

MINUTES
HISTORIC DISTRICT DESIGN REVIEW MEETING
March 5, 2014

1. **Call to Order/Roll Call.** The meeting was called to order at 8:00 a.m. by Vice Chair Ann Mehaffy. Members present included Ann Mehaffy, Chris Storz, Dan McQuisten, Lea Hoover and staff Amy Stahman. Members Larry Abell, Gail Duman, and Jo Marlette were absent.
2. **Approval of Minutes.** The Commission reviewed the minutes of the February 18, 2014 meeting. Upon the MOTION by Storz, second by McQuisten, and with all in favor, the minutes of the February 18, 2014 meeting were APPROVED.
3. **New Member Introduction.** New member Lea Hoover was introduced to the group.
4. **Review of Binders.** Mehaffy explained the historic district map from the binder to Hoover. Binders need to be created for Mehaffy, Hoover and Storz.
5. **Radio Shack Signs.** Building Official Gary Bood went by Radio Shack and determined the signs did meet the required clearance. Stahman said she had tried to reach the owner by phone on two occasions without success. Stahman will send another letter via certified mail asking Radio Shack to submit an application and pay the associated fee.
6. **Mulan Garden Application.** The group reviewed the application materials and agreed brick was the best choice of material to cover the window. The group would like a description or image from the contractor of how the window area will be filled in and if the brick will be in a pattern. The picture of the proposed bench looked like it would match the others in the district but the application didn't include any indication of where the bench would be placed. The group agreed they would like to confirm how the bench would be secured to the ground. The application was pending until further information is submitted.
7. **Sunfire Real Estate Application.** The group reviewed noticed the sign design showed a phone number was listed on the sign. The phone number would need to be removed as it is deemed advertising not identification. The group would like to see a picture of the sign imposed over the property so they can see how the sign will be placed on the property. The group would also like to confirm which direction the bracket will be pointing due to visibility concerns.

Mehaffy suggested that each board member's binder should include the ordinance specific to signs as many of the HDRC application are for signs.

8. **New Business with HD.** The group discussed using the City of Baker City's website to put a Welcome to the Neighborhood packet online. Many of the group members commented it had been a while since they had reviewed the current content of the website. The group agreed to review the website so ideas of how it could be improved would be discussed at a future meeting.
9. **Next Meeting.** March 12, 2014
The group agreed to a special meeting to review the additional material they requested from Sunfire Real Estate and Mulan Garden as Sunfire had expressed concern about how quickly the HDRC could make a decision on her sign application.

10. **Adjourn.** With no other business to discuss, the meeting was ADJOURNED at 8:35 a.m.