

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: September 16, 2008

SUBJECT: Historic Preservation Commission Meeting Minutes for July 9, 2008 and Draft
Minutes for August 13, 2008

Report in Brief

The Historic Preservation Commission meeting minutes from July 9, 2008 and draft minutes from August 13, 2008 are attached for the Council's review. No action is necessary on this item; the minutes are provided for the City Council's information.

Prepared by: Jimmy A. Stillman
Associate Planner

Reviewed by: Robert MacNicholl
Planning Manager

Reviewed by: Barry Munowitch, AICP
Assistant City Manager

Mark G. Deven
City Manager

Attachments: Historical Preservation Commission Minutes

CITY OF WOODLAND
HISTORICAL PRESERVATION COMMISSION

APPROVED ACTION MINUTES

July 9, 2008

MEMBERS PRESENT: Vicars; Bunse; Brookshear; Orlins; Butler
MEMBERS ABSENT: None
STAFF PRESENT: Stillman

Roll Call:

- Meeting called to order at 6:01 PM.

Approval/Revision of Agenda:

- Commissioner Vicars asked if there were any changes or revisions to the agenda. Hearing none, they were approved as submitted.

Approval of Minutes:

- It was motioned by Commissioner Bunse, seconded by Commissioner Brookshear, and unanimously carried to approve the minutes of the June 11, 2008 Historical Preservation Commission Meeting as submitted.
- Jimmy Stillman, Associate Planner stated that the Historical Preservation Commission minutes are up to date and going to City Council. He thanked Community Development Administrative staff for their work on the minutes.

Secretary's Report

- Jimmy Stillman provided the Commissioners with information about the court relocation, stating that there have been no formal applications submitted yet. He noted that he received an update from Robert MacNicholl, the Planning Manager, who has stated that there has been no action taken to construct or relocate a new facility yet and no demolition. He said that the existing location will remain court related office or County offices that are now located at Beamer and Ashley.
- Commissioner Butler asked if any plans or permits have yet been submitted
- Jimmy Stillman confirmed that none have been submitted yet. He said that the City, County and Courts meet almost weekly to discuss.
- Commissioner Butler inquired about the County's power in respect to this building relocation.
- Jimmy Stillman said that the City has really no jurisdiction over what they can do, but the City would review such items as a demolition permit. He said that at this point just alternative locations are being discussed.
- Commissioner Bunse noted that the courthouse is listed on the National Register and that the rehab of the building for office use would need to come before the Historical Preservation Commission.
- Jimmy Stillman said that he would provide the Commission with ongoing updates, as he will be reviewing monthly with the Manager. He said that if solutions were recommended then he would bring the information to the Commission.
- Commissioner Brookshear asked if they are looking at the Downtown area.

- Jimmy Stillman said that they are looking to stay downtown and they are looking at specific parcels.
- Commissioner Brookshear said she would like to recommend that they not take out any more locations in the Historic District.
- Jimmy Stillman said that they want to minimize the removal of buildings and, for example, are looking at the parcel adjacent to the Weisman building, near Hoblit on the East Side of Downtown. He explained that they want to remain Downtown and would not be looking north of Court Street or South of Lincoln Avenue.
- Commissioner Butler discussed the need for increased security.
- Jimmy Stillman said that maximum security is one top issue as well as parking for the court's use. He explained that there is a multitude of issues being reviewed.
- Jimmy Stillman then discussed the Stroll through History taking place on September 6th and asked the Commissioner to each donate one hour of their time from 10 a.m. and 3 p.m. to staff the City's booth. He said that the Stroll takes place during the hours of 9 a.m. and 5 p.m. and Staff will be setting up and covering the first hour. He stated that the Walking Tour Guide booklets are typically sold the booth but this year the Stroll has contacted the City regarding selling the books as well. He explained that Staff is still working this out with the Stroll Committee, but there is no solution yet. He said that both the City and Stroll might have booths on opposite sides of the Plaza and sell these booklets.
- Commissioner Butler stated that the money is mostly discretionary funds for the City.
- Commissioner Bunse asked if the Stroll booth would be located in Heritage Plaza and not the parking lot.
- Jimmy Stillman confirmed that the booth has been located in the Plaza in previous years.
- Commissioner Vicars requested that the booth be located under the trees next to the Daily Democrat.
- Jimmy Stillman said that they would try for a shaded area.
- Commissioner Butler informed the Commission that the Stroll is the first Sunday in September and Labor Day sets the date. He said that the Stroll might have previously been the first weekend of September but now always falls on Labor Day weekend.
- Jimmy Stillman then opened discussions about the Preservation Awards and indicated that Staff would like input from the Commissioners. He explained that the award could go to any commercial structure or individual within the community with a focus on Historical Preservation. He asked for the Commissions guidance to determine if the structure needed to be completed and open or could be currently under construction. He gave the example of the Capital Hotel, which is going through major redesign and rehabilitation and is only a couple months away from completion.
- Commissioner Vicars explained that these awards have been moved from May to September due to the timing of the Heritage Awards. As well, she stated that no award was presented last year, as there were no standout candidates at that time.
- Commissioner Bunse asked if there were any in-progress structures last year nearing completion that they are waiting on.
- Commissioner Vicars said that there are none.
- Jimmy Stillman said that there was a four-plex but the property owner declined the recognition last year.
- Commissioner Bunse asked about the railroad depot.
- Jimmy Stillman said that the railroad has been working with the Chief Building Official, Paul Siegel, but there is no construction on this site yet.

