

*City of Arts & Innovation*

## CULTURAL HERITAGE BOARD *Draft MINUTES*

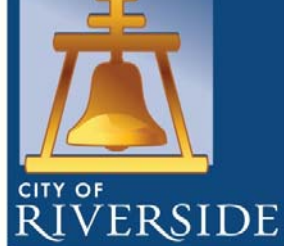
WEDNESDAY, JANUARY 17, 2018, 3:30 P.M.  
ART PICK COUNCIL CHAMBERS, CITY HALL  
3900 MAIN STREET

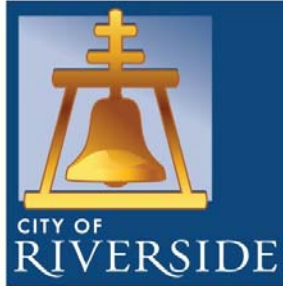
### Cultural Heritage Board Members

	WARDS	LECH	TOBIN	VACANT	CUEVAS	PARRISH	FERGUSON	CARTER	PRESTON-CHAVEZ	VACANT
		1	2	3	4	5	6	7	CW1	CW1
Roll Call:	<b>Present</b>	X	X		X	X	X	X	X	
Chair Lech called the meeting to order at 3:30 p.m. with all members present.										
The Pledge of Allegiance was given to the flag.										
COMMENTS FROM THE AUDIENCE There were no oral comments at this time.										
<b><u>DISCUSSION CALENDAR</u></b>										
50 <sup>TH</sup> ANNIVERSARY OF THE CULTURAL HERITAGE BOARD Erin Gettis, Historic Preservation Officer, stated that this item was requested to be agendized at the last meeting. She deferred to Board Member Tobin to continue.										
Board Member Tobin stated that the Cultural Heritage Board (CHB) was established in November, 1968 and held their first meeting February, 1969. He noted that the CHB will be celebrating 50 years come this November. He asked if the Board Members would be willing to work on a subcommittee and brainstorm ideas to celebrate this event. He also suggested inviting other historic preservation organizations in the City to participate.										
Following discussion, a motion was made to: 1) Form a Subcommittee comprised of Charles Tobin, Natasha Ferguson, and Nancy Parrish; 2) The Subcommittee will be tasked with brainstorming ways to recognize and celebrate the 50 <sup>th</sup> Anniversary of the Cultural Heritage Board; and 3) The Subcommittee will return with recommendations to the full Board by March 21, 2018.	Motion Second All Ayes	X	X		X	X	X	X	X	
DRAFT CERTIFIED LOCAL GOVERNMENT ANNUAL REPORT, 2016-17 Scott Watson, Assistant Planner, stated that in order to maintain certification, Certified Local Governments are required to submit reports annually to the State Office of Historic Preservation (SHPO). The annual report covers the federal fiscal year, October 1, 2016 through September 30, 2017. The City's CLG agreement requires the draft Annual Report to be transmitted to the Cultural Heritage Board in advance of its submittal to SHPO. He asked the Board for any input or suggested corrections. He										



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<p>stated that the error to Board Member Tobin’s email will be corrected. He also stated that he needed to receive a resume for Board Member Tobin.</p> <p>Board Member Ferguson stated that her correct title should be, Marketing Communications Analyst. Board Member Carter noted that under the training she is marked absent but she was present for the November training. She also noted a change to her title.</p> <p>Board Member Tobin noted that since training was a part of the report to SHPO, was there an effort made to inform the Board of upcoming training opportunities.</p> <p>Ms. Gettis noted that staff makes an effort to provide the training for the Board Members and is currently working on a CEQA training for the next meeting. Staff would be happy to forward any upcoming events to the Board for their information as they are aware of them.</p> <p>Board Member Lech stated that there would be a Riverside County Historic Symposium at Benedict Castle on March 3<sup>rd</sup>.</p> <p>Following discussion, a motion was made: That the Cultural Heritage Board receive, file and support the draft Certified Local Government Annual Report with corrections as noted.</p> <p>Mr. Watson asked if anyone had additional changes or input to contact him directly. Staff expects to send the annual report to SHPO by the January 20, 2018 deadline.</p> <p><b><u>MISCELLANEOUS PLANNING AND ZONING ITEMS</u></b></p> <p>ITEMS FOR FUTURE AGENDAS AND UPDATE FROM THE HISTORIC PRESERVATION OFFICER</p> <p>Ms. Gettis stated she would like to clarify any rumors, in case the Board Members were asked. She is not leaving the City but does have other assignments she has been tasked with under the Neighborhood Engagement Division of the Community &amp; Economic Development Department. As previously stated by the former City Planner, Ted White, the Historic Preservation program will be returning to the Planning Division and will be under their supervision.</p> <p>She stated that over the course of the last year, the Mills Act program has been run by Pangy Crosby. She introduced Ms. Crosby and stated that</p>					Motion Second All Ayes					X	X		X	X	X		



