

**Historic Guidelines Update Committee
September 20, 2016
Council Conference Room
4:30 p.m.**

MINUTES

Committee Members in Attendance

Jim Lewis, Chairman
Jack Farrell, Vice-Chairman
Judy Davis, HPC Member
Molly Gwinn, HPC Member
Christine Dandeneau, Architect
Kevin Drum, VOP Business Owner
Wayne Haddock, Home Builder
Leo Santowasso, P&Z Board Member

Committee Members absent:

Amanda Jacoby, HPC Member
Jim McChesney, HPC Member

Staff in Attendance:

Alex Cameron, Planner
Gwendy Hutchinson, Planning and Administrative Assistant

I. Call to Order

Chairman Lewis called the meeting to order.

II. Approval of Minutes: August 30, 2016

Leo Santowasso made a motion to approve the August 30, 2016 Minutes; Molly Gwinn seconded the motion, which was unanimously approved.

III. Public Hearing:

1. Review and discussion of Village Attorney's comments on the draft

Chairman Lewis discussed his meeting with Village Attorney Michael Newman. Based on that meeting he recommended that language be added to the guidelines to clarify the

difference between Recommendations (shoulds) and requirements (musts). Also language should be added to clarify how the HPC will judge scale.

2. Discussion of tutorials and format

Christine Dandeneau and Judy Davis continue to work on the tutorials and formatting. Christine found some illustrations she liked that Denver, CO is using. Christine handed out images that are used in Colorado.

3. Update Appendix

Molly Gwinn continues to update the Appendix. Kevin Drum shared his thoughts with the Committee and will be getting his comments to Judy Davis.

IV. Next Steps

After the draft guidelines have been updated to reflect changes discussed in this meeting, Chairman Lewis will share the draft with Village Council members and meet with them individually to answer their questions and collect their comments. He will share those comments with the Committee at the next meeting.

V. Next Meeting Date: October 18, 2016

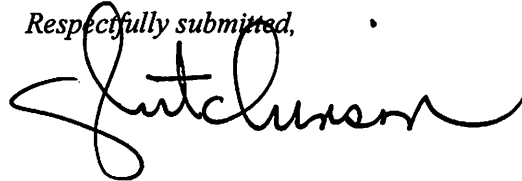
VI. Comments from attendees

John Hoffmann asked about the status of the Historic Plaques which were mentioned in a recent Pilot article. Chairman Jim Lewis explained that the Historic Plaque Program is sponsored by the Village Heritage Foundation, a private non-profit foundation and is not connected in any way to the Historic Preservation Commission.

VII. Motion to Adjourn

Leo Santowasso made a motion to adjourn at 6:15 p.m. It was seconded by Jack Farrell, which was unanimously approved.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gwendy Hutchinson". The signature is fluid and cursive, with a large initial "G" and "H".

*Gwendy Hutchinson
Planning and Administrative Assistant
Village of Pinehurst*