

**CITY OF JEFFERSON**  
Landmarks Advisory Committee  
July 10<sup>th</sup>, 2019  
2:00pm

**MEMBERS PRESENT:** Mark Manning (Arrived at 3:00pm), Clede Dawson, Linda Baker, Patti Ball,  
Edna Campau Council Liaison

**MEMBERS ABSENT:** Ron Gilles

**STAFF PRESENT:** Brianna Hutley, Clerk

**VISITORS:** Frank Ball

- I. **MEETING CALL TO ORDER-** Clede Dawson called meeting to order at 2:00pm.
- II. **MINUTES-** Linda Baker moved to approve the minutes, Patti Ball seconded and all approved.
- III. **OLD BUSINESS-**

3.1- Update on Historic Award Plaques- Mark Manning brought three different color samples for the plaques: fawn, beige, and antique white. The committee decided to leave the decision up to Mark Manning with his art background.

3.2- New Nominations Form- Council liaison Edna Campau brought examples of FAQ's from other cities. The committee agreed that the examples were too detailed for what they wanted and agreed to narrow it down to 10 questions based off of the procedure and criteria for the Historic Preservation Award. The committee came up with seven questions and answers that they asked staff to type up and bring as a first draft to the next meeting so more could be added:

1. What is it going to cost me?
  - Recipients of the LAC awards have no cost.
2. How old does my house have to be?
  - 100 years old.
3. Must I be in the city limits?
  - Yes.
4. What are the requirements?
  - Have a link to the city website with the procedure and criteria for the award.
5. Do I have to be on the historical registry?
  - No.
6. Do I have to open my house to the public?
  - No.
7. Are there any tax benefits?
  - None have been identified under this program however contact your tax advisor. Committee wanted staff present to ask city manager Sarah Cook about this question.

The committee also asked staff to come up with a draft for the nominations form with the following included on it:

- Property address
- Property name/original owner

- Year of construction
- Current owner with contact info (phone/e-mail/ mailing address)
- Design style
- Special architectural features
- Items of interest
- Documentation

The committee agreed that the nominations form should be kept on the agenda until they were ready to post it to the public.

3.3- Concerts at the Conser Flyer- Committee agreed that the flyer was ready to be posted. Staff member Brianna Hutley would post the flyer at the Library, City Hall, Post Office, and Community Center. Committee members would post the flyer around town. Linda Baker had contacted Hope radio station and they agreed to announce the event.

**IV. NEW BUSINESS-**

4.1- New LAC Member- The committee welcomed the new LAC member Patti Ball.


**V. VISITORS-** None

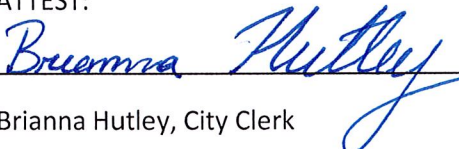
**VI. COMMITTEE COMMENTS-**

The Committee discussed doing something for Jefferson's 150<sup>th</sup> birthday celebration that would take place next year. Linda Baker suggested giving out 12 Historic Preservation Awards, one every month at a council meeting, from October of 2019 to September of 2020, and then inviting all the awarded to the 150<sup>th</sup> culminating ceremony. The committee agreed and asked City Clerk Brianna Hutley to make a draft of a generic award letter that could be sent to all the awardees and have it ready for the next month's packet. Patti Ball asked about the roles of the different committees with the Conser House and how they made decisions about the Conser House. Linda baker discussed with Patti Ball about making a flow chart of information on the Conser House to disperse to all of the committees and Sarah Cook so everyone was aware of what was going on.

**VII. ADJOURNMENT:** Mark Manning moved to adjourn and Linda Baker seconded, all agreed. The meeting adjourned at 3:50pm.

**MINUTES APPROVED** this 29 day of August, 2019.

  
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 Mark Manning, Chair

ATTEST:  
  
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 Brianna Hutley, City Clerk