



6:00 PM, WEDNESDAY, MARCH 21, 2012

CITY HALL COUNCIL CHAMBERS

300 FIRST STREET

DRAFT MINUTES

1 Roll Call

Present: Ford, Brookshear, Orlins, Aulman, Casey

Absent:

Staff: Norris

2. Review and approval of Draft Minutes: September 21, 2011 and December 21, 2011

September 21, 2011 –

*Motion: Commissioner **Orlins** made a motion to approve the minutes for September 21, 2011 which was seconded by Commissioner **Ford**.*

Ayes: Ford, Brookshear, Orlins and Aulman

Abstain: Casey

December 21, 2011 –

*Motion: Commissioner **Ford** made a motion to approve the minutes for December 21, 2011 which was seconded by Commissioner **Orlins** with the correction that Commissioner Bookshear's name had been misspelled as Brookfield.*

Ayes: Ford, Brookshear, Orlins, Aulman, and Casey

3. Secretary's Report

- Staff provided information to the Commission concerning the upcoming Climate Action Plan stakeholders meeting scheduled for April 18, 2012.*

4. Public Comments: This is an opportunity for the public to speak to the Commission on any item other than those listed on this agenda. Speakers are requested to use the microphone in front of the Commission and begin by stating their name, whether they reside in Woodland and the name of the organization they represent if any. In the event comments are related to an item scheduled on the agenda, speakers may be required to wait to make their comments until that item is considered.

5. Commission and Staff Comments: This is an opportunity for Commission Members and Staff to make comments and announcements, to express concerns, or to request Commission's consideration of any items a Commission member would like to have discussed at a future Commission meeting.

- *Commissioner Aulman indicated that in the future if the Chamber PA system is not working that the Commission consider suspension of the meeting until the technical difficulties are corrected.*
- *Commissioner Brookshear raised a question concerning the action minutes and why more descriptive text is not provided. Staff and the Commission discussed the newer Granicus web based meeting recording system. Staff policy is now to provide action minutes and that a full review of the meeting can be observed on the Granicus system. Staff indicated that they would add comments when possible on future agendas.*
- *Commissioner Orlins requested an update concerning the HPC letter addressed to the Courts regarding the Sanitary Dairy building. Staff indicated that it had been recently sent. He also requested that the list of past Preservation Award winners be provided.*
- *Commissioner Aulman wanted to make special note regarding the passing of Ron Pinegar who had been a champion for historic preservation both as staff and personally. That he lead the City's most recent update to the Walking Tour book.*

6. **Heritage Home Award Process 2012:** Initiate the Heritage Home Award process for 2012. Review of the procedures, application form, task-list and schedule. Included is the updated list of all prior Heritage Home Award recipients beginning in 1989.

Commission members agreed that they would submit Heritage Home/Preservation Award nominations for consideration and discussion by the April meeting in order to allow consideration and final recommendations for the May HPC meeting. There was discussion concerning mid-century homes for possible nomination consideration and would they meet the underlying criteria as a "heritage" home.

7. **Adjournment: 6:45PM**