

CITY OF ARCATA
HISTORIC LANDMARKS COMMITTEE
Draft Meeting Minutes

Arcata City Council Chambers
736 F Street, Arcata

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

- I. **ROLL CALL** – Chair: Don Tuttle, Vice Chair: Bob Felter, Members: Jill Macdonald and Christiana Gomez-Frye. Bill Rich was absent.
- II. **APPROVAL OF MINUTES** – Approval of the June 16, 2016, Draft Meeting Minutes. *On a motion by Felter and second by Gomez-Frye, the June 16, 2016, minutes were unanimously approved. (Vote: Ayes – 4, Noes – 0, Abstentions – 0, Absent – 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**
- V. **OLD BUSINESS**
 - A. Interpretive Signage Update – 7th St sign review. *Staff provided a brief update and will continue to work with Tribes toward completion of the sign.*
 - B. Railroad Depot Sign Draft. *Committee liked the draft, but recommended moving the language so that the photo can be clearly seen. Staff will make modification and move forward to City Manager.*
 - C. Preparing for Next Training Session with Planning Commission, August 23. *Jill Macdonald to talk about architectural styles and features to be preserved. Jill Macdonald confirmed that she will be presenting on the 23rd and invited the other members to attend.*
- VI. **NEW BUSINESS**
 - A. HLC Study Session with City Council – now moved to August 30th. Topics previously identified follow. Anything else?
 1. *What would the Council like the HLC's role to be in light of the demise of the HDRC;*
 2. *Next neighborhood to survey? We recommend Bayside; and*
 3. *HLC's role in archaeological resources review/AB 52 (CEQA) and the LUC's §9.53.040**The Committee agreed on these topics and acknowledged that the meeting has been changed to September 28th.*
 - B. Mills Act subcommittee – the Council adopted a resolution and has directed Staff to develop the program. Review draft informational pamphlet and assign HLC liaison to serve on ad hoc committee. *Committee reviewed the pamphlet and suggested removing the penalty rate, but generally approved of the pamphlet. Staff asked the members to consider joining the ad hoc committee and have a member by next meeting.*
- VII. **COMMITTEE / STAFF COMMUNICATIONS**
 - A. Member Communications –
 1. *Jill shared her concern and confusion about the Historic Sites Society of Arcata's (HSSA) role in reviewing projects and what its authority is in conjunction with the HLC. We discussed this disconnect and agreed that this item could be discussed further with the Council at upcoming Study Session.*

2. Chair Tuttle shared some historic documents he received from HSSA. Staff will copy those pertaining to Redwood Park and the old city hall floor plans. The originals will go to the Humboldt County Historical Society Archives.
- B. Staff Communications – Staff updated the change of date for the Study Session to September 28, 2016.

VIII. UPCOMING MEETINGS

- A. ~~August 30~~ September 28, 2016, Study Session with City Council, 6:00 PM
- B. September 15, 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.

X. ADJOURNMENT

By order of the Chair, the meeting was adjourned at 4:50 pm.

XI. ATTENDANCE FOR HLC MEETINGS.

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

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