



**Department of  
Development Services  
Planning Division  
Meeting Minutes of the  
Historic Preservation Commission & Historic  
Properties Commission  
(Subject to Approval)**

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**REGULAR MEETING OF THE HISTORIC PRESERVATION COMMISSION &  
HISTORIC PROPERTIES COMMISSION  
WEDNESDAY, JANUARY 16, 2013**

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**Commissioners Present**

Michael O'Connell, Chairman  
Greg Secord  
Alan Ambrose  
Lynn Ferrari  
Raphael L. Podolsky  
Jonathan Clark, Alternate

**Staff Present**

Thomas E. Deller  
Jillian Massey

**Commissioners Absent**

Catherine Connor, Alternate

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Chairman O'Connell called the meeting to order. Commissioner Clark served as an alternate. There was a quorum.

**I. Presentation**

Mary Dunne of the State Historic Preservation Office gave a presentation and discussed the benefits of becoming a Certified Local Government. She answered the Commissioners questions.

It was discussed that an application was being drafted by Ken Schwartz of the Planning Division and that updated Commissioner resumes would be required as a part of filing it.

On a motion made by Commissioner Clark, and seconded by Commissioner Ambrose, the Commission voted to file the Certified Local Government application once completed. All voted in favor of the motion.

**II. New/Old Business**

The Commission addressed the 2013 Regular Meeting Schedule of the Historic Properties Commission and Historic Preservation Commission.

The Commission took a brief look at the existing Historic Preservation Design Guidelines. There was a discussion regarding how to educate the public about historic districts in general, the

guidelines, and review process. There was question as to whether land records could indicate if a property was located in a historic district.

### **III. List of permits**

The Commission reviewed the list of permits issued by the Planning Division. There was a question regarding a pending permit on Edgewood Street that was not in keeping with historic design guidelines. Thom Deller and Jillian Massey informed them that the property owner had done the work with no permits and was advised to seek funding from the Housing and Property Management Division to restore the property to its original condition.

The Commission discussed its progress from when they were first established. It was requested of the Planning Division that they analyze and review all of the existing ordinances, guidelines and bylaws and make recommendations regarding possible amendments.

### **IV. Minutes-November 20, 2012**

On a motion made by Commissioner Ambrose, and seconded by Commissioner Ferrari, the minutes of November 20, 2012 were approved. All voted in favor of the motion.

### **V. Adjournment**

There was no further discussion.

Meeting adjourned.

Respectfully submitted,  
Jillian Massey, Secretary