

Minutes of the January 4, 2022 Historic Resource Commission

The meeting was called to order by Chair Worthy at 6:02 p.m.

The following Commissioners were present: Cary Worthy, Karen Chin, Jerome Bias, Zipporah Clark Baldwin, Jeanette Beaudry, Bonnie Whitaker and Matthew Haley.

Staff: Mary Faucette Downtown Coordinator

Chair Worthy led the Pledge of Allegiance, and a moment of silence.

Approval of the November 2, 2021 meeting minutes. Bonnie Whitaker made a motion to approve as presented. Zipporah Clark Baldwin put for the second. All voted Aye.

New Business

a. Certificate of Appropriateness Applications

COA2116 – Cary Worth made a motion to open the public hearing. Seconded by Jeanette Beaudry. All voted Aye. Applicant Brian Faucette is requesting to install screening to conceal six HVAC units at 200 North Main Street. The screening will consist of a wooden frame with a metal support frame. The covering material will have an artist rendering on the exterior. Mary Faucette presented her staff report. Brian Faucette along with David Nance, artist, presented the project to the commission. Chair Worthy recused himself from the vote due to his ex parte communication about the park. The commission had a few follow questions relative to materials. Chair Worthy closed the public comments. Bonnie Whitaker, I move that the Commission find as fact that the proposed project at 200 North, COA2116, if constructed according to the plans reviewed at the meet, is congruous with the special character of the historic district, because COA2116 request is consistent with the special character of the neighboring properties and the historic district as a whole and is consistent with Design Standards: Exterior Colors, Paint Removal and Painting Techniques and Mechanical Materials and Textures context. Jeanette Beaudry made the second and all voted Aye.

Zipporah Clark Baldwin made the motion to accept COA2116 as presented, Bonnie Whitaker made the second, and all voted Aye.

COA2117 – Cary Worthy made a motion to open the public hearing, Bonnie Whitaker put forth the second, and all voted Aye. Mary Faucette presented the staff report. Applicant Lisa Clapp is request to install two vinyl signs. A new business is occupying this location. In line with opening and bringing awareness to the type of store the applicant is requesting to install the name of her business on her storefront's window. Zipporah Clark Baldwin inquired about the compliance of the materials being used. Staff confirmed the material as vinyl. Chair Worthy opened the public hearing with a second from Karen Chin, and all voted Aye. Lisa Clapp presented the details of the project. Chair Worthy closed the public hearing, Matthew Haley put forth the second, and all voted Aye. Matthew Haley, I move that the commission find as a fact that the proposed project COA2117 submitted by Lisa Clapp for 10 Northeast

Court Square, if constructed according to the plans reviewed at this meeting, is congruous with the special character of the historic district, because COA2117 request is consistent with the special character of the neighboring properties and the historic district as a whole and is consistent with Design Standards, Landscape Features & Signage. Karen Chin put forth the second, and all voted Aye.

Zipporah Clark Baldwin made the motion to accept the application for COA2117 as presented, Jeanette Beaudry presented the second, and all voted Aye.

Annual Election of officers, staff coordinated and the votes were unanimous for Cary Worthy to continue to serve, as well as, for Jeanette Beaudry to serve as Vice-Chair.

Staff updates:

COA2115 – (minor) installation of an awning at HiFi records, color black

COA2113 – Zipporah Clark Baldwin inquired about the final decision for the color and the determination of how the kiosk will be installed, either in the brick mortar or to the concrete pad. Staff will follow up with the answers in an email.

Razed building follow up – Cary Worthy - staff reported out and will provide the commission details of communication in a email. Jerome Bias inquired about the securing of the location. Staff will follow up.

Minor/Major list – Cary Worthy has requested for staff to bring the list before the commission at the next meeting. Additionally, he requested that if there are any modifications to the list to bring the desired listing before them at the February meeting. Discussion ensued.

Historic Inventory – Discussion ensued. Staff was directed to follow up with the consultants and report back at the February meeting on the topics several of the commission members presented.

Discussion continued

City Council updates – no council representative was present/Council liaison will be appointed in the future. Staff identified the budget request will be discussed soon and if there are requests to work on them and provide staff with them.

