

CITY OF WOODLAND  
HISTORICAL PRESERVATION COMMISSION

APPROVED ACTION MINUTES  
JUNE 11, 2008

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

Roll Call:

- Meeting called to order at 6:00 PM.

Approval/Revision of Agenda:

- It was motioned by Commissioner Brookshear, seconded by Commissioner Orlins and unanimously carried to approve the agenda as presented.

Approval of Minutes:

- It was motioned by Commissioner Bunse, seconded by Commissioner Brookshear, and unanimously carried to approve the minutes of the May 14, 2008 Historical Preservation Commission Meeting as submitted.
- Jimmy Stillman, Associate Planner stated that the Historical Preservation Commission minutes for 2007/08 went before City Council last night, June 10, 2008 for approval, and that once approved by the City Council the minutes will be available to the public on the City of Woodland website.

Secretary's Report:

- Jimmy Stillman stated that the Community Development Department, in conjunction with the Stroll Through History and the assistance of David Wilkinson has filed an application to nominate "*Explore Historic Woodland*" walking tour book for the 2008 Governors Award. The State Office of Historic Preservation and the California State Parks Department, who accepts nominations for works within communities that exemplify communities working towards preservation, present the Governors Award annually in sponsorship.
- Commissioner Butler questioned who nominates the City for the award
- Jimmy Stillman stated that the City of Woodland's nomination is a joint effort between the City and the Stroll Through History, with Jimmy Stillman as the contact person.
- Jimmy Stillman gave an update on the City Center Lofts Project located at 333 Main Street. The project is scheduled to go before the Planning Commission on June 19, 2008 with a full entitlement package including the map, CEQA, site plan and design review application, along with the minutes and conditions from the Historical Preservation Commission meeting of May 14, 2008.
- Commissioner Bunse wanted to confirm that the Planning Commission meets at 7:00 PM.
- Jimmy Stillman stated that was correct; 7:00 PM on Thursday, June 19, 2008 in the City Council Chambers.
- Commissioner Brookshear questioned what the Commissioners should do if they had additional questions or comments regarding the City Center Lofts Projects.

- Jimmy Stillman stated that the Commissioners should e-mail him, with carbon copy e-mail to Robert MacNicholl, Planning Manager, who is the staff contact on the project. He also stated that the Historical Commissioners should plan to attend the Planning Commission meeting to voice any additional concerns or comments.
- Commissioner Bunse asked Jimmy Stillman to send a reminder e-mail to the Commissioners of the date and time of the Planning Commission meeting.
- Commissioner Butler questioned where the historic preservation alternative is located in regards to the alternative analysis which states that fewer residential units would result in less traffic as a result of implementation of historic preservation alternative.
- Commissioner Bunse stated that she thought this was fully explained in the Draft EIR, which is a separate document than what they have before them tonight.
- Jimmy Stillman stated that Commissioner Butler brought up an excellent question and he should discuss it at length with Robert MacNicholl, Planning Manager, who is also the staff contact on this project.
- Jimmy Stillman mentioned that the Stroll Through History was fast approaching; it is a primary responsibility of the Historical Preservation Commission. There will be a booth located outside of the Opera House and Staff will be selling walking tour books. He stated that there would be a sign-up for 1-hour periods, if the Commissioners would like to help out and provide historical background of the City. Mr. Stillman stated the sign-up sheet should be available at the next meeting. At this time he is unsure of the exact date.
- Commissioner Brookshear stated she thought it was Labor Day weekend.
- Jimmy Stillman stated he believed it was usually the first Saturday in September.
- Commissioner Bunse believed it was scheduled for September 6<sup>th</sup>.
- Commissioner Butler voiced his concern with regards to the availability of the number of books to sell and the access to additional books for sale.
- Jimmy Stillman stated staff would make available a more than adequate supply of books to sell.
- Jimmy Stillman updated the Commissioners with regard to the building at 210 Lincoln Avenue, located at the corner of Lincoln Avenue and Elm Street. Staff has an agreement with the owner on a site plan. The owners are working are preparing the foundation, and staff is working with the owners to get the building in a safe condition.
- Jimmy Stillman surveyed the Historical Preservation Commissioners as to whether they wanted to take one summer month off as the City Council and the Planning Commission do, or just continue with the monthly meetings. The City Council and Planning Commission typically take the month of August off each year.
- Commissioner Butler stated that August is the month before the Stroll Through History, and it is also the month that the president that office. He feels the Commission will be too busy to take time off.
- Commissioner Bunse stated that she has been on the Commission when they have done it both ways, and she does not really have a preference.
- Commissioner Brookshear stated that because of the work that needs to be done on the ordinance she would rather keep meeting. She feels that the Commission has quite a bit of work to do in the near future.
- Jimmy Stillman stated that Commissioner Brookshear brought up a good point with regards to the ordinance update. He feels that staff and the Commission need to work on a timeline together, bring forward a work program to prioritize the items. Mr. Stillman stated that he envisions future work sessions on the ordinance update.

