

MINUTES
HISTORIC DISTRICT DESIGN REVIEW MEETING
October 21, 2015

1. **Call to Order/Roll Call.** The meeting was called to order at 8:00 a.m. by Chair Gail Duman. Members present included Jo Marlette, Lea Hoover, and Phyllis Badgley, Kayla Young, Larry Abell, Dan McQuiston, with Public Works Director Michelle Owen, and staff Dawn Kitzmiller.
2. **Review HDDRC Meeting Minutes for May 20, 2015.** Phyllis Badgley made a motion to approve the minutes. Motion was seconded and approved by unanimously.
3. **Review HDDRC Meeting Minutes for May 13, 2015.** Ms. Hoover made a motion to approve the minutes. Ms. Marlette seconded the motion. The board voted to approve the minutes.
4. **CLG Report** – Michelle Owen reports the overall success of the CLG program. The program, however is paperwork intensive, and we'd look to streamline that in the future. Enough projects were completed to meet the criteria to enable us to reapply. (Projects included 1911 Main Street and City Hall windows. If the decision is made to participate in the CLG program again, she would look to lean on the HDDRC group for additional assistance. She and Valerie Hysong wrote the original grant request and has now been educated on the process and has a checklist of things to do.

The history of grant distribution was discussed. Suggests that in the future we make outreach more known and suggests solicitin input, ranking the projects, and tracking deadlines. She will advise the deadline for the next application. Larry Abell suggests a newspaper release regarding the success of the program and what the future holds. Michelle suggests that the HDDRC try to be more "public". Additional information regarding the CLG: Maximum funds received is \$12,000. Michelle would like to see HDDRC suggest the preferred "split" on those funds. Lea had several suggestions on the timing of any press release, including meeting and fund allocation information. After application, HDDRC will know if we are going to receive the grant funds approximately by the end of March, 2016. Thank you to Michelle for her participation.

Discussion after Michelle departed included allocation disbursement. Larry Abell motioned to approve a 50/50 split, Leah seconded, unanimously approved. Leah and Gail volunteered that they would be interested on being a participant in the "sub-committee" when it is formed. Larry will email HBC future meeting dates.

5. **Reviewed Marlette Application.** The board discussed the application and concluded the application should be approved. Dan McQuiston made a motion to approve the application. Lea seconded the motion. Jo Marlette abstained from the vote. The board voted to approve the application.
6. **Review Baker Tower Application.** The board discussed the application and concluded the application should be approved. The approval was to replace the existing exterior doors with doors of the same design, with metal clad exterior in Gull Gray finish (#007 from Heritage Collection, www.sierrapacificwindows.com). Lea made a motion to approve the application,. Jo seconded. Larry and Dan abstained from the vote. The board voted to approve the application.

- 7. Other Business.** After the meeting agenda was distributed, contact was made to Gail about obtaining a mailbox approval for 140 Valley. No actual application was received, so no vote required. Discussion about style, how to hang, and whether they are USPS approved in the future.
- 8. Adjourn.** With no other business the meeting was ADJOURNED at 8:50 am.