



Lynden Historic Preservation Commission – Meeting Minutes
December 7, 2016 at 8:00 AM
Pioneer Museum Conference Room

1. CALL TO ORDER

2. ROLL CALL

- Mark Bratt absent with notice
- All other commissioners present
- Staff: City Planner, Dave Timmer

3. Approval of Minutes from November 2 meeting

Minutes were approved as submitted.

4. NEW BUSINESS

- **Quick summary of the Wisaard Training (Denny, Patti, Dave, Karin)**

The training was over our heads, we weren't the target audience.

- **How are things working? Meeting times, dates, etc**

There was a brief discussion about meeting times and dates. The commissioners were fine with the current arrangement but would be open to adjust times, number of meetings, etc if it seems necessary. As of right now, we will keep the current arrangement (8am – 10am on the first Wednesday of the month).

- **Discussion on the 2017 Calendar (how are we going to do all of this?)**

- **Website**

This is sufficient for the moment. Will add to it as needed.

- **Grant funding opportunities**

This should be our highest priority for 2017. DAHP grant applications are due in April and we should be eligible to get secure funding with a good application.

- **Outreach and Community Education**
This will also come as we further progress. It may be valuable to produce some very basic info on how to and what it means to register your property.
- **Inventory (Troy's rough draft)**
This draft is a great start and is helpful to begin to organize thoughts and a process. Our inventory should be the subject of our first grant application.
- **Administrative Documents (forms and applications)**
Dave has begun to gather some forms from other CLG's. Denny is interested in beginning to format them for our use.

- **Election of Officers for 2017**

*Motion by Troy to nominate **Mark Bratt as Chair and Patti Leach as Vice-chair** for 2017. Second by Denny and motion passes 4-0.*

- **Action Items for next Meeting**

Denny will work on the forms and applications and start checking into Lynden's Wisaard sites.

Patti will contact Katie Franks to see if she can join us for the next meeting to discuss grant possibilities and her experience with writing and administering DAHP grants.

Dave will find out when the DAHP grant deadline is, research successful grants and talk to Kim Gant about the process.

5. ADJOURNMENT

The meeting is adjourned. 9:15am.

Next Meeting: January 4, 2017 at 8:00am