



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, February 15, 2017

6:00 PM

Council Chambers

A. Call to Order

B. Roll Call

C. Approval of Minutes

[16-765](#)

SUBJECT: Historic Preservation Commission Minutes

RECOMMENDATION: Staff recommends that the Historic Preservation Commission adopt the minutes of the Historic Preservation Commission meeting of August 17, 2016 and September 21, 2016

Attachments: [A - August 17, 2016 Meeting Minutes](#)

[B - September 21, 2016 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

[17-144](#)

SUBJECT: Initial Review of the Proposed Work Plan to Amend the Downtown Specific Plan

DATE: February 15, 2017

RECOMMENDATION:

Staff recommends that the Historical Preservation Commission:

1. Receive a staff report that provides an initial review concerning the proposed update to the Downtown Specific Plan;
2. Provide comments and input to help inform the work program and project process; and
3. Appoint one to two members of the Historical Preservation Commission to serve as Commission liaisons to the specific plan update subcommittee/task force.

Attachments: [1 - Diagram of the Proposed Amended Chapters to the Downtown Specific Plan](#)
[2 - An Introduction to Form Based Codes](#)

[17-145](#)

SUBJECT: 2017-2018 Work Program

DATE: February 15, 2017

RECOMMENDATION:

Staff recommends that the Historical Preservation Commission:

- 1) Review the 2017-2018 Work Program (Attachment 1); and
- 2) Add "Downtown Specific Plan Amendments" as a Priority 1, Special Project to the Work Program.

Attachments: [1 - 2017-2018 Work Program of the Historical Preservation Commission](#)

I. Old Business

[17-15](#)

SUBJECT: Election of Officers for Chair and Vice-Chair of the Historic Preservation Commission

DATE: February 15, 2017

RECOMMENDATION:

Staff recommends that the Historical Preservation Commission:

- 1) Hold Elections; and
- 2) Vote and select among current membership, the appointments for Chair and Vice Chair of the Historic Preservation Commission.

Attachments: [1- Excerpt for the City of Woodland Historical Preservation Commission Rules a](#)

J. Adjournment



Legislation Details (With Text)

File #: 16-765 **Version:** 1 **Name:**
Type: Minutes **Status:** Agenda Ready
File created: 10/6/2016 **In control:** Historic Preservation Commission
On agenda: 2/15/2017 **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 17, 2016 and September 21, 2016

Sponsors:

Indexes:

Code sections:

Attachments: [A - August 17, 2016 Meeting Minutes](#)
[B - September 21, 2016 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: February 15, 2017

SUBJECT: Historic Preservation Commission Minutes

RECOMMENDATION: Staff recommends that the Historic Preservation Commission adopt the minutes of the Historic Preservation Commission meeting of August 17, 2016 and September 21, 2016

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

ATTACHMENTS:

Attachment A - August 17, 2016 Meeting Minutes

Attachment B - September 21, 2016 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 17, 2016

6:00 PM

Council Chambers

A. Call to Order

Meeting was called to order at 6:00 pm.

Staff present:

Erika Bumgardner, Senior Planner

B. Roll Call

Present 3:

Chairperson Christine Casey, Vice Chairperson Cheryl Brookshear, Commissioner Mark Aulman

Absent 2:

Commissioner Tabatha Chavez and Commissioner Robert Folker

C. Approval of Minutes

[16-663](#)

SUBJECT: Historic Preservation Commission Minutes

RECOMMENDATION: Staff recommends that the Historic Preservation Commission adopt the minutes of the Historic Preservation Commission meeting of July 20, 2016.

Attachments: [A - July 20, 2016 Meeting Minutes](#)

A motion was made by Chairperson Casey and seconded by Commissioner Aulman to approve the Historic Preservation Commission meeting minutes of July 20, 2016.

The motion was carried by the following vote:

Ayes: Chairperson Casey, Vice Chairperson Brookshear and Commissioner Aulman

D. Secretary's Report

E. Public Comment

F. Communications

G. Presentations

H. New Business

[16-661](#)

SUBJECT: 440-442 College Street - Rescission of Historic Designation and Proposed Demolition. Review and make findings to rescind the historic designation of the residential structure at 440-442 College Street as a contributing resource to the Woodland Downtown Historic District due to the loss of integrity, and health and safety concerns associated with this building; and approve a request to demolish this structure, which was declared a Dangerous Structure in 2014 and in violation of the California Health and Safety Code.

