



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: December 16, 2008

SUBJECT: Historic Preservation Commission Meeting Minutes for
September 10, 2008 and October 8, 2008

Report in Brief

The Historic Preservation Commission meeting minutes from September 10, 2008 and October 8, 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

Attachment: Historical Preservation Commission Minutes

CITY OF WOODLAND
HISTORICAL PRESERVATION COMMISSION

APPROVED ACTION MINUTES
September 10, 2008

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

Roll Call:

- Meeting called to order at 6:03 PM.
- Commissioner Brookshear said that Commissioner Bunse sends her regrets about her absence this evening.

Approval/Revision of Agenda:

- Commissioner Vicars asked if in the past the Secretary's report came after Public Comments and Commissioner Comments.
- Jimmy Stillman, Associate Planner, confirmed that he believes that this same agenda has been used in the past.
- Commissioner Brookshear asked if there were any changes or revisions to the agenda. It was motioned by Commissioner Vicars, seconded by Commissioner Butler, and unanimously moved that the agenda be approved as written.

Approval of Minutes:

- Commissioner Vicars said that the minutes are very thorough.
- Commissioner Butler asked if there are both action minutes and full discussion minutes available.
- Jimmy Stillman confirmed that there is just one version of the minutes available.
- It was moved by Commissioner Butler, seconded by Commissioner Vicars, and unanimously moved that the minutes of August 13, 2008 be approved as written.

Secretary's Report

- Jimmy Stillman stated that all biographies have been received from the five Commissioners. He said that some of the biographies and the group photo are now available for viewing on the City's website. He thanked the Commissioners for writing and submitting the biographies.
- Jimmy Stillman reviewed the Preservation Award list provided to the Commissioners, as this will be useful in looking at potential candidates. He indicated that the list of recipients is for the period of 1990 to 2007. He said that no award was given in 2007. He also advised the Commissioners that Staff can not locate records for the years of 1997 to 2002. He believes that the information

could be misplaced as the records have been moved to a new location, but the intern in working on cleaning up the filing system and updating the list.

- Commissioner Butler confirmed that he was on the Commission in 2002 and no award was given that year.
- Jimmy Stillman said that he spoke with Commissioner Brookshear at the Stroll through History regarding postponing the award this year. He explained that many projects are currently under construction with completion dates scheduled for next year. He also explained that many of the past awards have been given to individuals and not properties. The purpose of the award is to recognize the rehabilitation of a structure or work dedicated to historic preservation.
- Jimmy Stillman provided a summary of the Stroll through History. He said that Staff had a booth located on the Plaza on Saturday from 9AM to 3PM. He thanked those Commissioners that attended the Stroll for their time. He said that Stroll attendance was down but they did sell 57 Walking Tour Guide books. Three additional books were sold by the Bike Tour. He stated that they have received lots of compliments and it was a successful afternoon.
- Jimmy Stillman reviewed the final attachment, which was a list of definitions to be used in revising the City Ordinance, Chapter 12A (Section 9, Bulletin 4). He said that this information was obtained from the Office of Historic Preservation website. Devan Morris, Planning Intern, compiled this list using nine model jurisdictions. They did strike the sample City names and replaced with the word "City".

Public Comment:

- None

Commission and Staff Comments:

- Commissioner Vicars announced that she will be immediately resigning her position on the Historical Preservation Commission. She said that it has been a pleasure and she has really enjoyed her participation.
- Jimmy Stillman said that Staff appreciates Commissioner Vicars' hard work and dedication to the City. He stated that he would contact her for a written resignation as per City ordinance.
- Commissioner Brookshear said that applications for this vacancy on the Commission are available with the City Clerk's office.

