

CITY OF ARCATA
HISTORIC LANDMARKS COMMITTEE
Draft Meeting Minutes

Arcata City Council Chambers
736 F Street, Arcata

February 18, 2016
Thursday, 4:00 p.m.

- I. **ROLL CALL** – Chair: Don Tuttle, Vice Chair: Bob Felter, Members: Jill Macdonald, Bill Rich. Christiana Gomez-Frye was absent.
- II. **APPROVAL OF MINUTES** – Approval of the January 21, 2016, draft minutes. *On a motion by Macdonald and a second by Rich, the January 21, 2016, minutes were unanimously approved. (Vote=Y-4, N-0, Abstain-0)*
- 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. National Historic Preservation Month in May – *Staff provided an update on options for May. Macdonald suggested tabling at the Farmer’s Market(s) on Saturday(s) in May; provide link to HSSA’s website on City’s website; lobby posters/displays; Council Proclamation May 4; Mills Act heading to Council on March 16th for hopeful approval in May.*
 - B. Interpretive Signage Update – *Staff provided an update on progress to date.*
 - C. Tentative Schedule for the Introduction of the Mills Act to the City Council – March 16
- VI. **NEW BUSINESS**
 - A. Preparing for Training Session with Planning Commission – *Date(s) for training unknown at this time, but Committee recommends study session-style and Macdonald volunteered to work on HP “primer”/help with agenda.*
 - B. Annual Report to the City Council April 20th – *Staff will provide draft report at HLC’s March 17th meeting.*
- VII. **COMMITTEE / STAFF COMMUNICATIONS**
 - A. Member Communications – update from Felter on meeting with Marvin Trump.
 1. *Felter updated the Committee on his discussions with Mr Trump and will forward photos/ narrative to Staff for inclusion on HP Month poster display.*
 2. *Rich reminded the Committee of the upcoming State of Jefferson gathering April 29-30 at the Arcata Theatre Lounge*
 - B. Staff Communications – *None.*
- VIII. **UPCOMING MEETINGS**
 - A. March 17, 2016, 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 5:00 pm.*

XI. **ATTENDANCE FOR HLC MEETINGS.**

2016	Jan 21	Feb 18	Mar 17	Mar 19	Apr 16	May 21	Jun 18	Jul 16	Aug 20	Sep 17	Oct 15	Nov 19	Dec 17
Bill Rich	X	X											
Don Tuttle	X	X											
Bob Felter	X	X											
Jill Macdonald	X	X											
Christiana Gomez-Frye	X	O											

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.”

_____, Staff Liaison, Alyson Hunter, Senior Planner