Historic Preservation Commission

2	Meeting Minutes November 16, 2023
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4 5:30pm Vice Chair Jo Ann Kuehner calls meeting to order.

- 5 In Attendance: Jo Kuehner, Casey Forsman, Kathy Smith, Jill McNaught, John Six, Mitch Moberg
- 6 Approval of meeting minutes for October 19, 2023. Jill McNaught motions to approve, Casey
- 7 Forsman seconds the motion. Motion carried unanimously.
- 8 There being no Citizen Business, Vice Chair Jo Kuehner moves to item #5 on the Agenda for
- 9 Commission Business. Old Business being the DRAFT for chapter 2.66 Historic Preservation
- 10 Ordinance.

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- 11 Malissa Paulsen explains that the version before the commissioners is a corrected version showing
- the edits made, mostly clerical and clarify the intent of the code. She encourages the review and to
- be sure it makes sense.
- 14 Kathy Smith motions to accept and approve the changes that have been made to the ordinance.
- 15 John Six seconds the motion. All in favor. Motion carried unanimously.
- Jo Kuehner moves to new business regarding literature available to them.
- 17 Malissa Paulsen has printed out the preservation briefs. There is a binder full available at the office
- 18 for anyone to review. She will also post them to the Historic Preservation webpage. Preservation
- briefs are best practices for handling historical preservation.
- John Six requests that in the future the commissioners get the agenda before a meeting with plenty
- of information to review and time to review it prior to the meeting.

22	Malissa Paulsen explains the process for approving a permit with the conditions stated on the permit
23	of which was recommended by the Historic Preservation Commission. She provides explanations for
24	the grant process and what is available.
25	Jo Kuehner recommends the group get started on the commission's rules. She explains that they are
26	outdated and need to be updated.
27	Jill McNaught is willing to work on this subcommittee for the Historic Preservation Bylaws.
28	John Six would like a comparable from other jurisdictions.
29	Malissa Paulsen will provide the group with comparable Bylaws.
30	Kathy Smith motions to create a subcommittee that will review and update the commissions current
31	Bylaws. Casey Forsman seconds the motion and would like to volunteer to help Jill. There being no
32	one opposed, the motion carried unanimously.
33	Malissa Paulsen is working on the improvement and update of the Preservation binders for the
34	group.
35	5:56pm Jill McNaught motions to adjourn the meeting. Mitch Moberg seconds the motion. Meeting
36	adjourned.
37	Approved by:
38	Vice Chair, Jo Kuehner
39	Recorded by:
40	Permit Technician, Laura Fisher