



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

**REGULAR MEETING OF THE HISTORIC PRESERVATION COMMISSION &
HISTORIC PROPERTIES COMMISSION
WEDNESDAY, SEPTEMBER 19, 2012**

Commissioners Present

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

Staff Present

Thomas E. Deller
Jillian Hockenberry

Chairman O'Connell called the meeting to order. Commissioners Connor and Clark served as alternates. There was a quorum.

I. Election of Secretary

On a motion made by Commissioner Ferrari, and seconded by Commissioner Connor, Jillian Hockenberry was elected as Secretary. All Commissioners voted in favor of the motion.

II. List of permits

Jillian Hockenberry confirmed for the Commission that there were no pending permits as of September 14, 2012. The list of permits generally contained like to like repairs of porches, windows and roofs.

III. Minutes-July 18, 2012

The Commission had a brief discussion regarding how approved amendments in minutes should be reflected not only in the set of minutes that was changed but also in the following set.

On a motion made by Commissioner Ferrari, and seconded by Commissioner Podolsky, the minutes of July 18, 2012 were approved. All Commissioners voted in favor of the motion.

IV. New/Old Business

The Commission and Thomas Deller discussed general procedures and standards of the Historic Properties Commission and Historic Preservation Commission. It was stated that certain areas needed to be more clearly defined. Design guidelines, creating a preservation plan, streamlining the permit process, and communication between divisions were other topics discussed.

It was determined that alternate members of the Commission can participate in all parts of a Commission meeting including hearings and discussions on applications to the Commission but cannot vote unless they are sitting in place of a Commissioner.

Chairman O'Connell dismissed himself and appointed Commissioner Ferrari as the acting Chair.

Commissioner Podolsky gave a brief history regarding the creation of the Historic Ordinance and its legality. It was discussed that previously there were recommended amendments to the Ordinance that were submitted and then withdrawn by the Commission.

There was no further discussion.

V. Adjournment

Meeting adjourned.

Respectfully submitted,
Jillian Hockenberry, Junior Planner