Jerome Bias made a motion to adjourn. Bonnie Whitaker seconded. All voted Aye.

Meeting adjourned – 7:22 p.m.

Minutes respectfully submitted,

Mary Faucette

Minutes of the February 1, 2022 Historic Resource Commission

The meeting was called to order by Chair Worthy at 6:02 p.m.

The following Commissioners were present: Cary Worthy, Karen Chin, Jerome Bias, Zipporah Clark Baldwin, Jeanette Beaudry, Bonnie Whitaker. Matthew Haley was absent.

Staff: Mary Faucette Downtown Coordinator and Debbie Jolly Zoning/Inspections Technician

Chair Worthy led the Pledge of Allegiance, and a moment of silence.

Approval of the January 4, 2022 meeting minutes. Jeanette Beaudry made a motion to approve as presented. Karen Chin put for the second. All voted Aye.

New Business

a. Update on Historic Inventory application process -The next step in the process is preparation of a formal National Register nomination document. This is a written research report prepared to National Register standards, which describes and evaluates the property and its history. (This will come from the consulting firm hired by the City of Graham). The property will be nominated only if you or an interested third party initiate this next step. (This step is the process of being initiated). Finally, the listing in the National Register is separate and distinct from local historic district designation under G.S. 160A-400. Whether the proposed district is ever designated a locally zoned historic district would be up to the district's property owners and the local government. The HRC had a brief discuss and ask Mary to find out if property owner have been notified.

b. Minor/Major COA Evaluation-Mary presented Minor/Major COA that she thought could be reevaluated. Tree topping involving the removal of more than one-third of the green surface of the canopy on private property. The commission had a brief discussion about their concerns and leave Bonnie Whitaker made a motion to approve and remove from major to minor with the addition the city arborist would be included in all decisions and to leave landscaping as a major. Karen Chin seconded. All voted Aye.

Staff updates:

- i. COA2201 (Minor) | Green & McClure Furniture 108-110 W Harden St.
- ii. COA2107
- iii. Capital Budget- Mary addressed that it was time for this year's budget request. The commission discussed what they thought would be appropriate for the coming year. Zipporah Clark Baldwin made a motion for 20,000.00 to cover 15,000.00 for façade grants and 5,000.00 for training workshops. Bonnie Whitaker seconded. All voted Aye.

City Council updates – no council representative was present/Council liaison will be appointed in the future.

Jerome Bias made a motion to adjourn. Bonnie Whitaker seconded. All voted Aye.

Meeting adjourned – 7:22 p.m.

Minutes respectfully submitted, Mary Faucette

Minutes of the April 5, 2022 Historic Resource Commission

The meeting was called to order by Chair Worthy at 6:01 p.m.

The following Commissioners were present: Cary Worthy, Karen Chin, Jerome Bias, Zipporah Clark Baldwin, Jeanette Beaudry, and Matthew Haley.

Staff: Mary Faucette Downtown Coordinator

Chair Worthy led the Pledge of Allegiance, and a moment of silence.

Approval of the February 1, 2022 meeting minutes. Jerome Bias made a motion to approve as presented. Jeanette Beaudry put forth the second. All voted Aye.

New Business

Chair Worthy skipped item a to give time for the applicant for COA2202 to arrive

b. Recommendation to amend signage approval

Mary read the staff report. In summary the Planning Director has interpreted the existing minor works text to only allow staff the authority to approve either 1) window signs of a certain type, or 2) replacement of existing signs in the same spot as previous. However, we have researched and found that previous Planning staff were approving other signs as minor works, which does not seem to be authorized currently under the Design Standards.

Staff would ask that the Commission adopt these added minor works, knowing that if staff did not feel that these items met the standards within, then they would be referred to the HRC for full review for congruity with the special character of the district. We are not asking that the Commission cede full control over signage review, but rather, that the Commission simply give staff a bit more flexibility to be more customer service friendly.

Commission discussion ensued. Matthew Haley made a motion to approve as presented with the following addition: any new signage trends that should be brought before the commission should be brought before the Historic Resource Commission.

