

**Call to Order:**

**Roll Call:** Kevin Cox [x ] Foss Farrar [x ] Gordon Fry [ x] JW Lozano [ ] Jean Snell [x ]

Staff present at roll call included Public Information Officer Andrew Lawson and Planner Josh White

**Public Comments:**

No members of the public were present to speak.

**Consent Agenda:**

Meeting Minutes, **October 24, 2016.**

Snell made a motion to approve the October 24, 2016 meeting minutes as written. Fry seconded the motion. Voice vote carried the motion.

**Old Business: NONE**

**New Business:**

**1. Historic Preservation Fund Grant-Downtown Historic District Resurvey**

White explained the survey grant application and asked for input from the board. He pointed out that the existing survey was really out of date and needed a refresh with more accurate information. He noted that there were some properties on the fringe that could potentially be included in a historic district. He noted the grant didn't require a cash match; it could be in-kind through staff and volunteer hours. Snell mentioned he would like to see a survey of the residential spaces above the buildings. White emphasized that this project would only survey properties and would not actually add to or subtract from the historic district or the Historic Registers. Cox asked if the survey would be for just the existing district or additional properties on the fringe. White clarified that it would be all properties he highlighted in green on the attached map which would include a number of properties outside. Cox asked what the board's responsibility would be. White said it would primarily be meetings but there may be more involvement depending on how the consultant chooses to work. Snell made a motion to proceed with the grant application and the motion was seconded by Farrar. Voice vote carried the motion.

**2. Other Items**

Cox asked if there was any other business. White pointed out that the library is working on replacing their windows. He suggested they attempt to get tax credits and grants for the project.

Lawson discussed the general provisions for all city boards. The board agreed to appoint White as secretary of the board. Lawson also discussed attendance requirements of boards and other procedures. There was also discussion about strategic planning for boards and this survey seems to fit into that. The Planning Commission will also be working on the Comprehensive Plan for the City over the next couple of years to keep it up to date.

Lawson also mentioned an upcoming board appreciation banquet, more details are coming.

**Adjournment:**

Fry made a motion to adjourn and the motion was seconded by Farrar. Voice vote carried the motion.