

MINUTES

MEETING LANCASTER ARCHITECTURAL AND DESIGN COMMISSION

October 23, 2009

CALL TO ORDER

Vice Chairman Hall called the meeting to order at 4:04 p.m. Silvia Donovan, Principal Planner, informed the Commissioners that Chairperson Cook and Commissioner Stallworth notified by email they would not be attending the meeting.

PLEDGE OF ALLEGIANCE

Vice Chairman Hall led the Pledge of Allegiance to the flag of the United States of America.

ROLL CALL

PRESENT: Commissioners Bartlett, Buchanan, Donlon, Wiley and Vice Chairman Hall.

ABSENT: Commissioner Stallworth and Chairperson Cook.

Also present were the following: Silvia Donovan (Principal Planner), Chris Aune (Assistant Planner), Marion Coleman (Recording Secretary), and Elizabeth VanHouten (Intern).

CONSENT CALENDAR

1. APPROVAL OF MINUTES

Minutes from the Regular Meeting of October 9, 2009.

It was moved by Commissioner Buchanan and seconded by Commissioner Donlon to approve the minutes from the Regular Meeting of October 9, 2009. Motion carried with the following vote (5-0-2):

AYES: Commissioners Bartlett, Buchanan, Donlon, Wiley and Vice Chairman Hall.
NOES: None.
ABSTAIN: None.
ABSENT: Commissioner Stallworth and Chairperson Cook.

NEW BUSINESS

2. DISCUSSION OF MEETING TIME AND DATES FOR APPEALS

Silvia Donovan asked the Commission, once the Design Guidelines are approved by the City Council on December 8, 2009, would the Commissioners wish to continue meeting on the second Friday of each month at 4:00 p.m. for appeals. The Commissioners agreed to meet on the first Friday of the month for Agenda Review and the second Friday of the month “for appeals only”.

3. DISCUSSION REGARDING AGENDA REVIEW OF NOVEMBER 6, 2009

Silvia Donovan asked the Commissioners if they had viewed the Draft Design Guidelines (Guidelines) that were posted on the website for the public’s comments. Commissioner Buchanan stated he was unable to find the Guidelines on the website. Chris Aune, Assistant Planner, conducted a search, and was able to confirm that the Guidelines were on the website to be reviewed by the public.

Discussion ensued concerning the potential if no comments were received from the public, would the November 6, 2009 meeting be necessary. Staff could place the public’s comments on a matrix for the Commission to review. Vice Chairman Hall stated that a meeting would be necessary on November 6th so that the public’s, responses could be reviewed and discussed.

Silvia Donovan explained the process for the scheduled November 13th public hearing. Silvia Donovan suggested they arrive 15 minutes early (3:45 p.m.) to get “hands-on” experience and familiarize themselves with the seating arrangements in the Council Chambers.

CONTINUED ITEM

4. CONTINUE REVIEW OF DRAFT DESIGN GUIDELINES

Discussion ensued regarding change requests listed on the matrix. Included in the matrix were comments from the Commissioners and Staff to include changes that were incorporated and sent to the Consultant to modify the document. Vice Chairman Hall stated he was concerned about the grammar corrections. Staff assured the Commission that the grammatical changes would be changed in the next version. Commissioner Buchanan stated since many of the revisions in the Guidelines consisted of spelling and grammar; those particular items could be corrected in-house by the Planning staff. Commissioner Bartlett questioned why so many pages were left blank. Commissioner Buchanan responded that some documents are printed in that manner to indicate the end of a section and/or to separate sections, as in a book when it is printed two-sided. Discussion ensued regarding the Guidelines’ formatting and color. Some of the changes discussed were made in the master document on-screen by Chris Aune.

PUBLIC BUSINESS FROM THE FLOOR – NON-AGENDIZED ITEMS

None.

ADJOURNMENT

This meeting was adjourned at 6:05 p.m. to Friday, November 13, 2009, at 4:00 p.m., in the Council Chambers, Lancaster City Hall.

THOMAS RANDY HALL, Vice Chairman
Lancaster Architectural and Design Commission

ATTEST:

BRIAN S. LUDICKE, Planning Director
City of Lancaster