Zipporah Clark Baldwin put forth the second. 5 voted in the affirmative, 1 no (Beaudry)

a. Certificate of Appropriateness Application

COA2202 – Chairman Worthy swore in Ms. Chelsea Elliot & Mary Faucette

Cary Worth made a motion to open the public hearing. Seconded by Jeanette Beaudry. All voted Aye.

Applicant Jane Albright is requesting to install a wall sign. Mary Faucette presented her staff report. Chelsea Elliot, 119 North Main Street, presented the project to the commission. The commission had a follow questions relative to the height of the letters.

Chair Worthy closed the public comments, Jerome Bias put forth the second and all voted Aye.

Jerome Bias, I move that the Commission find as fact that the proposed project COA2202 at 15 Southeast Court Square, if constructed according to the plans reviewed at the meet, is congruous with the special character of the historic district, because COA2202 request is consistent with the special character of the neighboring properties and the historic district as a whole and is consistent with Design Standards: for landscape features, Signs. Matthew Haley made the second and all voted Aye.

Zipporah Clark Baldwin made the motion to accept COA2202 as presented with the following conditions, the inset for the sizing of the letters (T, hook of the g, and v). Matthew Haley made the second, and all voted Aye.

Staff updates:

Minor works – COA2203 historic ESSO sign

Façade Grant update – work deadline is May 1, 2022. Notifications will be sent to all applicants notifying them of the approaching deadlines and if an extension is requested written request is to be submitted. This pertains to three applicants, Mr. McClure (118 North Main Street), Mr. Crotts (30 southwest Court Square), and Maricle Metals (101 East Harden Street)

Commission requests – Chair Worthy directed staff to provide open COAs be listed on future agendas. Commission Bias requested staff keep the HRC board updated on minor applications for signage. Commission member Beaudry requested a 2022 Façade Grant timeline presentation at the next meeting. Chair Worthy also discussed the regulation of the work taking place in downtown. Discussion ensued. Chair Worthy identified the location of Whit's sign facing north located on external stairs. He also asked for a follow up on two sculptures that are installed downtown, 1) Love Graham was approved as temporary and the second 2) 9/11 memorial monument.

Discussion continued

A request was to direct staff to bring forth the noncompliance, code enforcement, process.

Chair Worthy directed staff to reach out to learn minor/major works for other commissions. Commissioner Bias discussed the sign noncompliance process further.

City Council updates – no council representative was present/Council liaison Parsons was absent. Mary explained the Commission, Committee, and Board vacancies process.

Zipporah Clark Baldwin made a motion to adjourn. Karen Chin seconded. All voted Aye.

Meeting adjourned – 7:52 p.m.

Minutes respectfully submitted, Mary Faucette

Minutes of the June 7th 2022 Historic Resource Commission

The meeting was called to order by Chair Worthy at 6:05 p.m.

The following Commissioners were present: Cary Worthy, Karen Chin, Zipporah Clark Baldwin, Jeanette Beaudry, Absent were Jerome Bias and Matthew Haley.

Staff: Mary Faucette Downtown Coordinator and Debbie Jolly Zoning/Inspections Technician

Chair Worthy led the Pledge of Allegiance, and a moment of silence.

Approval of the April 5, 2022 meeting minutes. Zipporah Clark Baldwin made a motion to approve as presented. Jeanette Beaudry put forth the second. All voted Aye.

New Business

a. No new business

Staff updates:

1. FY21/22 Façade Grant update | extension requested for June 1, 2022
 - a. Graham Furniture Mart COA2112
 - b. Green & McClure Furniture COA2110
 - c. Maricle Metals COA2114Mary gave the update on these. Chuck Talley 808 Sideview St. stated Graham Furniture is done. Zipporah Clark Baldwin made a motion to carry over the funds for the above projects and it be Separate from the 15,000. 00 2022/2023 budget year. Seconded by Karen Chin. All voted Aye.
2. FY22/23 Façade Grant proposed timeline
 - a. Façade Grant announcement/marketing push out starts July 11, 2022 for six weeks (1 post each week)
 - b. Façade Grant application due Friday, August 19, 2022 to staff
 - c. Façade Grant application review Tuesday, September 6, 2022 at HRC meetingZipporah Clark Baldwin made a motion to change the facade grant start date to July 11th 2022, application due date be August 19th 2022 the commission will review on September 6th 2022.
3. Certificate of Appropriateness (COA) applications – in progress
 - a. COA2006 | Farm Service – new building
 - b. COA2016 | 127 West Harden Street – garage door, patio, etc.
 - c. COA2103 | The Nick’s building – install balcony, windows, lighting, roll up door, stairs, canopy, new building, and fencing
 - d. COA2107 | Trollinger building – raze building
 - e. COA2110 | Green & McClure Furniture – remove aluminum siding (Façade Grant award) (continued) Certificate of Appropriateness (COA) application – in progress
 - f. COA2112 | Graham Furniture – install metal awning, clean brick, repaint sign (Façade Grant award.)
 - g. COA2113 | Graham Library – install kiosk
 - h. COA2114 | Maricle Metals – install garage doors (Façade Grant Award)
 - i. COA2116 | 200 North – install HVAC screening
 - j. COA2202 | Things Above – install sign

Mary gave the update on these.

4. Minor Works – COA applications

a. COA2203 – Maricle Metals – installation of an ESSO sign

b. COA2204 – Huckleberry’s – installation of a blade sign

Mary gave the update on these. Zipporah Clark Baldwin ask about the minor and major guide line and to turn it over she has mixed feelings. She would like to she a permit card on site to know it been through the proper channels. Jeanette ask about staffing. Chuck Talley 808 Sideview St. spoke on the color pallet and signage. Zipporah Clark Baldwin made a motion for the staff to present a list of the minor COA at each meeting approved or not yet approved. Karen Chin seconded. Vote 3-1 Jeanette Beaudry opposed.

5. City of Graham Code Enforcement process

a. A complaint is received

i. How complaints are received by phone, in-person, from the city’s website, by email, other (code enforcement officer/staff)

b. Compliant is verified

i. A violation letter is sent to the property owner. Property owner is determined using Alamance County tax office information.

c. 10 days is stated for the violation to be corrected.

d. Follow up - Code Enforcement Officer checks for compliance e. Noncompliance – a final violation letter is sent extending for an additional 10 days to correct the violation.

f. Noncompliance continues – penalties accessed

i. Code of Ordinance penalty - \$50 per day

ii. Development Ordinance penalty - \$100 per day

*HRC violation would fall here

Research seeking other historic district procedural processes for noncompliance, handbook, COA application and Minor/Major works list

a. Alex Cole Asheville/Buncombe County

b. Michelle Michael, Wake Forest

c. Kellen Long, Elizabeth City

d. Lindsay Laird, Davidson

e. Michelle McCullough, Winston-Salem/Forsyth County

I have requested Kirstie Brantley to come and speak in August if the commission would like.

b. City Council- Joey Parsons City Council liaison- No council updates

8. Adjournment- Karen Chin made a motion to adjourn. Jeanette Beaudry seconded. All voted Aye. Meeting adjourned – 7:22 p.m.

Minutes respectfully submitted, Debbie Jolly

Minutes of the September 6, 2022 Historic Resource Commission

The meeting was called to order by Jeanette Beaudry at 6:15 p.m.

The following Commissioners were present: Karen Chin, Zipporah Clark Baldwin, Jeanette Beaudry, Matthew Haley. Absent were Jerome Bias, Lisa Kyle and Anthony Brooks.

Staff: Planner Cameron West, Debbie Jolly Zoning/Inspections Technician and Jenni Bost Zoning Enforcement Officer.

Jeanette Beaudry led the Pledge of Allegiance, and a moment of silence.

Approval of the June 7, 2022 minutes Karen Chin made a motion to approve as presented. Zipporah Clark Baldwin put forth the second. All voted Aye.

