



**MINUTES**  
**CITY OF NORCO**  
HISTORIC PRESERVATION COMMISSION  
CONFERENCE ROOM "A" – 2870 CLARK AVENUE  
REGULAR MEETING  
MAY 20, 2014



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**Commission Members:**

Matthew Potter – Acting Chair  
Patricia Overstreet – Commission Member  
Diana Stiller – Commission Member

**Staff Members:**

Bill Wilkman, Preservation Consultant  
Chuck Wilson, Preservation Consultant  
Roger Grody, Economic Development Specialist

**Guest:**

Denise Sutherland  
Linda Dixon

CALL TO ORDER: **4:03 p.m.**

PLEDGE OF ALLEGIANCE:      **Commission Member Overstreet**

1. PUBLIC COMMENTS:

- Commission Member Overstreet introduced Denise Sutherland, a local Real Estate Finance Professional, who expressed an interest in serving on the Historic Preservation Commission.

2. READ BY THE ACTING 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."

3. APPROVAL OF MINUTES: **Recommended Action: Approval**

- Regular Meeting of March 18, 2013

**M/S Overstreet/Stiller** to approve the minutes of Regular Meeting of March 18, 2013 as written

**AYES:            Unanimous**

4. ELECTION OF CHAIR AND VICE CHAIR (Acting Chair Potter): Acting Chair Potter recommended that because of the small number of Commission Members that elections be deferred until the July meeting.

**M/S Overstreet/Stiller** to postpone the elections until the July regular meeting.

**AYES:            Unanimous**

5. REPORT ON CURRENT AND UPCOMING COMMISSION VACANCIES & RECRUITING EFFORTS (Acting Chair Potter): Acting Chair Potter indicated that one application, from previous Commission Member Terri Jacquemain, had been submitted to date, which was confirmed by staff.

6. UPDATE ON HISTORIC COLLECTIONS MANAGEMENT PLAN (Consultants Wilkman & Wilson/Acting Chair Potter): Mr. Wilkman reported that Chuck Wilson had completed a relatively final draft of the Collections Management Plan, which would be reviewed by the Collections Committee at a meeting immediately following the general Commission meeting.

7. UPDATE ON MOVE TO COMMUNITY CENTER (Consultants Wilkman & Wilson/Acting Chair Potter): Mr. Wilkman reported that the Collection has been partially transferred from the trailer to the Bob & Carlene Allen Historic Room at the Community Center and that plans were underway to complete the move. Mr. Wilson reported that Economic Development Specialist Grody has already begun purchasing boxes from the \$5,000 allocation provided by City Council. He noted that some new newspaper boxes would likely be needed and that any shelving should be 30 inches deep to accommodate two standard 15-inch document boxes. Eventually, according to Mr. Wilson, bins and filing cabinets will need to be properly tabbed and identified. Commission Member Stiller suggested that as an alternative to expensive window treatment, she might be able to get art students to paint a mural on the windows. The other Commission Members expressed interest and staff agreed to follow up.

8. CONSIDERATION OF RECOMMENDED CITY CODE REVISIONS (Vice Chair Potter): Acting Chair Potter, who has been spearheading a change in the City Ordinance pertaining to qualifications of Commission Members, requested an update on the revisions. Mr. Wilkman indicated the proposed language had been forwarded to the State Office of Historic Preservation, which was authorized to review any revisions, but no response had yet been received.

9. BRIEFING ON NAVY ACTIVITIES (Consultant Wilkman): Mr. Wilkman reported on a disturbing incident regarding the Navy and its attempt to build a solar energy facility on the base. Navy officials had submitted it to SHPO, which actually found no negative impact to historic resources, after the Navy had represented to the State that it followed a proper Section 106 review. However, no notice had ever been sent to the City or the Lake Norconian Club Foundation in a timely manner. This would seem to indicate a serious breach of trust and indifference to proper procedures.

10. REPORT ON ACTIVITIES OF OUTREACH COMMITTEE (Consultant Wilkman): Mr. Wilkman reported that the newly formed Outreach Committee, composed of Acting Chair Potter and Commission Member Overstreet, held its first meeting just prior to this Commission meeting. Mr. Wilkman reported they discussed the mission of the Committee, progress on CLG goals and the application for nomination of the Community Center for local designation, which Mr. Wilkman has already begun working on. Additional topics included communications with private property owners, outreach to local schools, and financial incentives for preservation that should be adopted by the City Council. Commission Member Stiller suggested that the *Press-Enterprise* write a story on Norco kids assisting in the preservation efforts.

11. RESURVEY OF THE NORCONIAN (Consultant Wilkman): Mr. Wilkman indicated that he had submitted a grant application to the State for this survey and was cautiously optimistic about its approval. He promised to keep the Commission apprised of any developments.

12. COMMISSION MEMBER ORAL REPORTS:

- Commission Member Stiller reported that she is continuing to recruit new Commission applicants, as did Commission Member Overstreet.

13. NEXT MEETING: Regular Meeting, July 8, 2014

14. ADJOURNMENT: Acting Chair Potter adjourned the meeting at **5:09 p.m.**