

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