- Commissioner Bunse said that she would like to see that projects be essentially completed before the Commission grants an award. She said that they it would help to better understand the project and their accomplishments and adaptive reuse would be in place.
- Commissioner Orlins seconded that thought and said that he felt it is too risky to award until completion. He said that he wants to wait on the hotel to see what it looks like when completed.
- Jimmy Stillman said that the award could also be given to a local architect. He provided the examples of Bill McCandless or Duane Thompson.
- Commissioner Bunse asked if was McCandless or Stallard who has already received this award.
- Commissioner Orlins asked if Staff has a list of previous recipients.
- Commissioner Bunse asked if B.J. Ford has received this award, as it may have been given when Commissioner Butler was away from the Commission.
- Commissioner Vicars asked Staff to bring a list and Commissioners to bring ideas of possible candidates to the next meeting.
- Commissioner Butler indicated that he might miss the August meeting.
- Jimmy Stillman said he would bring the list to the next meeting on August 13th.
- Commissioner Bunse inquired about the property at Sixth and Court Streets.
- Jimmy Stillman said that this property was finaled about two months ago and is currently a lease with the option to buy. He said that the property owner would like to bring in someone like a real estate company and that this property is just north of the Tajmahal restaurant.
- Commissioner Bunse said that there has been extensive rehabilitation and it might be a candidate. She said that it is worth driving by.
- Commissioner Butler asked for a definition of the City of Woodland and would like analysis done by December. He asked about the property at East Street just across City boundary.
- Commissioner Bunse included that it would need to be in the sphere of influence.
- Jimmy Stillman said that he believed this home was within the sphere of influence.
- Robert Orlins asked if Commissioner Butler was referring to a specific home and that it sounded like the Beamen Ranch.
- Commissioner Butler said that it is the huge, white house.
- Jimmy Stillman provided an update on 210 Lincoln Avenue. He said that the foundation has been poured and per the Chief Building Official, curing takes three to four weeks. He indicated that the house should be lowered next month.
- Commissioner Vicars said that they have been working on that corner for two months already.
- Jimmy Stillman advised the Commission that Staff would like to take individual photos of the Historical Preservation Commissioners at the next meeting to post on the website, like the Planning Commission and City Council. He also said that he would like to include small biographies for each and that the Commissioners could log onto the City website to see examples. He said that he would send a reminder in the next meeting's packet.
- Commissioner Vicars included that elections will also take place next month.

Public Comment:

- None

Commission and Staff Comments:

- None

K & M Floral, 537 Main Street:

- Jimmy Stillman presented the project and stated that the property owner, Mr. Mueck, was also in attendance to answer questions. He explained that a Tenant Improvement (T.I.) was underway on the interior.
- Commissioner Vicars asked if a cloth awning was being proposed.
- Jimmy Stillman directed the question to the Applicant.
- Mike Mueck, the Applicant, responded that there would be no cloth awning but instead projecting signs.
- Jimmy Stillman explained that the sign application would be reviewed separately.
- Commissioner Bunse stated that the sign would be subject to it's own ordinance requirements.
- Jimmy Stillman confirmed that the sign would subject to the Downtown Specific Plan and the Sign Ordinance. He also said that the applicant plans to retain the large display windows and the double door system on the front of the building.
- Commissioner Bunse asked how wide they are now and if they will change.
- Mike Mueck said that they are at least six feet and the same now.
- Commissioner Orlins said that the elevations show trim and tile accents but he feels were modern in 1960 and that the details alluded to the in the text are not shown in the elevations.
- Jimmy Stillman explained that not a lot of restoration is possible due to the existing building. He also said that they want to avoid false historicism but include some historic elements instead.
- Commissioner Bunse said that she generally agreed and that this is an improvement over the existing building. She asked about the wall surface around the sign and if it would be stucco.
- Mike Mueck said yes, it is stucco.
- Commissioner Vicars requested that the Applicant step up to the microphone.
- Commissioner Bunse asked about the material of the trim.
- Mike Mueck said that it would be foam stucco trim.
- Commissioner Bunse stated then that there would be two elements there.
- Mike Mueck confirmed and said that they are also doing some offsetting to create some depth.
- Commissioner Brookshear explained that the square pegs that the applicant was describing are called "dentals".
- Commissioner Butler asked if the Applicant has seen photos from the 1800s.
- Mike Mueck said that he could not find photos as that the location was a bar then and they would not take pictures of the building. He said that he couldn't find photos from the 1940s either.
- Commissioner Bunse said that generally this is a large improvement and discussed the upper wall treatment.
- Commissioner Brookshear said that she would vote for it. She said that it is a non-contributing building in the district and discussed the way it relates to other buildings in keeping the streetscape. She said that she has no problems with this project.
- Commissioner Vicars asked if this property has different APNs.
- Mike Mueck said yes.
- Commissioner Vicars then confirmed that these are separate parcels.
- Jimmy Stillman explained that there are odd property lines there.
- Commissioner Bunse asked about the schedule and if the Applicant is working on the property now.
- Mike Mueck said that he has finished the paint on the T.I. and the window front.
- It was motioned by Commissioner Bunse, seconded by Commissioner Brookshear and unanimously carried to approve the Façade remodel for K & M Floral located at 537 Main Street.
- Commissioner Bunse told the Applicant that they look forward to their opening.

Chapter 12-A Ordinance Update:

- Jimmy Stillman discussed the need for an Ordinance review. He requested that the Commissioners start with Section 4 and stated that Staff is looking for guidance from the Commissioners. He explained that included is a letter from Lucinda Woodward from 2006 with suggestions on fling for Certified Local Government status. He said that she also recommended that they work on the Ordinance and update the City's inventory.
- Commissioner Vicars identified a need for a special meeting to review this ordinance and suggested a Saturday morning breakfast meeting so that the Commissioners could go over the ordinance step by step.
- Jimmy Stillman stated that Ms. Woodward has also agreed to schedule a workshop to provide guidance at our location.
- Commissioner Bunse suggested that the Commission should do both and suggested the need for a subcommittee. She requested a special meeting before meeting with Ms. Woodward so that the Commission could identify problem areas first.
- Jimmy Stillman said that he would like to establish subcommittees at the next meeting when re-electing the Commissioners.
- Commissioner Butler asked if the subcommittees would be standing, ad hoc or both. He explained that ad hoc subcommittees are over when projects are completed.
- Commissioner Bunse suggested ad hoc rather than a standing subcommittee and referred to Robert's Rules. She said that these meetings would be specialized brainstorming sessions. She also suggested that the Commissioners look at examples of ordinances from other cities. One example is the City of Fresno, although it is a larger city. She said that a list of examples is available on the OHP website.
- Commissioner Brookshear stated that the Commissioners had already received examples.
- Commissioner Vicars agreed and said that Davis was one example.
- Commissioner Bunse said that they should incorporate National Register criteria as it makes sense. Also, she said that s
- Section 4 discusses dealing with resources.
- Commissioner Vicars asked Staff to bring back Bulletin 14, Section 4 to the next meeting.
- Commissioner Butler asked for the date of the next meeting.
- Jimmy Stillman confirmed that the next Historical Preservation Commission meeting is scheduled for August 13th.
- Commissioner Vicars said that they need a meeting of whole to just talk about this and set the methodology.
- Jimmy Stillman said that the meeting on August 13th would not provide enough time to discuss.
- Commissioner Vicars confirmed that the elections and Preservation Awards are also scheduled for that meeting date.
- Jimmy Stillman said that they can call a second meeting, but it just needs to be noticed. He suggested that they could do a second meeting in August or September.
- Commissioner Vicars asked if the City would have a booth at the Fair in August.
- Jimmy Stillman said that they City has a committee that would be determining the content of the City booth. He also said that the City's Building Division would also be hosting their own booth in light of new information, such as the new Building Code.
- Commissioner Bunse suggested the dates of August 23rd or 30th.
- Jimmy Stillman said that Staff would look at the calendar and email potential meeting dates. He asked that the Commissioner rank the dates from 1 to 3.
- Commissioner Vicars requested a phone call with the dates.

