

# WINCHESTER HISTORIC PRESERVATION COMMISSION

## **Minutes for the meeting held on April 15, 2010**

A meeting of the Winchester Historic Preservation Commission (HPC) was held on Thursday, April 15, 2010 @ 6:00 PM at City Hall, with Commission Chair Jeff Phelps presiding.

*Commissioners present:* Jeff Phelps, Matthew Goeing, Mark Arnold, Ben Huber and David Christiansen.  
*Additional attendee:* Planning Director Rhonda Cromer

*Consideration of Minutes:* There were no minutes to present; quorum was not met for the March meeting.

*New Appointment:* Ms. Cromer read the order of the resignation of Ginger Shank from the City Commission Meeting, and the appointment of David Christiansen to serve the remainder of Ms. Shank's term. Chairman Phelps welcomed Mr. Christiansen and explained some of the duties of the Commission, the Guidelines that the Board uses and also discussed the website and the availability of helpful information on the site. Ms. Cromer explained that COA's (Certificate of Appropriateness) are required when the outside of structures were altered and that the Planning Staff can approve COA's for signs under normal circumstances. Mr. Phelps stated that the guidelines are in the process of being reviewed.

*Documentary/Budget:* Chairman Phelps discussed the documentary that is currently being produced. He informed Mr. Christiansen of the history behind the documentary, etc. The project is on target for a release date sometime in June, and the showing will be the weekend after the Fourth of July. Chairman Phelps discussed the budget for the upcoming year. He stated that the Board only requested \$7,500 compared to the usual request of \$15,000.

*By-Laws:* Amendments to the By-Laws are in the process of being reviewed prior to approval.

*New Business:* Mr. Phelps stated that the HPC website is maintained mostly by the PSATG but needed a volunteer from the Board to update it occasionally and check e-mails etc. Mr. Christiansen volunteered to do it. He went on to discuss his background with the Board. Mr. Phelps stated that the National Preservation Convention is coming up in August, in San Antonio and that the HPC can pay for most of the trip for 1 member.

*Public Comments:* There were none

*Staff Comments:* There were none

*Adjournment:* Being no further business, Mr. Phelps asked if someone would make a motion to adjourn. Mr. Goeing made a motion to adjourn, motion carried. Meeting was adjourned at approximately 6:30 pm.

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Rhonda Cromer, Planning Director

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Jeff Phelps, Chairman