CITY OF WOODLAND HISTORICAL PRESERVATION COMMISSION

APPROVED ACTION MINUTES July 9, 2008

MEMBERS PRESENT: Vicars; Bunse; Brookshear; Orlins; Butler

MEMBERS ABSENT: None STAFF PRESENT: Stillman

Roll Call:

• Meeting called to order at 6:01 PM.

Approval/Revision of Agenda:

• Commissioner Vicars asked if there were any changes or revisions to the agenda. Hearing none, they were approved as submitted.

Approval of Minutes:

- It was motioned by Commissioner Bunse, seconded by Commissioner Brookshear, and unanimously carried to approve the minutes of the June 11, 2008 Historical Preservation Commission Meeting as submitted.
- Jimmy Stillman, Associate Planner stated that the Historical Preservation Commission minutes are up to date and going to City Council. He thanked Community Development Administrative staff for their work on the minutes.

Secretary's Report

- Jimmy Stillman provided the Commissioners with information about the court relocation, stating that there have been no formal applications submitted yet. He noted that he received an update from Robert MacNicholl, the Planning Manager, who has stated that there has been no action taken to construct or relocate a new facility yet and no demolition. He said that the existing location will remain court related office or County offices that are now located at Beamer and Ashley.
- Commissioner Butler asked if any plans or permits have yet been submitted
- Jimmy Stillman confirmed that none have been submitted yet. He said that the City, County and Courts meet almost weekly to discuss.
- Commissioner Butler inquired about the County's power in respect to this building relocation.
- Jimmy Stillman said that the City has really no jurisdiction over what they can do, but the City would review such items as a demolition permit. He said that at this point just alternative locations are being discussed.
- Commissioner Bunse noted that the courthouse is listed on the National Register and that the rehab of the building for office use would need to come before the Historical Preservation Commission.
- Jimmy Stillman said that he would provide the Commission with ongoing updates, as he will be reviewing monthly with the Manager. He said that if solutions were recommended then he would bring the information to the Commission.
- Commissioner Brookshear asked if they are looking at the Downtown area.

- Jimmy Stillman said that they are looking to stay downtown and they are looking at specific parcels.
- Commissioner Brookshear said she would like to recommend that they not take out any more locations in the Historic District.
- Jimmy Stillman said that they want to minimize the removal of buildings and, for example, are looking at the parcel adjacent to the Weisman building, near Hoblit on the East Side of Downtown. He explained that they want to remain Downtown and would not be looking north of Court Street or South of Lincoln Avenue.
- Commissioner Butler discussed the need for increased security.
- Jimmy Stillman said that maximum security is one top issue as well as parking for the court's use. He explained that there is a multitude of issues being reviewed.
- Jimmy Stillman then discussed the Stroll through History taking place on September 6th and asked the Commissioner to each donate one hour of their time from 10 a.m. and 3 p.m. to staff the City's booth. He said that the Stroll takes place during the hours of 9 a.m. and 5 p.m. and Staff will be setting up and covering the first hour. He stated that the Walking Tour Guide booklets are typically sold the booth but this year the Stroll has contacted the City regarding selling the books as well. He explained that Staff is still working this out with the Stroll Committee, but there is no solution yet. He said that both the City and Stroll might have booths on opposite sides of the Plaza and sell these booklets.
- Commissioner Butler stated that the money is mostly discretionary funds for the City.
- Commissioner Bunse asked if the Stroll booth would be located in Heritage Plaza and not the parking lot.
- Jimmy Stillman confirmed that the booth has been located in the Plaza in previous years.
- Commissioner Vicars requested that the booth be located under the trees next to the Daily Democrat.
- Jimmy Stillman said that they would try for a shaded area.
- Commissioner Butler informed the Commission that the Stroll is the first Sunday in September and Labor Day sets the date. He said that the Stroll might have previously been the first weekend of September but now always falls on Labor Day weekend.
- Jimmy Stillman then opened discussions about the Preservation Awards and indicated that Staff would like input from the Commissioners. He explained that the award could go to any commercial structure or individual within the community with a focus on Historical Preservation. He asked for the Commissions guidance to determine if the structure needed to be completed and open or could be currently under construction. He gave the example of the Capital Hotel, which is going through major redesign and rehabilitation and is only a couple months away from completion.
- Commissioner Vicars explained that these awards have been moved from May to September due to the timing of the Heritage Awards. As well, she stated that no award was presented last year, as there were no standout candidates at that time.
- Commissioner Bunse asked if there were any in-progress structures last year nearing completion that they are waiting on.
- Commissioner Vicars said that there are none.
- Jimmy Stillman said that there was a four-plex but the property owner declined the recognition last year.
- Commissioner Bunse asked about the railroad depot.
- Jimmy Stillman said that the railroad has been working with the Chief Building Official, Paul Siegel, but there is no construction on this site yet.