- Commissioner Bunse said that the dates should be between the August and September scheduled meeting dates.
- Commissioner Bunse asked that the Stroll through History sign-up sheet be circulated to the Commissioners.
- Commissioner Vicars offered to work the 10 a.m. to 11 a.m. time slot.
- Commissioner Butler stated that he would be in Napa those four days.
- Jimmy Stillman reminded the Commissioners that this is voluntary and that the selling of the Walking Tour books is still to be determined.
- Commissioner Vicars noted that the money is still coming back to the City.
- Commissioner Bunse said that she appreciated that the Stroll showed interest in helping to sell the booklets.
- Jimmy Stillman again asked the Commissioners to review Bulletin 14, Section 4 of the Ordinance for the next meeting.
- Commissioner Butler asked Commissioner Brookshear about her availability for the special meeting.
- Commissioner Brookshear noted that the dates proposed appear to be fine. She said that Saturdays might be more difficult due to her travel needs but request that they move forward with suggesting dates for the Commissioners review.
- Jimmy Stillman again stated that he will provide the Commission with five dates and asked them to rank the top 1 to 3 on availability.
- Commissioner Bunse said that if at least three Commissioners can attend, they can still get things started.
- It was motioned by Commissioner Bunse, seconded by Commissioner Butler and unanimously carried to adjourn.

The meeting was adjourned at 7:09 PM.

Respectfully submitted,

James A. Stillman
Associate Planner

CITY OF WOODLAND
HISTORICAL PRESERVATION COMMISSION

DRAFT ACTION MINUTES
August 13, 2008

MEMBERS PRESENT: Vicars; Brookshear; Orlins; Butler
MEMBERS ABSENT: Bunse
STAFF PRESENT: Stillman; Morris

Roll Call:

- Meeting called to order at 6:01 PM.

Approval/Revision of Agenda:

- Commissioner Vicars asked if there were any changes or revisions to the agenda. Commissioner Brookshear stated there was a typo with regards to the Special Meeting Date; it read August 20, 2998 and should read August 20, 2008. There be no other changes, the agenda was approved with the noted correction.

Approval of Minutes:

- It was motioned by Commissioner Butler, seconded by Commissioner Brookshear, and unanimously carried to approve the minutes of the July 9, 2008 Historical Preservation Commission Meeting as submitted.

Secretary's Report

- Jimmy Stillman introduced Devan Morris, the new Planning Intern for the City of Woodland Community Development Department. Devan will focus his time mainly with historic preservation, but will also be assisting with other planning projects as well.
- Jimmy Stillman stated that at present he has received two biographies of the Commissioners; Commissioners Orlins and Bunse. He is requesting a brief (4-5 sentence), similar to what the City Council members and the Planning Commission members have on the City of Woodland website. Mr. Stillman would also like the Commissioners to decide whether they want individual photos taken or a group photo taken. The information and photo will be placed on the website in an effort to update the website and provide further information to the public. Mr. Stillman stated the deadline for the bios was next Wednesday, August 20, 2008.
- Commissioner Vicars stated all of the Commissioners would prefer a group photo.
- Jimmy Stillman gave an update on the CDBG Façade Improvement Program, stating that the Quilt Store and Sofy's Furniture on Main Street have been approved. Also, the Capitol Hotel is anticipating opening the first of October 2008. There is some minor touch-up and accent painting being done to Corner Drug and Jackson Medical that did not need to be brought before the

Commission since there was no structure change. He is working with Redevelopment to obtain help funding improvements on a Victorian house on College Street at the end of Bush Street that is on the historic register. The owner would like to put on a new roof, siding and new windows. He stated this will be coming before you at next month's meeting.

