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**ARCHITECTURAL REVIEW AND HISTORICAL PRESERVATION BOARD**

To: Michael Morrissey  
Timothy M. Keating  
John Murphy, Chair  
Cathy Klauzowski  
Christopher Lee  
Herschel "Buddy" Nash  
Kent Makin

CC: Mike Bollhoefer, City Manager  
Tim Wilson, Chief Planner  
Ed Williams, Planning Director  
Dolores Key, Econ. Dev. Director

RE: Meeting Minutes for November 19, 2008

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In attendance: Board Members - Michael Morrissey, Timothy M. Keating, Chair John Murphy, Christopher Lee and Kent Makin. City Staff - Chief Planner Tim Wilson, Building Official Skip Lukert and Community Relations Manager Andrea Vaughn.

Absent: Herschel "Buddy" Nash, excused and Cathy Klauzowski

The Architectural Review and Historical Preservation Board met at 6:30 PM on Wednesday, November 19, 2008 in the First Floor Large Conference Room in City Hall, 300 West Plant Street.

*Discussion*

A quorum was determined by Chair John Murphy. The Board approved the meeting minutes from October meeting.

The Board reviewed the revised final study area Historic Downtown District map in the Information Booklet Base Data document (November 19, 2008). This booklet also contains maps relating to the zoning and contributing structures in the final revised study area, commercial and residential National Register Historic Places data spreadsheets and examples of commercial and residential building types found in Winter Garden.

Chief Planner Tim Wilson briefly discussed the Standards and Guidelines for the Treatment and Preservation of Historic Properties summary document compiled from the Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings (2008). The Board considered specifying all four treatments in the to-be-written Architectural Review and Historical Preservation ordinance with baselines and

standards if the building is a contributing structure/historically significant. Further, the Board will consider different commercial and residential building standards.

The City of Savannah Historic District Code and Material Treatment Guidelines for Rehabilitation in Savannah's Historic District documents were review by the Board and Chair Murphy asked the Board to review the documents more closely for the next meeting.

The City staff will bring back a skeleton ordinance. When the Board writes the ordinance, a design guidelines document will also be written. The Board will then conduct a workshop-format meeting with the affected property owners.

The Board adjourned. In lieu of the regularly scheduled time of 6:30 PM meeting, the Board agreed to meet at City Hall at 9:00 AM on December 17 for a walking tour of the Historic Downtown District. The next regularly scheduled meeting will be on Wednesday, January 21, 2009 at 6:30 PM at the First Floor Large Conference Room, City Hall.

*This meeting was not taped due to a recorder issue.*