CITY OF WOODLAND HISTORICAL PRESERVATION COMMISSION

APPROVED ACTION MINUTES August 13, 2008

MEMBERS PRESENT: Vicars; Brookshear; Orlins; Butler

MEMBERS ABSENT: Bunse

STAFF PRESENT: Stillman; Morris

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. Commissioner Brookshear stated there was a typo with regards to the Special Meeting Date; it read August 20, 2998 and should read August 20, 2008. There be no other changes, the agenda was approved with the noted correction.

Approval of Minutes:

• It was motioned by Commissioner Butler, seconded by Commissioner Brookshear, and unanimously carried to approve the minutes of the July 9, 2008 Historical Preservation Commission Meeting as submitted.

Secretary's Report

- Jimmy Stillman introduced Devan Morris, the new Planning Intern for the City of Woodland Community Development Department. Devan will focus his time mainly with historic preservation, but will also be assisting with other planning projects as well.
- Jimmy Stillman stated that at present he has received two biographies of the Commissioners; Commissioners Orlins and Bunse. He is requesting a brief (4-5 sentence), similar to what the City Council members and the Planning Commission members have on the City of Woodland website. Mr. Stillman would also like the Commissioners to decide whether they want individual photos taken or a group photo taken. The information and photo will be placed on the website in an effort to update the website and provide further information to the public. Mr. Stillman stated the deadline for the bios was next Wednesday, August 20, 2008.
- Commissioner Vicars stated all of the Commissioners would prefer a group photo.
- Jimmy Stillman gave an update on the CDBG Façade Improvement Program, stating that the Quilt Store and Sofy's Furniture on Main Street have been approved. Also, the Capitol Hotel is anticipating opening the first of October 2008. There is some minor touch-up and accent painting being done to Corner Drug and Jackson Medical that did not need to be brought before the

Commission since there was no structure change. He is working with Redevelopment to obtain help funding improvements on a Victorian house on College Street at the end of Bush Street that is on the historic register. The owner would like to put on a new roof, siding and new windows. He stated this will be coming before you at next month's meeting.

- Commissioner Vicars asked if this building was used as a rental.
- Jimmy Stillman stated that he believes it is currently a 4-plex rental unit, in quite a state of disrepair.
- Commissioner Orlins wanted clarification that this was the building directly adjacent the Salvation Army on College Street.
- Jimmy Stillman stated that was correct. Staff has been in meetings with the property owner to come up with a solution.
- Commissioner Vicars asked if the work would be on the front and the back.
- Jimmy Stillman stated that the approach is to do as much work on the entire structure as possible addressing violations and ADA requirement needs without destroying the integrity of the building as far as financial constraints will allow.
- Jimmy Stillman stated that another property that benefited from the CDBG Façade Improvement Program was the Odd Fellows Building. It received a new exterior paint. Mr. Stillman also stated staff is in discussions with the owner of the western store on Main Street for possible exterior improvements.
- Jimmy Stillman stated that Devan Morris had been researching files regarding past Presidential Awards.
- Devan Morris stated his research of Historical Preservation Commission files has taken him back to 2003. However, he has not found a master list, such as the one the HPC had requested. Mr. Morris had compiled a list of nominees and recipients from 2003, but his research is ongoing.
- Commissioner Vicars reiterated that the discussion will continue next month, but there will be no awards next month.
- Jimmy Stillman stated that was correct.
- Jimmy Stillman stated the Special Meeting Date was scheduled for next Wednesday, August 20, 2008. He will be sending information for the meeting, which will focus specifically on the ordinance update process. This meeting has been noticed in the paper. All of the Commissioners should have a copy of "Drafting Historic Preservation Ordinance Technical Bulletin #14", which will not be included in the packet sent for this meeting.
- Commissioner Brookshear suggested all of the Commissioners bring their copy of the draft, along with the binder (which should have a copy of the current City of Woodland ordinance in it), and a copy of the letter from the State Historical Preservation Office.
- Commissioner Butler questioned a statement in the letter from Lucinda Woodward dated November 22nd. He asked if the HPC does CEQA compliance reviews because he could not locate it in our ordinance.
- Jimmy Stillman all projects are required to go through CEQA process. 75% of the projects of the City of Woodland are exempt under CEQA. In discussions with Ms. Woodward this is one area of the ordinance that is lacking completely, it doesn't exist.
- Commissioner Brookshear stated that was correct.
- Jimmy Stillman stated that State law and CEQA law require projects to go through that. Many projects brought before the Historical Preservation Commission are either very minor structural to existing structure or infill projects on vacant property surrounded by developed parcels. CEQA provides exemptions if the project meets certain criteria: 1) where is development occurring; 2) what's developed around it; 3) are there City services; 4) parcels have to be within a certain size; and if all the findings are met an exemption can be made.

- Commissioner Butler asked if the Historical Preservation Commission had any responsibility for infill projects in the historic district.
- Commissioner Bunse asked if there were any in-progress structures last year nearing completion that they are waiting on.
- Jimmy Stillman stated that Commission's role in the CEQA review is to accept the findings of Staff, who make the determination on exemption, and find it to be consistent with the City of Woodland's Plans and Policies that that's an appropriate exemption or form of CEQA review.
- Commissioner Butler wanted clarification that Jimmy Stillman was in fact the Historical Preservation Commission Secretary.
- Jimmy Stillman stated he was considered the staff secretary to HPC. He stated it was his and the department intention to provide more structure and formality to the Historical Preservation Commission. He felt that HPC should be on par with the Planning Commission and City Council. The Historical Preservation Commission will have a recording secretary, Rachael Smith, Community Development Department Office Manager.