DATE: August 17, 2016

RECOMMENDATION:

Staff recommends that the Historical Preservation Commission:

- 1) Review and make findings to rescind the historic designation of the residential property at 440-442 College Street as a contributing resource to the Woodland Downtown Historic District due to the loss of integrity, and health and safety concerns; and
- 2) Approve a request to demolish the structure located at 440-442 College Street pursuant to Woodland Municipal Code, Chapter 12A, Section 12A-4. .. body

Attachments:

[1 - Historic Resource Analysis Study \(June 2016\)](#)

[2 - Historic Resource Inventory \(1982 & 1996\)](#)

[3 - City of Woodland Code Compliance Letters](#)

[4 - Letter from Project Applicant \(2016\)](#)

[5 - Letter from Structural Engineer \(2016\)](#)

*A motion was made by Vice Chairperson Brookshear and seconded by Commissioner Aulman to rescind the historic designation of the residential property at 440-442 College Street as a contributing resource to the Woodland Downtown Historic District; with the understanding that a history of the builder William H. Winne, will be documented prior to demolition. The motion was carried by the following vote:
Ayes: Chairperson Casey, Vice Chairperson Brookshear and Commissioner Aulman*

*A motion was made by Chairperson Casey and seconded by Commissioner Aulman to approve the request to demolish the structure located at 440-442 College Street. The motion was carried by the following vote:
Ayes: Chairperson Casey, Vice Chairperson Brookshear and Commissioner Aulman*

[16-662](#)

SUBJECT: Election of Officers for Chair and Vice-Chair of the Historic Preservation Commission

DATE: August 17, 2016

RECOMMENDATION:

Staff recommends that the Historical Preservation Commission:

- 1) Hold Elections; and
- 2) Vote and select among current membership, the appointments for

Chair and Vice Chair of the Historic Preservation Commission.

Attachments: [1- Excerpt for the City of Woodland Historical Preservation Commission Rules and Procedures for the Transaction of Business regarding Officer Elections](#)

A motion was made by Vice Chairperson Brookshear and seconded by Chairperson Casey to continue the election of Historic Preservation Commission officers to the October Historic Preservation Commission meeting when a full Commission is present. The motion was carried by the following vote:

Ayes: Chairperson Casey, Vice Chairperson Brookshear and Commissioner Aulman

I. Old Business

J. Adjournment

Meeting was adjourned at 6:42 pm.



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, September 21, 2016

6:00 PM

Council Chambers

A. Call to Order

Meeting was called to order at 6:00 pm.

Staff Present:

Erika Bumgardner, Senior Planner

B. Roll Call

Present 3:

Chairperson Christine Casey, Vice Chairperson Cheryl Brookshear, Commissioner Robert Folker

Absent 2:

Commissioner Mark Aulman and Commissioner Tabatha Chavez

C. Approval of Minutes

[16-712](#)

SUBJECT: Historic Preservation Commission Minutes

RECOMMENDATION: Staff recommends that the Historic Preservation Commission adopt the minutes of the Historic Preservation Commission meeting of August 17, 2016.

Attachments: [A - August 17, 2016 Meeting Minutes](#)

Chairperson Casey continued approval of August 17, 2016 Historic Preservation Commission meeting minutes to the next regularly scheduled meeting in order to move forward with the Heritage Home and Historic Preservation Awards Ceremony Awards.

D. Secretary's Report

E. Public Comment

F. Communications

G. Presentations

[16-721](#)

SUBJECT: 2016 Heritage Home and Historic Preservation Awards Ceremony

DATE: September 21, 2016

SUMMARY:

A Special Meeting of the Woodland Historical Preservation Commission will be on Wednesday, September 21, 2016, at 6:00PM to recognize the recipients of the 2016 Heritage Home Awards.

The City of Woodland is known throughout California for its architecturally significant and historic homes. Since 1989, the City of Woodland Historical Preservation Commission has presented the Heritage Home Award to honor special homes within the community.

The Heritage Home Award is given in recognition of a home's aesthetic or historically significant contribution to Woodland's residential architecture and to recognize homes that have been well cared for or well restored. The award is purely honorary and imposes no requirements of any kind on either present or future property owners.

To date more than 100 Heritage Home Awards have been presented to Woodland homes. These homes, whose dates of construction range from 1862 to 1962, typify Woodland's rich and diverse architectural resources. Heritage Homes range from 19th century Victorian and Queen Anne residences to 20th century Tudor, Spanish Revival, Colonial Revival, Craftsman Bungalow, French Cottage, Streamline and Mid-Century styles.

