



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: March 4, 2008

SUBJECT: Update of the Historical Preservation Commission

Report in Brief

The report provides a review of the actions of the Historical Preservation Commission in 2007 and the anticipated activities for 2008. Margaret Vicars, Chairperson for the Commission will provide the update.

Staff recommends that the City Council receive a report from the Chair of the Historical Preservation Commission concerning a summary of past actions and proposed upcoming activities of the Commission.

Background

The City of Woodland is fortunate in its significant stock of historic structures and resources, which includes a National Registered Historic Downtown District. These resources are a key asset and a source of community pride. The City's Historic Preservation Program has been active in promoting education and awareness of community history and appreciation of its many historically architecturally significant properties. Examples of these efforts include: sponsoring a 10-year update to the Walking Tour Booklet, submitting an application to the State Office of Historic Preservation to become a Certified Local Government, nominating and researching annual Heritage Home Awards, participating in the Stroll Through History booth, and sponsoring the honorary district designation for the Beamer-Motroni neighborhood. In accordance with the provisions of Ordinance 12A, Historical Landmarks, Districts and Resources, the Commission reviews all exterior alteration requests for projects in the Downtown District and demolition permits that may involve historic resources.

Discussion

Attached for review is a copy of the Commission's 2008 Work Program. A key item will be completion of requirements to obtain Certification from the National Park Service as a Certified Local Government. Upon certification the City will then be eligible to apply for grant funding for activities such as updating the City's historic resource inventory. One of the items that will be

required for certification will be consideration to update the City's Historic Preservation Ordinance in a manner which is more consistent with the State Model ordinance.

Fiscal Impact

Activities generally will have no cost beyond use of staff time with the exception of the Heritage Home Awards. The City provides revenue through the General Fund for the cost of the award plaques.

Public Contact

Public notice as required for review of alteration permits and neighborhood meetings or other informational activities.

Recommendation for Action

Staff recommends that the City Council receive a report from the Chair of the Historical Preservation Commission concerning a summary of past actions and proposed upcoming activities of the Commission.

Prepared by: Cindy Abell-Norris
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Reviewed by: Barry Munowitch, AICP
Assistant City Manager

Mark G. Deven
City Manager

Attachment:

1. 2008 Work Program



MEMORANDUM

TO: HISTORICAL PRESERVATION COMMISSION

FROM: CINDY ABELL NORRIS, SECRETARY

SUBJECT: 2008 WORK PROGRAM

DATE: FEBRUARY 13, 2008

Program Name	Type of Program	Current Status	Time Frames	Priority
<i>Annual Projects</i>				
Heritage Home Award	Education - Recognition	Awarded annually in May.	January – May. Nominate in February and Select in March, research March-April, award in May	1
Preservation Award	Education – Recognition	To be awarded in June.	March – June Nominate in March, select in April, research in May and award in June.	1
Commission Elections	Administration	Election of new Chair and Vice Chair	August.	1
Training and Workshops	Education for staff and commission and the public.	Attendance at conference and workshops as available. Possibly hosting workshops by SHPO or local preservation firms for training.	On – going	1

Program Name	Type of Program	Current Status	Time Frames	Priority
Stroll Through History	Annual Special Event: Commission Walking Tour Booklet sales and exhibit at Plaza booth.	Staff and Commission staff the booth during the event.	Held annually the first Saturday after Labor Day in September.	2
<i>Active Projects</i>				
Honorary District – Beamer/Motroni	Honorary District designation for preservation and education.	District boundaries have been determined. Character defining features to be identified. Preparation of an informational brochure regarding an honorary district. Will require a neighborhood meeting.	Neighborhood Meeting on October 10, 2007. City Council on March 4, 2008	1
Project Review Pursuant to Ordinance 12A and CEQA	Project review and determination for CEQA and demolition permits	Review of exterior alteration and proposed demolitions as well as evaluation of projects pursuant to CEQA.	On-going As projects come up	1
Certified Local Government (CLG) Application	State – Local partnership in preservation	Draft CLG application was reviewed by the State Office of Historic Preservation. SHPO suggested revisions to the City’s Historic Ordinance. Staff and Commission to review state model ordinance and develop suggested revisions.	Discussion for the April meeting concerning Ordinance updates.	2
Historic Preservation web site update	Education – Economic Development	Update the City’s web site to include additional information regarding history of city, active preservation groups, links,	March – April 2008 Staff is working with the City’s web consultant to develop a Historic Preservation web page with links to tourism and	2

Program Name	Type of Program	Current Status	Time Frames	Priority
		inventory listing, Commission and meeting times and agendas, update of walking tour maps especially of the downtown.	Community Development.	
Downtown Plaque Program	Education – Economic Development	Descriptive plaques on downtown buildings and businesses. Nomination or self-nominate. City to develop design criteria and funding assistance guidelines.	HPC in March Staff to work with David Wilkinson and Ron Pinegar who are sponsoring two signs. Possible review before HPC in March. Continuation of development of a plaque procedure.	3
<i>Proposed Projects</i>				
Prepare listing of all designated properties and sites (trees)	Preservation tool	Prepare user friendly comprehensive listing of all designated and potentially designated structures, as well as cultural and landscape features. Possibly include on web.	As staff comes available.	2
Maintain and update Historical Resources Inventory	Preservation tool. New updated inventory.	City wide inventory completed in 1981-82, RDA inventory of Commercial – Industrial properties completed in 1998.	Updates may take place as funding and city staffing allow. Possible to apply for grants once receive CLG status.	2
Residential Design Guidelines	Per General Plan Policy 6.C.8. Preparation of design guidelines to assist in the review of new construction and additions in historic neighborhoods and homes on the City's inventory.	May be evaluated at the time of a zoning code update.	On hold.	2

Program Name	Type of Program	Current Status	Time Frames	Priority
Sign toppers – Honorary District	Education – Economic Development	On hold Thought that there were some funds from the Woodland Hotel that could be used.	On hold	3
Recommend Heritage and Landmark Trees	Preservation, Education, Recognition	As needed	As needed	4
Preservation Week	Education – Outreach: proclamation, events, ceremony, exhibits	On Hold	Preservation week takes place annually in May.	4
Historic Preservation Reference Library	Education, Outreach Create a reference section in the City’s Library with reference books and technical bulletins regarding historic rehabilitation.	Oh Hold	As possible	4

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