

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

Arcata City Council Chambers  
736 F Street, Arcata

January 15, 2015  
Thursday, 4:00 p.m.

- I. ROLL CALL** – Present: Chair Don Tuttle, Members: Susan McPherson, Jill Macdonald. Absent: Vice Chair Bob Felter and Bill Rich.
- II. APPROVAL OF MINUTES** – Minutes of the December 18, 2014, meeting. *On a motion by McPherson and a second by Macdonald, the December 18, 2014, minutes were unanimously approved (Vote: Yes-3, No-0, Absent-2)*
- 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.

*The Chair ordered an agenda modification to move Item III. Oral Communications to follow Item IV. Announcements to allow the speaker an opportunity to address the Committee.*

*Renee Chappelle, who is a member of the City's Historic & Design Review Commission (HDRC) but was not officially representing the HDRC, spoke to how much she personally values the HLC and its expertise, how she believes that the role of both the HLC and the HDRC is to educate the public on the importance of historic resources to our local economy and to bring back the Design Awards program.*

**IV. ANNOUNCEMENTS AND DISTRIBUTION OF LITERATURE**

- McPherson offered 2 examples and a discussion of “butterfly roof” design
- Staff distributed copies of Susie van Kirk’s 1979 Reflections of Arcata’s History

**V. OLD BUSINESS**

- A. Finalize agenda items for February 26<sup>th</sup> Study Session with City Council (6:00 pm)
1. Discuss with the Council the concept of combining the HDRC and the HLC for the purposes of becoming a Certified Local Government (CLG) and the benefits that come with CLG membership;
  2. Incentives program – carrot-and-stick methodology
    - i. Awards
    - ii. Permit streamlining and/or exemptions from Design Review if improvements meet Secretary of the Interior’s Standards
  3. Record a deed restriction so that Landmark status is disclosed on title
  4. Bayview Neighborhood meeting
    - i. When
    - ii. What purpose does the Council want this meeting to serve?
      1. Pure outreach and education or
      2. The first vetting of proposed Landmark, Noteworthy and Contributory properties based on staff survey?

**VI. NEW BUSINESS**

A. Does Committee want to cancel regular February 19<sup>th</sup> meeting? *No cancellation*

**VII. COMMITTEE / STAFF COMMUNICATIONS**

- A. Member Communications - *None*
- B. Staff Communication - *None*

**VIII. UPCOMING MEETINGS**

A. February 19, 2015 – regular meeting (4:00 pm), Council Chambers

**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 5:04 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												
Don Tuttle	X												
Bob Felter	O												
Susan McPherson	X												
Jill Macdonald	X												

\*Members Rich and Macdonald both started on August 21, 2014. Note: 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.”

\_\_\_\_\_, Staff Liaison, Alyson Hunter, Senior Planner