



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: March 17, 2009

SUBJECT: Historic Preservation Commission Meeting Minutes
January 14, 2009

Report in Brief

The Historic Preservation Commission meeting minutes from January 14, 2009 are attached for the Council's review. No action is necessary on this item; the minutes are provided for the City Council's information.

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Associate Planner

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
January 14, 2009

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

Roll Call:

- Meeting called to order at 6:00 PM.

Approval/Revision of Agenda:

- Commissioner Brookshear asked for the addition of one item for discussion to be added to the agenda between items #7 and #8. It is a review of 808 Hollister Rd. The owner, Mrs. Liles, is requesting a letter of support for a detached garage.
- Jimmy Stillman stated the item would be added to the agenda after Item #7.
- Commissioner Bunse questioned when the appropriate time for status queries similar to those regarding the Lincoln Avenue issue is, during Item #6 or Item #7.
- Jimmy Stillman stated questions regarding items not on this agenda or items the Commissioners would like to see on future agendas should be brought up at #7: *Commission and Staff Comments*.
- Commissioner Brookshear requested an approval of the agenda with the addition. Commissioner Bunse motioned to accept the agenda with the addition of the discussion of 808 Hollister Road between items #7 and #8, seconded by Commissioner Orlins and unanimously carried.

Approval of Minutes:

- Jimmy Stillman stated the lack of minutes from the November 12, 2008 meeting is due to computer problems and the inability of the DVD of the meeting to be recorded. Mr. Stillman is requesting any notes the Commissioners may have taken at that meeting. He stated he would be recirculating the November 2008 Agenda with the notes that he and Devan Morris had taken. The goal of this is to rekindle the discussion.
- Commissioner Bunse commented the November 2008 meeting discussed a portion of the Ordinance update.
- Commissioner Brookshear stated the portion of the update discussed was the composition scope of powers.
- Commissioners Bunse and Orlins both stated they believed that they had notes of the meeting.
- Jimmy Stillman stated the Commission took quite a bit of action at the November 2008 meeting. He stated he met with Sue Vannucci, City Clerk, as to the appropriate procedures for minutes. She stated that the Historical Preservation Commission was only responsible for action minutes.
- Commissioner Brookshear reiterated to the Commission to send any and all notes to Jimmy Stillman.

- Commissioner Bunse questioned the using of video tape for the meetings.
- Jimmy Stillman stated that from now on we will be using audio tape as well, so there will be multiple forms of backup.

Certificate of Recognition - Margaret Vicars

- Jimmy Stillman contacted Margaret Vicars, former Chair of the Historical Preservation Commission, and she was to attend the December 10, 2008 meeting to receive her certificate. That meeting, however, was cancelled. He stated he has been unable to contact her since. Jimmy Stillman stated once he contacts Ms. Vicars the Commission can present her with the certificate at the next meeting, with Chairman Brookshear giving a short speech. Margaret Vicars was not only a member of the Historical Preservation Commission but was also a long time City of Woodland employee.
- Commissioner Bunse stated that Ms. Vicars also worked on the Historic Walking Tour Book.