- Commissioner Bunse said that she would like to see that projects be essentially completed before the Commission grants an award. She said that they it would help to better understand the project and their accomplishments and adaptive reuse would be in place.
- Commissioner Orlins seconded that thought and said that he felt it is too risky to award until completion. He said that he wants to wait on the hotel to see what it looks like when completed.
- Jimmy Stillman said that the award could also be given to a local architect. He provided the examples of Bill McCandless or Duane Thompson.
- Commissioner Bunse asked if was McCandless or Stallard who has already received this award.
- Commissioner Orlins asked if Staff has a list of previous recipients.
- Commissioner Bunse asked if B.J. Ford has received this award, as it may have been given when Commissioner Butler was away from the Commission.
- Commissioner Vicars asked Staff to bring a list and Commissioners to bring ideas of possible candidates to the next meeting.
- Commissioner Butler indicated that he might miss the August meeting.
- Jimmy Stillman said he would bring the list to the next meeting on August 13th.
- Commissioner Bunse inquired about the property at Sixth and Court Streets.
- Jimmy Stillman said that this property was finaled about two months ago and is currently a lease with the option to buy. He said that the property owner would like to bring in someone like a real estate company and that this property is just north of the Tajmahal restaurant.
- Commissioner Bunse said that there has been extensive rehabilitation and it might be a candidate. She said that it is worth driving by.
- Commissioner Butler asked for a definition of the City of Woodland and would like analysis done by December. He asked about the property at East Street just across City boundary.
- Commissioner Bunse included that it would need to be in the sphere of influence.
- Jimmy Stillman said that he believed this home was within the sphere of influence.
- Robert Orlins asked if Commissioner Butler was referring to a specific home and that it sounded like the Beamen Ranch.
- Commissioner Butler said that it is the huge, white house.
- Jimmy Stillman provided an update on 210 Lincoln Avenue. He said that the foundation has been poured and per the Chief Building Official, curing takes three to four weeks. He indicated that the house should be lowered next month.
- Commissioner Vicars said that they have been working on that corner for two months already.
- Jimmy Stillman advised the Commission that Staff would like to take individual photos of the Historical Preservation Commissioners at the next meeting to post on the website, like the Planning Commission and City Council. He also said that he would like to include small biographies for each and that the Commissioners could log onto the City website to see examples. He said that he would send a reminder in the next meeting's packet.
- Commissioner Vicars included that elections will also take place next month.

Public Comment:

• None

Commission and Staff Comments:

None

K & M Floral, 537 Main Street:

- Jimmy Stillman presented the project and stated that the property owner, Mr. Mueck, was also in attendance to answer questions. He explained that a Tenant Improvement (T.I.) was underway on the interior.
- Commissioner Vicars asked if a cloth awning was being proposed.
- Jimmy Stillman directed the question to the Applicant.
- Mike Mueck, the Applicant, responded that there would be no cloth awning but instead projecting signs.
- Jimmy Stillman explained that the sign application would be reviewed separately.
- Commissioner Bunse stated that the sign would be subject to it's own ordinance requirements.
- Jimmy Stillman confirmed that the sign would subject to the Downtown Specific Plan and the Sign Ordinance. He also said that the applicant plans to retain the large display windows and the double door system on the front of the building.
- Commissioner Bunse asked how wide they are now and if they will change.
- Mike Mueck said that they are at least six feet and the same now.
- Commissioner Orlins said that the elevations show trim and tile accents but he feels were modern in 1960 and that the details alluded to the in the text are not shown in the elevations.
- Jimmy Stillman explained that not a lot of restoration is possible due to the existing building. He also said that they want to avoid false historicism but include some historic elements instead.
- Commissioner Bunse said that she generally agreed and that this is an improvement over the existing building. She asked about the wall surface around the sign and if it would be stucco.
- Mike Mueck said yes, it is stucco.
- Commissioner Vicars requested that the Applicant step up to the microphone.
- Commissioner Bunse asked about the material of the trim.
- Mike Mueck said that it would be foam stucco trim.
- Commissioner Bunse stated then that there would be two elements there.
- Mike Mueck confirmed and said that they are also doing some offsetting to create some depth.
- Commissioner Brookshear explained that the square pegs that the applicant was describing are called "dentals".
- Commissioner Butler asked if the Applicant has seen photos from the 1800s.
- Mike Mueck said that he could not find photos as that the location was a bar then and they would not take pictures of the building. He said that he couldn't find photos from the 1940s either.
- Commissioner Bunse said that generally this is a large improvement and discussed the upper wall treatment.
- Commissioner Brookshear said that she would vote for it. She said that it is a non-contributing building in the district and discussed the way it relates to other buildings in keeping the streetscape. She said that she has no problems with this project.
- Commissioner Vicars asked if this property has different APNs.
- Mike Mueck said yes.
- Commissioner Vicars then confirmed that these are separate parcels.
- Jimmy Stillman explained that there are odd property lines there.
- Commissioner Bunse asked about the schedule and if the Applicant is working on the property now.
- Mike Mueck said that he has finished the paint on the T.I. and the window front.
- It was motioned by Commissioner Bunse, seconded by Commissioner Brookshear and unanimously carried to approve the Façade remodel for K & M Floral located at 537 Main Street.