Each year the Historical Preservation Commission selects recipients for the award from nominations submitted by Commission members or any other interested person. There is no specific age or date of construction required, but historical significance is considered essential for a home to be eligible. To be considered for the award, a home must be a family residence and located within the city limits.

The Heritage Home Award consists of a Certificate of Recognition and an attractive 7" x 10" oval bronze plaque listing the home's year of construction. The awards are presented by the Historical Preservation Commission to the current owners of the selected homes in an informal ceremony at City Hall.

This year's awards ceremony will mark the 28th year the City of Woodland has presented the Heritage Home Awards to local homeowners.

Attachments: [1- Photos of the 2016 HH Award Recipients](#)

Presentation proceedings.

H. New Business

I. Old Business

J. Adjournment

Meeting adjourned at 6:21 pm.



Legislation Details (With Text)

File #: 17-144 Version: 1 Name:
Type: Staff Report Status: Agenda Ready
File created: 1/25/2017 In control: Historic Preservation Commission
On agenda: 2/15/2017 Final action:
Title: SUBJECT: Initial Review of the Proposed Work Plan to Amend the Downtown Specific Plan
DATE: February 15, 2017

RECOMMENDATION:

Staff recommends that the Historical Preservation Commission:

1. Receive a staff report that provides an initial review concerning the proposed update to the Downtown Specific Plan;
2. Provide comments and input to help inform the work program and project process; and
3. Appoint one to two members of the Historical Preservation Commission to serve as Commission liaisons to the specific plan update subcommittee/task force.

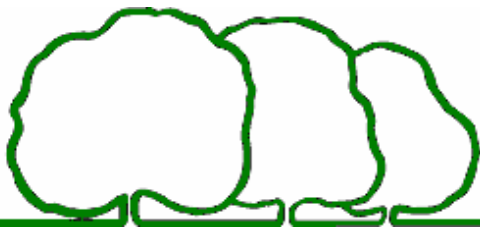
Sponsors:

Indexes:

Code sections:

Attachments: [1 - Diagram of the Proposed Amended Chapters to the Downtown Specific Plan](#)
[2 - An Introduction to Form Based Codes](#)

Date	Ver.	Action By	Action	Result
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City of Woodland

MEMORANDUM

TO: Members of the Woodland Historical Preservation Commission

FROM: Stephen Coyle, Deputy Director of Community Development

SUBJECT: Initial Review of the Proposed Work Plan to Amend the Downtown Specific Plan

DATE: February 15, 2017

RECOMMENDATION:

Staff recommends that the Historical Preservation Commission:

1. Receive a staff report that provides an initial review concerning the proposed update to the Downtown Specific Plan;
2. Provide comments and input to help inform the work program and project process; and
3. Appoint one to two members of the Historical Preservation Commission to serve as Commission liaisons to the specific plan update subcommittee/task force.

BACKGROUND:

In 2016, the City Council directed staff to develop a work program and initiate action necessary to support possible amendments that continue implementing the vision contained in the 2003 Downtown Specific Plan. The intent is to consider amendments that better describe in text and graphics the development standards necessary to achieve high quality urban design in both public and private buildings and landscapes and establish a consistent and cohesive district.

PROJECT ANALYSIS:

Staff recommends the review and possible addition of new sections to the Downtown Specific Plan, which will include a review of and updates to Chapter 3 - Land Use and Development, Chapter 4- Circulation, Chapter 5 - Infrastructure, Chapter 6 - Design Guidelines, including historic architectural style and context, Chapter 7 - Gateway Revitalization, Chapter 8 - Policies and Standards, and Chapter 9 - Actions. Amendments to Chapters 3, 7, 8 and 9 will incorporate both text and graphic design and development of standards that proscribe building form and uses, and Chapter 4 - Circulation will include an update to the 2001 Parking Management Plan. An administrative chapter will be added or incorporated into Chapter 8 that describes the application, permitting, review and appeals processes.

Staff will develop the proposed amendments to the Downtown Specific Plan within its 2017 work plan and beyond as necessary. Sections of certain amendments will require review by the City Attorney and/or private consultants. Staff time, City Attorney fees and any consultant fees will be budgeted through the Capital and General Fund.