Secretary's Report

- Jimmy Stillman reported that he, as well as other staff members, accepted the Governor's Award on November 18, 2008 at the Governor's Mansion for the Historic Walking Tour Book. The City of Woodland was one of 10 recipients out of 50 applicants to receive this award. He stated that the Historic Walking Tour Book has received a wide-range of compliments, and that several other jurisdictions were following our design. On January 6, 2009 the City Council again presented the Governor's Award. It was presented to Susan Bovey, David Wilkinson and Commissioner Meta Bunse, who together had large part in the creating of the Historic Walking Tour Book. Jimmy Stillman stated the next goal for Staff will be to put the Historic Walking Tour Book on the website with links to a certain number of pages within each section of the book to give an example of what the book is like. Mr. Stillman also stated there was some discussion regarding the placement of gold seals on the books stating the fact that it is the recipient of the 2008 Governor's Award for Historic Preservation. He felt that the Commission should discuss this further and perhaps come up with a logo for the seal and also discuss funding for this project.
- Commissioner Bunse thought this to be a good idea. It would be recognition for everyone to see. She also stated that she felt she took credit where credit where credit wasn't due, as she felt Susan Bovey and David Wilkinson did much more to compile the book.
- Jimmy Stillman stated Susan Bovey will continue to write additional publication for press release regarding the Governor's Award.
- Commissioner Butler questioned whether any of Jack Potter's family was still living in the Woodland Area.
- Commissioner Bunse stated she was unsure.
- Commissioner Butler stated Jack Potter walked most of the boundaries and supplied most of the photographs for the first edition of the Historic Walking Tour Book.
- Jimmy Stillman agreed that most of the photographs from the first edition of the book were provided by Jack Potter. However, there were multiple volunteers who provided the photographs for the latest edition.
- Commissioner Bunse stated that new tours were added to last years Stroll Through History.
- Commissioner Butler questioned if there was any way of having representation of Mr. Potter.
- Commissioner Bunse suggested a certificate of recognition.
- Jimmy Stillman stated that is something that could be considered for the Preservation Awards. Individuals are often nominated; the last couple of years there have been a lack in projects nominated. Staff has created a list of past award winners and Mr. Potter's name has come up in the past. Mr. Stillman stated he has spoken with Mel Russell of the Yolo County Archives

regarding preserving Mr. Potter's photographs and historical artifacts. There was a discussion regarding storing them properly in the basement of City Hall and it was decided that Jack Potter's photographs and artifacts will be stored and filed at the Yolo County Archives and Mel Russell will be undertaking that project.

- Commissioner Brookshear stated she felt Jack Potter deserved consideration for a Preservation Award based on his historic photographs and the original walking tour book.
- Jimmy Stillman reported that nominations for Heritage Home Awards will be due in a couple of months, and that included with this month's package was the Heritage Home nomination form. The Heritage Home Awards are given to 4-5 homes that are either nominated by the Commissioners or that are self-nominated by the home owners. There have been two self-nominations given to Staff; the first is for 152 Third Street and the second is 27 Pershing Avenue. He stated he has driven by the two sites and based on window views the two appear to be homes that would be nominations for the Heritage Home Awards.
- Commissioner Bunse questioned Jimmy Stillman that it was his impression, based on his view from the street, that these two homes did not have many alterations to them.
- Jimmy Stillman stated that was correct. He also stated the Commission should continue to seek possible nominations and move forward. This item will likely be on next month's agenda, with the final nominations coming in a couple of months.
- Commissioner Butler questioned whether the nomination form was the same one adopted by the Commission.
- Jimmy Stillman reported to his knowledge that it was.
- Commissioner Butler stated that if it was not, then the nomination form would have to be amended and then adopted by the Commission.
- Jimmy Stillman reported that from past discussions with the Chairperson of the Commission and from general notes that this is the form that has been approved by the Commission, and was the same form that was issued last year.
- Commissioner Butler noted the typeface is different.
- Jimmy Stillman reported that the search for a person to fill the vacant Historical Preservation Commission seat is ongoing. He had a discussion with Sue Vannucci who informed him that her Staff had composed a list of potential candidates. She has also sent advertisements in local newspapers. Ms. Vannucci stated there is one person who has shown interest. The next step in the process will be for the candidate to interview with the City Council and then City Council will ultimately make the recommendation. Jimmy stated it was unclear when City Council would conduct the interview.
- Commissioner Brookshear stated she recalled one woman from the Beamer/Motroni Honorary District Presentation who showed interest in becoming a Commissioner. She felt the people on that mailing list for that presentation should be notified of the vacancy.
- Jimmy Stillman stated that was a good idea. He will review the minutes and mailing list. He stated Staff definitely wanted to open up the search to all individuals interested.
- Commissioner Brookshear felt another target audience to fill the vacancy would be to contact the Historical Society. She questioned if that was all from the secretary at this time.
- Jimmy Stillman stated that was all at this time.

