

Historic Preservation Board Regular Meeting

Minutes – April 3, 2012

Present: Kathy Jordan, Jon Schler, PJ McGovern, Jody Motz and Chris Endreson

Not Present: Michael Menard, David Bailey and Kevin Reimer

Also Present: Shelly Dackonish, Assistant City Attorney; Kathy Portner, Neighborhood Services Manager; and Greg Moberg, Planning Supervisor

The Board convened at 4:00 pm at City Hall.

Minutes of February 7, 2012 Meeting. Chris Endreson made a motion to approve the minutes of the February 7, 2012 meeting as written. The motion passed unanimously (5-0) on a second by Jon Schler.

Training/Discussion re: North Seventh Street Historic Residential District Guidelines. Shelly Dackonish, Assistant City Attorney, provided training to the Board due to its recently-adopted new role as a quasi-judicial Board in matters concerning the North Seventh Street Historic Residential District Guidelines and Standards that were approved by City Council in March 2012. The following topics were discussed.

- Quasi-judicial decision making
- Courtroom decorum
- Due Process
- Fair and impartial decision makers
- Ex parte communications
- Base your decisions on only what is presented at the hearing
- Evidence should be substantive, competent and material
- Ensure evidence is in the record to support findings
- State the reasons for motions and decisions
- Resolution No. 79-06
- Board is now an authoritative board
- Conflicts of interest, recusal, disclosure and disqualification
- Board's jurisdiction – approval, denial or approval with conditions of application for Certificate of Appropriateness
- Interpretation of terms
- Hearing process
- Board may consider amending its bylaws to reflect new quasi-judicial role and process

Staff will provide example cases for the Board to discuss at future meetings.

The meeting was adjourned at 5:00 pm on a motion by Chris Endreson and second by Jon Schler.