Chapter 12A Historic Landmarks & Districts: Ordinance Review

- Commissioner Brookshear stated that Commissioners Bunse and Orlins were scheduled to provide information and make recommendations tonight. Commissioner Bunse was called out of town on short notice but has sent information in her place regarding the designation of resources. She provided a brief summary of this information, including that Commissioner Bunse recommends the use of the California or National Register, as these are well known and have established criteria. She said they include items of local importance. Some issues include that if there is something unusual in Woodland, then this would need to be added. For example, in Woodland, historic trees and landscaping would need to be added. She asked what has been used in the past for historic trees.
- Commissioner Butler explained that the trees are Oaks and need a specific circumference measured 3-4 feet above the ground. He said that there is joint jurisdiction with the Tree

Commission. Also, they need a Certified Arborist Report on the tree's health. He said that the tree branches can not drop off and kill someone.

- Commissioner Brookshear confirmed that safety is an issue.
- Commissioner Butler also said that the roots can not go into the street and be compressed by traffic. He said that the Historical Preservation Commission has the power to initiate a historic tree review.
- Commissioner Vicars asked if the Tree Commission still exists or is now a part of Parks and Recreation.
- Jimmy Stillman said that they are now rolled into the Parks and Recreation Department. He included that the tree needs to measure 60 inches at 3 feet above the ground. He provided more details about the Arborist report, health and maintenance of tree, etc. There is also a tree replacement program, but no longer a Tree Commission.
- Commissioner Butler said that the City tree is a Valley Oak.
- Jimmy Stillman said that there are privacy issues if the tree is located on private property. He said that the City has some authority if it is a Valley Oak or is located on a commercial or industrial site.
- Commissioner Butler included that the Palm trees on Court Street are also historic.
- Jimmy Stillman added information about the trees at the entrance of Main and East Streets, which had been relocated.
- Commissioner Vicars asked if a property owner can request historic designation of a tree located on their property, or only Staff or the Commissioners.
- Jimmy Stillman stated that he will look into this further.
- Commissioner Vicars then asked if it would then go to the Parks and Recreation Department.
- Commissioner Butler said that either the Parks and Recreation Department or the Historical Preservation Commission can do it.
- Commissioner Vicars said she thought the Ordinance was written before addressing the Valley Oak issue.
- Jimmy Stillman said that landscaping is identified in City Ordinance 24.
- Commissioner Brookshear said that the Palms on Court Street do not meet the criteria established for Valley Oaks and read the written criteria.
- Commissioner Butler said that only the building on Court Street was put on the register and not landscaping. He said that the rose garden was left off the register. He also discussed the Palms planted by Beamer.
- Commissioner Brookshear asked if the Palms were planted at the time of the original building.
- Commissioner Butler said yes, or soon after.
- Commissioner Brookshear asked the Commissioners if they had any opinion about using the California Registry of Historic Preservation criteria.
- Commissioner Vicars asked what the NRHP is referring to.
- Commissioner Brookshear said that they are so similar. She also discussed criteria No. 4. She said that there are no archeological criteria in the City's ordinance at all. She discussed Dead Cat and Dog Gone Alleys, which would fall under this category. She said that she wished Commissioner Orlins was present as he would know more about Woodland's archeology.
- Commissioner Vicars further discussed archeological criteria and asked how this would be applied differently than criteria No. 3 above.
- Commissioner Brookshear explained that this would include anything dug up or if one would expect there to be something there if it was dug up. She said it would be anything preexisting before construction. She said that they would look at this information for the upcoming month. She asked the Commissioners to bring their opinions and comments. She also made an appeal to

the public over the next year for comments regarding updating the Ordinance. She then welcomed the opportunity for public comment.

