

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

Arcata City Council Chambers  
736 F Street, Arcata

October 20, 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 August 18, 2016, Draft Meeting Minutes. On a motion by Felter and a second by Frye, the minutes of the August 18<sup>th</sup> meeting were unanimously approved. (Vote: Y-4, No-0, Absent-1)
- III. **ORAL COMMUNICATIONS** – None.
- IV. **ANNOUNCEMENTS AND DISTRIBUTION OF LITERATURE** – None.
- V. **OLD BUSINESS**
  - A. Wiyot/7<sup>th</sup> St Sign Update – Staff provided a brief update on sign progress.
  - B. Railroad Depot Sign Update – Staff provided the latest draft of the design and narrative for the Committee's review and comment.
  - C. Mills Act Program Development Update – Staff provided an update on the progress of the MA Working Group's progress to date.
- VI. **NEW BUSINESS**
  - A. Main Street Representative to Present Its Plans for Listing Plaza on National Register. Dan Tangney, a Main Street member, came to present Main Street's idea to obtain National Register designation for the interior portion of the Plaza and to request assistance from the HLC in this endeavor. The HLC is more than happy to assist.
  - B. Discuss the Creation of a Standing Agenda Item for Pre-Submittal Design Advice. This topic came up at the Study Session between the City Council and the HLC on September 28, 2016. The HLC will institute this policy to allow people to obtain free preliminary advice on proposed modifications to historic resources.
  - C. Discuss Getting Started on Designating the Old Arcata Rd/Bayside Corridor as the Next Neighborhood Conservation Area (potential meeting at the Humboldt Room, HSU). Staff will work on scheduling a Special Meeting of the HLC at the Humboldt Room, possibly in January.
- VII. **COMMITTEE / STAFF COMMUNICATIONS**
  - A. Member Communications – None.
  - B. Staff Communications – Staff mentioned that the Planning Commission will be conducting a Special Meeting at 6:00 pm in the Council Chambers on November 17<sup>th</sup> – the HLC's regular meeting day.
- VIII. **UPCOMING MEETINGS**
  - A. November 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.
- 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	Apr 21	May 19	Jun 16	Jul 21	Aug 18	Sep 15	Oct 20	Nov 17	Dec 15		
Bill Rich	X	X	X	Cancelled	Cancelled	X	Cancelled	O	Cancelled	O				
Don Tuttle	X	X	X			X		X		X	X	X		
Bob Felter	X	X	X			X		X		X	X	X		
Jill Macdonald	X	X	X			O		X		X	X	X		
Christiana Gomez-Frye	X	O	X			X		X		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."

Alyson Hunter, Staff Liaison, Alyson Hunter, Senior Planner