

MINUTES

MEETING LANCASTER ARCHITECTURAL AND DESIGN COMMISSION

November 6, 2009

CALL TO ORDER

Chairperson called the meeting to order at 4:09 p.m.

PLEDGE OF ALLEGIANCE

Commissioner Stallworth led the Pledge of Allegiance to the flag of the United States of America.

ROLL CALL

PRESENT: Commissioners Buchanan, Donlon, Stallworth, Wiley and Vice Chairman Hall and Chairperson Cook.

ABSENT: Commissioner Bartlett.

Also present were the following: Silvia Donovan (Principal Planner), Chris Aune (Assistant Planner), and Shirley Corder (Recording Secretary).

CONSENT CALENDAR

1. APPROVAL OF MINUTES

The Commissioners agreed to vote on the Minutes from the Regular Meeting of October 23, 2009 at the meeting on November 13, 2009.

CONTINUED ITEM

2. CONTINUE REVIEW AND DISCUSSION OF DRAFT DESIGN GUIDELINES

Silvia Donovan asked the Commissioners to look at the latest Draft Design Guidelines provided as a handout. Silvia Donovan reported that to date, no public comments had been received. The Commissioners were referred to the matrix in their packets which identified the changes. Silvia indicated that the Design Guidelines matrix provides a record of the changes that have been made to date. The latest version dated November 6, 2009 would incorporate the changes in the matrix or the changes would be included in the staff report (conditions of approval).

Silvia Donovan then asked the Commissioners to read the Staff Report and its accompanying Resolution (Resolution No. 09-01) that will be presented to the Planning Commission on November 16, 2009 and to City Council for adoption on December 8, 2009. After reviewing the Staff Report and Resolution, the Commissioners suggested a few changes. These changes were noted and will be updated in the Staff Report and Resolution.

Silvia Donovan stated that at the November 13, 2009 meeting any one of the Commissioners could make the motion to approve the guidelines and the resolution. Once the item had been seconded it would be voted on in the prescribed manner.

Discussion reverted to the Design Guidelines cover page. Commissioner Donlon asked if we had to put the Consultant's name on the cover page as their name appears in the Acknowledgements. Silvia Donovan stated that Staff would ask them if the name could be removed from the cover page. Commissioner Buchanan asked if we could make the cover page mirror the City's business cards. He suggested using a hard stock cover sheet with the same cut-out that appears on the cards. He indicated that the pictures on the cover page could be behind the cut-out. The Commissioners agreed with Commissioner Buchanan's idea to have the cover page resemble the City's business cards. Commissioner Stallworth stated that presently the cover feels top heavy.

Discussion ensued concerning other elements in the draft guidelines. Silvia Donovan stated that she would gather about 30 additional pictures to ensure that all the design elements requested by Mayor Parris are included in the PowerPoint discussion. These photos would include: 360° architecture, meandering sidewalks, alternative transportation, trails, paseos, connectivity and all the other elements that would ensure sustainability.

Silvia Donovan informed the Commissioners that at the meeting on November 13, 2009, Staff would present the PowerPoint presentation with the Staff Report. She indicated that Staff's presentation would be given to the Mayor and Council members. The Commissioners previously agreed that Commissioner Buchanan would act as their representative for the City Council Meeting to field questions and to provide clarification if needed.

Chairperson Cook asked for a group picture but since Commissioner Bartlett was absent photos will be taken at a later date.

PUBLIC BUSINESS FROM THE FLOOR – NON-AGENDIZED ITEMS

None.

ADJOURNMENT

This meeting was adjourned at 4:55 p.m. to Friday, November 13, 2009, at 4:00 p.m., in the Council Chambers, Lancaster City Hall.

DIANA COOK, Chairperson
Lancaster Architectural and Design Commission

ATTEST:

BRIAN S. LUDICKE, Planning Director
City of Lancaster