Staff has been directed to begin initial amendments to the Downtown Specific Plan, an initial step toward the development of a more comprehensive update to the City's Zoning Code. Staff commenced an analysis of parking demand and supply to address an immediate need in the Downtown and in the Specific Plan. A form or graphic-based coding approach will be used in development of the design standards to better and more simply convey the intent and details.

Staff will provide discussion concerning the proposed Downtown Specific Plan work program to help facilitate the Historical Preservation Commission's participation in the amendment process.

RECOMMENDATION:

Staff recommends that the Historical Preservation Commission:

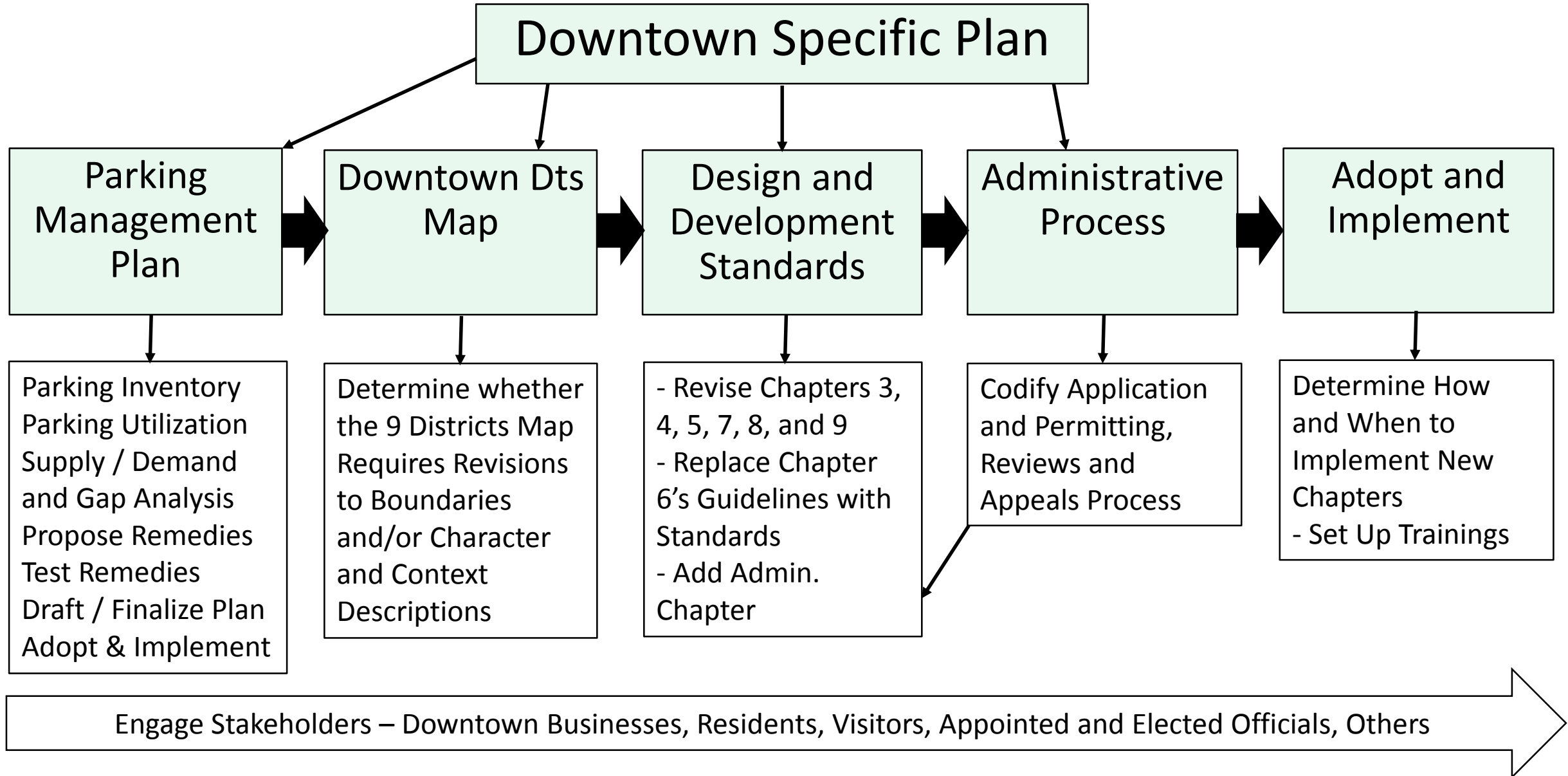
1. Receive a staff report that provides an initial review concerning the proposed update to the Downtown Specific Plan;
2. Provide comments and input to help inform the work program and project process; and
3. Appoint one to two members of the Historical Preservation Commission to serve as Commission liaisons to the specific plan update subcommittee/task force.

