



City of Woodland

Meeting Agenda - Final

Historic Preservation Commission

Historic Preservation
Commission
c/o Community
Development Department
300 First Street
Woodland, CA 95695
(530) 661-5820

Wednesday, October 21, 2015

6:00 PM

Council Chambers

A. Call to Order

B. Roll Call

C. Approval of Minutes

[16-137](#)

SUBJECT: Historic Preservation Commission Minutes

RECOMMENDATION: Staff recommends that the Historic Preservation Commission adopt the minutes of the Historic Preservation Commission meeting of August 19, 2015.

Attachments: [A - August 19, 2015 Meeting Minutes](#)

D. Secretary's Report

E. Public Comment

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.

F. Communications

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.

G. Presentations

H. New Business

[16-166](#)

SUBJECT: Appointment of a Historical Preservation Commission Subcommittee

DATE: October 21, 2015

RECOMMENDATION:

Staff recommends the appointment of a Historical Preservation Commission (HPC) Subcommittee to develop the HPC 2015/2016 Work Program and Provide Recommendations to the full commission on the potential reallocation of HPC funds.

Attachments: [1 - Sample Work Program](#)

I. Old Business

[16-171](#)

TO: Members of the Woodland Historical Preservation Commission

FROM: Erika Bumgardner, AICP, Senior Planner

SUBJECT: Survey of Post-World War II Housing Tracts in Woodland

DATE: October 21, 2015

RECOMMENDATION:

The Historical Preservation Commission is asked to review and take action to approve the Survey of Post-World War II Housing Tracts in Woodland student thesis project (Attachment 1), and direct the project ad hoc subcommittee to proceed with the project and take the necessary steps to select prospective students to undertake this survey effort.

A detailed description of the draft project proposal will be presented to the commission at its meeting on October 21st for review and consideration.

Attachments: [1- Draft Project Proposal](#)

J. Adjournment



Legislation Details (With Text)

File #: 16-137 **Version:** 1 **Name:**
Type: Minutes **Status:** Agenda Ready
File created: 9/23/2015 **In control:** Historic Preservation Commission
On agenda: 10/21/2015 **Final action:**
Title: SUBJECT: Historic Preservation Commission Minutes

RECOMMENDATION: Staff recommends that the Historic Preservation Commission adopt the minutes of the Historic Preservation Commission meeting of August 19, 2015.

Sponsors:

Indexes:

Code sections:

Attachments: [A - August 19, 2015 Meeting Minutes](#)

Date	Ver.	Action By	Action	Result
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Historic Preservation Commission Minutes

TO: Members of the Woodland Historic Preservation Commission

DATE: October 21, 2015

SUBJECT: Historic Preservation Commission Minutes

RECOMMENDATION: Staff recommends that the Historic Preservation Commission adopt the minutes of the Historic Preservation Commission meeting of August 19, 2015.

STAFF CONTACT: Debbie Flemmer, Administrative Clerk, Community Development Department

ATTACHMENTS:

Attachment A - August 19, 2015 Meeting Minutes



City of Woodland

Meeting Minutes - Draft Historic Preservation Commission

Historic Preservation
Commission
c/o Community
Development Department
300 First Street
Woodland, CA 95695
(530) 661-5820

Wednesday, August 19, 2015

6:00 PM

Council Chambers

A. Call to Order

Meeting was called to order at 6:05 pm

Staff Present:

Cindy Norris, Principal Planner

Erika Bumgardner, Senior Planner

B. Roll Call

Present 4:

Chairman Christine Casey, Vice Chairman Cheryl Brookshear, Commissioner Robert Orlins and Commissioner Mark Aulman

Absent 1:

Commissioner Tabatha Chavez

C. Approval of Minutes

[16-051](#)

SUBJECT: Historic Preservation Commission Minutes

RECOMMENDATION: Staff recommends that the Historic Preservation Commission adopt the minutes of the Historic Preservation Commission meeting of June 17, 2015.

Attachments: [June 17, 2015 Meeting Minutes.pdf](#)

A motion was made by Commissioner Orlins and seconded by Vice Chairman Brookshear to approve the minutes of June 17, 2015. The motion was carried by the following vote:

Ayes: Chairman Christine Casey, Vice Chairman Cheryl Brookshear, Commissioners Orlins and Aulman.

D. Secretary's Report

Erika Bumgardner provided comments.

E. Public Comment

No comments received.

F. Communications

Commissioners Brookshear and Aulman provided comments

G. Presentations

H. New Business

[16-069](#)

SUBJECT: General Plan 2035 Update and Progress Report
DATE: August 19, 2015

RECOMMENDATION:

Staff recommends that the Historical Preservation Commission:

- 1) Receive an update and progress report on the General Plan 2035; and
- 2) Provide comment for consideration as part of the review process.

Attachments:

[1 - February 2013 Staff Report](#)

[2 - Current and New Land Use Correspondence Table](#)

I. Old Business

[16-055](#)

SUBJECT: Clark Field Historical Preservation Award Plaque
DATE: August 19, 2015

RECOMMENDATION:

Staff recommends that the Historical Preservation Commission review and consider making findings to support the awarding of an 8 ½" x 11," bronze plaque (see Exhibit A) to Clark Field, a City owned park site, in recognition of the preservation efforts completed at the park by the Clark Field Restoration Committee.

