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**MINUTES**

**CALL TO ORDER:** Meeting called to order at 4:02 p.m.

**MEMBERS PRESENT:** Amelia Fleitz, Commissioner Dist. 2; Bob Morris, contractor/builder; Ryan Crockett, WHD Merchant; Dero Forslund, Historical Society; Doris Hein, Artist; Bella Hedtke – Senior Planner-Planning DIV.

**MINUTES:** Approve minutes from January 9, 2024: By motion made/second and approved 4-0 to approve minutes as amended.

**NEW BUSINESS:**

- AR-2024-01 the Watershed Research and Training Center sign proposal.  
Discussion of committee: Lettering-approved, Colors-approved, Size-approved, the committee by informal consensus had issue with 'high gloss finish'.

Lettering-approved, Colors-approved, Size-approved, the committee by informal consensus had issue with 'high gloss finish'. 8' minimum encouragement of clearance. Size approved. Applicant voluntarily withdrew application.

- In response to the previous item's staff report, prepared by B. Hedtke, the Committee agreed that staff reports should not be prepared to verify zoning, county code standards, CEQA or refer projects to other agencies, as this has never been done before. Committee would like staff to send ARC applications to committee members directly through email prior to scheduling a hearing, at that point WARC members will determine whether the project is controversial, and then direct staff to develop a staff report at that time.

**OLD BUSINESS:**

- The committee continued discussion on outreach of informing parcel owners and business operators with-in the historic district of rules and guidelines of the district.
- Amelia will design (with coordination from Bella) a fact sheet to assist property and business operators with information on the Architectural District guidelines.
- Amelia and Ryan will be a welcome committee of new business operations for the district.

**COMMITTEE REPORTS:**

**DEPARTMENT REPORTS COMMUNICATIONS:** Create new/updated letters to parcel owners and tenants in the historic district, include the guidelines and what the Architectural Review Committee oversees.

**PUBLIC COMMENT:**

**ADJOURN:** 5:30p.m.