- Commissioner Butler wanted to clarify that the update on the ordinance would start at the next meeting and not at tonight's meeting.

Public Comment:

- None

Commission and Staff Comments:

- Commissioner Bunse stated that she noticed the building on the Rite-Aid site on Court Street has been placed on its foundation.
- Jimmy Stillman stated that was correct; that historic Victorian home was placed on its foundation within the last 30 days.
- Commissioner Brookshear questioned what the plan was for the Victorian home, was it to be used as offices?
- Jimmy Stillman stated that yes; to his knowledge at this time it is slated to be used as offices.
- Commissioner Butler questioned if there was a possibility of demolishing the Courthouse, should it come before the Historical Preservation Commission?
- Commissioner Orlins stated he was unclear with Commissioner Butler's question; he did not think that the Courthouse was set to be demolished.
- Commissioner Butler stated that the newspaper listed three possibilities for the Courthouse; addition to the existing building; additional buildings in conjunction with the Courthouse or demolition of the Courthouse.
- Commissioner Orlins stated his understanding was that the State provided funds for a new Courthouse. His understanding was also that there was to be no major modifications to the exterior of the current Courthouse. He believes the location for the new Courthouse is still undecided.
- Jimmy Stillman stated that the Courthouse has control of a few outbuildings along First Street, where they put up portables. The demolition may be referring to those buildings. The existing Courthouse is on the National Register. He does not believe that any modifications to the exterior would even be made. The relocation of the Courts is a top issue for the Community Development Department and the City of Woodland as a whole. Potential locations are to be determined. This is a priority project for both the City and County. There have been discussions to determine the re-use of the existing Courthouse, possibly for County offices. Mr. Stillman does not believe that demolition of the Courthouse is a recommendation or an alternative. Staff will review and research this issue and update the Commission next month.
- Commissioner Butler would like the Historical Preservation Commission to receive a copy of the Planning Commission motion regarding the Courthouse Project that was sent to the City Council.
- Jimmy Stillman stated that he was unsure if the Planning Commission had heard this item other than an update similar to what has been done tonight.
- Commissioner Butler stated according to the newspaper it went to the City Council from the Planning Commission last week.
- Commissioner Brookshear questioned if minutes from other meetings were on the website also.
- Jimmy Stillman stated that yes, minutes from all meetings will be on the website, but it typically takes approximately four weeks to get online.

Chapter 12-A Ordinance Update:

- Jimmy Stillman stated that this is an update to Ordinance 12-A in the City Municipal Code. Staff met with Lucinda Woodward from the Office of Historic Preservation (OHP) to discuss requirements to become a member of Certified Local Government (CLG). Ms. Woodward

assisted staff with the CLG draft application, which was then submitted to OHP. OHP responded with a letter addressing numerous points required in the CLG application, one being an update to the ordinance. OHP also asked for clarification on various points and gave recommendations on others. Mr. Stillman stated he met with Ms. Woodward yesterday to re-open the topic. Ms. Woodward provided information on packets and OHP provided tech assistance bulletins for programs. Ms. Woodward's primary recommendation was to review the sections with each Commissioner or assign each Commissioner a chance to review each section in the bulletin; not looking at the City of Woodland's Ordinance per se, but at what OHP recommends the ordinance should read in each section.