ATTACHMENTS:

Attachment 1 - Diagram of the Proposed Amended Chapters to the Downtown Specific Plan

Attachment 2 - An Introduction to Form Based Codes

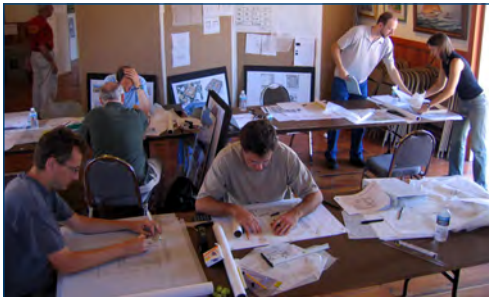
Amendments to the Downtown Specific Plan



An Introduction to Form-Based Codes



Researching People, the Place, and the Processes necessary to identify the desired forms and functions



Creating the Form Based Code with sustainable systems layered into the forms



Applying, Testing, and Refining the Code

Stephen Coyle, AIA LEED CNU
Deputy / Director of Community
City of Woodland, California



Form-Based Codes

Form-based codes are land development regulations that emphasize the future physical form of the built environment, the design and form of buildings and public space, with less emphasis on the uses inside the buildings. Form-Based Codes should integrate sustainability into the form.

Form-based codes regulate land, infrastructure, and building development consistent with general or comprehensive plans. They aim to achieve a specific urban form and to shape a higher quality built environment that integrates rather than separates compatible uses. As a supplement, modification, or replacement to city or county zoning and development ordinances, form-based codes help create a predictable public and/or private realm by controlling or regulating its physical form as well as the building intensities and uses. The codes enable a community's vision by coding desired, specific outcomes appropriate to particular places or zones, from the edge of the natural landscape to the urban center.

Adoptable form-based codes should be compatible with the policy and goal-based city and county general or comprehensive plan formats used in most states. The code elements are similar: The zoning map simply evolves into a regulating plan that defines the boundaries of various urbanized zones, the natural and/or agriculture and future development areas, and the trajectories and connections of major thoroughfares.

The regulating plan identifies allowable uses or the percentage of specific uses within each zone through a legend or matrix, and may describe the permitted development intensities. However, each zone also includes the permitted building types and functions, plus other essential data relative to the public realm such as the types and scale of thoroughfares, plazas, and parks. The point is to increase the range of compatible development choices by defining an appropriate public context or place for each.

In a departure from design guidelines, form-based codes regulate rather recommend or advise, prescribing what's desired or intended rather than proscribing what's prohibited. Instead of controlling building densities only through numbers and formulas such as floor-area-ratios, dwelling units per acre, building height limits, setbacks, and parking formulas, form-based codes may control densities by regulating the total permitted volume of space that could be built, determined, for example, by the total number of floors allowed instead of maximum building heights, build-to lines and setback averaging rather than minimum setbacks, and maximum parking ratios and shared parking tables. The codes may still include conventions such as special-use districts and maximum units per acre.

An Introduction to Form-Based Codes

FORM BASED CODES

Code Scale & Type

The form-based code may be introduced at the scale of the region, the community, neighborhood, or the site, and deployed at the general or comprehensive, sector or community, and specific or precise plan level. The code should encompass land zoning and subdivision regulations, and may include urban design, architectural and landscape standards, street standards, and even sustainability requirements - but not building/life safety codes.

The range and complexity of elements and details are defined by each jurisdiction, from identifying incompatible uses that require separation or other restrictions, to determining whether to limit or constrain architectural expressions or styles.

Code Implementation

The form-based code may be generated from scratch, borrowed and modified from other adopted form-based municipal codes, or adapted from 'open-source' templates or models such as the SmartCode™. If derived externally, form-based codes require local customization or calibration by public and private planners and designers, with adequate jurisdictional and community input to reflect the community's vision.

The code should incorporate comprehensive sustainable systems and elements, and combine time-tested urban forms within the economical, social, aesthetic, and environmental context.

