

Historic Preservation Commission
Minutes - July 11, 2023

1. Call to Order: Chairman Moore called the meeting to order at 6:00pm.
2. Roll Call: Chairman Moore; Commissioners Beroza, Griffin, Nelson, Sanders were present.

Staff: Bryan Wood – Community Development Director, Emily Carson – Community Planner, and Christine Sewell – Recording Clerk

Guests: Kelly Moore

3. Citizens with Input – None
4. Announcements
 - a. Please place cell phones in silent mode- Chairman Moore asked for cellphones to be silenced.

5. Approval of the Agenda

Commissioner Beroza motioned to approve the agenda as presented; Commissioner Sanders seconded; all in favor and was unanimously approved.

6. Approval of Minutes – May 9, 2023, Meeting

Commissioner Griffin motioned to approve as submitted; Commissioner Sanders seconded; all in favor and was unanimously approved.

7. Old Business – Status of DCA review of Report of Designation

Mr. Wood advised the report had been submitted in April and DCA had thirty days to review, no comment had been received in May so he contacted them in June and was advised DCA had overlooked the submission and advised we could move forward, however, Mr. Wood requested DCA review and provide input since it was our first submission. The report has been reviewed and the feedback provided was a more detailed statement and period of significance should be submitted. Mr. Wood worked with Elle Loudermilk and Chairman Moore, a copy was provided, and it has since been submitted back to DCA for review and hopeful comments will be returned for discussion at the August meeting.

Mr. Wood advised a 2008 study had been done which detailed each property in the district and staff is requesting the Commissions' assistance for gathering the details for the future submittals. Chairman Moore had made the suggestion to Mr. Wood on asking the Commission for the assistance as the first district Mr. Wood had completed and it had taken a great deal of time and if the Commission as a working board can assist it will allow for the submittals to be completed in a more timely manner; the Commission concurred.

8. New Business
 - a. Establish subcommittees to research future districts

The Commission chose among themselves the districts they would gather data for with the template for the criteria provided by Mr. Wood. Mr. Wood advised that as always staff was available for assistance or questions.

b. Part 1 of “Best Practices for an Effective Local Preservation Commission”

The Commission viewed a 40-minute webinar on “Best Practices for an Effective Local Preservation Commission”. On conclusion Mr. Wood noted some of the things mentioned (ordinance, flow chart, procedures) were already in place. Mr. Wood advised he is also working on a contractors list, and had one given to him by Mr. Jim Lay.

9. Other Business

a. Commission questions or comments – Mr. Wood reminded the Commission of upcoming historic preservation training in Canton in August and those interested, to please let him know.

10. Adjournment: there being no further business to come before the Commission the meeting was adjourned at 7:17pm.

Approved 08.08.23