



City of Woodland

Meeting Agenda

Historical Preservation Commission

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

November 20, 2019
6:00 PM

Please Note: The numerical order of items on this agenda is for the convenience of reference; items may be taken out of order.

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES

1. SUBJECT: Historical Preservation Commission Meeting Minutes of October 16, 2019

RECOMMENDATION FOR ACTION: Staff recommends that the Historical Preservation Commission adopt the minutes of the Historical Preservation Commission Meeting of October 16, 2019.

D. SECRETARY'S REPORT

E. PUBLIC COMMENT

F. COMMUNICATIONS

G. PRESENTATIONS

H. NEW BUSINESS

2. SUBJECT: Heritage Home and Historic Preservation Award Process 2019

RECOMMENDATION FOR ACTION: Staff recommends that the Historical Preservation Commission initiate the discussion and review of possible Heritage Home and Historical Preservation Award nominations.

I. OLD BUSINESS

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

RECOMMENDATION FOR ACTION: 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.

J. ADJOURNMENT



TO: THE HONORABLE HISTORICAL PRESERVATION COMMISSION
AGENDA: Historical Preservation Commission Meeting
DATE: November 20, 2019
ITEM #: C.1.
SUBJECT: Historical Preservation Commission Meeting Minutes of October 16, 2019

Recommendation for Action: Staff recommends that the Historical Preservation Commission adopt the minutes of the Historical Preservation Commission Meeting of October 16, 2019.

Staff Contact:

Debbie Flemmer, Administrative Supervisor (530) 661-5818, debbie.flemmer@cityofwoodland.org

Reviewed By: Megan Meier, Associate Planner

Attachments:

1. 10.16.19 HPC Minutes DRAFT

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Historical Preservation Commission Meeting –

Wednesday, October 16, 2019

6:00 PM

A. CALL TO ORDER

Meeting called to order at 6:01 PM

B. ROLL CALL

Council Members Present: Historical Preservation Commission Member Elizabeth Lambert, Historical Preservation Commission Member Jim Bohon, Historical Preservation Commission Member James Lapsley

Absent: Historical Preservation Commission Member Steve Barzo, Historical Preservation Commission Member Jeff Rosenthal

Excused:

C. APPROVAL OF MINUTES

1. SUBJECT: Historical Preservation Commission Meeting Minutes of August 21, 2019

RECOMMENDATION FOR ACTION: Staff recommends that the Historical Preservation Commission adopt the minutes of the Historical Preservation Commission Meeting of August 21, 2019.

On a motion by Historical Preservation Commission Member James Lapsley, seconded by Historical Preservation Commission Member Elizabeth Lambert and carried unanimously, a motion to approve the Historical Preservation Commission Meeting Minutes of August 21, 2019

Ayes: Historical Preservation Commission Member Elizabeth Lambert, Historical Preservation Commission Member Jim Bohon, Historical Preservation Commission Member James Lapsley

Noes: None

Absent: Historical Preservation Commission Member Steve Barzo, Historical Preservation Commission Member Jeff Rosenthal

D. SECRETARY'S REPORT

Verbal updates provided by Historical Preservation Commission Members/Staff.

E. PUBLIC COMMENT

None

F. COMMUNICATIONS

None

G. PRESENTATIONS

H. NEW BUSINESS

2. SUBJECT: Review of the Proposed Work Plan for a Comprehensive Zoning Update to Incorporate the Downtown

RECOMMENDATION FOR ACTION: Staff recommends that the Historical Preservation Commission

1) Receive a staff report that provides an initial overview concerning the forthcoming City zoning update specifically the portion related to the Downtown and greater Downtown area.

2) Provide comments and input to help inform specific discussion related to work program and the use of Form Based Codes.

Presentation provided by Megan Meier, Associate Planner.

I. OLD BUSINESS

3. RECOMMENDATION:

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

RECOMMENDATION FOR ACTION: 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.

Continue this item to a date certain of November 20, 2019.

J. ADJOURNMENT

Meeting adjourned at 7:06 PM.



TO: THE HONORABLE HISTORICAL PRESERVATION COMMISSION
AGENDA: Historical Preservation Commission Meeting
DATE: November 20, 2019
ITEM #: H.2.
SUBJECT: Heritage Home and Historic Preservation Award Process 2019

Discussion:

The Heritage Home award is public recognition of remarkable family homes and commemorates that home's contribution to the aesthetically and historically significant residential architecture of Woodland. The award is honorary, recognizes the home as a special community resource, and recognizes those homes that have been well cared for or restored.

The Historic Preservation Award is distinct from the Heritage Home Award. While the Heritage Home Award recognizes individual homeowners work in preserving and maintaining the unique historic homes of Woodland, the Preservation Award is granted at the discretion of the Historical Preservation Commission. The Preservation Award acknowledges the work of individuals, organizations, and businesses that further historic preservation efforts throughout the community as well as the renovation of commercial properties.

Each year, the Historical Preservation Commission considers nominations and typically selects five recipients. The awards are presented by the Commission to the then owners of the selected Heritage Home and Historic Preservation Awards in the Fall.