- Commissioner Vicars asked if this building was used as a rental.
- Jimmy Stillman stated that he believes it is currently a 4-plex rental unit, in quite a state of disrepair.
- Commissioner Orlins wanted clarification that this was the building directly adjacent the Salvation Army on College Street.
- Jimmy Stillman stated that was correct. Staff has been in meetings with the property owner to come up with a solution.
- Commissioner Vicars asked if the work would be on the front and the back.
- Jimmy Stillman stated that the approach is to do as much work on the entire structure as possible addressing violations and ADA requirement needs without destroying the integrity of the building as far as financial constraints will allow.
- Jimmy Stillman stated that another property that benefited from the CDBG Façade Improvement Program was the Odd Fellows Building. It received a new exterior paint. Mr. Stillman also stated staff is in discussions with the owner of the western store on Main Street for possible exterior improvements.
- Jimmy Stillman stated that Devan Morris had been researching files regarding past Presidential Awards.
- Devan Morris stated his research of Historical Preservation Commission files has taken him back to 2003. However, he has not found a master list, such as the one the HPC had requested. Mr. Morris had compiled a list of nominees and recipients from 2003, but his research is ongoing.
- Commissioner Vicars reiterated that the discussion will continue next month, but there will be no awards next month.
- Jimmy Stillman stated that was correct.
- Jimmy Stillman stated the Special Meeting Date was scheduled for next Wednesday, August 20, 2008. He will be sending information for the meeting, which will focus specifically on the ordinance update process. This meeting has been noticed in the paper. All of the Commissioners should have a copy of "Drafting Historic Preservation Ordinance Technical Bulletin #14", which will not be included in the packet sent for this meeting.
- Commissioner Brookshear suggested all of the Commissioners bring their copy of the draft, along with the binder (which should have a copy of the current City of Woodland ordinance in it), and a copy of the letter from the State Historical Preservation Office.
- Commissioner Butler questioned a statement in the letter from Lucinda Woodward dated November 22nd. He asked if the HPC does CEQA compliance reviews because he could not locate it in our ordinance.
- Jimmy Stillman all projects are required to go through CEQA process. 75% of the projects of the City of Woodland are exempt under CEQA. In discussions with Ms. Woodward this is one area of the ordinance that is lacking completely, it doesn't exist.
- Commissioner Brookshear stated that was correct.
- Jimmy Stillman stated that State law and CEQA law require projects to go through that. Many projects brought before the Historical Preservation Commission are either very minor structural to existing structure or infill projects on vacant property surrounded by developed parcels. CEQA provides exemptions if the project meets certain criteria: 1) where is development occurring; 2) what's developed around it; 3) are there City services; 4) parcels have to be within a certain size; and if all the findings are met an exemption can be made.

- Commissioner Butler asked if the Historical Preservation Commission had any responsibility for infill projects in the historic district.
- Commissioner Bunse asked if there were any in-progress structures last year nearing completion that they are waiting on.
- Jimmy Stillman stated that Commission's role in the CEQA review is to accept the findings of Staff, who make the determination on exemption, and find it to be consistent with the City of Woodland's Plans and Policies that that's an appropriate exemption or form of CEQA review.
- Commissioner Butler wanted clarification that Jimmy Stillman was in fact the Historical Preservation Commission Secretary.
- Jimmy Stillman stated he was considered the staff secretary to HPC. He stated it was his and the department intention to provide more structure and formality to the Historical Preservation Commission. He felt that HPC should be on par with the Planning Commission and City Council. The Historical Preservation Commission will have a recording secretary, Rachael Smith, Community Development Department Office Manager.

Public Comment:

- None

Commission and Staff Comments:

- Commissioner Butler that there are quite a few homes built from 1940 – 1950. He questioned whether the Commission would want to inventory them and use the inventory as a study sheet. He felt this could wait until next year.

Selection of Chair and Vice Chair

- Commissioner Butler nominated Commissioner Brookshear for Chair, Commissioner Orlins 2nd, and the vote being unanimously carried, Commissioner Brookshear was voted Chair.
- Commissioner Butler nominated Commissioner Orlins for Vice Chair, Commissioner Vicars 2nd, and the vote being unanimously carried, Commissioner Orlins was voted Vice Chair.

Historic Preservation Subcommittees

- Jimmy Stillman stated the need for subcommittees could possibly provide additional input in façade/remodel projects. He stated there is a myriad of other possible types of subcommittees. For example, design review, events committee (Heritage Home Awards, Stroll Through History), etc. There could also be a subcommittee for the ordinance update. Mr. Stillman did not see the need for a lost list of subcommittees.
- Commissioner Vicars stated that Jimmy Stillman should compile his suggested list of subcommittees; the Historical Preservation Commission would compile their suggested list of subcommittees, bring both lists forward at the September meeting, narrow the list down, and bring back a final list to the October meeting.

