

**CITY OF ARCATA
HISTORIC LANDMARKS COMMITTEE
Meeting Minutes**

Arcata City Council Chambers
736 F Street, Arcata

May 21, 2015
Thursday, 4:00 p.m.

- I. **ROLL CALL** – Chair: Don Tuttle, Vice Chair: Bob Felter, Members: Susan McPherson and Bill Rich. Jill Macdonald was absent.
- II. **APPROVAL OF MINUTES** – Minutes of the February 19, 2015, and the April 16, 2015, meetings. *On a motion by Felter and a second by McPherson, the February 19, 2015, minutes were unanimously approved (Vote: Yes-4, No-0, Abstain-0). Due to a lack of a quorum of those present at the meeting, the April 16, 2015, minutes were not able to be approved. Approval of the April 16, 2015, minutes was continued to the June agenda.*
- III. **ORAL COMMUNICATIONS** – This time is provided for people to address the Committee or submit written communications on matters not on the agenda. At the conclusion of all oral and written communications, the Committee may respond to statements. Any request that requires Committee action will be set by the Committee for a future agenda or referred to staff. *None.*
- IV. **ANNOUNCEMENTS AND DISTRIBUTION OF LITERATURE** *None.*
- V. **OLD BUSINESS**
- A. Bayview Neighborhood Outreach/Educational Meeting – August 20th? *The Committee agreed on this date and the D Street Community Center as location. Staff was directed to make appropriate accommodations.*
1. Topics –
- i. Incentives
- ii. Pride of Ownership – window repair display, handouts, examples from the neighborhood of Pride of Ownership
- iii. Other Ways to Retain the Cultural Landscape of Older Neighborhoods
- In addition to the items above, the Committee added a discussion on why the City is conducting the meeting, Municipal Code mandate, etc., and directed staff to work with speaker/facilitator Cindy Heitzman of the CA Preservation Foundation on technical aspects of running the meeting, agenda setting, handouts and other useful materials.*
- B. 974 10th St update – *Staff informed the Committee that an application has been sent to the owners with an invitation to seek voluntary (no charge) nomination. We have not received a completed application as of this writing.*
- VI. **NEW BUSINESS**
- A. Annual Report to City Council tentatively set for July 1 Council meeting – *Staff prepared a draft Annual Report for the Committee's review. Several suggestions were incorporated into final draft for Chair Tuttle to deliver to the Council at its July 1st Study Session.*
- VII. **COMMITTEE / STAFF COMMUNICATIONS**
- A. Member Communications – *Member McPherson shared the May 9, 2015, Times-Standard article on the Trinidad Lighthouse*
- B. Staff Communication
1. *CPF Webinar on Windows – rescheduled to Tuesday, June 2;*
2. *Discussion of the idea of a Preservation Award in association with but separate from the HDRC's Design Awards as outlined in the Municipal Code; and*

3. Staff updated Committee on the Lindsey House (55 E. 7th St) renovations to be underway soon

VIII. UPCOMING MEETINGS

- A. June 18, 2015, regular HLC Meeting, 4:00 PM

IX. FUTURE AGENDA ITEMS - The purpose of this item is for Staff and the Commission to request and prioritize items to be placed on future agendas. No deliberation of the items will be conducted, nor will any action take place, other than whether a specific item will be included on a future agenda.

- A. Update on the Trinity Hospital/Annex Building, HSU – Staff, Chair Tuttle and Alex Stillman meeting with Traci Ferdolage, VP of Facilities at HSU, on June 5th to discuss Foundation’s plans for building.
 B. Design Guidelines for Modern Subdivisions

X. ADJOURNMENT By order of the Chair, the meeting was adjourned at 5:05 PM.

XI. ATTENDANCE FOR HLC MEETINGS.

2015	Jan 15	Feb 19	Feb 26 SS w/ CC	Mar 19	Apr 16	May 21	Jun 18	Jul 16	Aug 20	Sep 17	Oct 15	Nov 19	Dec 17
Bill Rich	O	X	X	Cancelled	O	X							
Don Tuttle	X	X	X		X	X							
Bob Felter	O	X	X		O	X							
Susan McPherson	X	X	X		X	X							
Jill Macdonald	X	O	X		X	O							

As of 10/16/14, CH = DT; V-CH = BF. Staff Liaison: AH. X = present; O = absent; S = special meeting (not considered regular attendance). Per Section 2204.C of the Arcata Municipal Code, "If any member of a committee is absent for four regularly scheduled meetings in a calendar year, the secretary to the committee shall certify that fact to the Council, and the Council shall thereafter declare the position on the committee to be vacant."

Alyson Hunter, Staff Liaison, Alyson Hunter, Senior Planner