

**SMITHVILLE HISTORIC PRESERVATION & DESIGN STANDARDS  
ADVISORY COMMITTEE & PUBLIC FORUM**

Minutes: September 24, 2018 – MEETING

PRESENT: Carol Snyder, David Herrington, April Daniels, Nancy Catherman, Caroline Noya, Robert Tamble, Sarah O'Brien, Jill Strube, Walter Winslett, Scott Saunders, Mike Hightower

ABSENT: Victoria Allen

**Public Forum Called to order 5:05pm**

Discussion of HPDS Document, engaged citizens present (4) in discussion of the document. Discussion on efforts made to reach business owners and building owners.

**Public Forum adjourned at 5:25pm**

**Committee meeting called to order at 5:25pm**

Discussion and review of minutes from August 20, 2018 meeting. Motion by Nancy Catherman with second by Caroline Noya to approve minutes. All approved.

Discussion of Sid Milspaugh's requests to add language regarding acceptable building materials for new construction. Committee agreed to add language at page 46 under "New Building" re: The City of Smithville encourages the use of modern building materials...see e-mail from Jill Strube with regard to this language, add to these minutes as Attachment A.

Committee commented that specific building materials will not be listed but rather to encourage the use of industry standard materials. Walter Winslett discussed window requirements in Document and expressed concerns about energy efficiency requirements (re: windows and doors referred to at pg. 15 of current Document). Suggested adding in the phrase: "...unless issued a C.O.A." (Paragraph 1 under "Windows & Doors".)

Walter Winslett also discussed windows with regard to replacing one broken window frame that would not match existing frames.

Jill Strube suggested adding “Best Practices” to document headers beginning at Ch. 3 of the Document.

Discussion of adding “Chapters” to bottom footer by page numbers on each page.

Suggestion was made regarding changing required wait time on appeals from 60 to 30 days throughout the document except for appeals to Council which allows 60 days to appeal.

Suggestion was made to add language re: Façade Mini Grants as a reference in the index.

Caroline Noya moved to accept the Document with all suggested changes. Seconded by Mike Hightower. All approved.

Discussion of Walter Winslett’s application for a façade grant and the Committee’s role in grant review.

April Daniels moved to adjourn, seconded by Nancy Catherman. All approved. Adjourned at 6:00pm.