

Minutes
January 8th, 2009
North End - Huntington Heights Architectural Review Board

The meeting was called to order at 6:00

Members present:

Chip Carpenter, Phil Shook, Deirdre Wells, Fred Whittaker.

Members Absent: Mary Kayaselcuk, Robin Stippich, Tracy Touchberry. All absent board members notified staff of their impending absence in advance of the meeting.

Staff present: David Watson

Review of the minutes. Minutes of the October 2, 2008, and the October 9, 2009 Guidelines Review meeting were reviewed and approved with minor grammatical modifications.

There were no applications for Certificates of Appropriateness (COA) submitted for review.

The Board discussed enforcement issues within the district. Members noted observations of several property owners conducting work on their properties that clearly required a COA, yet none was issued for the work. Staff was asked to check into the status of several properties and determine what, if any, enforcement activities were needed. Staff noted that some of the properties were already cited by Codes Enforcement. The Board stated that as members of the ARB, they did not want to become involved with enforcement issues, and would like city staff to handle these matters in their entirety.

The Board noted that there appears to be an attendance problem among some Board members. Staff noted that Tracy Touchberry was inadvertently dropped from the mailing list during a rotation of departmental temp staff. At least two, possibly more, meeting notices were not sent. All Board members absent from tonight's meeting provided advance notice of their absence.

New Business

The Board reviewed the proposed meeting schedule for 2009. Chairman Shook noted that a July 2nd meeting should be moved to the 9th in order to accommodate the Fourth of July Holiday. Ms. Wells noted that there may be conflict with the September meeting date because several Board members have school age children, and back to school activities generally fall in this time frame. Staff noted that the Board has until one month prior to the meeting date to make a final decision date. There is time to wait for school calendars to be published.

Mr. Whittaker stated that he may not be able to attend the February meeting due to a scheduling conflict.

Chairman Shook noted that the by-laws require the election of officers at the January meeting. However, noting that three Board members were not present he asked for a motion to defer the election until the next meeting. Mr. Whittaker provided the motion, seconded by Mrs. Wells. All voted in favor of the deferral.

The meeting adjourned.