Attachments:

[Exhibit A - Awards Certificate/Plaque Design](#)

*Commissioner Orlins made a motion to support presenting a plaque to recognize the Historic importance of Clark Field. Motion amended by Chairman Casey to include recognition of Clark Field as a "2015 Historic Presentation Award nominee and recipient," and that the plaque will be presented in recognition of the award. Motion seconded by Commissioner Brookshear. Motion was carried by the following vote:
Ayes: Chairman Casey, Vice Chairman Brookshear and Commissioner Orlins
Abstention: Commissioner Aulman*

J. Adjournment

Meeting was adjourned at 7:55 pm



Legislation Details (With Text)

File #: 16-166 Version: 1 Name:
Type: Staff Report Status: Agenda Ready
File created: 10/13/2015 In control: Historic Preservation Commission
On agenda: 10/21/2015 Final action:
Title: SUBJECT: Appointment of a Historical Preservation Commission Subcommittee

DATE: October 21, 2015

RECOMMENDATION:

Staff recommends the appointment of a Historical Preservation Commission (HPC) Subcommittee to develop the HPC 2015/2016 Work Program and Provide Recommendations to the full commission on the potential reallocation of HPC funds.

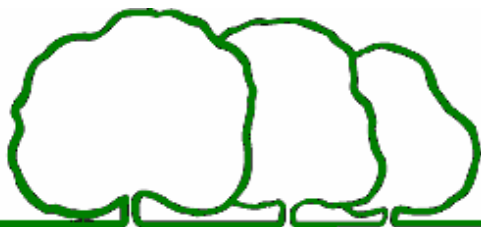
Sponsors:

Indexes:

Code sections:

Attachments: [1 - Sample Work Program](#)

Date	Ver.	Action By	Action	Result
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City of Woodland

MEMORANDUM

TO: Members of the Woodland Historical Preservation Commission
FROM: Erika Bumgardner, AICP, Senior Planner
SUBJECT: Appointment of a Historical Preservation Commission Subcommittee
DATE: October 21, 2015

RECOMMENDATION:

Staff recommends the appointment of a Historical Preservation Commission (HPC) Subcommittee to develop the HPC 2015/2016 Work Program and Provide Recommendations to the full commission on the potential reallocation of HPC funds.

PROJECT DESCRIPTION:

Staff recommends that the Historical Preservation Commission consider appointing a subcommittee of one to two members to assist Planning staff in the development of the Historical Preservation Commission 2015/2016

Work Program. The work program outlines the specified tasks and responsibilities of the commission as well as goals and special projects to be accomplished over a one to two year timeframe.

Upon completing this task, the 2015/2016 Work Program will be presented by the subcommittee to the full Historical Preservation Commission for review and recommendation to City Council. The work program will then be presented to the City Council by the Chair of the Commission for final review and approval. An example of a prior year work program is attached (see Attachment 1).

The second key function of the proposed subcommittee is to evaluate the potential reallocation of HPC funds currently allocated to the Historic Woodland Walking Tour book update project. The subcommittee will discuss whether the funds should remain allocated to the book project and/or explore other projects relevant to the preservation of the Downtown Historic District and Woodland's Historic Neighborhoods which may benefit from available funds. The subcommittee will make a recommendation to the full Commission and ultimately to City Council regarding the potential reallocation of funds.

Attachments:

Attachment 1 - Sample Work Program



**** SAMPLE HPC WORK PROGRAM ****

Program Name	Type of Program	Current Status	Time Frames	Priority
<i>Annual/ Active Projects</i>				
Historical Preservation Commission meetings	Regular meetings of the Commission	As Needed	Suggested quarterly or as needed based on project review.	1
Heritage Home Award	Education - Recognition	Awarded annually in September.	April -September. Nominate in April and Select in May, research June - August, award in September	1
<u>Preservation Award</u>	<u>Education – Recognition</u>	<u>To be awarded along with Heritage Home Awards</u>	<u>On-hold</u> <u>April -September. Nominate in April and Select in May, research June - August, award in September</u>	
Training and Workshops	Education for staff and commission and the public.	Attendance at conference and workshops as available. Possibly hosting workshops by SHPO or local preservation firms for training.	On-hold	
Stroll Through History	Annual special event: Commission attendance; exhibit booth in plaza and Walking Tour Book sales.		On-hold	
<i>Project List</i>				
Project Review Pursuant to Ordinance 12A and CEQA	Project review as they are submitted for CEQA and demolition permits	As Needed	On-going as projects come up.	1