Old Business

a. Elect a Chair and Vice Chair

Karen Chin made a motion to nominate Zipporah Clark Baldwin for Chair. Seconded by Jeanette Beaudry. All voted Aye. Karen Chin made a motion to nominate Jeanette Beaudry for Vice Chair. Seconded by Matthew Haley. All voted Aye.

New Business

a. Certificate of Appropriateness Applications

- i. COA2209 - Applicant Page Stokes and Junior Snyder, is requesting to installing signage at the property located at 16 NE Court Square. Cameron presented the staff report to the commission. Zipporah Clark Baldwin opened the public hearing. Page Stokes spoke about his new business. Chuck Talley, 808 Sideview St. spoke for approval on the sign. Jennifer Talley also spoke for approval of the sign. Matthew Haley made a motion close the public hearing and Jeanette Beaudry made the second motion. Karen Chin made a motion to Approve the application for COA2209 for the property located at 16 NE Court Square as submitted because it does meet the design standards outline in section CS 12 of the court house square historical manual. Matthew Haley made the second motion and all voted Aye.
- ii. COA2210 – Applicant Carson Talley, is requesting installing signage at the property located at 22 SW Court Square. Chuck Talley spoke on behalf of Carson Talley, Chuck gave several details about the sign. Karen Chin said, I find that if produced in accordance with the plans submitted, the proposed addition will be compatible with the character of the mid-nineteenth century courthouse square Historic District. Karen Chin made a motion to Approve the application for COA2210 for the property located at 22 SW Court Square as submitted because it does meet the design standards outline in 22 of the handbook, CS 12. Matthew Haley made the second motion. All voted Aye.
- iii. COA2212 – Applicant Thomas Boney, is requesting to install new mural on existing painted brick facade at the property located at 114 W Elm Street. Chair Clark-Baldwin opened the public hearing, Karen Chin made the second. All voted Aye. Cameron presented the staff report. Thomas Boney of 114 W Elm St presented the details of the project. Chair Clark-Baldwin ask for a motion to close the public hearing. Vice chair Jeanette

Beaudry made the first motion; Karen Chin made the second motion. All voted aye. Jeanette Beaudry said I have thoroughly researched the application and all other documents related to COA2212 and I am familiar with the property in question and I find that if produced in accordance with the plans submitted, the proposed addition will be Compatible with the character of the mid-nineteenth century Courthouse Square Historic District. Jeanette Beaudry made a motion to approve the application for COA2212 for the property located at 114 W Elm Street with the condition that the name of the business is removed from the mural, then the project will meet the standards set out in the Historic Resources Design Guidelines Standards and shall be permitted.

- iv. COA2213 - Applicant Katherine Baird, is requesting installing signage at the property located at 113 N Main Street. Cameron presented the staff report. Jennifer Talley came forward to speak on behalf of the sign. Chuck Talley also came forward to speak on behalf of the sign. Chair Clark-Baldwin made the first motion: she has thoroughly researched the application and all other documents related to COA2213 and I am familiar with the property in question....and I find that if produced in accordance with the plans submitted, the proposed addition will be Compatible with the character of the mid-nineteenth century Courthouse Square Historic District. I make a motion to approve the application for COA2213 for the property located at 113 N Main Street as submitted because it does meet the design standards outline and they were met with the dimensions of the sign that has been submitted. It did meet the dimensions of the required criteria and I approve with no conditions. Matthew Haley made the second motion. And all voted Aye.

b. 2022/2023 Façade Grant applications | scoring matrix | project proposal worksheet

Cameron gave updates on the façade grants. After a brief discussion about the amount of funds that would be available for the façade grants. Vice chair Beaudry made a motion to table this item. Karen Chin made the second motion. All vote Aye. The commission asked Chair Clark-Baldwin to take this item to the next City Council Meeting and she agreed.

- i. Viviana Maltby | Minor COA - 112 W Elm Street
- ii. Page Stokes and Junior Snyder | Minor/Major COA2209 - 16 NE Court Square
- iii. Carson Talley | Major COA2210 - 22 SW Court Square
- iv. Cheryl Perry | Minor COA2211 - 130 N Main Street
- v. Thomas Boney | Minor/Major COA2212 - 114 West Elm Street
- vi. Katherine Baird | Major COA2213 - 113 N Main Street

Staff updates:

- b. City Council-** Joey Parsons City Council liaison- No council updates

8. Adjournment- Karen Chin made a motion to adjourn. Matthew Haley seconded. All voted Aye. Meeting adjourned – 8:17 p.m.