Public Comment:

- None

Commission and Staff Comments:

- Commissioner Orlins requested an update of the status of the house on Lincoln Avenue that has been on blocks for some time.
- Jimmy Stillman reported that Staff has been working on a solution. The official address for the house in question is 210 Lincoln Avenue and it sits on the corner of Lincoln Avenue and Cleveland Street. The most current update is that the house went through site plan and design review with Planning Staff, at which time it was determined by the owner that the house would be converted into a small office with five (5) parking spaces located in the rear of the property. The Planning Staff accepted the design with the moving of the building in a NW direction to the corner of the property to allow for the parking. The owner then submitted building plans to the Building Staff and obtained a building permit. The foundation was poured. There are currently issues between the subject property owner and an adjacent property owner over property lines. Property rights issues are civil matters; the City has no voice in the subject, and as such Staff was awaiting an outcome on that matter. He stated he is unsure what the timeline will be for the house to be lowered back onto its foundation and the roof repaired.
- Commissioner Bunse questioned whether property boundary disputes were handled by the County.
- Commissioner Brookshear stated she believed that it was a litigation matter.
- Jimmy Stillman stated he also believed it would end in litigation. His understanding of the situation is that the parcel south of 210 Lincoln Avenue may have some illegal structures built that cross the property line. However, those structures were built many years ago. He stated this is a project that the Community Development Department and the City of Woodland would like to see back on its foundation with a repaired roof so as to not damage the interior of the Victorian structure any more than it may already be.
- Commissioner Brookshear questioned at what point do you hold the property owner responsible for demolishing a historic building without the approval of the Historical Preservation Commission and fine them. She also questioned if there can be a warning issued to the property owner.
- Jimmy Stillman stated he will discuss the comments from the Commissioners with Paul Siegel, the Chief Building Official. The information regarding the demolition of the building and fines imposed have been given to the property owner. However, there have been additional issues relating to this property other than boundary lines, which have since been dismissed. The City is striving for the ideal solution to this, which would be to lower this building on its foundation and start the renovations, but at the same instance Staff need to be sensitive to issues relating to this property between the owners and forces outside of the City of Woodland.
- Commissioner Butler questioned if Staff had ever received any more certainty in definition in the City of Woodland's boundaries.
- Jimmy Stillman reported Staff had not at this time.
- Commissioner Butler stated that he would like an answer to the boundary question within the next couple of years.
- Commissioner Bunse stated she noticed a for-sale sign on the house that was moved near the railroad tracks, but she was unsure whether if it was for the house or the whole parcel. She questioned if Staff knew the status.
- Jimmy Stillman reported that the green Victorian house was relocated to the area where it sits now, the corner of East Street and Court Street. It is slated to be an office; however he does not believe the site work has been finished, which would include curb cuts to access the structure, parking stalls, landscaping, lighting, etc. These are all parts of ongoing entitlements to the south.

The potential Rite-Aid site is at East Street and Main Street and it is understood that the two projects (Rite-Aid and the Victorian home) are working in conjunction with each other as far as the grading and infrastructure. Mr. Stillman stated he is unsure of the status of Rite-Aid at this time. However, he does understand that it is one of the businesses that are considering closing locations or possibly halting construction on new sites.

