

**CITY OF DUNSMUIR  
JOINT DUNSMUIR CITY COUNCIL  
PLANNING COMMISSION MEETING MINUTES  
FEBRUARY 6, 2014**

**CALL TO ORDER:**

Meeting was called to order at 6:00 pm by Mayor Keisler.

**ROLL CALL:**

Council members present: Steele, Wilde, Padula, Keisler, Welch (6:03 pm)

Commissioners present: Kirkwood, Powers, Cross, Galassi, Harley, Conway, Kelby

City staff present: Bains

City official present: Wilson

Flag salute

**APPROVAL OF AGENDA AND MINUTES/AGENDA REVISIONS:**

Motion to approve agenda by Steele, second by Wilde. Voice vote; 5-0-0-0, motion carried.

Motion to approve minutes by Padula, second by Wilde. Voice vote: 4-0-1-0, Steele abstaining as he had not seen the minutes. Motion carried.

**COMMITTEE REPORTS:**

City Manager Bains reviewed and explained the audited financial statement that had been completed. She stated that she hoped to have the audit presented to Council. She explained that at present, the General Fund can pay only one and a half months of expenses and recommended that the Council consider not spending out of the General Fund.

**ANNOUNCEMENTS AND PUBLIC COMMENT:**

Siskiyou County Sheriff's Department Sergeant Rees gave the date of the next neighborhood watch meeting.

**ANNOUNCEMENTS AND REPORTS FROM COUNCIL AND STAFF:**

CM Bains stated that she is working on a facilitated meeting work on protocol. She stated that staff has a copy of Mt. Shasta's protocol, and that it is being reviewed and edited as much of it does not pertain to Dunsmuir. She stated that staff is working to create a custom protocol which will then be distributed to Council members for revisions to be discussed at the facilitated meeting.

Council member Padula asked about people receiving tickets for parking further than 18 inches from the curb where there are no curbs. CM Bains explained that the situation in question, the individual was parking in the street, and that she would have the Code Enforcement Officer explain the situation at the next meeting. Mayor Keisler stated that there should be an identifiable boundary on the street.

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**OLD BUSINESS:**

A) Discussion to possibly revise Chapter 17.28-Historic District Preservation of the Dunsmuir City Code

Mr. Ron McCloud reviewed how the Historic District came to be. He explained that in the 1970's business owners formed a committee to look into signage and realized that the problems were more extensive. He stated that the committee developed a list of recommendations that were accepted by the City Council at the time, which then directed the committee to find out how to create a Historic District. He reviewed the development and establishment of the Historic District. Mr. McCloud explained that the original committee had no enforcement authority and functioned as a subcommittee to the Planning Commission, who could act on recommendations and forward them to City Council. The Committee functioned for 20 years before the City Council decided to combine it with the Planning Commission. Mr. McCloud stated that since then, there has been a loss of focus on the Historic District. He recommended returning to a separate Historic District Management Commission focusing only on historic items.

Discussion.

CM Bains explained that the new Historic District code does give the City enforcement power. She stated that what is missing now is regular meetings by the Historic District delegates with regular reports and noticing of meetings. She stated that the ordinance is vague and does not specify when inspections or tours would be done. Mrs. Bains explained that previously, there were no reports, only a checklist. She stated that there should be more done than an annual inspection, and stated that the City has the authority to abate inside issues. She stated that the Ordinance could use key information such as setting of goals and reporting to the City Council.

Mayor Keisler expressed support for a Historic District Committee as it is a lot of work for the Planning Commission.

Planning Commissioner Cross stated that it would depend on what the City Council would want done in the Historic District, that if it was going to be substantial, then she would agree that another committee would be needed. She stated that it is currently unclear what the Council wants from the Commission.

Council member Welch stated that his vision of the Historic District be to bring the community back to greater focus on what is unique. He suggested a separate commission, beginning with a mission statement. He felt that it would be appropriate to look into why previous items weren't handled and see where the process fell apart.

Council member Padula stated that businesses are having a hard time paying expensive leases.

Mayor Keisler expressed concern about decay of historical buildings.

Discussion.

Planning Commission chair Kelby reviewed the Historic District code and stated that inspections should be done on HD buildings inside and out, vacant or not. He reviewed a section of the code that reviews three ways to obtain property: purchase, eminent

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domain, or donation by owner. She stated that once an easement is given, the ownership does not change and the City maintains the right to maintain the building in perpetuity. He stated that a donation is beneficial as a tax write-off and that the City would be eligible for low-cost loans.

Discussion.

Audience member Helen Cartwright stated that she was on the committee that created the Ordinance and did inspections in 2009. She stated that there are building owners that don't respond to a kind approach, only penalties. She felt that the program was very successful and that initial opposition faded when people saw results. She stated that it is overwhelming for the Planning Commission to keep up with enforcement and would like to see a committee, but with enforcement ability.

CM Bains stated that one option would be to use five people, the City Manager, Building Inspector, Code Enforcement Officer, and the two Historic District delegates from the Planning Commission to inspect and report to the City Council on a regular schedule. Commissioner Cross suggested using one previous committee member for continuity. Council member Steele suggested revising the resolution from 2009 to appoint a committee separate from the Planning Commission.

Council member Wilde stated that as a district, it must have a governing board.

Commission chair Kelby stated that if the Planning Commission was going to be reduced to five, the ordinance would have to be modified.

Discussion.

Audience member Peter Arth stated that he has a stake in the Historic District reviewing the work that he has done and the work yet to be done. He stated that he would like to purchase the Castle Rock building, and expressed concern about the loss of its historic features and questioned whether or not the building was still structurally sound. Mr. Arth stated that he could not make sense of the California Theater as a private investment, and felt that it would take a village to save it. He stated that if the City goes with a district model, it would be able to receive funds and go after grants.

Audience member Mabel Kelby encouraged Council to put out letters of interest in order to have a broad spectrum of people involved from the community.

Audience member Mark Juarez stated that it would be better to work together than it would be to fine people.

Discussion.

Mayor Keisler made a motion to create a Historic District Commission and to post notices for letters of interest to fill a five-member commission. Second by Welch. Voice vote: 5-0-0-0, motion carried.

Council member Steele stated that the ordinance would need to be revised.

Discussion.

CM Bains stated that if a committee is created instead of a commission, she thought the ordinance could be kept the same.

Council member Steele suggested creating the committee under the Planning

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Commission, and CM Bains stated that she would check with the City Attorney.  
Discussion.

Commissioner Cross volunteered to be on the new committee.

Motion by Council member Steele to put out notice for letters of interest to be submitted by March 14. Second by Wilde. Voice vote: 5-0-0-0, motion carried.

**ADJOURNMENT: 7:45 pm**



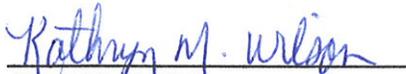
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**Mayor Keisler**

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**Chair Kelby**

**ATTEST:**

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**City Clerk Wilson**