- There were no public comments.
- Commissioner Brookshear asked if there were any additional comments from the Commissioners regarding designating resources.
- There were no additional Commissioner comments.
- Commissioner Brookshear discussed Section No. 4 regarding technical guidance, from the Office of Historic Preservation. She said that the first chapter discusses surveys and studies, and is separated from the Criteria for designated resources. She said that currently our survey is the same as our listing. She said that at a previous meeting, Commissioner Butler asked to expand the City's survey to include homes from the 1940s and 1950s.
- Commissioner Butler said that these homes are now fifty years old.
- Commissioner Brookshear said that should look at homes that built in the 1940s and 1950s and determine what happened in the town during those years. Then look at the homes to see if they are significant for what was happening at that time or the design is significant for what happened at that time. Then those homes make the list to be protected.
- Jimmy Stillman asked about homes that have undergone severe renovations.
- Commissioner Brookshear read information regarding integrity and criterion. She provided examples that the National Registry would not be happy about a building being moved. The California Registry would be ok with it if the building was moved to a similar location.
- Jimmy Stillman confirmed this as movement within a district boundary. He provided the example of moving building to 1st and Main Streets rather than Spring Lake area.
- Commissioner Brookshear included that the Commission will need to discuss such criteria as if a building is painted the same original color or if windows replaced. They need to determine when a building should be taken off the registry. She provided the example of homes in Nevada that remain on the registry if they are over 100 years old, regardless of the condition.
- Jimmy Stillman discussed sections 3 and 4. He said that the bulletins are wordy but the handouts that Staff prepared are more condensed, similar to the prepared list of definitions.
- Commissioner Butler said that Criterion No. 3 in the handout is not a criterion.
- Commissioner Brookshear said that it is included in the Federal and State Register. She discussed the word "design", for example Queen Anne or Harry Devine. She said that it describes how it was built and the esthetic values. She said that she has seen cities break it out like this.
- Commissioner Butler asked if Staff writes the revised ordinance and the Historical Preservation Commission passes, or if the Commission has to write with weeks of argument. He asked for clarification about the process.
- Jimmy Stillman said that it is a combination of the two. He said that Staff and the Commission need to discuss and determine the process.
- Commissioner Butler said that some cities set age eligible criteria.
- Commissioner Brookshear said that need criteria so not every 1950s home comes before the Commission. She said that there should be a survey to identify and research what should be listed, and then list those homes that meet the criteria. She said that the other homes should remain housing stock.
- Commissioner Butler asked how this is done.
- Commissioner Brookshear discussed identifying the most important subdivisions built in the 1940s and 1950s. She provided the example of the Beamer-Matroni Honorary District. She explained that they were all built at one time and designed by a single man, Mr. Beamer. She said that there should be a cohesive design feature and they would need to hire someone to apply these criteria.

- Commissioner Butler said that some homes are terrible and need maintained but meet criteria. He asked why they would not be put on the list. He said that they were built in the 1930s and 1940s. He identified the need to articulate the difference more clearly. He said that he is unsure how to write this.
- Commissioner Brookshear said that Bulletin 15 gives guidance. She said that they should have sent to them and a month should give enough time to get delivered. She said it is free but just need to call to have mail, or it may be available in PDF online. She said that they would also like to review the requirements for listing of trees. Then once the ordinance is revised, it will go to the City Attorney for additional legal language.
- Commissioner Vicars asked if Ann Siprelle is still the City Attorney.
- Jimmy Stillman said that Ann is no longer the Attorney but the City is still using the same law firm.
- Commissioner Brookshear asked if there were any additional comments.
- Commissioner Vicars stated that this is a good first step.

The meeting was adjourned at 6:57 PM.

Respectfully submitted,

James A. Stillman
Associate Planner

CITY OF WOODLAND
HISTORICAL PRESERVATION COMMISSION

APPROVED ACTION MINUTES
October 8, 2008

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

Roll Call:

- Meeting called to order at 6:00 PM.

Approval/Revision of Agenda:

- Commissioner Brookshear asked if there were any changes or revisions to the agenda. Seeing none, the agenda was approved as written.

Approval of Minutes:

- Commissioner Butler stated in paragraph 2, there is a typographical error in the sentence that reads “*it was unanimously moved*” the word moved should have been “*carried*”. Commissioner Orlins moved to accept the minutes of September 10, 2008 with the change noted, it was seconded by Commissioner Butler and unanimously carried.

