

TO: Melanie Maxwell, President (HPC)

FROM: Marc Coplon, Secretary (HPC)

SUBJECT: Draft minutes of September 26, 2012 Meeting (Please make corrections as you find them)

DATE: November 8, 2012

With spelling correction for John Schmalenberg's name, minutes of July 25, 2012 HPC meeting approved by motion and second.

Discussion was begun by Linda Hash for Letter of COA to businesses on the Town Square. Mayor Herbert questioned how fines should be issued for not having a COA and how long a business should be given to apply for a COA if needed. Theresa Schwering suggested that these time frames should be as easy as possible. Garry Murray noted that businesses should be highly encouraged to apply for COA before grants are applied for.

There was full discussion of what items were appropriate for Square's Historic District (e.g. windows, signs, doors, etc.).

Motion was made by Gary Murray and seconded by Theresa Schwering (for COA approval?) of Carriage House on the Square with signage.

Commission Assistance Mentoring Program (Camp) concerning historic preservation was discussed.

Mayor and Gary Murray mention do's and don'ts for making the Square a tax increment financing district (TIF).

Motion was made and seconded to adjourn.