Historic Preservation Commission (HPC)  
Meeting Minutes  
January 14, 2016

Members Present: Patricia McCambridge (Chair), Venetta Stephens, Victor Pickett, Sam Leary, Mark Puster, and Thomas Sledge

Staff/Others Present: Planning Commissioner John Kish, City Attorney Jan Proctor, and Senior Planner Alexis Baker

The official meeting was called to order at 5:05 p.m. in the City Hall Planning Department Conference Room.

**Mr. Puster made a motion to accept the December 10, 2015 minutes as written. Dr. Leary seconded the motion. The motion passed unanimously.**

Ms. McCambridge gave an update on the Cornland School. City Council passed a resolution on January 12, 2016 to present the remaining balance appropriated to the Planning Department budget for listing on the National Historic Register and Virginia Landmarks Register to the Cornland School Foundation as a charitable donation. Ms. McCambridge also discussed the need for proper stabilization, seeding, drainage improvements, and parking. Staff informed the HPC that the Public Works Department is preparing a design for ditch re-grade and installation of a driveway pipe at the church and school.

City staff will post the opening for a summer historic preservation intern on Click, the City’s online employment opportunities link.

The National Alliance of Preservation Commissions’ Code of Ethics has been tabled to provide legal staff enough time to review to ensure that it aligns with the City Ordinance for adoption by the HPC.

After discussion of a Parliamentary Institute workshop in Chesapeake on February 27, 2016 with a cost of $35 per person, a motion was made.

**Ms. Stephens made a motion to appropriate up to $105 to pay registration fees for three (3) members of the HPC for the February 27th Parliamentary Institute workshop. Dr. Leary seconded the motion. The motion passed unanimously.**
The HPC continued its discussion of the October 27, 2015 City Council initiating resolution related to the South Norfolk Historic and Cultural Preservation Overlay District (Historic District). The resolution will be reviewed as TA-Z-15-07, which has been continued to the March 9, 2016 Planning Commission public hearing and TA-Z-15-08, which has been continued to the May 11, 2016 Planning Commission public hearing. TA-Z-15-07, the text amendment that the HPC is currently reviewing, will make recommendations for Zoning Ordinance amendments to the process and procedures for general and Board of Historic and Architectural Review (ARB) Certificates of Appropriateness. An upcoming special meeting will be held to complete the review. A draft report will then be sent to key stakeholders for their review and comments. These comments will be incorporated into a report that will be reviewed at the March 9th Planning Commission public hearing.

With no further business to discuss, the meeting was adjourned by the Chair at 7:55 p.m.