



City of Woodland

Meeting Agenda

Historical Preservation Commission

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

September 15, 2021
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. SPECIAL COMMENTS

PLEASE NOTE: The September 15, 2021 Woodland Historic Preservation Commission (HPC) will be conducted pursuant to the Governor's Executive Order N-29-20.

The meeting will be held via teleconference and Commission members and the public will participate via teleconference. Those locations are not listed on the agenda and are not accessible to the public. The public is encouraged to listen to the HPC meeting live on Woodland TV Channel 20 and also by going to the City of Woodland web site at www.cityofwoodland.org/meetings.

If you wish to make a comment during general Public Comment or on a specific agenda item, you may submit an email to the HPC at the following link hpc@cityofwoodland.org prior to Public Comment on that item. Email comments submitted to be read into the record shall be no more than three (3) minutes when read aloud. Please include the agenda item in the subject line.

B. CALL TO ORDER

C. ROLL CALL

D. APPROVAL OF MINUTES

1. SUBJECT: Historical Preservation Commission Meeting Minutes of March 17, 2021 and June 16, 2021

RECOMMENDATION FOR ACTION: Staff recommends that the Historical Preservation Commission approve the Historical Preservation Commission Meeting Minutes of March 17, 2021 and June 16, 2021.

E. STAFF AND COMMISSIONER COMMENTS

F. PUBLIC COMMENT

G. PRESENTATIONS

2. SUBJECT: Historic Preservation Commission Draft Work Program

RECOMMENDATION FOR ACTION: Staff recommends that the Historical

Preservation Commission (1) receive the informational report; (2) vote to move the HPC work program forward to City Council

3. SUBJECT: Presentation by City of Woodland Geographic Information System (GIS) Analyst on GIS applications

H. BUSINESS ITEMS

4. SUBJECT: 2020/ 2021 Heritage Home/Historic Preservation Award Discussion

RECOMMENDATION FOR ACTION: Staff recommends the Historical Preservation Commission review discuss the proposed ceremony date for the 2020/ 2021 Heritage Home Awards

5. 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.

I. ADJOURNMENT



TO: THE HONORABLE HISTORICAL PRESERVATION COMMISSION
AGENDA: Historical Preservation Commission
DATE: September 15, 2021
ITEM #: D.1
SUBJECT: Historical Preservation Commission Meeting Minutes of March 17, 2021
and June 16, 2021

Recommendation for Action: Staff recommends that the Historical Preservation Commission approve the Historical Preservation Commission Meeting Minutes of March 17, 2021 and June 16, 2021.

Prepared By: Debbie Flemmer, Administrative Supervisor

Reviewed By: Megan Meier, Associate Planner

Attachments:

1. 3.17.2021 HPC Minutes DRAFT
2. 6.16.2021 HPC Minutes DRAFT

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Historical Preservation Commission Meeting –

Wednesday, March 17, 2021

6:00 PM

A. CALL TO ORDER

Meeting called to order at 6:00 PM

Staff Present: Megan Meier, Associate Planner, J Kimura Sr. Application Analyst

Special Guest: David Wikinson

1. PLEASE NOTE: The March 17, 2021 Woodland Historic Preservation Commission (HPC) will be conducted pursuant to the Governor's Executive Order N-29-20.

The meeting will be held via teleconference and Commission members and the public will participate via teleconference. Those locations are not listed on the agenda and are not accessible to the public. The public is encouraged to listen to the HPC meeting live on Woodland TV Channel 20 and also by going to the City of Woodland web site at www.cityofwoodland.org/meetings. If you wish to make a comment during general Public Comment or on a specific agenda item, you may submit an email to the HPC at the following link hpc@cityofwoodland.org prior to Public Comment on that item. Email comments submitted to be read into the record shall be no more than three (3) minutes when read aloud. Please include the agenda item in the subject line.

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
Absent: Historical Preservation Commission Member Jeff Rosenthal
Excused:

C. APPROVAL OF MINUTES

None.

D. STAFF AND COMMISSIONER COMMENTS

Verbal updates provided by Council Members/Staff.

E. PUBLIC COMMENT

None.

F. PRESENTATIONS

G. BUSINESS ITEMS

2. SUBJECT: 2020/ 2021 Heritage Home Award Nominations

RECOMMENDATION FOR ACTION: Staff recommends the Historical Preservation Commission review and approve one additional home nomination for the 2020/ 2021 Heritage Home Awards

On a motion by Historical Preservation Commission Member James Lapsley, seconded by Historical Preservation Commission Member Elizabeth Lambert and carried unanimously, to approve and proceed the 146 Third St home as a 2020/ 2021 Heritage Home/ Historic Preservation Award Nomination.