Public Comment:

None

Commission and Staff Comments:

• Commissioner Butler that there are quite a few homes built from 1940 – 1950. He questioned whether the Commission would want to inventory them and use the inventory as a study sheet. He felt this could wait until next year.

Selection of Chair and Vice Chair

- Commissioner Butler nominated Commissioner Brookshear for Chair, Commissioner Orlins 2nd, and the vote being unanimously carried, Commissioner Brookshear was voted Chair.
- Commissioner Butler nominated Commissioner Orlins for Vice Chair, Commissioner Vicars 2nd, and the vote being unanimously carried, Commissioner Orlins was voted Vice Chair.

Historic Preservation Subcommittees

- Jimmy Stillman stated the need for subcommittees could possibly provide additional input in façade/remodel projects. He stated there is a myriad of other possible types of subcommittees. For example, design review, events committee (Heritage Home Awards, Stroll Through History), etc. There could also be a subcommittee for the ordinance update. Mr. Stillman did not see the need for a lost list of subcommittees.
- Commissioner Vicars stated that Jimmy Stillman should compile his suggested list of subcommittees; the Historical Preservation Commission would compile their suggested list of subcommittees, bring both lists forward at the September meeting, narrow the list down, and bring back a final list to the October meeting.

Stroll Through History Update and Sign-ups:

• Jimmy Stillman stated that the City of Woodland booth will be set up under the tree by the Daily Democrat. He also stated he will be there all day, with Cindy Norris joining him for some time,

and possibly Ron Pinegar stopping by. There are still times available for any of the Commissioners that have not yet signed up to man the booth. The booth is for the sales of the City of Woodland Walking Tour Book and providing information to the public.

- Commissioner Butler stated he will be out of town for a class but may be back by September 6th.
- Commissioner Vicars asked if there were any other comments.
- Jimmy Stillman gave an update with regards to the Walking Tour Books. There are a couple of businesses in town that are selling the books. *The Next Chapter*, which went out of business, was the primary seller. Mr. Stillman met with David Wilkinson and Nugget Market and Nugget Market has decided to sell the books as a community service for the City of Woodland. Corner Drug and the House Dresser have both sold them in the past. Jimmy Stillman also stated he was in contact with the Heidrick Ag Museum to see if they were interested in selling the books.
- Commissioner Butler questioned how someone gets around the ordinance in construction when they leave one wall standing, strip everything else down to foundation and treat it as a remodel. He also asked when this is done to a historical home should the Historical Preservation Commission be involved.
- Jimmy Stillman stated that depending on location, if demolition is involved and if it is within the boundaries of what is reviewable under the Commission then it is information to be reviewed by the Historical Preservation Commission. This, however, goes back to the holes in the ordinance that need to be corrected.
- Jimmy Stillman stated he had one additional item concerning the stroll. He stated that he had spoken with BJ Ford, who in turn suggested he speak to Steve Barzo regarding securing the City's location for their booth in the plaza. He is waiting to hear back from Mr. Barzo. Mr. Stillman also stated that per a letter from BJ Ford the City is working to provide one umbrella business license to the Stroll and each vender then works with the Stroll itself to get registered with the City, so it is a reduced fee. This is an ongoing process improvement for customer service. To reiterate, the City will not be issuing separate business licenses this year to multiple vendors, opting instead to issue one license to the Stroll itself who in turn will be required to submit the information to the Community Development Department for the City's records. The Stroll is also working on an expanded tour. Richard Bellos will be hosting a bicycle tour with the route to be displayed. Mr. Bellos is also working with the Kiwanis Club and the Stroll have shown some interest in possibly selling the Historic Walking Tour Book. In discussions with the Kiwanis a couple of months ago they had wanted to be the sole seller of the books. From the City's standpoint our primary role is the sale of the books and the City want to maintain that connection. Kiwanis declined at that point to sell the books due to time constraints and commitments. However, the Kiwanis has reconsidered and have agreed to sell the books for \$15.00 each. Richard Bellos will have a booth adjacent to the Courthouse. The Post Office has, under terms of consignment, accepted 20 (twenty) books for \$15.00 each.
- Commissioner Vicars wanted to reiterate that everyone involved understood the sale of the books was for community services and they were not to expect anything in return.
- Jimmy Stillman stated that was correct. He stated that in terms of the consignment, Evis Morales, Management Analyst for the Community Development Department has drafted in the agreement.
- Commissioner Orlins questioned whether staff had considered approaching the Gibson Museum or the Opera House to offer the Historic Walking Tour Books for sale in their establishments.
- Jimmy Stillman stated that was an excellent suggestion. He also stated that the management of the Opera House had been approached and said they would consider selling the books in their gift shop after their internal Phase I remodeling is completed.

- Commissioner Butler stated that he wanted the minutes of this meeting to reflect the acknowledgement of the outstanding job Commissioner Vicars has done as Chair of the Historical Preservation Commission over the last two years.
- Commissioner Brookshear seconded that sentiment.
- Commissioner Orlins also acknowledged a job well done.
- Commissioner Vicars thanked all for the accolades and asked for any further business. Seeing none she recommended adjournment. Commissioner Butler made a motion to adjourn, Commissioner Brookshear 2nd and it was unanimously carried to adjourn the meeting.

The meeting was adjourned at 7:09 PM.

Respectfully submitted,

James A. Stillman Associate Planner