Since the form-based code represents regulations that may not initially include a set of policies or goals, the excellence of development outcomes will be dependent on the qualities of the vision, goals, and objectives described in the region, community, or local plans that the code implements.

continued next page



Outcome of Architectural Standards



Coding for Historic Buildings/Districts



An Introduction to Form-Based Codes

The form-based code may be tested, refined, and adopted using several common methods to introduce, prepare, and integrate the regulations into established zoning and permitting systems. Ultimately, the adoption of form-based code regulations, a legislative act, requires the same type of review as the adoption of any other plan or zoning regulation in California, Arizona, Florida and states with similar statutes: planning commission public hearing(s), recommendation(s) to the local legislative body, and city or county council or board of supervisors' public hearings prior to adoption of the regulations, and the potential environmental review.

Alternative testing and adoption approaches include:

- Pilot projects, focused on a limited area, that may include form-based codes executed in the form of specific plans, special purpose zones, or 'hybrid' codes.
- Specific plans and other limited area codes that may include a form-based code in California and a number of other states that allow a specific plan to include zoning regulations unique to its bounded or defined area that supersede those in the citywide zoning code. However, unlike planned development ordinances that stipulate project-specific standards and densities, the intelligent form-based code facilitates flexibility and choice within a desired range of form and functional rules.
- Special purpose zones within conventional codes that provide a variation to the specific plan or limited area alternative. A jurisdiction may choose to adopt a new form-based zoning regulation by establishing and applying one or more new zones to specific limited areas within the jurisdiction through amendments to an existing conventional code text and property re-zonings. The outcome, a "hybrid code", retains the "conventional" zones and related standards of the existing code in areas that are not rezoned. The integration of form-based code provisions into a more extensive conventional code requires careful attention to the details of linkages or 'bridges' to other standards and procedures in the code.
- Alternative or "parallel optional codes" that consist of incentive-based form-based codes that

a development applicant may choose to apply under instead of the conventional jurisdiction-wide code. The incentives include a more predictable and straightforward development review process for the applicant under the form-based code. The range of possible development types available to them can be more both cost-effective and more marketable than those allowed by the conventional code. For the jurisdiction, the option can result in incrementally better development. However, given the complexity of planning and zoning in states like California, this approach increases the difficulty of administering two codes, and the potential for confusion over the requirements of two systems.

While introducing a new form-based zones into a conventional code could be an effective pilot project in the phased replacement of an existing code, this approach may create public uncertainty about the jurisdiction's commitment to better development. What's more, a code with two different "vocabularies" regarding regulation can be technically confusing to applicants and more difficult to administer. However, this approach may a feasible option for those jurisdictions that wish to move into the field incrementally, or where political support may be tenuous.

Comprehensive replacement of existing code with a form-based code creates the greatest range of opportunities for transforming targeted areas of a jurisdiction while maintaining established character in others. This approach is less expensive in smaller communities than larger, as would be in any conventional planning process, and offers the advantage of making the changes in a regulatory vocabulary employing procedures consistent throughout the code. However, this methodology potentially represents the most complicated, both logistically and politically.

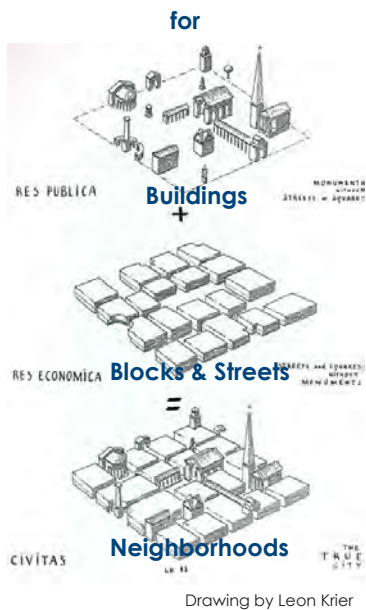
The best-loved communities and neighborhoods throughout the country – where social, environmental, and economic values remain stable over long periods of time, and periodic large-scale redevelopment or reconstruction is generally unnecessary – are places where land uses and sustainability are integrated with a distinct, coherent, and appropriately scaled urban character. A well-designed and implemented form-based code provides an essential means to create or reestablish those kinds of places.

