

The regular meeting of the **Historic District Commission** was held on Thursday, February 23, 2023, at 4:00 p.m. in the James H. Lewellen Board Chambers at Town Hall, 500 Poplar View Parkway.

The following Staff members were present: Interim Development Director, Mr. Adam Hamric; Town Planner, Mr. Jaime Groce; Planner, Ms. Donquetta Singleton; Planner, Mr. Josh Hankins; Administrative Specialist Sr., Ms. Lynette Denzer.

Pledge of Allegiance

Commissioner Kelsey led the Pledge of Allegiance.

Roll Call:

Chairman Richard Lee asked Ms. Denzer to call the roll to confirm a quorum.

Cox	Hall	Brooks	Walker	Lee	Kelsey	Rozanski
Absent	Present	Present	Absent	Present	Present	Present

Quorum present.

Election of Officers

Motion by Commissioner Brooks, and seconded by Commissioner Lee, to re-appoint all returning officers, nominating Commissioner Kelsey to fill the vacated office of Secretary.

Hearing no objection, Chairman Lee called for a roll call.

Roll call:

Hall	Kelsey	Cox	Walker	Brooks	Rozanski	Lee
Yes	Yes	Absent	Absent	Yes	Yes	Yes

Motion Approved.

The officers for 2023 will be:

Chairman – Commissioner Lee

Vice Chairman – Commissioner Walker

Secretary - Commissioner Kelsey

Historian - Commissioner Cox

Parliamentarian & PC Liaison – Commissioner Rozanski

Approval of Minutes

Chairman Lee asked if there were any corrections to the minutes from the December 13, 2022 meeting.

Hearing none, Chairman Lee called for a motion to approve the minutes.

Motion by Commissioner Kelsey, and seconded, to approve the minutes from the December 13, 2022.

Roll call:

Kelsey	Brooks	Hall	Walker	Rozanski	Cox	Lee
Yes	Yes	Yes	Absent	Yes	Absent	Yes

Motion Approved.

Approval of the Agenda

Chairman Lee asked if there were any changes to the agenda.

Mr. Groce stated there were no changes to the agenda.

Motion by Commissioner Rozanski, and seconded, to approve the agenda.

Roll call:

Hall	Kelsey	Brooks	Walker	Rozanski	Cox	Lee
Yes	Yes	Yes	Absent	Yes	Absent	Yes

Motion Approved.

Other Business

Mr. Groce presented recently approved or pending administrative items, including pending sign permits.

Mr. Groce asked about a Design Guideline interpretation related to the use of painted vs. vinyl lettering on signage. Staff shared that vinyl lettering has been used on multitenant signs in the District. It was suggested that only quality vinyl be used in such cases and that staff should contact local sign contractors to be informed of what types of quality vinyl products are available.

The next scheduled HDC meeting is Thursday, March 23. There are currently two voting cases on the agenda and one non-voting item. There are no voting items for the April 27 meeting at this time.

The Tennessee Historic Commission (THC) will be in Collierville June 15 and 16 for a public meeting to be held on Friday, June 16.

8.a Review and discuss the Historic District Commission's goals for 2023

Mr. Jaime Groce reviewed a memo provided to the HDC in their packet, including the status of staffing the Planning Division. Adam Hamric has been named Interim Development Director, and interviews for Assistant Town Planner and Planner positions are taking place.

A discussion ensued about the HDC's 2023 goals. Several topics were discussed as possible goals to be considered for the year: expanding the Historic District boundaries, improving tree preservation, establish a demolition by neglect ordinance, update the 2010 Downtown Plan, and creating a wayfinding signage plan.

Mr. Groce answered questions about each of the proposed goals and whether or not they fit within the Planning Division's core business function. Projects outside of our existing business functions will require Board of Mayor and Alderman approval, especially if they involve the spending of money. The Commission determined demolition by neglect ordinance and expansion of the local Historic District boundaries should be the top priorities for HDC in 2023.,

Chairman Lee asked if there were any questions for Staff.

With no further business, Chairman Lee adjourned the meeting at 5:51 p.m.

Secretary, Chad Kelsey

APPROVED