



City of Woodland

Meeting Agenda

Historical Preservation Commission

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

February 19, 2020
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 January 15, 2020

RECOMMENDATION FOR ACTION: Staff recommends that the Historical Preservation Commission adopt the minutes of the Historical Preservation Commission Meeting of January 15, 2020.

D. STAFF AND COMMISSIONER COMMENTS

E. PUBLIC COMMENT

F. PRESENTATIONS

2. SUBJECT: Historical Preservation Commission Work Program

RECOMMENDATION FOR ACTION: Discuss possible tasks to include on HPC Work Program for 2020-2021

G. BUSINESS ITEMS

3. Next Steps for Heritage Home Awards

H. ADJOURNMENT



TO: THE HONORABLE HISTORICAL PRESERVATION COMMISSION
AGENDA: Historical Preservation Commission Meeting
DATE: February 19, 2020
ITEM #: C.1
SUBJECT: Historical Preservation Commission Meeting Minutes of January 15, 2020

Recommendation for Action: Staff recommends that the Historical Preservation Commission adopt the minutes of the Historical Preservation Commission Meeting of January 15, 2020.

Staff Contact:

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

Reviewed By: Megan Meier, Associate Planner

Attachments:

1. 1.15.2020 HPC Minutes DRAFT

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Historical Preservation Commission Meeting –

Wednesday, January 15, 2020

6:00 PM

A. CALL TO ORDER

Meeting called to order at 6:00 PM

Staff Present: Megan Meier

B. ROLL CALL

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

Absent:

Excused:

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.

On a motion by Historical Preservation Commission Member James Lapsley , seconded by Historical Preservation Commission Member Jeff Rosenthal and carried unanimously, Historical Preservation Commission Meeting Minutes of October 16, 2019

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

Noes: None

Absent:

D. SECRETARY'S REPORT

Verbal updates provided by Historical Preservation Commission Members/Staff.

E. PUBLIC COMMENT

None

F. COMMUNICATIONS

None

G. PRESENTATIONS

None

H. NEW BUSINESS

2. SUBJECT: Heritage Home Award Nominations

RECOMMENDATION FOR ACTION: Staff recommends that the Historical Preservation Commission approve

On a motion by Historical Preservation Commission Member James Lapsley, seconded by Historical Preservation Commission Member Elizabeth Lambert and carried unanimously, a motion to accept the nominations presented; 146 Third Street, 550 Oak Avenue, 409 Casa Linda Drive, and 648 College Street for the 2020 Heritage Home/ Historic Preservation Award.

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

Noes: None

Absent:

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.

Historical Preservation Commission Members held elections for Historical Preservation Commission Chair and Vice Chair; selection process and vote are as follows:

Historical Preservation Commission Chair: On a motion by Historical Preservation Commission Member Jeff Rosenthal , seconded by Historical Preservation Commission Member Elizabeth Lambert to nominate Historical Preservation Commission Member Jim Bohon for the post of Chair; motion was carried unanimously,

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

**Noes: None
Absent:**

Historical Preservation Commission Vice Chair: On a motion by Historical Preservation Commission Member Jim Bohon, seconded by Historical Preservation Commission Member Jeff Rosenthal to nominate Historical Preservation Commission Member Elizabeth Lambert for the post of Vice Chair; motion was carried unanimously.

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

**Noes: None
Absent:**

J. ADJOURNMENT

Meeting adjourned at 6:43 PM.



TO: THE HONORABLE HISTORICAL PRESERVATION COMMISSION
AGENDA: Historical Preservation Commission Meeting
DATE: February 19, 2020
ITEM #: F.2
SUBJECT: Historical Preservation Commission Work Program

Recommendation for Action: Staff recommends that the Historic Preservation Commission (1) receive the informational report; (2) give direction to staff on possible work program tasks

Staff Contact:

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

Background:

The purpose to an HPC work program is to provide a general outline of tasks for the HPC to consider addressing. The task are usually categorized in terms of importance or closest to being achieved. Typically the work program outlines task that span two years but many task have been initiated on one work program and carried over for completion onto the next work program. The work program is typically tied to the function of the Historical Preservation Commission as outlined in Municipal Code Section 15-24-020, "Powers and duties," states the following: The historical preservation commission shall have the following powers and duties:

1. To undertake a comprehensive historic resource inventory and maintain a historic register;
2. To establish various criteria, guidelines and standards to carry out the intent of this ordinance;
3. To recommend to the city council the designation of historical landmarks and historical districts;
4. To participate in administration regulations pertaining to historical landmarks and historical districts;
5. To recommend to the city council ways to fund and to otherwise make financially feasible the protection of historical landmarks and historical districts in the city;
6. To recommend to the council the means to implement the historic preservation elements of the General Plan and the chapter by developing information and programs to increase awareness of, preservation of, and use of historical landmarks and historical districts in the city;
7. To perform such other duties as the city council may direct.

In addition to the the Municipal Code the HPC supports the goals and policies of the City's General Plan found within the Land Use, Community Design, and Historic Preservation Element.

General Plan (Section 2.4 Historic Preservation) Guiding Principal:

General Plan Goal 2.0: Preserve community character and historic buildings while attracting new infill development and investment in existing neighborhoods.

General Plan Goal 2.P: Preserve, maintain, and celebrate sites and structures that serve as significant, visible reminders of the City's social, architectural and agricultural history through adherence to federal, state and local programs and requirements.

General Plan Goal 2.Q: Promote community awareness and appreciation of Woodland's history and architecture.

Fiscal Impact:

When considering task for the HPC work plan it's important to consider the fiscal impact of the proposed task. Unless the task is associated with an application before the Commission all work has to have an allocated funding source within the City's budget. Implementation of the Historical Preservation Commission work program may impact the following:

- Development-based projects, in which applicants will either pay a set fee or utilize a deposit based system for more complex project proposals. Staff time associated with project review, report preparation, and necessary noticing will be funded are resource costs.
- Training and Historical Preservation Commission initiated actions will be funded through the City's General Fund to cover staff time for research, report preparation, and public noticing.

Discussion:

Projects Anticipated to Come Before the Historical Preservation Commission in 2020 and 2021

What tasks are currently underway:

1. Review and participation in Zoning Ordinance Update (Downtown)
2. Review and participation in Urban Forest Plan regarding Landmark Trees
3. 2020 Heritage Home and Historic Preservation Awards Ceremony
4. Several development projects that may have exterior modifications proposed.

Potential Projects discussion Items for 2020 and 2021 Work Program

What tasks do we want to look at adding and what time commitment does it require from Commissioners:

1. Review of previous work program task
2. Task to commemorate City's 150 year anniversary
3. Historic District Street Signs
4. Web page historic map archive
5. Stroll Through History

Conclusion:

Staff recommends that the Historic Preservation Commission (1) receive the informational report; (2) give direction to staff on possible work program tasks

Prepared By: Megan Meier, Associate Planner

Reviewed By: Cinndy Norris, Principal Planner

Attachments:

None



TO: THE HONORABLE HISTORICAL PRESERVATION COMMISSION
AGENDA: Historical Preservation Commission Meeting
DATE: February 19, 2020
ITEM #: G.3
SUBJECT: Next Steps for Heritage Home Awards

Heritage Home Awards

Next Steps:

- Meet with Homeowners
- Order Plaques
- Submittal of Write ups

Attachments:

None