



**A Regular Meeting Minutes
Architectural Review and Historic Preservation Board
January 19, 2010**

1. CALL TO ORDER AND DETERMINATION OF QUORUM

Chairman John Murphy called the meeting of the Architectural Review and Historic Preservation Board to order at 6:38 pm in the Commission Chambers of City Hall. A quorum was declared present.

Present: Board Members: Vice Chairman Timothy Keating, Christopher Lee, Chairman John Murphy and Chuck Simikian. Staff: Community Development Director Tim Wilson, Building Official Harold "Skip" Lukert, Chief Plans Examiner Dennis Turner and Community Development Administrative Specialist Corrina Williams.

Absent: Board Members: Cathy Klauzowski; Michael Morrissey, excused and Buddy Nash, excused.

2. APPROVAL OF MINUTES

There was a vote of consensus to approve minutes from the meeting held on November 18, 2009.

3. BOARD TRAINING SESSION FOR ADMINISTRATIVE ARCHITECTURAL OVERLAY ORDINANCE AND DESIGN STANDARDS

Community Development Director confirmed to the Board that the City Commission had the 1st reading of Ordinance 10-05 (Historic Downtown Overlay District Ordinance) in December and was approved last Thursday, January 7, 2010 at the adoption hearing.

Community Development Director Wilson advised the Board that the City Staff will be sending out a package, to include a copy of the ordinance, the manual and map, to every property owner within the overlay district with a cover letter explaining the new Historic Downtown District Overlay. This information will also be available to the public via the City website.

Community Development Director Wilson presented and reviewed with the Board a manual of procedures notebook that was provided to all the members. The notebook included an ARHPB Membership Roster and the ordinance excerpt of the structure of the Board, the Powers, duties and determinations of the Board, handling ex-parte communications, the "Sunshine Law", voting conflicts, the basics of "Robert's Rules of Order", a flow chart of the review process, a sample agenda, the

anticipated 2010 schedule with application submission deadlines, and a copy of the adopted Ordinance 10-05, the Standards and Guidelines Manual, and the District map.

Discussion was presented on the actual process of how an application will be received in and which ones would require board approval and then how it will be presented to the Board along with a staff analysis report providing a recommendation citing the applicable sections of the ordinance that apply. Also discussed were sample scenarios of a typical application.

John Murphy noticed a discrepancy of the scheduled dates for the 2010 calendar - Administrative Specialist Corrina Williams will revise and post corrected schedule.

Community Development Director Wilson presented sample forms to be used for the process of applications and discussion of the fees which will be implemented based on the type of applications. The forms are still being adjusted and the fees associated with an application are still pending review and adoption, by the City Commission.

4. BOARD DISCUSSION

Discussion of membership structure and definition of a Board quorum changes to the ordinance were being brought to the City Commission for adoption.

Discussion was brought by John Murphy to allow for frequently asked questions and answers to be maintained on the website for awhile. This was confirmed by Mr. Wilson that the FQ&A along with copies of all the adopted documents would remain out on the City website.

Community Development Director Wilson addressed thanks to the Board Members and all Staff for their contribution in the creation of the Ordinance.

Building Official Harold "Skip" Lukert and Chief Plans Examiner Dennis Turner were in attendance to provide sample projects and entered into open discussion on how a scenario for these types of projects would be handled in accordance with the downtown overlay ordinance.

Next time the board will meet is when an application is brought forth for action.

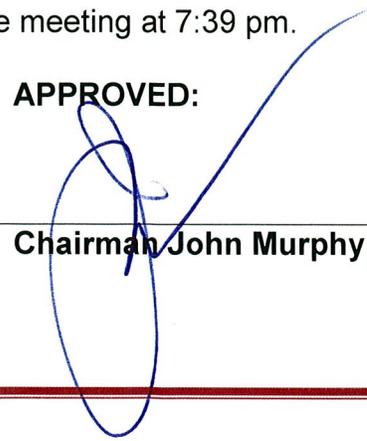
5. ADJOURNMENT

There was a vote of consensus to adjourn the meeting at 7:39 pm.

ATTEST:


Admin. Specialist Corrina Williams

APPROVED:


Chairman John Murphy