

VILLAGE OF ALBION
HISTORIC PRESERVATION COMMISSION
September 1, 2011
Meeting Minutes

PRESENT: Commission Members: Jordan Bonafede, Aric Albright,
Sanford Church, Richard Nenni & Linda Smith

EXCUSED: Mary Anne Braunbach

Also in attendance: CEO Vendetti

**CALL TO
ORDER**

The meeting was called to order at 7:04 pm by Jordan.

**APPROVE
AGENDA**

A motion was made by Sandy, seconded by
Linda to approve the agenda as written.
Motion passed unanimously

**OLD
BUSINESS:**

Attendance Policy: No response from John Gavenda
regarding the attendance policy for other boards. CEO
Vendetti stated that the Planning & Zoning boards do not
have a policy.

A **motion** was made by Sandy, seconded by Richard to
remove the attendance policy for the HPC keeping it
consistent with the other Village Boards.
Motion passed unanimously

Educational Sub Committee: Linda provided updated
information to members about tax credit information she
received from Katelin Olson (AMSA). Katelin is willing to
hold a tax credit workshop for historic property owners.

Records: CEO Vendetti stated that all records should be
forwarded to both Mary at the Village office and to the Code
Enforcement office. The Clerk's Office is responsible for
maintaining the records. Minutes will be posted on the
Village website once they are approved.

Certified mail for all actions: Section 173-6 of the Village
Code states that all COA decisions be sent to the property
owner by "registered" mail. Notification of decisions made
by the other boards in the Village are not sent to anyone.
Since this is the current law, the HPC will follow it until it can
be revised.

Design Standards: Discussion on design standards that should be followed when reviewing COAs. The design standards for SHPO are not included in our Village law, but it was not clear if they needed to be followed because of our CLG status. Jordan will review the law to see where the SHPO standards might apply.

**NEW
BUSINESS**

Finalize Mailings: The letters being sent to property owners within the proposed historical district, the notification of a public hearing set for October 6, 2011 and a map of the proposed district will be mailed together - certified, return receipt as well as first class. If the weight limit allows, the mailing will also include tax credit information.

COA Policy: The HPC currently requires that all COA applications be submitted for review at least 10 days prior to a scheduled meeting. CEO Vendetti stated that the Planning & Zoning Boards both have a seven (7) day requirement, but will make exceptions in emergency situations.

A motion was made by Sandy, seconded by Linda to require COA applications be submitted for review at least seven (7) days prior to a meeting – consistent with the other boards.
Motion passed unanimously

Address Verification: HPC needs to review the final list of properties proposed for their district. There is a pictorial map available that was used at a recent Comprehensive Plan Workshop. CEO Vendetti will obtain a copy of the map to see if it can be printed.

Public Hearing Format: Anyone wishing to speak at the hearing will be given five (5) minutes. If time allows those who wish to speak again will be given another opportunity. A sign-up sheet will be provided.

**MINUTES
APPROVED**

A motion was made by Sandy, seconded by Aric to approve the minutes of the August 16, 2011 meeting with the following correction:

Add Linda Smith's name to members present
Motion passed unanimously

ADJOURN:

A motion was made by Linda, seconded by Aric to adjourn the meeting at 8:32pm.
Motion passed unanimously