Conventional Zoning

Form Based Coding

THE DIFFERENCES

FORM BASED CODES



Single-Use zoning

makes adjacent, non-integrated places



F.A.R. - dominated, single use codes yield commercial spaces that may be difficult to repurpose as retail spaces shrink



Focusing on use instead of form creates non-walkable subdivisions



Conventional coding by zoning map and text results in "cookie cutter" places



Coding for the car produces a car-oriented environment of underperforming strip centers

Green-oriented

mixed-use

coding helps create walkable, sustainable places



The right choice of form, character, and uses yields place-making



Focusing on form and sustainable functions make green neighborhoods



Form-based coding by graphics and text produce diverse and adaptable places



Coding for business, pedestrians and cars produces Active Streets





Legislation Details (With Text)

File #: 17-145 Version: 1 Name:
Type: Staff Report Status: Agenda Ready
File created: 1/25/2017 In control: Historic Preservation Commission
On agenda: 2/15/2017 Final action:
Title: SUBJECT: 2017-2018 Work Program

DATE: February 15, 2017

RECOMMENDATION:

Staff recommends that the Historical Preservation Commission:

- 1) Review the 2017-2018 Work Program (Attachment 1); and
- 2) Add "Downtown Specific Plan Amendments" as a Priority 1, Special Project to the Work Program.

Sponsors:

Indexes:

Code sections:

Attachments: [1 - 2017-2018 Work Program of the Historical Preservation Commission](#)

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, Senior Planner

SUBJECT: 2017-2018 Work Program

DATE: February 15, 2017

RECOMMENDATION:

Staff recommends that the Historical Preservation Commission:

- 1) Review the 2017-2018 Work Program (Attachment 1); and
- 2) Add "Downtown Specific Plan Amendments" as a Priority 1, Special Project to the Work Program.

BACKGROUND:

The Preservation Commission voted to approve the attached Work Program in July 2016. Since July, the City Council has identified the need for amendments and updates to the Downtown Specific Plan and has made this a city priority for 2017. With the substantial overlap of the Downtown Specific Plan boundaries with those of the Downtown Historic District, the Historical Preservation Commission will be an important partner in the update process. Therefore, it is recommended that the Commission consider and vote to include the Downtown Specific Plan Amendment as a Priority 1, Special Project in the Work Program.

The Work Program is scheduled to be presented to the City Council by Chairperson Casey on March 7, 2017.

ATTACHMENTS:

Attachment 1 - 2017-2018 Work Program of the Historical Preservation Commission

WORK PROGRAM OF THE HISTORICAL PRESERVATION COMMISSION

2017-2018

PROJECT/PROGRAM NAME	DESCRIPTION	FREQUENCY/TIME FRAME	PRIORITY
<i>Routine Ongoing and Annual Projects/Programs</i>			
Historical Preservation Commission Meetings	Regular meeting of the Historical Preservation Commission as provided for in Ordinance 12A of the Municipal Code. Staff updates on ongoing and pending projects in the Downtown or with historical significance.	As needed to review proposed alterations to structures within the designated historical district and to carry out other duties and responsibilities as outlined in Ordinance 12A of the Municipal Code (Sec. 12A-2-5).	1
Heritage Home and Historic Preservation Awards	Annual awards ceremony, recognizing historic homes and properties that have been well preserved or cared for and/or those programs, business or individuals that further the goals of historic preservation or bring awareness to the City's cultural heritage.	Annual (The award ceremony typically takes place in September in-lieu of a regularly scheduled HPC meeting, with preparation for the event beginning the preceding April).	1
Historic Resources, Landmarks and Districts Designation	The Historical Preservation Commission recommends to the City Council the designation of historical resources (i.e. buildings, structures, trees), landmarks and districts (Ord 12A, Section 12A-2-5(c)).	As needed as specific resources, landmarks and/or districts are identified as significant to the City.	1

**Commission Partnership
with Stroll Through
History**

Volunteer members (and/or appointed ad-hoc subcommittee) of the Historical Preservation Commission to assist Stroll Through History Committee with annual event and provide informational updates to the Commission and public regarding the event. Walking Tour Book sales.

Annual

2

Special Projects

General Plan Update

The Historical Preservation Commission will actively engage in and provide feedback regarding the General Plan 2035 Update, specifically in regard to updates to the Historic Preservation Element.

Throughout the General Plan update process.

Projects to follow may include updating the Downtown Specific Plan, Zoning Ordinance, Chapter 12A of the Municipal Code, and possibly Residential Design Guidelines for Historic Properties.

1

**Downtown Specific Plan
Amendments**

The Historical Preservation Commission will actively engage in the Downtown Specific Plan Amendment process, including updates to the Design Guidelines, policies, standards and vision for the Downtown.

Throughout the specific plan update process.

