

Smithville Historic Preservation & Design Standards Advisory Committee

MINUTES for meeting on October 23, 2017

Called to order at 5:35pm

PRESENT: Carol Snyder, David Herrington, April Daniels, Victoria Allen, Carol Snyder, Mike Hightower, Sarah O'Brien, Karen Roles, Robert Tamble, Joanna Morgan, Scott Saunders, Kevin Hutchison

ABSENT: Vickie Green, Nancy Catherman

Discussion and action on election of officers. Election by acclamation of:

Carol Snyder as Chair, Vickie Green as Vice Chair, April Daniels as Secretary

Discussion of EPIC Program. Agreed to report any issues to Chair with regard to public works projects in the Historic District. Sarah O'Brien moved and M. Hightower seconded, unanimously approved.

HPDS Guidelines & Procedures: Discussion of revisions to documents – approved with changes. Moved to make changes by V. Allen, second by Sarah O'Brien. Unanimously approved.

Discussion on Design Guidelines document. Committee reviewed and comments from committee members were discussed, Jill Strube will incorporate into document for redline changes for next meeting.

Agreed that sub-committee made up of April Daniels, Sara O'Brien, Jill Strube, Kevin Hutchison & Nancy Catherman will review and redline the HPDS Guidelines for next meeting, moved by Sarah O'Brien, second by Vickie Allen, unanimously approved.

Public Participation Opportunities: Discussion of meeting dates and public forums. Sarah O'Brien will facilitate the meeting and public forums. Discussion of methodology for public meetings. Agreed to send suggestions to Jill re: checklist and public information out to committee. How are we going to get the word out. Vote on public participation draft. Chair appointed a subcommittee on Public Participation Plan made up of Vickie Allen, Carol Snyder and Jill Strube. Motion by A. Daniels, second by Sarah O'Brien. Unanimously approved.

Discussion of façade grant documents. Next meeting is Nov. 27, 5:30pm at REC Center.

Adjourned at 7:03pm