

**HISTORICAL AND ARCHITECTURAL REVIEW BOARD  
MEETING MINUTES  
October 13, 2015**

**Present:** Sam McGinley, Tamara Schuster, Megan Tooker, Pat Long, Alan Uhler,  
Robert Lingenfelter, Walt Schneider,

**Absent:**

**Staff Present:** Vana Dainty

**Guests:** Nancy O. Miller

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**Call to Order:**

- S. McGinley called the meeting to order at 8:30 AM.

**Additions/Corrections to the Agenda:**

- None.

**Declaration of Conflict of Interest:**

- None.

**Declaration of Ex Parte Communication:**

- None.

**Approval of Minutes:** W. Schneider made a motion to approve the meeting minutes of September 22, 2015. T. Schuster seconded the motion. A voice vote was unanimous to accept the minutes as corrected.

**Project Review and Public Comments:**

- None.

**Administrative Approval:**

- None

**Information/Discussion Items:**

- New HARB Application - On the second page it says "to include complete descriptive information and required supporting materials or to appear at the scheduled HARB meeting". It is felt that "or" needs to be replaced with "and". Another recommendation is to take all the information up front. Where it is now at the back it will get lost in the shuffle. If you put it before detailed documentations it is instructions telling that the form must be filled out completely and it won't be scheduled for a meeting until it is completely filed. Then indicate that the requirement is to have the owner or a representative at the meeting to answer questions about the project and put that in bold. Make a statement that the application won't be accepted until it is completed. It also states who the representative can be. They also need to write the date that they would like to present the project. On the first part of the instructions at the end of the paragraph where it says when we meet the second and fourth Tuesdays needs to be highlighted. On the last page for the official use only under the HARB action it should list who will represent the project.

Anything that comes before HARB if it is approved goes into the property file.

It was suggested that there be a spot to list the standard when it goes to Council. It could be made "office only". Ms. Dainty said it is typically there.

There was a question if it makes sense to add a sheet that lists all meeting dates. That is an idea, but if they lose the sheet they would have an excuse not to show up.

Ms. Dainty prefers that applicants come into the office so she can talk with them. She doesn't know what she can do without talking to somebody. She asks if someone is replacing in kind that they contact her so it can go into the file.

W. Schneider feels at the last meeting of each year this document be reviewed.

W. Schneider made a motion to approve with notations. T Schuster seconded the motion. A voice vote was unanimous. This will go to Council and it will be changed on the website.

Addition to HARB bylaws - "No member of the Board shall present a project to the Board other than for the property that they own". It was felt that this should say that no one should vote on a project for something that they will be presenting. Everyone was surprised that this was not included in the bylaws. If you are presenting for someone and are a HARB member there could be prejudice by the rest of the HARB members to approve it because you are presenting it. Conflict of interest does address this, but that is not definite. Ms. Dainty wants to keep things neat and clean.

It was recommended that the wording be changed to "not represent". The person representing the owner on the project should not be a member of the HARB. It could also work as a negative if there is discord on the HARB.

Even though you cannot vote in a Conflict of Interest you are still considered a part of the quorum. If there would need to be a tie breaker vote after the Chairman votes then you would vote. A conflict of interest is you have some type of gain. Ex parte communication says you consulted with the people as a member of the HARB.

There was also a concern because the people were told they had to present at Council. If HARB vetoes something the person has a right to go to Council. Anyone with a project has the right to go to council.

W. Schneider made a recommendation that anytime there is talk about removal or a major modification to a structure it is recommended that the people go to Council to hear the discussion. The second thing he recommends is that if HARB is recommending and approving that maybe Sam should be there..

W. Schneider made a motion to make the correction to the bylaws, send it out to the entire committee and approve it at the next meeting. He also recommends under Conflict of Interest the statement "due to personal , social or financial gain should be noted in the minutes. That member should refrain from voting on the matter and remove themselves from the meeting room" that statement be explored with other HARB boards.

This approval will be moved to the next HARB meeting.

### **Old Business:**

- None

### **New Business:**

- A gentleman was at HARB regarding a handrail matter. W. Schneider made a motion to approve giving Ms. Dainty the authority to approve the handrail administratively and consult with HARB as she feels fit. T. Schuster. A voice vote was unanimous.

### **Adjournment:**

- With no further business to come before HARB, W. Schneider made a motion to adjourn the October 13, 2015 meeting. T. Schuster seconded the motion. The meeting was adjourned at 9:25 a.m.