



**A Regular Meeting Minutes
Architectural Review and Historical Preservation Board
March 18, 2009**

1. CALL TO ORDER AND DETERMINATION OF QUORUM

Chairman John Murphy called the meeting of the Architectural Review and Historical Preservation Board to order at 6:30 pm in the First Floor Large Conference Room. A quorum was declared present.

Present: Board Members: Michael Morrissey, Timothy Keating, Chairman John Murphy, Christopher Lee, Herschel “Buddy” Nash and Kent Makin. Also present was Chief Planner Tim Wilson, Economic Dev. Director Dolores Key and Community Relations Manager Andrea Vaughn.

Absent: Board Member: Cathy Klauzowski

2. APPROVAL OF MINUTES

There was a vote of consensus to approve minutes from meeting held on December 17, 2008.

DISCUSSION

3. Begin review of draft ARHP Ordinance

Chief Planner Wilson presented the Board a working draft of the ARHP ordinance to start the dialogue. He stated there are missing parts in this draft. He asked the Board to consider the big picture of this ordinance, which is to create a local overlay for local standards of present and new construction within the historic district. The foundation is in place.

There will be five parts pieces created in reference to this ordinance that were presented. One will be a design manual that will cover encouraged and strongly discouraged types of façades, windows, roofs, etc. The manual will set a framework, while a deviation of the manual is possible, it will be documented for the Board to review.

The current timeframe for the total package of five parts is mid-May. There will be a public workshop and a workshop for those affected or within the historic district. An outside/independent architect will be brought in to review the total package. The

ordinance will be lastly presented to the City Commission, maybe by July. The next meeting agenda will be to continue the ordinance discussion by the Board. If the manual is ready, it will be presented at the April meeting.

The Development Review Committee - comprised of City staff - will review the site plan first and then the application will go to the Board. The residential threshold will be whether there is a site plan. A separate flowchart will be created for commercial and residential structures. Some accessories like a 10 by 10 shed will only still need a permit and will not come to this Board. There will not be a threshold for commercial applications.

The following was discussed by the Board:

- a) Color is now not considered for new HOA regulations so we should not have a color requirement.
- b) Acceptable fencing types should be listed. Fencing should match the structure's style.
- c) Demolition must have a justification. A site plan should accompany the demolition application or when a structure will be relocated or so that a lot does not stay vacant without future plans unless demolition is due to an emergency safety issue. The Building Official will handle that decision. The Planning and Zoning Board would not have a say in demolition. A denied demolition application could be appealed to the City Commission.
- d) A new sign ordinance would be most important in two places in the City: the historic district and State Road 50. Window sign requirements should also be required. Banners should be only for special events and limited time periods. The City is looking at getting rid of most banners for advertising.
- e) Commercial structures applications should contain four sided elevation descriptions; residential only three.
- f) Structures will be grandfathered under this ordinance until triggered by a change.
- g) Basic maintenance should be exempt from Board purview.
- h) If a porch is rebuilt, it needs a permit. If any aspect of the porch is changed, it should come to the Board.

The Board was asked to review the draft ordinance for discussion at the next meeting.

4. ADJOURNMENT

There was a vote of consensus to adjourn the meeting at 7:30 pm.