Historical Preservation Commission

Program Name	Type of Program	Current Status	Time Frames	Priority
Certified Local Government (CLG) Application	State – Local partnership in preservation	Draft was reviewed by the State Office of Historic Preservation. SHPO suggested revisions. Staff and Commission to review and develop proposed amendments.	On-hold Subject to City availability to respond to State Office of Historic Preservation comments	?
Proposed Projects				
Historic Preservation web site update	Education, Economic Development	Update to the city's web site to include additional information regarding history of city, active preservation groups, links, inventory listing, walking tour maps	Subject to City availability	
Maintain and update Historical Resources Inventory	Preservation tool	City wide inventory completed in 1981-82, RDA inventory of Commercial – Industrial properties completed in 1998.	Updates may take place as funding and city staffing allow. Possible to apply for grants once receive CLG status.	2
Prepare listing of all designated properties and sites (trees...)	Preservation tool, Education	Prepare a user friendly comprehensive listing of all designated and potentially designated structures as well as cultural and landscape features	On-hold	

Historical Preservation Commission

Residential Design Guidelines	Per General Plan Policy 6.C.8. Preparation of design guidelines to assist in the review of new construction and additions in historic neighborhoods and homes on the City's inventory.	May be evaluated at the time of a zoning code update.	On-hold	
Downtown Plaque Program	Education – Economic Development	Descriptive plaques on downtown buildings and businesses. Nomination or self-nominate. City to develop design criteria and funding assistance guidelines.	On-hold	
Sign toppers – Honorary District	Education – Economic Development	On-hold Thought that there were some funds from the Woodland Hotel that could be used.	On-hold	
Recommend Heritage and Landmark Trees	Preservation, Education, Recognition	As needed	As needed	
Preservation Week	Education – Outreach: proclamation, events, ceremony, exhibits	Preservation week takes place annually in May	On-hold	
<u>Sustainability Plan</u>	<u>Preservation tool, Education</u>	<u>As needed</u>	<u>On-going</u>	
<u>General Plan Update</u>	<u>Preservation tool, Education</u>	<u>As needed</u>	<u>18 months</u>	



Legislation Details (With Text)

File #: 16-171 Version: 1 Name:
Type: Staff Report Status: Agenda Ready
File created: 10/16/2015 In control: Historic Preservation Commission
On agenda: 10/21/2015 Final action:
Title: SUBJECT: Survey of Post-World War II Housing Tracts in Woodland

DATE: October 21, 2015

RECOMMENDATION:

The Historical Preservation Commission is asked to review and take action to approve the Survey of Post-World War II Housing Tracts in Woodland student thesis project (Attachment 1), and direct the project ad hoc subcommittee to proceed with the project and take the necessary steps to select prospective students to undertake this survey effort.

A detailed description of the draft project proposal will be presented to the commission at its meeting on October 21st for review and consideration.

Sponsors:

Indexes:

Code sections:

Attachments: [1- Draft Project Proposal](#)

Date	Ver.	Action By	Action	Result
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City of Woodland

MEMORANDUM

TO: Members of the Woodland Historical Preservation Commission

FROM: Erika Bumgardner, AICP, Senior Planner

SUBJECT: Survey of Post-World War II Housing Tracts in Woodland

DATE: October 21, 2015

RECOMMENDATION:

The Historical Preservation Commission is asked to review and take action to approve the *Survey of Post-World War II Housing Tracts in Woodland* student thesis project (Attachment 1), and direct the project ad hoc subcommittee to proceed with the project and take the necessary steps to select prospective students to

undertake this survey effort.

A detailed description of the draft project proposal will be presented to the commission at its meeting on October 21st for review and consideration.

ATTACHMENT:

Attachment 1 - Draft Project Proposal

Project Proposal

The City of Woodland Historic Preservation Commission has an opportunity for a graduate student in history or cultural resources. The thesis-level project involves the creation of historic context and evaluation guidelines for post-World War II housing in Woodland, CA. The selected student will gain working experience developing and applying guidance relating to these resources in this rapidly developing area of cultural resource management. Building upon recent nationwide guidance, direction provided by Caltrans, and lessons learned from similar projects, the student will 1) identify post-World War II tracts from 1945-1975 in Woodland and 2) will prepare a historic context and guidelines for the future evaluation of these tracts. The context will build upon previous Woodland history, notably Wilkinson's *Crafting a Valley Jewel* (Wilkinson 2003). The context should address economic and social development of the city, identify builders and designers active in the city during this period, and identify influences upon the development of these tracts including veteran's programs. Using these factors and tract data, the report should describe any distinct periods and trends in Woodland's post-World War II residential development.

Using the material developed in the context, the student should provide guidance for the future evaluation of these properties, addressing the most likely applicable criteria and significance thresholds. The guidance should also set the necessary level of integrity for these expansive resources.

The project will be largely self-directed. The City of Woodland will provide planning maps to identify tracts, and a city contact to assist in identifying city information sources. Building permits are on file at the Yolo County Archives, and the city newspaper, the *Daily Democrat*, is available online at newspaperarchives.com. A Historic Preservation Commission member who meets the Secretary of the Interior's Standards as a professional historian will be available for a monthly meeting if needed. The project includes a stipend.

Interested students should send a letter of interest and resume to xxx by xxx.

Literature cited

Wilkinson, D.L. 2003. *Crafting a Valley Jewel: Architects and Builders of Woodland*. Yolo County Historical Society. 192pp.