- Commissioner Bunse commented that if the for-sale sign is for the whole parcel whatever agreements that have been made are recognized.
- Jimmy Stillman reported he believed the whole project was heavily conditioned, not only to relocate the Victorian home, but all the agreements that went with that as well.
- Commissioner Bunse clarified that the agreements would be passed to the next owner.
- Jimmy Stillman stated that was an accurate statement and that Staff would research the status of this property.
- Commissioner Bunse stated she felt the aforementioned projects may be delayed due to the financial situation of the economy.
- Jimmy Stillman reported Staff has seen delays on several projects due to the economy.
- Commissioner Brookshear reported that Mrs. Liles of 808 Hollister Road contacted her concerning her desire to construct a detached garage on said property. She wished to build the garage in front of the existing garage, which is behind the house. She was told by the Planning Staff that only an attached garage could be built. She did not feel that was in keeping with the historic character of the neighborhood. Mrs. Liles would like a letter of support from the Historical Preservation Commission for a detached garage, to forward to the Planning Staff. Commissioner Brookshear sent an e-mail to the other Commissioners regarding the letter. However, it was acknowledged that this should be discussed in an open meeting.
- Jimmy Stillman stated he reviewed the e-mail and the comments from the Commissioners and believed that most of the Commissioners did view the site by vehicle. Mr. Stillman stated he did not deal with Mrs. Liles originally, however, had he done so his first suggestion would have been to provide a site plan, since the City generally does not have any type of residential plans on file. He stated there are code restrictions with additions to properties such as setbacks and lot coverage. Oftentimes there are issues with the Building Staff regarding health and safety codes. If, for example, you build additional living space such as a granny flat you would need to provide additional parking. There have been subsequent standards for front yard pavement, so at times the addition may seem viable but when the discussion gets underway it becomes clear that it is not.
- Commissioner Bunse questioned if the appropriate action would be for Commissioner Brookshear to contact Mrs. Liles and place her in touch of the appropriate Staff member. Perhaps Jimmy Stillman could suggest who that may be, so Mrs. Liles would know exactly who to contact and would also know what exactly is expected of her in terms of site plan.
- Jimmy Stillman stated he would be the contact person and be more that happy to work with Mrs. Liles. At the same time the two of them could meet with a member of the Building Staff to address the health and safety codes.
- Commissioner Bunse stated her opinion from the Historical Preservation perspective is that a detached garage is certainly appropriate in that neighborhood. She felt that once Mrs. Liles met with Jimmy, and understood what was expected of her, the letter from the Historical Preservation Commission would not be needed. However, formal action could be taken if it was still needed, but she did not believe it would be.
- Jimmy Stillman stated he believed the site plan would clarify what proposed project Mrs. Liles was interested in. Staff would then review and discuss what is feasible and what is not. Typically, these structures involve a minor design review, especially when the project is located in the historic district, prior to submitting for the building permit.

- Commissioner Bunse stated the role of the Historical Preservation Commission is to advise her on starting on the right path to complete the process.
- Commissioner Butler stated there was a study done a few years ago regarding 1940s homes built in Woodland. One of the features that was brought up was the fact detached/attached single/double car garage was a key to details the construction. If the home was built in the last half of 1945 it would have a detached single car garage. Within two years the homes would have attached 2-car garages.
- Commissioner Bunse stated that happened quickly after the war.
- Commissioner Brookshear stated the house in question, 808 Hollister Road, was constructed in the 1930s and has a single car detached garage in the back corner of the property.
- Commissioner Bunse clarified that the existing garage sits back on the property.
- Commissioner Brookshear stated that was correct. Mrs. Liles intended to retain the existing garage as a garden shed and construct a new single car detached garage in front of the existing garage.
- Commissioner Bunse questioned if it will still set back from the street.
- Commissioner Butler questioned if the addition will interfere with determining the age of the home.
- Commissioner Brookshear stated if the original garage was retained and only a detached single car garage added, which could be entirely reversible and therefore within the Secretary of the Interior Standards then it would be in keeping with the normal preservation.
- Commissioner Butler questioned whether Mrs. Liles meant the prospective new detached garage was detached from the home, the existing garage or both.
- Commissioner Brookshear stated she understood Mrs. Liles meant both.
- Commissioner Bunse stated the home next door currently has a detached garage sits right up on the street. Every situation and configuration existing in the Beamer/Motroni area with the detached garages is different.
- Commissioner Butler questioned what street Mrs. Liles lived on.
- Commissioner Bunse stated she lived on Hollister Road.
- Commissioner Butler stated he had nominated a couple of homes on Hollister Road, one with a single attached garage.
- Jimmy Stillman stated some of the parcels in that area have rather unusual shapes, often creates issues for additions or setbacks.
- Commissioner Brookshear stated she did not feel there would be any additional issues for the Commissioners providing Mrs. Liles could comply with setback issues. If necessary, however, the Commission would consider a formal item.
- Jimmy Stillman questioned if Commissioner Brookshear would contact Mrs. Liles and inform her of tonight's discussion; that her Staff contact will be Jimmy Stillman and that she will need to obtain a site plan and contact Mr. Stillman for an appointment.
- Commissioner Brookshear stated she was a bit confused since Mrs. Liles obtained her information from Jimmy Stillman.
- Jimmy Stillman stated Mrs. Liles contacted him for the Chairperson's information but did not disclose what the subject was to be discussed.
- Commissioner Brookshear summarized this was a general discussion regarding 808 Hollister Road and the next course of action will be for Mrs. Liles to meet with Jimmy Stillman to discuss her plans and then bring back before the Commission for an update.

