

## **MINUTES OF THE DANVILLE ARCHITECTURAL HERITAGE BOARD**

The Danville Architectural Heritage Board Members convened in a regular meeting room in the conference room at City Hall/Police Station on Wednesday, February 15, 2017 at 9:30 a.m.

**BOARD MEMBERS PRESENT:**

Tom Tye, Chairman  
Mary Girard, Vice Chairwoman  
Dana Dixon  
John W. D. Bowling  
Julie Wagner

**BOARD MEMBERS ABSENT:**

Vaughn Frey  
Melodee Quinn

**OTHERS PRESENT:**

Bridgette Lester, Director of Codes Enforcement  
Tiffany Luttrell, Admin. Assistant  
Tom Broach, Codes Enforcement  
Ben White, Codes Enforcement  
Sarah Cheatham, 131 S. Second Street

**CITY ELECTED OFFICIALS PRESENT:**

None

**Meeting Minutes:**

Chairman Tom Tye called the meeting to order.

Election of Officers for the 2017 year was discussed. Julie Wagner made a motion for Tom Tye to continue serving as Chairman and Mary Girard as Vice-Chairwoman. John Bowling offered a Second. Julie Wagner was named Secretary. Motion carried unanimously.

Minutes from the January 18, 2017 meeting were reviewed. A motion was made by John Bowling to approve the minutes. Mary Girard offered a second. Motion carried unanimously.

A Certificate of Appropriateness (COA) was put forth for review for 131 South Second Street for a new business, Ambrosia Wellness. The request is for a sign, which meets all requirements. Julie Wagner put forth a motion to approve, as the request meets all guidelines. Mary Girard offered a second to the motion, which carried unanimously.

The next item of business was an update on 311 W. Main Street from Mrs. Ann Yager McCrosky. Mrs. McCrosky sent her regrets that she was unable to attend the meeting, but available by phone for questions. Tom Broach reported a potential sale of the building. The DAHB Board tabled the topic, pending more information regarding the sale, or Mrs. McCrosky's attendance at the next meeting.

Bridgette Lester opened up discussion about the FY2017 CLG Grant. Julie Wagner gave a brief overview of two projects that she has written grants for submission:

- A) RuskinArc Database for historic properties: \$10,000 total project with a 60% grant funds (\$6,666.66) and 40% match (\$ 3,333.34) by the City of Danville.
- B) National Register nomination of the historically African American Neighborhood of Old Wilderness Road \$8,000 with a 60% grant funds (\$ 5,333.33) and 40% match (\$ 2,666.67) by the City of Danville.

Bridgette reported that she received approval for both projects by the City Commission. Projects are due in Frankfort on Friday, February 17, 2017. A motion was made by Dana Dixon to approve the two projects. Mary Girard offered a second. Motion carried unanimously.

John Bowling made a motion naming Tom Tye as the DAHB's representative to advocate in Frankfort for approval of the aforementioned grants. Julie Wagner offered a second. Motion carried unanimously

Bridgette Lester gave a brief report on the RFP for the Design Guidelines. The firm selected is Cultural Resource Analyst, Inc. (CRA). This project will commence as soon as possible with a completion date of June 30, 2017 and will be paid from the 2016 Certified Local Government Grant.

The DAHB Board was given copies of the OPEN MEETING REQUIREMENTS and each member was asked to complete a contact information sheet.

Bridgette explained to DAHB members that we must adopt annual goals. After some discussion, the following goals were put forth for consideration:

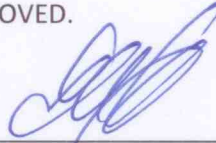
- 1) Provide property and business owners with information on the DAHB;
- 2) Routinely provide property and business owners with DAHB decisions and meeting discussions;
- 3) Update packets that are sent to business owners to reflect all new information;
- 4) Seek ways to educate the public of the DAHB and seek a format to answer questions and troubleshoot any issues;
- 5) Identify all DAHB resources and put into an easily accessed format that the public can find when it's needed;
- 6) Utilize Social Media to educate and inform the public of the DAHB, our meetings, decisions and news;
- 7) Public education sessions that will result in a new perception of the DAHB's desire to be a tool to help them that is also business friendly

Julie will type the goals into the meeting minutes for adoption at the next meeting.

Bridgette Lester reminded board members that each person is required to take at least two hours of continuing education every year.

With no other business Tom Tye called for a motion to adjourn. Mary Girard offered a second, which unanimously carried.

APPROVED.



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CHAIRMAN, TOM TYE