- Commissioner Brookshear stated she felt the Commission would probably like to discuss one section, write draft ordinance, have legal council review and return with any legal concerns.
- Jimmy Stillman stated staff would like to divide the ordinance into a couple of smaller groups and spend a couple of months on it given the limited resources and time.
- Commissioner Bunse stated she liked the idea of working on multiple sections at a time, but not necessarily the whole ordinance at once.
- Jimmy Stillman stated there are a few sections that are not as time consuming, such as #9-Definitions. This is standard, just tailor to fit the City of Woodland. The City's current Ordinance lacks a definition section.
- Commissioner Butler stated that one of the past problems has been clarification on the part of OHP, whether they want owners of majority of property by property name or owners by number.
- Jimmy Stillman stated that was one of the major issues in his discussion with Ms. Woodward; whether the majority of property owners/adjacent property owners consent. He believes that it currently states 100% of property owners consent. He stated the real question is what is reasonably going to be supportive.
- Commissioner Bunse questioned what staff recommended as a starting place for the Commissioners, and what would need to be discussed at the next meeting.
- Jimmy Stillman explained that the black text was the existing ordinance and the red text was the recommendations from the letter of Lucinda Woodward. Mr. Stillman stated Ms. Woodward indicated it was not necessary to have an approved ordinance prior to being granted a CLG application. However, the City would need to have City Council support and a letter from the Mayor stating that the City is pursuing updating the ordinance. Staff's intention is to move forward with this and present it to the City Council in the near future to request such a letter of support so staff can continue to fulfill the CLG application. He also stated that the inventory and survey program was a crucial part of the ordinance, which will need further discussion as the City's survey ordinance lacks recommendation; it needs to be sold as a planning tool and not just a preservation tool.
- Commissioner Brookshear questioned if the inventory lists individual buildings as well as periods.
- Jimmy Stillman stated the inventory list gives a very broad perspective.
- Commissioner Brookshear commented that the issue could be addressed if it is stated in the ordinance that any building listed on the State or National Register is automatically listed on the City of Woodland Register.
- Jimmy Stillman stated that OHP does not require that the City's survey be updated and completed for the CLG application to be submitted. Staff is looking to City Council for support and discussion to earmark funds to conduct the survey.
- Commissioner Bunse recommended the Commission commit to review everything up through 12A-3-2. She stated she felt most of the changes and alterations were in the beginning sections.
- Commissioner Brookshear asked for a list of OHP guidance.