Attachments:

1. HERITAGE HOME AWARD SELECTION GUIDELINES and PROCEDURES
2. HERITAGE HOME APPLICATION FORM
3. PRESERVATION AWARD APPLICATION FORM

HERITAGE HOME AWARD SELECTION GUIDELINES

The Heritage Home award is a public recognition of a remarkable family home and commemorates that home's contribution to the aesthetically and historically significant residential architecture of Woodland. The award is honorary and recognizes the home as a special community resource and recognizes those homes that have been well cared for or well restored.

Each year the Historical Preservation Commission considers nominations and selects 5 recipients. The awards are presented by the Commission to the then owners of the selected Heritage Homes. The award consists of a Certificate of Recognition and an attractive 7" x 10" oval bronze plaque from the Erie Landmark Company listing the year of construction of the home.

These guidelines are adopted by the Historic Preservation Commission to guide the public and future Commissions on the factors generally considered in determining the recipients of the Heritage Home Awards.

- I. **AGE/ARCHITECTURE:** Although no age or date of construction specifically limits designation of the Heritage Homes, historical significance is considered essential to eligibility. Other related factors are of secondary importance and include:
 - Anachronistic, visible, adornment.
 - Amendments required by building or fire codes, or general modernization, common to the home period, will not be considered disqualifying (i.e. indoor plumbing or cocking which were almost universal changes to all housing).
 - In general, color schemes that are appropriate to the date of construction, appropriate ornamentation, landscaping, out building and internal restoration are secondary considerations as the add or subtract from the presentation of the home.
- II. **LOCATION:** All "Heritage Homes" must be situation in the City of Woodland at the time of selection, as contrasted with the date of construction. Although, location is not in any other manner a criterion for selection, the Commission recognizes that there are areas of the City in which the historically and aesthetically significant architecture is more common than in other areas.
- III. **FAMILY HOMES:** The limitation of this award to family residences does not indicate an indifference to the significance of preservation of our architectural heritage through modification for commercial or professional use, such as multiple unit rentals, professional offices, or "bed and breakfast" restorations. Other awards, also presented by the Commission, recognize the restoration and preservation of historical buildings not being used as family residences.

PROCEDURES

The following are adopted as the procedures for the selection and presentation of the awards.

- Nominations can be made by any Commissioner, not exceeding five by each Commissioner.
- Nominations may be suggested by any other interested party and if the suggestion is agreed on by two Commissioners, the home will be considered in the final selection process.
- The nominations shall be reviewed by the Commission at the February meeting.
- The selection shall be made at the March meeting of the Commission and presentations at either the April or May regular meeting, or if required by the agenda, at a special meeting called for that purpose in the month of May.
- The nomination shall be on the form provided by the Commission.
- Voting on final selections on each nominated house shall be in random order. If more than five houses receive a majority of votes a second vote shall be taken among houses receiving more than a majority of votes. The second vote shall be in writing. Each Commissioner shall vote for not more than five nominated homes. A majority of votes will be required to select the recipients.
- The owner or owners of a selected home shall be contacted by the Commissioner who made that nomination after written notification by the Secretary of the Commission and acceptance by the homeowner. Research at the Yolo County Archives may be required to determine the Date of Construction. The owners shall be interviewed, as needed, to prepare the write up that accompanies the Heritage Home Award. This shall be completed prior to the April meeting to give ample time for the editing and printing of the citation.

Application for Nomination for the Heritage Home Award

Application for Nomination for the Historic Preservation Award

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TO: THE HONORABLE HISTORICAL PRESERVATION COMMISSION
AGENDA: Historical Preservation Commission Meeting
DATE: November 20, 2019
ITEM #: I.3.
SUBJECT: Election of Officers for Chair and Vice-Chair of the Historic Preservation Commission

Recommendation for Action: 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.

Staff Contact:

Megan Meier, Associate Planner, (530) 661-5814, megan.meier@cityofwoodland.org

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)

Conclusion:

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. City of Woodland Historic Preservation Commission Rules and Regulations

203. If a member of the Commission is absent without cause for three (3) successive regular meetings of the Commission, the office becomes vacant automatically and the Commission immediately shall notify the Council thereof. Acceptable cause for absence may include the following: personal or family illness, vacations, occasional business obligations, military leave or the loss of a loved one. Commission members will be expected to organize their calendars such that absences are kept to a minimum. If an absence will be unavoidable a Commissioner should leave word with the Planning Department no later than 12:00 P.M. on the day of the scheduled meeting.

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.

IV. DUTIES OF OFFICERS

401. The Chairperson shall preside at all meetings. He or She shall appoint all standing committees each year following the election of officers and such special committees as from time to time may be authorized by the Commission. He or She may present to the Commission such matters as in his or her judgment require attention; and He or She need not vacate his or her chair for the purpose of actively discussing (as a member of the Commission) an item on the agenda or a subject for review, discussion and recommendation by the Commission. He or She shall sign documents of the Commission, see that all actions of the Commission are properly taken and assist staff in determining agenda items.
402. Except as otherwise provided in these Rules of Procedure, the Chairperson (and the Commission) shall be guided by the "Roberts Rules of Order, Newly Revised." The failure of the Commission to conform to said rules of order shall not, in any instance, be deemed to invalidate the action taken.