Members Present: Patricia McCambridge (Chair), George Nicholas (Vice Chair), Venetta Stephens, Sam Leary, Victor Pickett, and Mark Puster

Staff/Others Present: City Attorney Jan Proctor and Senior Planner Alexis Baker

The official meeting was called to order at 5:07 p.m. in the City Hall Planning Department Conference Room.

Ms. Stephens made a motion to accept the January 25, 2016 minutes as written. Dr. Leary seconded the motion. The motion passed unanimously.

The summer internship was approved by the Planning Department and Human Resources. There were already two possible inquiries about the position.

Several key stakeholders asked for an extension to comment on the HPC’s recommendations for TA-Z-15-07, process and procedures for the South Norfolk Local Historic District.

Dr. Leary made a motion to extend the comment period for stakeholders to February 17th. Mr. Nicholos seconded the motion. The motion passed unanimously.

Ms. McCambridge added an item to the agenda to discuss TA-Z-15-06, number and composition of members for the Chesapeake Board of Historic and Architectural Review (ARB). After discussion, a motion was made.

Mr. Pickett made a motion to forward the following comments on TA-Z-15-06 in letter format to the Planning Department:

1) At least two HPC members should be represented on the ARB;
2) Membership should remain at seven;
3) Two of the seven members should be residents of a historic district;
4) The South Norfolk Civic League and Revitalization Commission should not be a requirement for the ARB;
5) Consider alternates for the two professional members of the ARB; and
6) The two professional members of ARB should include an architect, preferably with historic preservation experience or knowledge, and a contractor with construction experience.

Mr. Puster seconded the motion. The motion passed unanimously.

Ms. McCambridge will draft a letter on behalf of the HPC with the above comments.

Discussion continued on TA-Z-15-08. Key stakeholder comments were reviewed from the February 8, 2016 focus group meeting. The HPC will continue discussion on the boundaries and guidelines at a special meeting on February 18th.

Staff reminded the HPC that a public input open house will be held on TA-Z-15-08 on March 2, 2016 from 5:30 to 7:30 p.m. at the South Norfolk Library’s Community Meeting Room.

With no further business to discuss, the meeting was adjourned by the Chair at 7:00 p.m.