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 Jeff Rosenthal

3. SUBJECT: Preservation Commission Draft 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 to form draft work program

Historic Preservation Commission received and discussed the informational report; and gave direction to staff on possible work program tasks to form draft work program.

4. SUBJECT: Heritage Home Awards

RECOMMENDATION FOR ACTION: Staff recommends that the Historical Preservation discuss the next steps for Heritage Home Awards

Historical Preservation discussed the next steps for Heritage Home Awards. Discussions to possibly holding the 2020 & 2021 Heritage Home Awards in the Fall and other options.

H. ADJOURNMENT

Meeting adjourned at 7:18 PM.

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Historical Preservation Commission Meeting –

Wednesday, June 16, 2021

6:00 PM

A. SPECIAL COMMENT:

1. PLEASE NOTE: The June 16, 2021 Woodland Historic Preservation Commission (HPC) will be conducted pursuant to the Governor's Executive Order N-29-20.

The meeting will be held via teleconference and Commission members and the public will participate via teleconference. Those locations are not listed on the agenda and are not accessible to the public. The public is encouraged to listen to the HPC meeting live on Woodland TV Channel 20 and also by going to the City of Woodland web site at www.cityofwoodland.org/meetings. If you wish to make a comment during general Public Comment or on a specific agenda item, you may submit an email to the HPC at the following link hpc@cityofwoodland.org prior to Public Comment on that item. Email comments submitted to be read into the record shall be no more than three (3) minutes when read aloud. Please include the agenda item in the subject line.

B. CALL TO ORDER

Meeting called to order at 6:00 PM
Staff Present: Megan Meier, Associate Planner

C. ROLL CALL

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

D. APPROVAL OF MINUTES

None.

E. STAFF AND COMMISSIONER COMMENTS

F. PUBLIC COMMENT

G. PRESENTATIONS

2. SUBJECT: Historic Preservation Commission Draft Work Program

RECOMMENDATION FOR ACTION: Staff recommends that the Historic Preservation Commission (1) receive the informational report; (2) give direction to staff on possible content for web-page to be included in draft work program.

Historic Preservation Commission Draft Work Program - Due to a Lack of Quorum, this item is moved to a regular scheduled Historical Preservation Commission meeting set for August 21, 2021.

3. SUBJECT: 2020/ 2021 Heritage Home/Historic Preservation Award Nominations

RECOMMENDATION FOR ACTION: Staff recommends the Historical Preservation Commission review and approve one additional home nomination for the 2020/ 2021 Heritage Home Awards

2020/ 2021 Heritage Home/Historic Preservation Award Nominations - Due to a Lack of Quorum, this item is moved to a regular scheduled Historical Preservation Commission meeting set for August 21, 2021.

H. BUSINESS ITEMS

I. ADJOURNMENT

Meeting adjourned at 6:03 PM.



TO: THE HONORABLE HISTORICAL PRESERVATION COMMISSION
AGENDA: Historical Preservation Commission
DATE: September 15, 2021
ITEM #: G.2
SUBJECT: Historic Preservation Commission Draft Work Program

Recommendation for Action: Staff recommends that the Historical Preservation Commission (1) receive the informational report; and (2) vote to move the HPC work program forward to City Council

Staff Contact:

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

Background:

At the July 21st HPC meeting Commissioners discussed the Workplan and provided direction to staff on reorganization of priorities and minor modifications to the language to remove the notation for subcommittees on a number of items in favor of discussion occurring at regularly scheduled HPC meeting times. Additionally, because of the pandemic in 2020, the workplan was updated to cover the years 2021 to 2022 (See Attachment 1).

At prior HPC meetings, Commissioners have expressed the desire to have one of the main initiatives for the Workplan be to educate the public and, with 2020 requiring, all of us to be home and online commissioners felt that the best way to provide informational outreach to the community is with more of a dedicated presence on the City web page. Staff received direction from commissioners to prioritize the web-page information on historic preservation and move the interactive app and other items down the list of priorities scheduled on the proposed HPC Workplan.

Discussion:

The 2021-2022 HPC Workplan has a number of initiatives that the Commission has been working on currently, including content for the City of Woodland web-page. The Commission will continue with these work items and the Chairperson of the HPC, along with the support of staff, will present the proposed workplan to the Council along with a skeleton web page and sample content for discussion and approval.

