

CITY OF WOODLAND
HISTORICAL PRESERVATION COMMISSION

APPROVED ACTION MINUTES
September 10, 2008

MEMBERS PRESENT: Brookshear; Vicars; Butler
MEMBERS ABSENT: Orlins; Bunse
STAFF PRESENT: Stillman

Roll Call:

- Meeting called to order at 6:03 PM.
- Commissioner Brookshear said that Commissioner Bunse sends her regrets about her absence this evening.

Approval/Revision of Agenda:

- Commissioner Vicars asked if in the past the Secretary's report came after Public Comments and Commissioner Comments.
- Jimmy Stillman, Associate Planner, confirmed that he believes that this same agenda has been used in the past.
- Commissioner Brookshear asked if there were any changes or revisions to the agenda. It was motioned by Commissioner Vicars, seconded by Commissioner Butler, and unanimously moved that the agenda be approved as written.

Approval of Minutes:

- Commissioner Vicars said that the minutes are very thorough.
- Commissioner Butler asked if there are both action minutes and full discussion minutes available.
- Jimmy Stillman confirmed that there is just one version of the minutes available.
- It was moved by Commissioner Butler, seconded by Commissioner Vicars, and unanimously moved that the minutes of August 13, 2008 be approved as written.

Secretary's Report

- Jimmy Stillman stated that all biographies have been received from the five Commissioners. He said that some of the biographies and the group photo are now available for viewing on the City's website. He thanked the Commissioners for writing and submitting the biographies.
- Jimmy Stillman reviewed the Preservation Award list provided to the Commissioners, as this will be useful in looking at potential candidates. He indicated that the list of recipients is for the period of 1990 to 2007. He said that no award was given in 2007. He also advised the Commissioners that Staff can not locate records for the years of 1997 to 2002. He believes that the information

could be misplaced as the records have been moved to a new location, but the intern in working on cleaning up the filing system and updating the list.

- Commissioner Butler confirmed that he was on the Commission in 2002 and no award was given that year.
- Jimmy Stillman said that he spoke with Commissioner Brookshear at the Stroll through History regarding postponing the award this year. He explained that many projects are currently under construction with completion dates scheduled for next year. He also explained that many of the past awards have been given to individuals and not properties. The purpose of the award is to recognize the rehabilitation of a structure or work dedicated to historic preservation.
- Jimmy Stillman provided a summary of the Stroll through History. He said that Staff had a booth located on the Plaza on Saturday from 9AM to 3PM. He thanked those Commissioners that attended the Stroll for their time. He said that Stroll attendance was down but they did sell 57 Walking Tour Guide books. Three additional books were sold by the Bike Tour. He stated that they have received lots of compliments and it was a successful afternoon.
- Jimmy Stillman reviewed the final attachment, which was a list of definitions to be used in revising the City Ordinance, Chapter 12A (Section 9, Bulletin 4). He said that this information was obtained from the Office of Historic Preservation website. Devan Morris, Planning Intern, compiled this list using nine model jurisdictions. They did strike the sample City names and replaced with the word "City".

Public Comment:

- None

Commission and Staff Comments:

- Commissioner Vicars announced that she will be immediately resigning her position on the Historical Preservation Commission. She said that it has been a pleasure and she has really enjoyed her participation.
- Jimmy Stillman said that Staff appreciates Commissioner Vicars' hard work and dedication to the City. He stated that he would contact her for a written resignation as per City ordinance.
- Commissioner Brookshear said that applications for this vacancy on the Commission are available with the City Clerk's office.

Chapter 12A Historic Landmarks & Districts: Ordinance Review

- Commissioner Brookshear stated that Commissioners Bunse and Orlins were scheduled to provide information and make recommendations tonight. Commissioner Bunse was called out of town on short notice but has sent information in her place regarding the designation of resources. She provided a brief summary of this information, including that Commissioner Bunse recommends the use of the California or National Register, as these are well known and have established criteria. She said they include items of local importance. Some issues include that if there is something unusual in Woodland, then this would need to be added. For example, in Woodland, historic trees and landscaping would need to be added. She asked what has been used in the past for historic trees.
- Commissioner Butler explained that the trees are Oaks and need a specific circumference measured 3-4 feet above the ground. He said that there is joint jurisdiction with the Tree

Commission. Also, they need a Certified Arborist Report on the tree's health. He said that the tree branches can not drop off and kill someone.