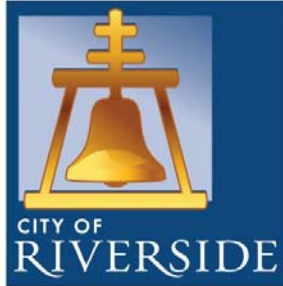
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	1	2	3	4	5	6	7	CW1	CW1
any questions regarding the Mills Act Program should be directed to Ms. Crosby.									
She informed the Board that staff was recently informed that the "Historic Resources Database" was removed from the City's webpage. It became necessary remove the database due to age of the program. The program was written in Access and it has been 7 years now that the City hasn't supported Access, therefore the program has become very unstable. Also, the database was located on a 2003 server, which in computer time, was ancient. Based on these issues, the Security officer removed the program and is currently looking into an interim solution. Should anyone have any questions, please contact Scott Watson for information. In the short term (3 weeks), staff is working on a solution using GIS. She noted that when the database was created it was award winning and staff hopes to see the database at a high caliber level again.									
Staff will be agendizing the election of a CHB representative to the Historic Preservation Fund Committee. The Committee has two representatives of the CHB and one alternate. Michelle Gilleece was the alternate representative of the CHB and with her resignation, a vacancy has opened. The two current members are James Cuevas and Charles Tobin.									
Board Member Cuevas inquired about the City's streamlining efforts as they would pertain to historic preservation. What is the process for new homeowners who are not aware of the cultural resource requirements. At what point are they told to speak with Planning staff.									
Mr. Watson explained that this was one of the reasons he moved back to the third floor. He noted that a lot of the processes have been streamlined and Planning counter staff have been trained with respect to historic preservation. He works closely with the planners and if an item is determined to need additional analysis, he is called up to speak with the homeowners.									
Board Member Parrish stated that she was someone in desperation, trying to access the historic database over the weekend. She noted that many people she spoke with at the May conference, didn't have an equivalence to this database.									
Mr. Watson invited Board Member Parrish to provide any suggestions to specific categories that should be incorporated into new GIS tool being									



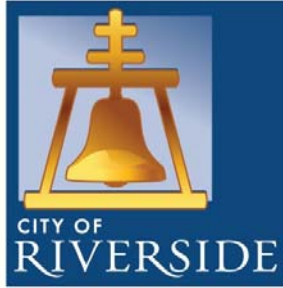
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<p>developed in the interim. Staff hopes to have the entire database available by June but noted it will be more of a report format.</p> <p>Board Member Tobin informed board members that the Historic Preservation Fund Committee met January 8<sup>th</sup> to discuss the monies remaining in the fund. The Committee has set a future workshop to discuss a broad array of financial incentives as they pertain to Title 20 and where those programs might go in the future.</p> <p>He stated he would also like for the Cultural Heritage Board to review the Boards purview as it pertains to landmarks, districts, administrative procedures, certificates of appropriateness and Title 20. He asked to agendize a workshop for the meeting in April.</p> <p>Anthony Beaumon, Deputy City Attorney, stated that a workshop could be agendized but he recommended that a clear description of what is to be discussed be included.</p> <p>Ms. Gettis stated that staff could agendize this at the April meeting under the discussion calendar. She stated that staff has a meeting scheduled with Board Member Tobin on Monday, January 22<sup>nd</sup> and will work with Board Member Tobin at that time to narrow down the specific topics for the workshop.</p> <p>Ms. Gettis announced that Chair Lech will be giving the CHB annual report to City Council on February 27 at 6:15 pm. She asked if anyone has any item they wish Chair Lech to bring up at the Council meeting, they may contact him directly or let staff know.</p> <p>Board Member Ferguson announced that in honor of black history month, there will be a parade here in Downtown Riverside on March 10<sup>th</sup>.</p> <p><b>CULTURAL HERITAGE BOARD QUARTERLY ATTENDANCE REPORT</b> Ms. Gettis stated that the quarterly attendance report will be forwarded to the City Clerk's office.</p> <p>The Board motioned to approve the attendance report as presented.</p>									
Motion Second All Ayes	X	X		X	X	X	X		



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<b><u>MINUTES</u></b>										
The Minutes of November 15, 2017 were approved as presented.	Motion Second All Ayes	X	X		X	X	X	X	X	
<b><u>ADJOURNMENT</u></b>										
The meeting was adjourned at 4:49 p.m. to the meeting of February 21, 2018 at 3:30 pm.										