultants Wilkman and Wilson, Economic Development Specialist Grody

GUESTS: None

3. PLEDGE OF ALLEGIANCE: Commissioner Dixon
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 from Regular Meeting of January 14, 2014. The motion was seconded by Commissioner Stiller, who requested a minor revision on page 2. The minutes, with the requested revision, were approved 4-0.
7. BRIEFING ON HISTORIC COLLECTIONS STUDY (Consultants Wilkman & Wilson/Vice Chair Potter): Mr. Wilkman reported that the Collection Committee would be meeting immediately following the Commission meeting to discuss the draft Procedures Manual, logistics related to the move to the Community Center and a draft floor plan for the new space. Commissioner Dixon observed that it appeared the Committee was engaging in discussions beyond those related to the Lake Norconian Club Foundation grant, for which it was originally formed to oversee. She suggested that issues related to moving the collection into the Community Center should be discussed by the full Commission, and that the Committee would likely be disbanded after the grant work was completed. Mr. Wilkman agreed and the other Commissioners concurred.

- 8. REVIEW OF FILES RECEIVED FROM FORMER CITY HISTORIAN (Chair Bacon):** The Chair inquired as to the status of communications between the Commission and Ron Snow, the former City Historian. Economic Development Specialist Grody indicated that a letter to Mr. Snow requesting all of his documentation was transmitted months ago and that he declined to supply any more information than he had already provided. After a lengthy discussion, it was agreed another request should be mailed out, and that Mr. Wilson would be the appropriate party to sign it. Chair Bacon requested that she and staff be kept apprised of the progress.
- 9. INFORMATION ON MOVE TO COMMUNITY ROOM (Economic Development Specialist Grody):** Mr. Grody indicated that preparations for the move to the Community Center were under way and that Parks & Recreation Director Brian Petree was making some improvements (e.g. reglazing doors, security alarm) with his own departmental budget, allowing the Commission to preserve as much of its \$5,000 allocation as possible. He stressed that it was important for everybody to be in agreement so there are no misunderstandings about any of the proposed improvements. When asked, all of the Commissioners except Vice Chair Potter indicated they had seen the room, and he and staff agreed to make arrangements to go there. A lengthy discussion ensued regarding features of the room, such as flooring, window treatment, shelving, and use of the kitchen. It was decided that Commissioner Dixon, Consultant Wilkman, Specialist Grody, and Director Petree would meet at the facility on March 20 to further strategize the move.
- 10. CONSIDERATION OF RECOMMENDED CITY CODE REVISIONS (Vice Chair Potter):** The Vice Chair, who has been spearheading a change in the City Ordinance pertaining to qualifications of Commissioners, requested an update on the revisions. Staff indicated the Code revision was tentatively scheduled for the April 16 City Council meeting and presented a draft Resolution indicating the changes. The new language is generally consistent with the language from the State of California's Certified Local Government (CLG) program, which the Commission previously agreed was more appropriate. Although Mr. Wilson suggested additional qualifications, Vice Chair Potter argued that the proposed changes were intended to make the requirements less restrictive and that it would be counterproductive to add additional language. The revisions were left in place, but Mr. Wilkman reminded the Commission that the State Office of Historic Preservation would have to review the Resolution before it could be considered by City Council.
- 11. BRIEFING ON HOTEL TOURS (Chair Bacon):** The Chair reviewed the tours of the Norconian, indicating they were very productive and despite the restrictions imposed by the Department of Corrections, allowed the City's engineers and contractors to make a preliminary assessment of the property. She was pleased that several Commissioners who had never before seen the property were able to attend, and discussed opportunities for strengthening alliances in the California Legislature.
- 12. BRIEFING ON NAVY ACTIVITIES (Consultant Wilkman):** Mr. Wilkman reported on the City's receipt of the Navy's recently completed Survey of Historic Resources, noting that

its findings suggested that nothing on the site, excluding what had already been placed on the National Register of Historic Places, has any historic significance for any of the eras studied. He added, however, that Navy officials had invited the State Office of Historic Preservation to tour the property. To his surprise, Mr. Wilkman was invited to attend, on March 25, 2014.

- 13. ORAL REPORT ON ACTIVITIES OF OUTREACH COMMITTEE (Consultant Wilkman):** Mr. Wilkman reported that the newly formed Outreach Committee, composed of Vice Chair Potter and Commissioner Overstreet, would be holding its first meeting shortly. Mr. Wilkman indicated that he met with the City Manager to brief him on the goals of the Outreach Committee and reported a very productive dialogue.
- 14. COMMISSION MEMBER ORAL REPORTS:** Commissioner Overstreet indicated she has been examining properties identified in the Historic Resources Survey and will be continuing to do so. Commissioner Dixon stated she did not think it was a good idea to have three Commissioners on the Collection Committee (even though her status was technically that of a Lake Norconian Club Foundation) and that she will no longer participate. Vice Chair Potter suggested that the Collection Committee should continue after its function of overseeing the grant has been completed, and Chair Bacon said it would be “redirected.” The Chair reiterated how pleased she was that the new Commissioners were able to participate in the tour of the hotel.
- 15. NEXT MEETING:** Regular Meeting scheduled for May 7, 2013.
- 16. ADJOURNMENT:** Chair Bacon adjourned the meeting at 5:38 p.m.