- Commissioner Brookshear confirmed that safety is an issue.
- Commissioner Butler also said that the roots can not go into the street and be compressed by traffic. He said that the Historical Preservation Commission has the power to initiate a historic tree review.
- Commissioner Vicars asked if the Tree Commission still exists or is now a part of Parks and Recreation.
- Jimmy Stillman said that they are now rolled into the Parks and Recreation Department. He included that the tree needs to measure 60 inches at 3 feet above the ground. He provided more details about the Arborist report, health and maintenance of tree, etc. There is also a tree replacement program, but no longer a Tree Commission.
- Commissioner Butler said that the City tree is a Valley Oak.
- Jimmy Stillman said that there are privacy issues if the tree is located on private property. He said that the City has some authority if it is a Valley Oak or is located on a commercial or industrial site.
- Commissioner Butler included that the Palm trees on Court Street are also historic.
- Jimmy Stillman added information about the trees at the entrance of Main and East Streets, which had been relocated.
- Commissioner Vicars asked if a property owner can request historic designation of a tree located on their property, or only Staff or the Commissioners.
- Jimmy Stillman stated that he will look into this further.
- Commissioner Vicars then asked if it would then go to the Parks and Recreation Department.
- Commissioner Butler said that either the Parks and Recreation Department or the Historical Preservation Commission can do it.
- Commissioner Vicars said she thought the Ordinance was written before addressing the Valley Oak issue.
- Jimmy Stillman said that landscaping is identified in City Ordinance 24.
- Commissioner Brookshear said that the Palms on Court Street do not meet the criteria established for Valley Oaks and read the written criteria.
- Commissioner Butler said that only the building on Court Street was put on the register and not landscaping. He said that the rose garden was left off the register. He also discussed the Palms planted by Beamer.
- Commissioner Brookshear asked if the Palms were planted at the time of the original building.
- Commissioner Butler said yes, or soon after.
- Commissioner Brookshear asked the Commissioners if they had any opinion about using the California Registry of Historic Preservation criteria.
- Commissioner Vicars asked what the NRHP is referring to.
- Commissioner Brookshear said that they are so similar. She also discussed criteria No. 4. She said that there are no archeological criteria in the City's ordinance at all. She discussed Dead Cat and Dog Gone Alleys, which would fall under this category. She said that she wished Commissioner Orlins was present as he would know more about Woodland's archeology.
- Commissioner Vicars further discussed archeological criteria and asked how this would be applied differently than criteria No. 3 above.
- Commissioner Brookshear explained that this would include anything dug up or if one would expect there to be something there if it was dug up. She said it would be anything preexisting before construction. She said that they would look at this information for the upcoming month. She asked the Commissioners to bring their opinions and comments. She also made an appeal to

the public over the next year for comments regarding updating the Ordinance. She then welcomed the opportunity for public comment.

- There were no public comments.
- Commissioner Brookshear asked if there were any additional comments from the Commissioners regarding designating resources.
- There were no additional Commissioner comments.
- Commissioner Brookshear discussed Section No. 4 regarding technical guidance, from the Office of Historic Preservation. She said that the first chapter discusses surveys and studies, and is separated from the Criteria for designated resources. She said that currently our survey is the same as our listing. She said that at a previous meeting, Commissioner Butler asked to expand the City's survey to include homes from the 1940s and 1950s.
- Commissioner Butler said that these homes are now fifty years old.
- Commissioner Brookshear said that should look at homes that built in the 1940s and 1950s and determine what happened in the town during those years. Then look at the homes to see if they are significant for what was happening at that time or the design is significant for what happened at that time. Then those homes make the list to be protected.
- Jimmy Stillman asked about homes that have undergone severe renovations.
- Commissioner Brookshear read information regarding integrity and criterion. She provided examples that the National Registry would not be happy about a building being moved. The California Registry would be ok with it if the building was moved to a similar location.
- Jimmy Stillman confirmed this as movement within a district boundary. He provided the example of moving building to 1st and Main Streets rather than Spring Lake area.
- Commissioner Brookshear included that the Commission will need to discuss such criteria as if a building is painted the same original color or if windows replaced. They need to determine when a building should be taken off the registry. She provided the example of homes in Nevada that remain on the registry if they are over 100 years old, regardless of the condition.
- Jimmy Stillman discussed sections 3 and 4. He said that the bulletins are wordy but the handouts that Staff prepared are more condensed, similar to the prepared list of definitions.
- Commissioner Butler said that Criterion No. 3 in the handout is not a criterion.
- Commissioner Brookshear said that it is included in the Federal and State Register. She discussed the word "design", for example Queen Anne or Harry Devine. She said that it describes how it was built and the esthetic values. She said that she has seen cities break it out like this.
- Commissioner Butler asked if Staff writes the revised ordinance and the Historical Preservation Commission passes, or if the Commission has to write with weeks of argument. He asked for clarification about the process.
- Jimmy Stillman said that it is a combination of the two. He said that Staff and the Commission need to discuss and determine the process.
- Commissioner Butler said that some cities set age eligible criteria.
- Commissioner Brookshear said that need criteria so not every 1950s home comes before the Commission. She said that there should be a survey to identify and research what should be listed, and then list those homes that meet the criteria. She said that the other homes should remain housing stock.
- Commissioner Butler asked how this is done.
- Commissioner Brookshear discussed identifying the most important subdivisions built in the 1940s and 1950s. She provided the example of the Beamer-Matroni Honorary District. She explained that they were all built at one time and designed by a single man, Mr. Beamer. She said that there should be a cohesive design feature and they would need to hire someone to apply these criteria.

- Commissioner Butler said that some homes are terrible and need maintained but meet criteria. He asked why they would not be put on the list. He said that they were built in the 1930s and 1940s. He identified the need to articulate the difference more clearly. He said that he is unsure how to write this.
- Commissioner Brookshear said that Bulletin 15 gives guidance. She said that they should have sent to them and a month should give enough time to get delivered. She said it is free but just need to call to have mail, or it may be available in PDF online. She said that they would also like to review the requirements for listing of trees. Then once the ordinance is revised, it will go to the City Attorney for additional legal language.
- Commissioner Vicars asked if Ann Siprelle is still the City Attorney.
- Jimmy Stillman said that Ann is no longer the Attorney but the City is still using the same law firm.
- Commissioner Brookshear asked if there were any additional comments.
- Commissioner Vicars stated that this is a good first step.

The meeting was adjourned at 6:57 PM.

Respectfully submitted,

James A. Stillman
Associate Planner