

2. General Discussion on 2011-2012 grant project
 - a. Norfolk Forum 2012 – Kelly Weeks
 1. Planner I Weeks stated she went to the conference in Virginia and will be putting together a presentation of things she learned.
 2. Commissioner Buffaloe stated that he received a scholarship to attend the National Preservation Conference in Spokane, Washington.
 - b. Warehouse District Guidelines Education Meeting, September 13, 2012 – Randall Watson
 1. Planner I Weeks stated the fliers have been made and staff will put together a list of Engineers and Architects. It would be more beneficial to hand deliver the invitations to the current business owners. There has been discussion of including the downtown district in the meeting so that they can see what the guidelines are for the Warehouse District and what could be done for the downtown area. Ann Swanson and Don Watts will be attending the meeting.
 2. Who is going to do what at the meeting
Agenda-Chairman Watson will draft an agenda and send it out for input.
 - Clarify the Importance of Guidelines
 - Explain Design Guidelines
 3. Distributing the fliers: Commissioner Geilman & Horsley have volunteered.
 4. Who will be Attending: Commissioners Alexander, Horsley, Watson and Tilley plan to attend.
 5. Who to Invite: Warehouse District and the Downtown District. The guidelines don't apply to the Downtown District it will give them a chance to look at what the guidelines could look like for their area of town.
- Commissioner Horsley stated that this will be another opportunity to offer information to the public and to show the Council that efforts are being made to educate the community on historic preservation.
- c. Printing more pamphlets – Kelly Weeks
 1. Planner I Weeks asked about making corrections to the existing pamphlets and having more printed.
- Commissioner Horsley stated if there is money left over from this year's grant. He would be inclined to have possibly 100 more guideline books made so that they can be handed out when the fliers are distributed to the businesses to let them know about the upcoming meeting. He also suggested more fliers if necessary and pamphlets if the Commission feels there is a need for additional copies. He stated that he would like to also have the downtown pamphlet identify the building by address versus by a specific business name and list businesses that have been located at the address. This will minimize having to edit the pamphlets all the time.
- Commissioner Alexander stated that edits needed to be made on the downtown district brochure, the rest have not changed, she stated she would follow-up on locating the files so that the changes could be made.

3. Discussion of 5-year plan – Randall Watson/Darrell Buffaloe
 - Commissioner Buffaloe stated he has worked on a draft plan and would like to have the Commissioners review it and give input.
4. Discussion of adding the other Historic Districts to the City Code for preservation – Randall Watson
 - Planner I Weeks stated she has spoken with the company that assisted with the Warehouse District Guidelines and has asked for a quote for adding guidelines for the other historic districts that have not been completed.
 - Commissioner Buffaloe feels like the guidelines for the already existing districts will not be too difficult to add to the set of guidelines developed for the Warehouse District.

MOTION:

- Commissioner Buffaloe made a motion that the 2013 CLG grant be used to prepare guidelines for the existing Historic Districts. Commissioner Horsley seconded. Commissioner Alexander, Geilman, Watson, Horsley and Buffaloe voted to approve the motion. Commissioner Tilley voted against the motion.

MOTION APPROVED

5. Discussion of Tree Streets – Norm Tilley
 - Commissioner Tilley explained what is needed to get the homes located along the tree streets incorporated into a historic district and expressed his desire to move forward on that process.
6. Discussion of possible joint projects with the County and the other City Historic Organizations – Darrell Buffaloe
 - Postponed for the next meeting.
7. Discussion of Railroad Boxcar for possible use as a museum –Ryan Horsley
 - Commissioner Horsley stated he has been looking at several areas to place the Boxcar and he has spoken to Russ Tremayne about locating it in the park near the grain elevators, with some support. This is still a work in progress, but efforts are being made.

IV. INPUT AND/OR ITEMS FROM THE HISTORIC PRESERVATION COMMISSION:

V. UPCOMING MEETINGS/SCHEDULE:

Regular meeting: Monday, [September 17, 2012](#)

VI. ADJOURN MEETING:

Chairman Watson adjourned the meeting at 2:10 pm.