• Commissioner Bunse told the Applicant that they look forward to their opening.

Chapter 12-A Ordinance Update:

- Jimmy Stillman discussed the need for an Ordinance review. He requested that the Commissioners start with Section 4 and stated that Staff is looking for guidance from the Commissioners. He explained that included is a letter from Lucinda Woodward from 2006 with suggestions on fling for Certified Local Government status. He said that she also recommended that they work on the Ordinance and update the City's inventory.
- Commissioner Vicars identified a need for a special meeting to review this ordinance and suggested a Saturday morning breakfast meeting so that the Commissioners could go over the ordinance step by step.
- Jimmy Stillman stated that Ms. Woodward has also agreed to schedule a workshop to provide guidance at our location.
- Commissioner Bunse suggested that the Commission should do both and suggested the need for a subcommittee. She requested a special meeting before meeting with Ms. Woodward so that the Commission could identify problem areas first.
- Jimmy Stillman said that he would like to establish subcommittees at the next meeting when reelecting the Commissioners.
- Commissioner Butler asked if the subcommittees would be standing, ad hoc or both. He explained that ad hoc subcommittees are over when projects are completed.
- Commissioner Bunse suggested ad hoc rather than a standing subcommittee and referred to Robert's Rules. She said that these meetings would be specialized brainstorming sessions. She also suggested that the Commissioners look at examples of ordinances from other cities. One example is the City of Fresno, although it is a larger city. She said that a list of examples is available on the OHP website.
- Commissioner Brookshear stated that the Commissioners had already received examples.
- Commissioner Vicars agreed and said that Davis was one example.
- Commissioner Bunse said that they should incorporate National Register criteria as it makes sense. Also, she said that s
- Section 4 discusses dealing with resources.
- Commissioner Vicars asked Staff to bring back Bulletin 14, Section 4 to the next meeting.
- Commissioner Butler asked for the date of the next meeting.
- Jimmy Stillman confirmed that the next Historical Preservation Commission meeting is scheduled for August 13th.
- Commissioner Vicars said that they need a meeting of whole to just talk about this and set the methodology.
- Jimmy Stillman said that the meeting on August 13th would not provide enough time to discuss.
- Commissioner Vicars confirmed that the elections and Preservation Awards are also scheduled for that meeting date.
- Jimmy Stillman said that they can call a second meeting, but it just needs to be noticed. He suggested that they could do a second meeting in August or September.
- Commissioner Vicars asked if the City would have a booth at the Fair in August.
- Jimmy Stillman said that they City has a committee that would be determining the content of the City booth. He also said that the City's Building Division would also be hosting their own booth in light of new information, such as the new Building Code.
- Commissioner Bunse suggested the dates of August 23rd or 30th.
- Jimmy Stillman said that Staff would look at the calendar and email potential meeting dates. He asked that the Commissioner rank the dates from 1 to 3.

• Commissioner Vicars requested a phone call with the dates.

- Commissioner Bunse said that the dates should be between the August and September scheduled meeting dates.
- Commissioner Bunse asked that the Stroll through History sign-up sheet be circulated to the Commissioners.
- Commissioner Vicars offered to work the 10 a.m. to 11 a.m. time slot.
- Commissioner Butler stated that he would be in Napa those four days.
- Jimmy Stillman reminded the Commissioners that this is voluntary and that the selling of the Walking Tour books is still to be determined.
- Commissioner Vicars noted that the money is still coming back to the City.
- Commissioner Bunse said that she appreciated that the Stroll showed interest in helping to sell the booklets
- Jimmy Stillman again asked the Commissioners to review Bulletin 14, Section 4 of the Ordinance for the next meeting.
- Commissioner Butler asked Commissioner Brookshear about her availability for the special meeting.
- Commissioner Brookshear noted that the dates proposed appear to be fine. She said that Saturdays might be more difficult due to her travel needs but request that they move forward with suggesting dates for the Commissioners review.
- Jimmy Stillman again stated that he will provide the Commission with five dates and asked them to rank the top 1 to 3 on availability.
- Commissioner Bunse said that if at least three Commissioners can attend, they can still get things started.
- It was motioned by Commissioner Bunse, seconded by Commissioner Butler and unanimously carried to adjourn.

The meeting was adjourned at 7:09 PM.

Respectfully submitted,

James A. Stillman Associate Planner