

Call to Order:

Roll Call: Kevin Cox [] Foss Farrar [x] Gordon Fry [x] JW Lozano [x] Jean Snell [x]

Staff present at roll call was Principal Planner Josh White and Public Information Officer Andrew Lawson. Also present was citizen John Sybrant.

Consent Agenda:

Meeting Minutes, **September 25, 2017 and November 13, 2017.**

Snell made a motion to approve the September 25, 2017 and November 13, 2017 meeting minutes as written. The motion was seconded by Fry. Voice vote carried the motion.

New Business:

1. Downtown Commercial District Historic Survey update

White introduced Brenda Spencer with Spencer Preservation. He indicated this would be a relatively informal discussion with Spencer. Spencer updated the board on her progress on the project. This was the second trip to Arkansas City and she planned to be finished with her first look at the buildings and photography of them. She also had meet with the SHPO regarding this project and regularly updated them on the progress of the project. She explained the process of recommendations and what goes into those recommendations. Snell asked if interior of buildings would be surveyed. Spencer said for Districts, the relationship to other buildings is what was focused on. Sybrant asked for clarification on a historic district versus individual listing. Ongoing discussion continued. Snell asked about the timeline for the project. Spencer explained her timeline and indicated that there should be no issues meeting the deadlines for the grant. Lozano asked if there were any further questions and seeing none, called for adjournment.

Adjournment:

Farrar made a motion to adjourn the meeting which was seconded by Snell. Voice vote carried the motion.