

CITY OF ARCATA
HISTORIC LANDMARKS COMMITTEE
Meeting Minutes

Arcata City Council Chambers
736 F Street, Arcata

June 18, 2015
Thursday, 4:00 p.m.

- I. **ROLL CALL** – Chair: Don Tuttle, Vice Chair: Bob Felter, Members: Jill Macdonald and Bill Rich. Susan McPherson was absent.
- II. **APPROVAL OF MINUTES** – Minutes of the April 16, 2015, and May 21, 2015, meetings. *Due to a lack of quorum of those present on April 16th, the Chair continued the adoption of the minutes to the July meeting. On a motion by Rich and a second by Felter, the May 21st minutes were adopted. Macdonald abstained (Vote: Y-3, N-0, Abstain-1)*
- 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? *Move to September/October*
 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

Staff reported to the Committee that: 1) due to workload conflicts, the ComDev Director has asked to move the meeting to Sep/Oct. The Committee was amenable to that idea, and 2) Cindy Heitzman, the potential meeting facilitator, has been non-responsive and Staff suggested the Committee consider other alternatives. The Committee discussed some options and concluded that we may not need a facilitator if the meeting is organized and run like the 2/26/15 study session with the City Council was conducted. Committee to continue discussion.
 - B. Update on HSU Annex disposition/meeting with Facilities staff
Chair Tuttle, Alex Stillman and Staff (Alyson Hunter) attended a meeting/tour of the property with Traci Ferdolage, HSU Facilities Manager, on Friday June 5th, to learn about HSU's future plans for the site. In a nutshell, there are no immediate plans for the property. The original hospital wing (C Street frontage) is sealed due to mold hazards. Potential future use may include the demo of the "new" wing (13th and B St) for parking lot. Committee decided to pursue researching the property and potentially recommending Landmark status to Council.
- VI. **NEW BUSINESS**
 - A. Annual Report to City Council set for July 1 Council meeting
- VII. **COMMITTEE / STAFF COMMUNICATIONS**
 - A. Member Communications
 - B. Staff Communication
 1. *Shannon Lauchner of OHP is coming to speak with Staff about Certified Local Government issues on Wednesday, June 24. Committee invited to attend.*

VIII. UPCOMING MEETINGS

A. July 16, 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. Design Guidelines for Modern Subdivisions

X. ADJOURNMENT *By order of the Chair, the meeting was adjourned at 4:41 p.m.*

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	X						
Don Tuttle	X	X	X		X	X	X						
Bob Felter	O	X	X		O	X	X						
Susan McPherson	X	X	X		X	X	O						
Jill Macdonald	X	O	X		X	O	X						

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