- Jimmy Stillman stated that would be a good tool to have prior to reading the existing ordinance. He stated there were nine sections of the guidelines, similar to an outline for a book report.
- Commissioner Brookshear stated she would like a specific list of sections that OHP recommends so that the Historical Planning Commission can compare with the sections of the current ordinance.
- Jimmy Stillman stated the nine sections are as follows:
  - Section 1: Purpose
  - Section 2: Enabling Authority – Ordinance identifies the legal authority to regulate historic buildings and areas.
- Commissioner Brookshear commented that section 2 does not currently exist in the ordinance.
- Jimmy Stillman stated that was correct and continued with the sections:
  - Section 3: Establishment of Preservation Commission – How the Commission is formed, terms, length of terms, types of activities that fall under the Commission’s jurisdiction.
  - Section 4: Procedures and Criteria for Designation of Historical Resources – What type of historical resources should be protected and how; both individual buildings and historical districts; archeological resources and other related topics; owner consent; designation of interiors and alternatives to designation such as conservation districts.
  - Section 5: Procedures and Criteria for Actions Subject to Review – This affects whether it should be regulated by the community, for example – should the Commission be able to say no to demolition of historic property rather than just delay the procedure.
  - Section 6: Consideration of Economic Affect of Designation or Review of Action – Insure compliance with Federal, State and Constitutional requirements. Updated ordinance should include a procedure allowing property owner to make that case in most situations.
  - Section 7: Appeals – How decisions are made under this ordinance and to whom. Current Commission is more of an advisory. Does this section strengthen the final say of the Historical Commission or are they appealing to Planning Commission or City Council, all outlined in updated ordinance.
  - Section 8: Enforcement – How community can insure compliance with ordinance, who enforces, how action is taken.
  - Section 9: Definitions: Currently missing from the ordinance, concise set of definitions to help clearly establish scope of regulation-particularly type of structures and other features-subject to designation of review.
- Commissioner Bunse stated the Historical Preservation Commission will be evaluating items to be listed under definitions regardless of the number of sections that the Commission reviews. Looking at Section 4 of the bulletin, whatever the Commission feels from our ordinance belongs in that section and in the Definition section.
- Commissioner Brookshear agreed that was a good idea for the next meeting.
- Commissioner Bunse stated that the Commission will need to evaluate the definitions with each section they review in the future. She feels there will be many revisions needed in the definitions.
- Jimmy Stillman stated he would distribute copies of Bulletin 14, with Section 4 highlighted and the letter from Lucinda Woodward to the Commissioners. This would also be added to next month’s agenda. Mr. Stillman stated he will send out an e-mail tomorrow as a reminder.
- Commissioner Butler stated that he was confused with what was said in 12A 1-2B.
- Jimmy Stillman questioned what Commissioner Butler was confused about; was it in regards to the term “City”?
- Commissioner Brookshear believed that using City was an attempt for the ordinance to shorthand, instead of having to spell out City of Woodland every time.

- Commissioner Butler stated his concern was that fact that the Historical Preservation Commission has no jurisdiction outside of boundaries.
- Jimmy Stillman reiterated that the text in red was just recommendations from Lucinda Woodward.
- Commissioner Butler stated he wanted clarification on what OHP was proposing.
- Jimmy Stillman stated that OHP was assessing the areas that the City's ordinance was lacking.
- Commissioner Butler stated the sentence reads "defined as any subject matter located within or adjacent to the lawfully established City of Woodland boundary".
- Commissioner Bunse stated the Commission would have to amend the sentence and strike "adjacent to" from the sentence.
- Commissioner Butler stated that it did not necessarily need to be stricken from the sentence, but just clarified.
- Jimmy Stillman stated that the City of Woodland has an agreement with the County of Yolo regarding all county properties adjacent to the City. County properties adjacent to the City must be designed and built to the City of Woodland standards. Talking outside the realm of the Historic District this does not discount the fact that there may be historic structures on those properties. Staff will investigate for further definition as to what constitutes "adjacent to established city limits".
- Commissioner Bunse commented that the key is whether the parcel boundary is immediately adjacent to the corporate boundary of the City.
- Jimmy Stillman believes that the boundary is defined by the Sphere of Influence.
- Commissioner Bunse stated the Commission should focus on Bulletin 14, Sections 4 and 9.
- Commissioner Brookshear commented that those sections roughly corresponds to Sections 3-1 and 3-2 of the current ordinance. She also stated that the Commissioners should feel free to add points from other parts.
- Jimmy Stillman commented that Lucinda Woodward and her staff may be willing to set up workshops for the Historical Preservation Commission or attend a Historical Preservation Commission Meeting to give guidance and discuss the ordinance. He stated that OHP is interested in the City of Woodland pursuing the CLG application as well as the updated ordinance.
- Jimmy Stillman stated he also included articles from the San Francisco Chronicle. These are letters in response to the Commissioners comments to the Final EIR for 333 Main Street, and dealt with issues much like David Wilkinson spoke of regarding conditioning the project to do offsite improvements in the district.
- Commissioner Bunse thanked Jimmy Stillman for including the articles, and asked for a motion of adjournment. Commissioner Butler motioned and Commissioner Brookshear seconded the motion of adjournment, which was approved unanimously.

The meeting was adjourned at 7:15 PM.

Respectfully submitted,

James A. Stillman  
Associate Planner