



**HISTORIC DOWNTOWN ADVISORY COMMISSION  
MEETING MINUTES  
APRIL 20, 2023**

**CALL TO ORDER/ROLL CALL**

Chairman Tom Coffey called the Historic Downtown Advisory Commission meeting to order at 6:00 p.m. Commission Member in attendance were Larry Coolidge, Brad Coomes, James Strunk, and Tom Coffey. Commission Member Erin Wesson and Steve Reynolds, Architectural Advisor, were absent. Staff in attendance included Claudia Husak, Planning Director; and Elise Schellin, Development Planner.

**OATH OF OFFICE FOR NEW COMMISSIONER JAMES STRUNK**

Mayor Daniel Swartwout administered the Oath of Office to new Historic Downtown Advisory Commissioner James Strunk.

**HEARING OF VISITORS FOR ITEMS NOT ON THE AGENDA**

Chairman Coffey opened up public comment for items not on the Agenda. Hearing none, he closed public comment.

**APPROVAL OF MINUTES**

January 19, 2023 Meeting Minutes

[HDAC Meeting Minutes 01192023.pdf](#)

MOTION: Commissioner Coomes made a motion to approve the Historic Downtown Advisory Commission meeting minutes of January 19, 2023. Commissioner Strunk seconded the motion.

Chairman Coffey requested a roll call for passage: Larry Coolidge, yes; Brad Coomes, yes; Tom Coffey, yes; and James Strunk, yes.

VOTE:            Y – 4            N – 0            AB - 0

**STAFF ITEMS**

2023 Historic Downtown Advisory Commission Work Session

Planning Director Husak began by discussing that with the infrequency of official cases for the HDAC meetings and a new member on the Commission staff felt it was a good time to do training and talk about what is called out in regards to the Code.

Ms. Husak discussed that the Code calls for the Historic Downtown Advisory Commission to meet every three months whether there are cases or not. She explained the process they are developing for the onboarding of new members, which they did with James Strunk that included a resource guide.

Chairman Coffey asked if the 2016 Architectural Guidelines is the most current document available and asked if copies could be made for each Commission member to bring to the meetings. Ms. Husak said it is the most current guidelines and there is a link on the City of Powell website under the Development Department where it can be found. She said staff could certainly print it out for any Commission Member requesting it. She said they have talked with the Development Committee regarding reviewing and updating the document.

There was a brief introduction from Ms. Husak and Ms. Schellin and then each Commission Member gave background information on themselves and what led them to become part of the Historic Downtown Advisory Commission.

Development Planner Schellin gave a presentation reviewing Code Section 1143.18, which is where all items related to HDAC can be found. She provided information on the downtown district overlay and discussed boundaries. There was a discussion about the color palette for the downtown district, which Ms. Schellin informed the Commission there is a link on the City of Powell website under the Development Department for the *Historic District Color Palette*.

Ms. Schellin reviewed the makeup of the Commission, including the Architectural Advisor and stated that appointments to the Commission are for 3-year terms, but added members can be reappointed. She continued by discussing what comes under the purview of HDAC and the review process in regards to approving, denying or making recommendations.

Chairman Coffey asked about paper packets and said he prefers to have a paper copy of the items they are reviewing. He and Commissioner Coolidge both said they would like paper copies. Ms. Husak discussed the packet process in regards to the posting of the meetings and the packets on the City of Powell website, which is posted the Friday before each meeting.

Further, Ms. Husak talked about updating the rules and regulations for the Historic Downtown Advisory Commission, similar to what has been formalized with the Board of Zoning Appeals and the Planning & Zoning Commission.

Chairman Coffey asked if she is referring to the procedures for the meeting and Commissioner Coomes said he believes what staff is talking about is more the rules of conduct for members to follow, such as not discussing projects prior to a meeting. Chairman Coffey said he was given the Sunshine Law information from former staff and wondered if this is what they are referring too.

Ms. Husak said Mr. Coomes is correct, it does pertain to rules of conduct for Commission Members, but with more detail and as an example said if a Commissioner were doing a site visit prior to the meeting and would see the applicant, you would need a standard operating procedure regarding conduct since the item is to be discussed in an open meeting.

Chairman Coffey brought up the question of whether historical homes in the City of Powell are protected from being torn down.

Ms. Husak said she doesn't believe there is something specific, however any home over 75 square foot would have to go to the Planning & Zoning Commission for demolition approval.

Commissioner Coolidge initiated a discussion regarding the preservation of historic buildings in the downtown district and his concern for existing buildings that he feels should not be torn down. He said he would like to identify buildings that need to be preserved.

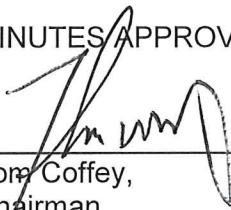
Chairman Coffey talked about the need to continue the streetscape throughout the downtown district in all directions. There was a discussion regarding uniformity as it relates to mailboxes, etc.

Ms. Husak informed the Commission that no applications were received for the May 18, 2023 meeting and it has been canceled.

### ADJOURNMENT

Chairman Coffey moved to adjourn the meeting. The meeting was adjourned by consensus at 7:15 p.m.

MINUTES APPROVED: JUNE 15, 2023

  
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Tom Coffey,  
Chairman

  
\_\_\_\_\_  
Date

  
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Pam Friend,  
Administrative Assistant

  
\_\_\_\_\_  
Date