Minutes respectfully submitted, Debbie Jolly & Jenni Bost

Minutes of the October 4, 2022 Historic Resource Commission

The meeting was called to order by Zipporah Clark Baldwin at 6:08 p.m.

The following Commissioners were present: Karen Chin, Zipporah Clark Baldwin.

Jeanette Beaudry, Matthew Haley, Jerome Bias, Lisa Kyle and Anthony Brooks were absent.

Staff: Planner Cameron West, Debbie Jolly Zoning/Inspections Technician and Jenni Bost Zoning Enforcement Officer.

There were not enough Commissioners present to have a quorum for a meeting.

Karen Chin recommended that they have a special meeting on October 12, 2022 at 6pm, Zipporah Clark Baldwin agreed.

Joey Parsons City Council liaison, was also present.

Minutes respectfully submitted by Jenni Bost

Minutes of the October 12th, 2022 Historic Resource Commission

The meeting was called to order by Chair Zipporah Clark Baldwin at 6:00 p.m.

The following Commissioners were present: Karen Chin, Chair Zipporah Clark Baldwin, Jeanette Beaudry, Matthew Haley, Lisa Moser and Anthony Brooks. Absent was Jerome Bias.

Staff: Planner Cameron West, Debbie Jolly Zoning/Inspections Technician.

Chair Zipporah Clark Baldwin led the Pledge of Allegiance, and a moment of silence.

Approval of the June 7, 2022 minutes Karen Chin made a motion to approve as presented. Matthew Haley put forth the second. All voted Aye.

Old Business

a 2022/2023 Façade Grant applications | scoring matrix | project proposal worksheet

- i. Viviana Maltby | Minor COA - 112 W Elm Street
- ii. Page Stokes and Junior Snyder | Minor/Major COA2209 - 16 NE Court Square
- iii. Carson Talley | Major COA2210 - 22 SW Court Square
- iv. Cheryl Perry | Minor COA2211 - 130 N Main Street
- v. Thomas Boney | Minor/Major COA2212 - 114 West Elm Street
- vi. Katherine Baird | Major COA2213 - 113 N Main Street

Cameron West informed the commission that the City Council approved the funds for the façade grants. The commission discussed how to proceed. Matthew Haley made a motion approve and fund all façade grants. Karen Chin put forth the second. All voted Aye.

New Business

a. Certificate of Appropriateness/ Historical landmark applications

- i. COA2215 - Applicant Court Square Development, is requesting to install a new staircase at the property located at 111 N Main Street. Cameron West gave an overview of the project to the commission and opened the public hearing. Chuck Talley 808 Sideview St. presented his project to the commission and presented pictures of what is planned. The commission had a couple of questions for Mr. Talley. Chair Clark Baldwin closed the public hearing. Public hearing reopened. William T White 111 N. Main St. stated it would make it safer to get out of this building and look so much nicer. Public hearing was closed. The commission asked Cameron a few questions. Karen Chin I have thoroughly researched the application and all other documents related to COA2215 and I am familiar with the property in question. It does meet the design standards outline noted by Cameron section noted B 1.5.5, C 1.1.3 and C 1.1.4. Property 111 N Main as submitted because it does meet the design standards outline. Lisa Moser put forth the second. All voted Aye.

- ii. COA2216 – Applicant Court Square Development, is requesting installing a new canopy and patio at the property located at 113 N Main Street. Cameron West gave an overview to the commission. Chair Clark Baldwin opened the public hearing. Chuck Talley 808 Sideview St, presented his project to the commission. Chair Clark Baldwin closed the public hearing. Karen Chin I have thoroughly researched the application and all other documents related to COA2216 and the revision and what they would like to do meets the exterior requirements and requirements for the new additions in section C 1.1.3 and C 1.1.4 The additions are compatible with the court house district I recommend to approve the application for COA2116 for the property located at 113 N Main St. as submitted because it does meet the design standard. Matt Haley put forth the second. All voted Aye.