Conclusion:

Staff recommends that the Historical Preservation Commission (1) receive the informational report; (2) vote to move the HPC work program forward to City Council for approval

Prepared by: Megan Meier, Associate Planner

Reviewed by: Cindy Norris, Principal Planner

Attachments:

1. Draft Work Program Table 2021-2022

WORK PROGRAM OF THE HISTORICAL PRESERVATION COMMISSION

2021-2022

PROJECT/PROGRAM NAME	DESCRIPTION	FREQUENCY/TIME FRAME	PRIORITY
<i>Routine Ongoing and Annual Projects/Programs</i>			
Historical Preservation Commission Meetings	<p>Regular meeting of the Historical Preservation Commission as provided for in Ordinance 12A of the Municipal Code.</p> <p>Staff updates on ongoing and pending projects in the Downtown or with historical significance.</p>	<p>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).</p>	1
Heritage Home and Historic Preservation Awards	<p>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.</p>	<p>Annual</p> <p>(The award ceremony typically takes place in September in-lieu of a regularly scheduled HPC meeting, with preparation for the event beginning the preceding September).</p>	1
Historic Resources, Landmarks and Districts Designation	<p>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)).</p>	<p>As needed as specific resources, landmarks and/or districts are identified as significant to the City.</p>	1

Commission Partnership with Stroll Through History

Volunteer members (and/or appointed ad-hoc subcommittee) of the Historical Preservation Commission to assistant 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

Comprehensive Zoning Update

The Historical Preservation Commission will actively engage in and provide feedback regarding the Comprehensive Zoning Update, specifically in regard to updates to the Downtown Zoning District that regulates development in the Designated Historic District.

Scheduled joint meeting with Planning Commission to discuss Form Based Zone standards

Projects to follow may include updating the Downtown Zoning Ordinance, Chapter 17 of the Municipal Code, and possibly Residential Design Guidelines for Historic Properties.

1

Historical Preservation Website Update

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 GIS story map

Estimated one to two year timeframe as staff resources permit.

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

The Historical Preservation Commission, in conjunction with other City groups 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. Any new recommendation for allocation of funds will be brought before the City Council for approval.

Goal to work with the Downtown Working Group on future projects.

"Walking Tour Book" project

The Historical Preservation Commission representatives will coordinate with the committee that oversees the annual Woodland Stroll Through History and have a booth at the event to connect with Community members and provide Walking Tour Books for sale to the public

Goal to bring engage with the preservation community of Woodland at the Annual Stroll through History in Fall 2021.

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

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
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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
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Interactive Walking Tour App	Downloadable walking tour application for smart phone/mobile device.	Estimated one to two year timeframe as staff resources permit.	3
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DRAFT



TO: THE HONORABLE HISTORICAL PRESERVATION COMMISSION
AGENDA: Historical Preservation Commission
DATE: September 15, 2021
ITEM #: G.3
SUBJECT: Presentation by City of Woodland Geographic Information System (GIS)
Analyst on GIS applications

A presentation will be provided by the City of Woodland's Geographic Information System Mapping (GIS) Analyst, Daniel Hewitt, on the applicability of GIS in carrying out the goal of the HPC, to educate the community on historical preservation. In general terms, a Geographic Information System (GIS) is a system that creates, manages, analyzes, and maps all types of data. GIS connects data to a map, integrating location data (where things are) with all types of descriptive information (what things are like there). In Daniel's presentation he will be providing a general overview of what GIS is and will showcase a few outputs and applications, like the story map that was presented at the July 14th HPC meeting , that can be created which may be useful for the HPC in disseminating information to the public.

Attachments:

None



TO: THE HONORABLE HISTORICAL PRESERVATION COMMISSION
AGENDA: Historical Preservation Commission
DATE: September 15, 2021
ITEM #: H.4
SUBJECT: SUBJECT: 2020/ 2021 Heritage Home/Historic Preservation Award Discussion

SUBJECT: 2020/ 2021 Heritage Home/Historic Preservation Award Discussion

RECOMMENDATION FOR ACTION: Staff recommends the Historical Preservation Commission review discuss the proposed ceremony date for the 2020/ 2021 Heritage Home Awards

Attachments:

None



TO: THE HONORABLE HISTORICAL PRESERVATION COMMISSION
AGENDA: Historical Preservation Commission
DATE: September 15, 2021
ITEM #: H.5
SUBJECT: Election of Officers for Chair and Vice-Chair of the Historical 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 Historical 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 Historical 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.