Secretary’s Report

- Jimmy Stillman reported an update on the Governor’s Award, in which the City self-nominated the Walking Tour Book. He is pleased to notify the Commissioners that the City has been chosen as one of this years award winners. The Office of Historic Preservation will announce the award winners on November 7, 2008 with the award ceremony on November 21, 2008.
- Jimmy Stillman stated the need for a Bed and Breakfast Ordinance. He has been in discussions with one of the Planning Commissioner whose belief it has been that the City should develop criteria and establishes a Bed and Breakfast Ordinance since the City has many potential home that could serve this type of use. She has asked the Historical Preservation Commission to participate in researching the ordinance as well.
- Commissioner Brookshear questioned the reason for a separate ordinance.
- Jimmy Stillman stated there are a number of things involved, such as approving commercial usage in residential zones, so parking is a factor; approval from the Health Department, food handling, signage, number of rooms, length of stay; these would all have to be addressed prior to approval.
- Commissioner Butler stated the Commissioners jurisdiction did not extend into the inside of the home and questioned if this had changed.

- Jimmy Stillman stated that it had not changed. It is not working with the interior of the home so much as the ordinance would be prevalent within the historic district since those are the types of homes suited for this venture.
- Commissioner Brookshear stated she felt if the Bed and Breakfast operation was to occupy a historic home it would be subject to the same review that any historic property would be.
- Commissioner Butler felt the Historical Preservation Commission does not have any authority in this matter.
- Jimmy Stillman stated at this time if an applicant were to go before the Planning Commission to ask for a Bed and Breakfast establishment in the City they would be denied since there is no ordinance, it is not an allowed use.
- Commissioner Brookshear reiterated it would not be a problem of the Historical Preservation Commission.
- Commissioner Orlins stated he felt the concerns of the Historical Preservation Commission would relate to exterior alterations of the historic structure.
- Commissioner Brookshear stated she felt if the structure was historic and was to have exterior remodeling, it would need building permits, and would come before the Historical Preservation Commission for approval prior to any remodeling.
- Jimmy Stillman stated Staff will compose a Certificate of Appreciation for Margaret Vicars, and bring forward to the next Commission meeting for Commissioners signatures. Staff will then contact Margaret Vicars and invite her back for the presentation of the Certificate.
- Jimmy Stillman stated the City Council approved monies to hire a consultant to begin the initial work on the Bush Street Downtown Plaza. The consultant firm is HLA from Sacramento. The area is north of Bush Street, behind the businesses on Main Street, between First Street and College Street. One of the issues will be working with the Legion building, either incorporating it into the design, or relocate to an alternate facility and remove the building.
- Commissioner Butler stated that he would have to be disqualified from voting on this due to the fact that he is a member of the American Legion; although he is unsure what action would have to be taken if he was needed to make a quorum.
- Commissioner Brookshear stated she would check the by-laws regarding that.
- Jimmy Stillman stated it would be quite a while before it would come before the Historical Preservation Commission for review. He stated Staff would notify HPC when meetings would occur and perhaps a representative could be sent. Jimmy Stillman stated some of the other issues regarding this project would be parking, financing, utilities, infrastructure, and access. The final issue would be the Meyers Auto building, save the façade, take the façade down, or use it elsewhere.
- Commissioner Brookshear questioned whether the Meyers Auto Building was a contributor of the District or included in the District.
- Jimmy Stillman stated at this point he was unsure of the answer to that question, but he would research and have the answer at the next meeting. He does believe that it was the first auto dealership in Woodland.
- Commissioner Brookshear stated that the Historical Preservation Commission needs to be included in the visioning process of the Bush Street project.
- Jimmy Stillman stated he will work with Redevelopment Manager Cynthia Shallit, who is heading the project from the City's perspective. She is also the City's contact to HLA.
- Commissioner Brookshear stated she would like Cynthia and HLA to meet with the Historical Preservation Commissioners as the project planners are obtaining input from the public.