Stroll Through History Update and Sign-ups:

- Jimmy Stillman stated that the City of Woodland booth will be set up under the tree by the Daily Democrat. He also stated he will be there all day, with Cindy Norris joining him for some time,

and possibly Ron Pinegar stopping by. There are still times available for any of the Commissioners that have not yet signed up to man the booth. The booth is for the sales of the City of Woodland Walking Tour Book and providing information to the public.

- Commissioner Butler stated he will be out of town for a class but may be back by September 6th.
- Commissioner Vicars asked if there were any other comments.
- Jimmy Stillman gave an update with regards to the Walking Tour Books. There are a couple of businesses in town that are selling the books. *The Next Chapter*, which went out of business, was the primary seller. Mr. Stillman met with David Wilkinson and Nugget Market and Nugget Market has decided to sell the books as a community service for the City of Woodland. Corner Drug and the House Dresser have both sold them in the past. Jimmy Stillman also stated he was in contact with the Heidrick Ag Museum to see if they were interested in selling the books.
- Commissioner Butler questioned how someone gets around the ordinance in construction when they leave one wall standing, strip everything else down to foundation and treat it as a remodel. He also asked when this is done to a historical home should the Historical Preservation Commission be involved.
- Jimmy Stillman stated that depending on location, if demolition is involved and if it is within the boundaries of what is reviewable under the Commission then it is information to be reviewed by the Historical Preservation Commission. This, however, goes back to the holes in the ordinance that need to be corrected.
- Jimmy Stillman stated he had one additional item concerning the stroll. He stated that he had spoken with BJ Ford, who in turn suggested he speak to Steve Barzo regarding securing the City's location for their booth in the plaza. He is waiting to hear back from Mr. Barzo. Mr. Stillman also stated that per a letter from BJ Ford the City is working to provide one umbrella business license to the Stroll and each vender then works with the Stroll itself to get registered with the City, so it is a reduced fee. This is an ongoing process improvement for customer service. To reiterate, the City will not be issuing separate business licenses this year to multiple vendors, opting instead to issue one license to the Stroll itself who in turn will be required to submit the information to the Community Development Department for the City's records. The Stroll is also working on an expanded tour. Richard Bellos will be hosting a bicycle tour with the route to be displayed. Mr. Bellos is also working with the Kiwanis Club and the Stroll have shown some interest in possibly selling the Historic Walking Tour Book. In discussions with the Kiwanis a couple of months ago they had wanted to be the sole seller of the books. From the City's standpoint our primary role is the sale of the books and the City want to maintain that connection. Kiwanis declined at that point to sell the books due to time constraints and commitments. However, the Kiwanis has reconsidered and have agreed to sell the books for \$15.00 each. Richard Bellos will have a booth adjacent to the Courthouse. The Post Office has, under terms of consignment, accepted 20 (twenty) books for \$15.00 each.
- Commissioner Vicars wanted to reiterate that everyone involved understood the sale of the books was for community services and they were not to expect anything in return.
- Jimmy Stillman stated that was correct. He stated that in terms of the consignment, Evis Morales, Management Analyst for the Community Development Department has drafted in the agreement.
- Commissioner Orlins questioned whether staff had considered approaching the Gibson Museum or the Opera House to offer the Historic Walking Tour Books for sale in their establishments.
- Jimmy Stillman stated that was an excellent suggestion. He also stated that the management of the Opera House had been approached and said they would consider selling the books in their gift shop after their internal Phase I remodeling is completed.

- Commissioner Butler stated that he wanted the minutes of this meeting to reflect the acknowledgement of the outstanding job Commissioner Vicars has done as Chair of the Historical Preservation Commission over the last two years.
- Commissioner Brookshear seconded that sentiment.
- Commissioner Orlins also acknowledged a job well done.
- Commissioner Vicars thanked all for the accolades and asked for any further business. Seeing none she recommended adjournment. Commissioner Butler made a motion to adjourn, Commissioner Brookshear 2nd and it was unanimously carried to adjourn the meeting.

The meeting was adjourned at 7:09 PM.

Respectfully submitted,

James A. Stillman
Associate Planner