

CITY OF WOODLAND
HISTORICAL PRESERVATION COMMISSION

APPROVED ACTION MINUTES
August 20, 2008 - Special Meeting

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

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. It was motioned by Commissioner Bunse, seconded by Commissioner Orlins, and unanimously moved that the agenda be approved as written.

Approval of Minutes:

- None

Secretary's Report

- Jimmy Stillman requested that the Commissioners submit their written biographies so that they may be posted on the City of Woodland website. He said that he has received three of the five so far. He explained that the biographies should include who they are, how they got the position on the Commission, past career information, etc.
- Jimmy Stillman requested a group photo of the Commissioners be taken tonight. He explained that this photo will also be posted on the City of Woodland website, similar to the City Council.
- Jimmy Stillman advised that new name plaques are being ordered due to the recent elections.
- Jimmy Stillman assembled the Commissioners and took their photo.
- Jimmy Stillman reminded the Commissioners to please speak clearly into the microphones as the meeting is recorded and the minutes taken are detailed.

Public Comment:

- None

Commission and Staff Comments:

- Commissioner Vicars asked Staff to remind her of the shift she has at the Stroll through History.
- Jimmy Stillman advised her that she has volunteered for the first shift from 10 AM to 11 AM.

- Commissioner Bunse asked Staff to review all the times for the Stroll through History if the list was available.
- Jimmy Stillman stated that the Stroll is scheduled for September 9th. He read the volunteer schedule: Commissioner Vicars (10AM – 11 AM), Commissioner Bunse (11 AM – 12 PM), Commissioner Brookshear (12 PM – 1 PM). He said that there are two open slots at 1 PM and 2 PM but Staff will also be present at the booth throughout the day. He said that Staff has secured a booth under a tree next to the Daily Democrat and they will be selling Walking Tour guides.
- Commissioner Butler advised that he has contacted his physician and he can not be present at the Stroll.

Chapter 12A Historic Landmarks & Districts: Ordinance Review

- Jimmy Stillman discussed the process for updating the ordinance, including public noticing, subcommittees and reporting and the City's policing power. He discussed the purpose statement and how it is similar to a mission statement. He explained that it should identify how the ordinance helps to meet the goals of the purpose.
- Commissioner Brookshear stated that a draft is forwarded to the Planning Commission, who will make a recommendation to the City Council to review and approve the ordinance.
- Commissioner Vicars asked at what point the ordinance is reviewed by the City Attorney.
- Jimmy Stillman said that the City Attorney will review the ordinance before it goes to the Planning Commission. In addition, he explained the public noticing in the Daily Democrat and within a 300 foot radius.
- Commissioner Butler said that he is still concerned about surrounding areas.
- Jimmy Stillman said that he would look for direction from the Community Development Director at that time. He also said that when draft completed, Staff will mail out to adjacent properties within 300 feet or larger.
- Commissioner Orlins asked about the Historical Preservation Commission Rules and Procedures. He said that it is dated May 1991 and asked if it has ever been updated.
- Jimmy Stillman said that he believes that it has not been updated but is still currently used. He agreed that some of the information is out dated and can be reviewed.
- Commissioner Orlins read an example from the Rules and Procedures handout, stating that the Commission is composed of seven members.
- Jimmy Stillman confirmed that the Commission currently has only five Commissioners.

The meeting was adjourned at 7:20 PM.

Respectfully submitted,

James A. Stillman
Associate Planner