

Abondale Estates

HISTORIC PRESERVATION COMMISSION
Monday, December 7, 2009 – 7:00 p.m.

MINUTES

Members Present: Jim Glover, Chairman
Chris Kingsbury
Todd Pullen
Doug Leckband
Patrick O'Connor

Staff Present: Juliette Sims-Owens, City Clerk
Kenneth Kocher, Consultant

Item 1. Meeting called to order at 7:00 p.m. by Chairman Glover

Item 2. Approval of Minutes
➤ **November 2, 2009 - Regular Meeting**

A motion to approve the minutes as presented was made by Todd Pullen, seconded by Patrick O'Connor; passed with all ayes (5-0).

Item 3. Consent Agenda

- **1 Fairfield Drive(Briggs)** – Window Replacement (*windows already installed due to emergency repair*)
- **32 Kensington Road (Morse)** – Lattice fence around air conditioning compressors
- **28 Clarendon Avenue (McElroy)** – Fence backyard
- **13 Exeter Road (Leslie)** – Extend south dormer to gable, replace 3 windows and add 1 window

Todd Pullen questioned the application for 1 Fairfield Drive and if there needed to migrating factors included in the approval since the window replacements are vinyl grilles between the glass and the board does not typically allow those.

Consultant Kocher stated that the City guidelines state that on the rear elevation modern replacements are allowed therefore the application meets the guidelines.

A motion to approve the consent agenda as presented was made by Todd Pullen, seconded by Doug Leckband; passed with all ayes (5-0).

Item 4. Old Business: NONE

Item 5. New Business: NONE

Item 6. Other items deemed appropriate for discussion.

a. Terms of Offices – Todd Pullen

Todd Pullen stated he feels the board should look into the terms of the officers.

Doug Leckband stated that he board discussed this last year that the board really needed to do some type of annual term of the officer positions.

Todd Pullen stated that he likes the idea of an annual officer term since the boards terms are only three years.

Chris Kingsbury asked if this was something that City Council sets.

Chairman Glover stated the City Council sets the commission but the board as a commission set who is the Chair and who is the Vice Chair.

Doug Leckband stated that would basically be under rules and procedures since the board adopts its own procedures.

Consultant Kocher asked if there were a set of rules and procedures in place currently.

Doug Leckband stated yes. It has the officers in the procedure but not the terms of the officers.

Consultant Kocher will send City Clerk Owens some examples of how other cities set their terms.

Doug Leckband asked if the board is on staggered terms and if so they need to be at the same time every year and then the board can set when they want to have the officers reappointed. Mr. Leckband also noted that some board members still have not had training (Patrick O'Connor and Chris Kingsbury).

Chairman Glover stated that the training needs to be done.

Doug Leckband stated that some board members might want to take refresher training also.

Chairman Glover asked that this be put on the January 4th agenda under old business.

b. January Meeting Date

It was the consensus of the board to have the January meeting on January 4, 2010. Applications for the January 4th meeting will be due on Friday, December 18th.

Item 7. Adjournment

There being no further business, a motion to adjourn at 7:15 p.m. was made by Todd Pullen, seconded by Doug Leckband; passed with all ayes (5-0).