

**MINUTES**  
**HISTORIC DISTRICT DESIGN REVIEW MEETING**  
**February 19, 2014**

1. **Call to Order/Roll Call.** The meeting was called to order at 8:00 a.m. by Chair Gail Duman. Members present included Gail Duman, Jo Marlette, Ann Mehaffy, Chris Storz, Dan McQuisten and staff Becky Fitzpatrick, Amy Stahman and Gary Bood. Members Larry Abell and Lea Hoover were absent.
2. **Approval of Minutes.** The Commission reviewed the minutes of the January 15, 2014 meeting. Upon the MOTION by Mehaffy, second by Storz, and with all in favor, the minutes of the January 15, 2014 meeting were APPROVED.
3. **New Member Introduction.** New members, including Dan McQuisten and Permit Technician Amy Stahman, were introduced to the group.
4. **Review of Binders.** Duman explained that over the years some members had received binders with information in them and some had not. She commented that she and Fitzpatrick had met and reviewed the contents. Storz indicated that he only had the guidelines.

Mehaffy suggested adding an index to the binders. Fitzpatrick told the group that she would prepare an index and send to the group via email

5. **Selection of New Chair and Vice Chair.** Duman asked for volunteers for these positions. She indicated that she would be willing to continue as chair. Mehaffy volunteers to remain vice chair. Mehaffy made a MOTION to appoint Duman as chair. The motion was seconded by Storz and with all in favor the motion CARRIED. Marlette made a MOTION to appoint Mehaffy as vice chair and the motion was seconded by Storz. With all in favor the motion CARRIED.
6. **Reading of Ordinance.** Duman brought the attention of the group to the ordinance regarding the Historic District. Fitzpatrick passed out copies of this document. Duman referred to the map which showed the boundaries of the Historic District. Duman suggested that when the weather gets warmer the group walk around the district to get a better feel for it. Mehaffy noted that the HDDRC only permitted alterations or additions to the exterior of buildings.

There was an extended discussion regarding miscellaneous issues that were and were not covered in the guidelines.

Mehaffy told the group that Historic Baker City, Inc. (HBC) would continue to operate as a non-profit entity and would concentrate on the preservation of the district. A brief discussion ensued.

Duman commented that the Baker Initiative Grants for the downtown Economic and Aesthetic Livability (BIG DEAL) would continue.

7. **Radio Shack Signs.** Duman commented that Kendra VanCleave had sent a letter to Radio Shack in December 2013 regarding the signs they had hung off the awnings. Stahman indicated that she would follow up on the letter. Bood said he would check the signs to see if they complied with the required clearance. Duman reminded him that they would still need to get a permit from the HDDRC.

- 8. Other Business.** The group discussed the possibility of having a “punch list” or “welcome package” for new businesses in the Historic District.

Duman indicated that the Baker City Code Ordinance was available on the City’s website if anyone was interested.

**Next Meeting.** March 6, 2014 (if necessary).

Duman asked the group if Wednesday mornings still worked for the meetings. The group commented that it was working at this time.

- 9. Adjourn.** With no other business to discuss, the meeting was ADJOURNED at 8:45 a.m.