

MINUTES
HISTORIC DISTRICT DESIGN REVIEW MEETING
December 13, 2017

1. **Call to Order/Roll Call. Present at meeting: Gail Duman, Jo Marlette, Ann Mehaffy, Larry Abell, guest Carol Phillips, and staff Dawn Kitzmiller.**
2. **Meeting called to order 8:06 a.m.**
3. **Review HDDRC Meeting Minutes for October 25, 2017. Larry motioned to accept, Jo seconded, unanimously approved by all.**
4. **1910/1912 Main Street sign application: Carol Phillips provided a detailed description of the sign, and the charges related to the sign. Clarification of expenses, and what would be reimbursable was provided by Gail. Carol to submit a revised invoice copy detailing the charges to clear up any confusion. Upon receipt of new invoice, the application for the Big Deal portion of this item to be added to the next meeting agenda for the group to vote. Ann moved to approve the sign design, Larry seconded, unanimously approved the design by all. Carol to provide photo when sign is in place to start the required six month installation date before the award could be granted.**
5. **2402 Grove Street: Citizen provided documents showing that he believed that the house at this address was on the Historic Register, yet a structural addition is being done to the exterior of the house. HDDRC guidelines would indicate that it should have had a "review". Gail agreed to look further into this property, but it appears that while it is "eligible" to be on the Historic Register, it is not actually listed. She will report back at the next meeting.**
6. **Dawn presented the group with awards from Kuri Gill for participating in the CLG.**
7. **Review of guidelines and ordinances was discussed in relation to the email from Kuri Gill. Group agreed to set a date in the spring to perform this review.**
8. **Open Position on HDDRC: Carol Phillips expressed interest in joining the HDDRC team. Dawn sent the application form via email to Carol and advised Julie Smith to be looking for it to present to the City Council.**
9. **Update given by Dawn regarding pending Big Deal awards.**
10. **Next meeting scheduled for December 27, 2017 if needed.**

Meeting adjourned 8:45 a.m.

Minutes approved February 21, 2018

Respectfully submitted by Dawn Kitzmiller