Public Comment:

- None

Commission and Staff Comments:

- None

Ordinance Update: Chapter 12A:

- Commissioner Orlins provided an outline of criteria with regards to archeology as replacement criteria for the City's ordinance. He stated he was completely in concert with the discussion of the meeting of September 10, 2008.
- Commissioner Butler questioned how the Commissioners wished to proceed on the Ordinance Update; voting on each section individually or the complete Ordinance as a whole.
- Commissioner Brookshear stated she would prefer have a final vote at the end with reaching consensus along the way.
- Commissioner Butler disagreed with Commissioner Brookshear, stating it would be difficult remembering everything at the end.
- Commissioner Brookshear stated Commissioner Butler should make his concerns know during the process and not wait until the end.
- Commissioner Brookshear stated each section should be decided individually, instead of one final decision for the total Ordinance. She felt this way would ensure the best accuracy. Commissioners Butler and Orlins agreed.
- Jimmy Stillman stated it would be best to decide each section individually, so nothing will get overlooked.
- Commissioner Orlins felt that Heritage Trees should be a completely separate issue from Cultural Resources.
- Commissioner Brookshear stated that at the last meeting it was decided that there would be four sections based on the National Register and State Register and the fifth section would be for Heritage Trees.
- Jimmy Stillman stated Staff will prepare what is available on Heritage Trees and bring before Commission next month.
- Commissioner Brookshear questioned how an archeologist determines whether a find is possibly significant.
- Commissioner Orlins stated that there are two possible types or archeological resources; prehistorical and historical. With prehistorical resources the evaluation of significance is almost always based on some level of test excavation where we can 1) define the parameters of the resource; 2) determine if there is an actual archeological deposit; 3) if the deposit has integrity; and 4) do the artifacts and features of the site have the level of significance that could address questions important to prehistoric. Historic resources, because of documents and oral history, may not need to do archeological testing to determine. However, if no documents exist, archeological excavation may be needed to determine the historic significance.
- Commissioner Butler questioned if there was any level of certainty that justifies moving forward with excavation that is accepted by a group of professional archeologists.
- Commissioner Orlins stated that it was actually a professional judgment. However, the State Office of Historic Preservation will review some issues.
- Commissioner Brookshear stated she felt that the archeological criteria would be used for projects relating to Dead Cat Alley and Dog Gone Alley. She questioned if those properties should be listed under this criteria.

- Commissioner Orlins stated that he felt a CEQA review would be done if these two properties were involved in projects.
- Jimmy Stillman stated that a CEQA review would be done with regards to these two properties.
- Commissioner Brookshear stated if these criteria is listed in the ordinance the Commission will be listing buildings and sites that would have to come before the Commission to be reviewed. Would the Commission list Dead Cat Alley and Dog Gone Alley for our local register as significant under these criteria?
- Commissioner Orlins stated the Commission could list Dead Cat Alley and Dog Gone Alley for the City's local register.
- Commissioner Brookshear motioned the Commission to adopt the State criteria with additional criteria for Heritage Trees as needed, seconded by Commissioner Orlins and unanimously carried.
- Jimmy Stillman stated Staff will submit a report regarding the standard practice for Heritage Trees at the next Historical Preservation Commission meeting, scheduled for November 12, 2008.
- Commissioner Brookshear stated the Commission will be reviewing the establishment of Preservation Commission; issues that result in the by-laws; scope of powers and ethics to give a couple of examples.
- Jimmy Stillman stated that Staff and the Commissioners should wait on any sub-committee regarding the establishment of the Preservation Commission until after the next meeting to determine what information has been gathered.
- Commissioner Orlins motioned for the meeting to adjourn, Commissioner Butler seconded, and it was unanimously carried.

The meeting was adjourned at 6:53 PM.

Respectfully submitted,

James A. Stillman
Associate Planner