Ordinance Update: Chapter 12A:

- Commissioner Brookshear stated she would ask the other Commissioners to outline a discussion for upcoming sessions and plan the next steps. With the items yet to be discussed the Commission wants feedback from the Planning Commission and the Planning Department on how best to dovetail the Historical Preservation Commission action with theirs. A current example is a developer would get the Planning Commission approval on his project but then be denied by the Historical Preservation Commission when it is time for a demolition permit.
- Commissioner Bunse stated it sounded as if this were a scheduling or a flow chart problem.
- Commissioner Brookshear agreed and stated she wanted feedback from the Planning Department on the appropriate flow chart. The Historical Planning Commission does have a designation procedure and the Commission has decided upon the criteria for historical buildings, structures, and properties. The Commission will need to review the designation procedures.
- Commissioner Bunse questioned if that was review of the projects.
- Commissioner Brookshear stated it was the review of the nomination and the review of projects—two separate reviews. There is also the topic of enforcement, which makes the next three major topics. She questioned if any of the Commissioners would like to create bullet points for discussions on any of these topics for the March, April and May meetings.
- Jimmy Stillman stated that Devan Morris had created sections for those topics and Staff would provide those at next month's meeting.
- Commissioner Brookshear reported that at the November 2008 meeting when the Establishment and Powers were discussed she read through the bullet points and the existing ordinance and located the areas of discrepancies between the two. There was a discussion of those particular points and then decisions were made. She again asked the other Commissioners to undertake a topic and follow that guideline; reading the ordinance and guidance, then locating the discrepancies.
- Commissioner Butler questioned whether there can be a discussion on what step the Commission wants to take prior to taking the step.
- Commissioner Brookshear stated the guideline was intended to provide an ideal ordinance.
- Commissioner Butler stated he understood that. He questioned whether the City Council could reverse the Historical Preservation Commission's authority, since at this time the Commission advises the City Council.
- Commissioner Bunse reported that technically the power that the Historical Preservation Commission currently holds could be changed entirely. The Commission will need to make their recommendations for the ordinance, and there may or may not be action taken by those who can.
- Commissioner Butler questioned what the Commission's goal was.
- Commissioner Bunse stated the goal was to resolve the discrepancies in the ordinances. The ordinance update was also in response to the comment letter from the Historic Preservation which the City of Woodland received when they applied for CLG status. The Office of Historic Preservation would not approve the Certified Local Government status with the Historic Preservation component of the ordinance in the condition that it currently is in.
- Jimmy Stillman reported the letter was provided by the Office of Historic Preservation, Lucinda Woodward specifically, who is Supervisor State Historian III. He stated he has had discussions with her multiple times during the last couple of months and she has continued to reiterate the fact that the Office of Historic Preservation is more than happy to review whatever the Commission has at a certain point. They are championing the City to get the proper ordinance.
- Commissioner Bunse stated she thought the Office of Historic Preservation must feel that there is a bit of discrepancy between a community that can develop such an outstanding product as the

