



**Historic Preservation Board Meeting Minutes
October 17th, 2024**

I. Call to order-Hunter Gearhart

II. Roll Call-Carlos Maldonado

Staff present: Tracy Sullivan, Tiffany Jenkins, Elle Rowe, Vivian Donahue.
Members Absent Tony Kearns, Erica Freeman, Shaila Velazquez,

III. Pledge of Allegiance-Tracy Sullivan

1.Consent Items-

1.1 Minutes approval for July HPB meeting-Motioned for approval, voted first by Tiffany Jenkins and seconded by Elle Rowe. All members approved.

2.Business Items

No business items were featured for this meeting.

3.Noted Items

3.1 Certified Local Government Status

The Discussion was led by Hunter Gearhart; The item mentioned was described as a program that elevates the city to a statewide lever where it allows the city to receive training and technical assistance for preservation. As a board there are opportunities for meetings, events, webinars and presentations for preservation techniques with this program. For this to be adopted at a state level and approved it will need to go through council, and it will need to have some language to the current historic preservation board ordinance. The city being certified as a local government would give people access to those resources from the State Office. Residents who apply for CLG grant money will need to go through the proper board approval process. The approval for this program could possibly take up to six months to complete, along with filing and getting approval of the ordinance.

3.2 Historic Survey Update

The discussion was led by Hunter Gearhart; Its a big topic this year, the goal will be to extend the historical district with properties from 1974 to 1979. These properties would be able to be added to the registry this year. A task order has been submitted for the work to begin. The new properties within the boundaries will be able to qualify for historical grants. A strategy would be to send out letters or flyers to the Properties that qualify notifying them with the benefits of why being registered to the historic district would be a good idea. Any property that doesn't want to be on the list, the consultant doing the review will leave them off the historic boundary map. Also, this topic could be reviewed at the historic preservation board once it gets implemented for the



residents who have an interest or questions. Tracy Sullivan had concerns regarding the current storm and mentioned if any residents that are reporting the current damage can use this to their advantage. The city's Building Department would need to also be informed so there is no confusion about the already reported damage to the structure in the historic district. Further review of the topic concerning grants will need to be reviewed during a future City Meeting. Hunter agreed that a meeting would be a good idea to clarify any confusion. Once people come forward and they have a final list, the last step will be City Council adoption. And then those new properties that were adopted in the historical district will qualify for grant money.

3.3 Outreach opportunities and Preservation Conference Recap

This discussion was regarding an outreach Opportunities regarding previous mentions of letters and flyers being notified on historical districts regulations. The goal will be to get the list of historic properties, send out information on. Either like a flyer or a postcard with QR codes on it so they can go and get more information if they want. But what we're really looking to do here is explaining like dos and don'ts of historic preservation, the different architectural styles, the COA process and how it's filled out. Grant money and how you fill that out and then possible a link to access it such as a QR code to the cities design guidelines so that everyone knows. The goal is to inform historical district residents the proper guideline and informing them they must go through the correct channels. Another goal will be informing the public how the city Historic Preservation Board operates. Additional ideas will be to place the proposed letter or flyers in high traffic residential businesses such as realtors' offices, Lowe's, home improvement places and with the Building Department. Additional review on the outreach opportunity is currently happening. Additional discussion on grandfathering in certain properties was discussed and will need to be looked at more thorough in future meetings. Also, properties need to be 50yrs old to meet the proper criteria for the historical district. The consultant will oversee assess the architectural significance of the homes in question. Completing the CLG process will also be required to have a better understanding on this process. Discussion of plaques being placed within the historic district was mentioned by Tracy Sullivan in order to notify residents of the home being within the historic district. No additional comments on this topic were made. Hunters' comments for different projects there is matching grants up to \$5000 for residential homes, so. I think that's one of the biggest driving factors in having people want to do this and have a sense of pride about the historic preservation is that. We will help you kind of preserve the character of your home. It is a yearly amount.

Adjourn