

**CITY OF ARCATA
HISTORIC LANDMARKS COMMITTEE MEETING MINUTES**

Approved August 4, 2011 by 4-0 vote

**Council Chamber
736 F Street, Arcata**

**June 2, 2011
Thursday, 6:00 p.m.**

- I. **ROLL CALL**-- *Members Present: Beatty, Felter, McPherson, and Stanton. Absent: Sundberg. Staff: Mullen and Oetker.*
- II. **APPROVAL OF MINUTES** – *On a motion by McPherson, a second by Felter, and a 4-0 vote, the Minutes of May 5, 2011 were approved as presented.*
- III. **ORAL COMMUNICATIONS** – *None.*
- IV. **ANNOUNCEMENTS AND DISTRIBUTION OF LITERATURE** – *None.*
- V. **NEW BUSINESS**
 - A. HLC Training Module
 1. City Council Protocol Manual, Section 2.08 – *Director Oetker introduced new Section 2.08E from the City Council Protocol Manual that addressed boards, committees, and commissions. The overview of Section 2.08E resulted in identifying protocols for membership interactions with other committees and commissions. Procedures for HLC and / individual representation before other committees and commissions were addressed in detail. Director Oetker and Chair Stanton referred to a recent Planning Commission meeting as an example of issues to avoid and proper procedures to follow.*
 - B. Review Suggestions for Inkind One to One Window Replacements – *Chair Stanton and Planner Mullen reviewed the literature supplied on this topic with the membership. Felter raised the issue of requiring Design Review for the enlargement, reduction, or elimination of windows for structures within a Neighborhood Conservation Area. Different types of window treatments were discussed in terms of their drawbacks and benefits. Chair Stanton then presented a powerpoint presentation on windows and noted that research on costs comparisons should be done on the different types of window treatments.*
 - C. Demolition of Small Outbuildings – *The membership reviewed issues associated with the demolition of small outbuildings and determined that this subject warranted further analysis by the HLC.*
- VI. **OLD BUSINESS**
 - A. Historic Survey Project Update – *A memo dated 6/2/11 from Suzanne Guerra was distributed to the membership.*
- VII. **COMMITTEE / STAFF COMMUNICATIONS**
 - A. HLC Comments – *McPherson inquired about the scheduling of a study session with the HDRC to which Beatty suggested that the Inkind One to One Replacement*