“Historic Walking Tour Book” but lacks equal achievement with their ordinance. The Commission will need to come to an agreement on what to do with each section. Unfortunately, there are no minutes of the last meeting, which was productive session. Commissioner Bunse volunteered to take on “Designation Procedures” for the next meeting or the March 2009 meeting.

- Commissioner Brookshear stated that the February meeting will be filled with the reassembling of the November 2008 minutes and the beginning of the nominations of the Heritage Home Awards. She felt that the “Designation Procedures” could wait until the March 2009 meeting.
- Commissioner Butler questioned what month was set aside for the Presidential Home Awards.
- Commissioner Brookshear stated theoretically it should have been in October. However, since there was nothing it was passed over.
- Jimmy Stillman stated the information is in his Historic Preservation binder, but unfortunately he does not have it with him. The code does specify a certain month, but it is definitely at least a couple of months from now. He stated the agenda next month will include the ordinance update and the Heritage Home Award nominations. He stated the agendas will become lengthier as time draws nearer to the Presidential Awards.
- Commissioner Brookshear stated there was some talk regarding powers in the November 2008 meeting; unfortunately she does not have her notes/comments with her. She also stated another area where talk of powers and procedures would be used is the review properties area; as to if there will be an appeal, what the appeal process will be, whether or not the City Council has the authority to overrule the Historical Preservation Commission.
- Commissioner Bunse stated all changes would be presented as suggestions. The changes have to go through the appropriate procedures for drafting into legal language to be passed by City Council.
- Jimmy Stillman felt the update of the ordinance was moving toward the right direction of presenting to the City Council, especially since the Office of Historic Preservation had given some input into the matter.
- Commissioner Bunse questioned whether the Office of Historic Preservation would grant the City of Woodland CLG status if the Historical Preservation Commission submitted a draft ordinance update to the City Council.
- Jimmy Stillman reported that technically final approval is not needed to obtain the CLG designation. However, the City would have to show on going, continuing good faith efforts in making strides towards achieving final approval. Staff would need to work on inventory, discussions as to how to update the inventory and possibly attain the funds needed to compile the inventory needed. Staff needs also to provide documentation that they are working towards completion of the inventory.
- Commissioner Butler suggested Staff check with “First Five” for the funds, since their focus is to provide funding.
- Commissioner Bunse felt Staff should register with “First Five”. She also stated that the possibility of funding is available from the City Center Lofts project, if it continues, as part of the mitigation money for proposing to demolish the historic buildings.
- Jimmy Stillman stated there are ongoing discussions regarding the future of the City Center Lofts project. The updated ordinance will assist in the decisions of the many potential projects in downtown.
- Commissioner Brookshear stated there would be future discussion of the ordinance and the reconstruction of the November 2008 minutes at the February 2009 meeting, and discusses *Design Review* at the March 2009 meeting.
- Commissioner Bunse corrected Commissioner Brookshear and stated instead of *Design Review* the Commission would discuss *Designation Procedures* at the March 2009 meeting.

- Commissioner Brookshear stated that was correct. Designation Procedures would be discussed at the March 2009 meeting. Design Review Procedures would be discussed at the April 2009 meeting and Enforcement would be discussed at the May 2009 meeting. Commissioner Brookshear stated she would continue to ask for volunteers from the other Commissioners to assume the responsibility of taking one of the sections and breaking into bullet points.
- Commissioner Brookshear moved to adjourn, seconded by Commissioner Brookshear and unanimously carried.

The meeting was adjourned at 7:15 PM.

Respectfully submitted,

James A. Stillman
Associate Planner