

DIXON HISTORIC PRESERVATION COMMISSION

Thursday, January 17, 2019

Dixon City Hall, 8:30am

Meeting Minutes

1. **Call to Order.** City Manager Danny Langloss called the meeting to order at 8:34 am.
2. **Roll Call.** Members Present: John McLane, Tom Wadsworth, Jim Higby, Greg Langan, and Carol Krueger. Absent: None
3. **Approval of Minutes.** Review and approval of meeting minutes was moved to the end of the meeting, so the meeting minutes could be copied and reviewed by members. Langan moved to approve the minutes and it was seconded by Kruger. Voting Aye: McLane, Wadsworth, Higby, Langan, and Krueger. Voting Nay: None. Motion Carries.
4. **Election of Officers.** The Historic Preservation Committee no longer had formal officers. The formal leadership positions are: Chairman, Vice Chairman, and Secretary. The following motions were made for these positions:
 - Chairman – Langan moved to nominate John McLane for Chairman, seconded by Wadsworth. No further discussion. Voting Aye: Wadsworth, Higby, Langan, and Krueger. Voting Nay: None. Abstain: McLane. Motion Carries.
 - Vice Chairman – McLane nominated Langan for Vice Chairman, seconded by Higby. Voting Aye: McLane, Wadsworth, Higby, Langan, and Krueger. Voting Nay: None. Motion Carries.
 - Secretary – McLane nominated Higby for Secretary, second by Wadsworth. Voting Aye: McLane, Wadsworth, Higby, Langan, and Krueger. Voting Nay: None. Motion Carries.
5. **Discussion of Procedures.** City Manager Langloss informed the commission that the City would be implementing formal notification and process procedures for situations involving the jurisdiction of the Historic Preservation Committee. This was done with group input. The geographic area that falls under the commission's jurisdiction is: Monroe Avenue from River Street to West 2nd Street to Commerce Towers from River Street to East 2nd Street. The geographic area also includes the First Presbyterian Church located at S. Galena and 3rd Street.

The jurisdiction involves all businesses, city owned buildings, churches and residences. It was determined that not all residential improvements would come before this commission. The commission will be examining the residences in this area and determining which residences have historic significance and should be included under their jurisdiction.

Several stages of the process were discussed, to include:

- What type of building improvement is required to come before the Historic Preservation Commission.

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- What information the Historic Preservation Committee needs to complete their duties.
- How notification will be made to the commission.
- What will transpire at the meetings.
- How the Historic Preservation will communicate their findings to the Building Department and the applicant for the Building Permit.

A separate document will be completed outlining the process within each procedure and be sent to the commission for review. The commission will have a defined period of time to comment and make suggestions. The procedure will then be finalized and utilized by the City.

Following the process discussion, McLane recommended a letter be sent to all applicable property owners in the Historical Preservation District to inform them they are in the District and what the rules are for property improvements.

6. Public Comment. None

7. Adjournment. Langan made moved adjourn, seconded by Wadsworth. Voting Aye: McLane, Wadsworth, Higby, Langan, and Krueger. Voting Nay: None. Motion Carries.

Meeting minutes taken and prepared by City Manager Langloss.