1

**Post-WWII Housing
Survey**

Student, thesis-level, project involving the creation of a historic context and evaluation guidelines for post-World War II housing in Woodland.

Project lead by a two-member ad-hoc subcommittee of the Commission with technical support from City staff.

1

Projects to follow may include designation of honorary historic districts as appropriate.

**Funds Allocation to
Special Projects
(Re-allocation of funds
from “Walking Tour
Book” project)**

The Historical Preservation Work Program Subcommittee in partnership with the full Historical Preservation Commission, the Downtown Business Association as appropriate, and staff, will work to identify and prioritize projects (such as street sign toppers, downtown plaque program, façade rehab, etc.) for funding allocation. A recommendation for allocation of funds will be brought before the City Council for approval.

Goal to bring a recommendation to City Council in Fall 2017.

2

Historical Preservation Website Update/Interactive Walking Tour App	Ad-hoc subcommittee of the Historical Preservation Commission to work with staff to update the City's web site to include additional information regarding history of city, active preservation groups, links, inventory listing, walking tour maps and/or downloadable walking tour application for smart phone/mobile device.	Estimated one to two year timeframe as staff resources permit.	2
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Recommend Heritage and Landmark Trees	Ad-hoc subcommittee of the Historical Preservation Commission to work with the Woodland Tree Foundation and the City's Park and Recreation Division/Commission to inventory trees eligible for "landmark tree" designation starting with those trees located on public property. Provide information and resources for ongoing maintenance and health of the trees.	Estimated one year timeframe.	2
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Possible Future Projects

Designation of Historic Neighborhoods	Explore process and procedures, advantages and obstacles regarding the establishment of new historic neighborhood districts in Woodland. Make a recommendation to City Council regarding possible establishment of historic neighborhood district(s).	Estimated one to two year timeframe.	3
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**Residential Design
Guidelines for Historic
Neighborhoods**

The Historical Preservation Commission will work with staff to develop design guidelines that protect the historic architectural character and heritage of the City's treasured historic neighborhoods.

Estimated two year timeframe. Project may dovetail and/or complement General Plan update process.

3

**Certified Local
Government (CLG)**

The Historical Preservation Commission will work with Planning staff to explore the certification process to become recognized as a Certified Local Government through the National Park Service and State Historic Preservation Office.

Ongoing/As necessary to research and, at the discretion of the City Council, complete the application and certification process (estimated two year timeframe).

3



Legislation Details (With Text)

File #: 17-15 Version: 1 Name:
Type: Staff Report Status: Agenda Ready
File created: 2/10/2017 In control: Historic Preservation Commission
On agenda: 2/15/2017 Final action:
Title: SUBJECT: Election of Officers for Chair and Vice-Chair of the Historic Preservation Commission

DATE: February 15, 2017

RECOMMENDATION:

Staff recommends that the Historical Preservation Commission:

- 1) Hold Elections; and
- 2) Vote and select among current membership, the appointments for Chair and Vice Chair of the Historic Preservation Commission.

Sponsors:

Indexes:

Code sections:

Attachments: [1- Excerpt for the City of Woodland Historical Preservation Commission Rules and Procedures for the](#)

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, Senior Planner

SUBJECT: Election of Officers for Chair and Vice-Chair of the Historic Preservation Commission

DATE: February 15, 2017

RECOMMENDATION:

Staff recommends that the Historical Preservation Commission:

- 1) Hold Elections; and
- 2) Vote and select among current membership, the appointments for Chair and Vice Chair of the Historic Preservation Commission.

BACKGROUND:

The positions of Chair and Vice-Chair are to be elected annually and typically this is done in August as stated in the Historical Preservation Commission Rules of Procedure (Attachment 1).

ATTACHMENTS:

Attachment 1 - Excerpt for the City of Woodland Historical Preservation Commission Rules and Procedures for the Transaction of Business regarding Officer Elections.

III. OFFICERS

301. The officers of the Commission shall consist of a Chairperson and Vice-Chairperson. The Chairperson and Vice Chairperson shall be elected annually at the August Meeting by a majority of the Commission. The most senior member who has not yet held office will be next in line for being elected Vice-Chairperson. The Vice-Chairperson shall be next in line for election to Chairperson.
302. The Chairperson and Vice-Chairperson shall hold their respective offices until the next annual meeting after election and until their successors are elected.
303. Vacancies in the office of Chairperson and Vice-Chairperson shall be filled from the membership of the Commission by an election held at any meeting.