- iii. COA2217- Applicant Court Square Development, is requesting to make parking lot improvements at the property located at 101 E Harden Street. Cameron West gave the staff report. Chair Clark Baldwin opened public hearing. Chuck Talley 808 Sideview St. Mr. Talley presented his project to the commission. This one has several additions so Mr. Talley went through each one. Chair Clark Baldwin closed public hearing. Jeanette Beaudry made a motion to close the public hearing. Seconded by Karen Chin. All voted aye. The board had a brief discussion about trees. Karen Chin make motion we approve this COA2217 we have looked at this application for COA2217 it does meet the paving and lighting fixtures and the paving areas required in 8.5.1 and 8.4.4 and I move we approve COA2217 the property at 101 E. Harden St. submitted. Matthew Haley put forth the second. All voted Aye.

- iv. iHL2201-Applicant Court square Development, is requesting designation for a Historical Landmark at the property located at 102 S. Main St. Cameron West gave the commission the staff report. Jennifer Talley 808 Sideview St. She gave a background on the property located at 102 S. Main St. Karen Chin made a recommendation to take this to City Council that this property be approve as a Historic building. Seconded by Lisa Moser. All voted Aye.

Staff updates:

- a. **City Council-** Joey Parsons City Council liaison- - Making the façade grant application easier. The two grants from last year that rolled over are coming in soon. Next year putting a time limit on projects. Historical Plaque checking the process. They talked about sign approval and the façade grant application. Chair Clark Baldwin asked about how changes are made to the façade grant application. Karen Chin asked about the plaques and Chair Clark Baldwin requested to have it on the next meeting. They talked about switching the night for the meeting.

b. Staff- No update.

8. Adjournment- Matthew Haley made a motion to adjourn. Karen Chin seconded. All voted Aye. Meeting adjourned – 7:31 p.m.

Minutes respectfully submitted, Debbie Jolly

Minutes of the November 1, 2022 Historic Resource Commission

The meeting was called to order by Zipporah Clark Baldwin at 6:11 p.m.

The following Commissioners were present: Karen Chin, Zipporah Clark Baldwin and Matthew Haley.

Jeanette Beaudry, Lisa Kyle and Anthony Brooks were absent.

Staff: Planner Cameron West.

There were not enough Commissioners present to have a quorum for a meeting.

The meeting was adjourned due to a lack of quorum. It was noted the next scheduled meeting is December 6, 2022

Joey Parsons City Council liaison, was also present.

Minutes respectfully submitted by Jenni Bost

Minutes of the December 6, 2022 Historic Resource Commission

The meeting was called to order by Zipporah Clark Baldwin at 6:00 p.m.

The following Commissioners were present: Karen Chin, Zipporah Clark Baldwin, Jeanette Beaudry, Matthew Haley and Lisa Moser. Anthony Brooks was absent.

Staff: Planner Cameron West

Zipporah Clark Baldwin led the Pledge of Allegiance, and a moment of silence.

Approval of the October 12, 2022 and November 1, 2022 minutes a motion was made by Karen Chin to approve as presented. Jeanette Beaudry put forth the second. All voted Aye.

New Business

a. Discuss Historic Plaque Designation

All members of the Commission are in agreement to purchase the additional 23 plaques that are needed. The Commission has a budget of \$5000 for the plaques. Matthew Haley will get estimates for making the plaques. If needed the HRC Commission would then ask the City Council for additional funds.

b. Façade Grant Application Discussion

After much discussion, the Commission decided to not make any changes.

c. COA Application Discussion

After much discussion, the Commission decided to not make any changes.

Staff updates:

a. City Council- Joey Parsons City Council liaison- No council updates

b. Staff- No updates

8. Adjournment- Matthew Haley made a motion to adjourn. Karen Chin put forth the second. All voted Aye.

Meeting adjourned – 7:10pm

Minutes respectfully submitted, Jenni Bost