

**COMMUNITY DEVELOPMENT COMMITTEE
OF DUBLIN CITY COUNCIL**

Wednesday, August 25, 2010

Minutes of Meeting

Mr. Reiner, Chair, called the meeting to order at 6:35 p.m. in the Council Conference Room.

Committee members present were Mr. Reiner, Vice Mayor Salay, and Mrs. Boring. Ms. Chinnici-Zuercher was also present.

Staff members present were: Ms. Puskarcik and Ms. LeRoy.

Guests: Scott Dring, Executive Director and Cheryl Herbert, Board President, Dublin Convention and Visitors Bureau.

• CITY POLICY REGARDING ALCOHOL AT EVENTS ON CITY PROPERTY

Mr. Reiner stated that the Dublin & Convention Bureau operates somewhat as a sales team attempting to bring revenue into the City. In what way could the City facilitate DCVB's effort to attract conventions/conferences to the City?

Vice Mayor Salay stated that it is possible for Council to work with DCVB at an earlier stage in its process when attempting to bring a group to Dublin. At the same time, she personally is not comfortable with a policy of permitting alcohol consumption within the City's parks at any time for any event.

Mrs. Boring thanked DCVB for providing the survey of other cities' policies regarding alcohol consumption with events held on City property. The survey results indicated that permission is typically given on a case-by-case basis.

Mr. Dring stated that DCVB is not advocating for events with alcohol. Their goal is to work with Council to set up some parameters for the events they may pursue on behalf of the City. While the CanAm Games was an event of sufficient scale and recognition to waive the City's alcohol policy, there are other events of a smaller scale that probably would not be. The Bureau has established its own parameters for events to solicit, such as a certain number of room nights generated and anticipated economic impact. However, it would be very helpful to also know the City's parameters for an event worth pursuing.

Mr. Reiner inquired what DCVB would suggest as the best way to expedite these requests for the DCVB – would they like to bring each such request before City Council for consideration?

Mr. Dring responded that one example of an event that meets DCVB's criteria, but perhaps not Council's, is a current opportunity -- the U.S.-Australian Football League National Tournament. The event will generate approximately 1,200 room nights; for comparison purposes, the Dublin Irish Festival is an 1,800-room-night event. People from all over the country attend this event. The issue is that the Football League requires alcohol for the event. Therefore, it will be necessary to ask Council if they consider the event to be of sufficient consequence to waive the City's alcohol policy.

The event administrators will not consider a bid from a city that will not accommodate that component.

Ms. Chinnici-Zuercher stated that events involving children do not need to have alcohol. Why must an event such as a football tournament require alcohol?

Mr. Dring responded that this is a rugby type of event. The event involves adults, and apparently, alcohol is sold to subsidize the event.

Vice Mayor Salay inquired if their alcohol sales would continue all day, every day of the Tournament, or just in the evenings?

Mr. Dring responded that alcohol sales would be in the evening, immediately following a game.

Mrs. Boring stated that it would be necessary to identify the venue. If the drinking will occur after the awards, why couldn't the group go to a local hotel for drinks?

Vice Mayor Salay commented that drinking and a rigorous rugby game are part of that culture.

Ms. Herbert stated that this is merely an example. DCVB receives RFPs on a pretty consistent basis. Dublin's profile is sufficiently high that they are considered for these types of events on a regular basis. However, the ideal situation for DCVB would be that some parameters would be set for alcohol approval, such as an event that would generate 1,000 room nights or that a certain number of attendees are anticipated. DCVB would then know upfront that they could pursue the event with Council's support. Additional parameters could also be established, such as no alcohol sales before a certain time of day.

Mr. Reiner responded that it might be necessary to bring these requests to Council to review on a case-by-case basis. Council does want to facilitate DCVB's efforts to bring in hotel/motel tax revenue.

Ms. Herbert responded that would be fine.

Mr. Dring noted that DCVB typically has months in advance to respond.

Vice Mayor Salay stated that she would not be interested in pursuing all events, just to drive hotel/motel tax revenues. The CanAm games were a significant event with a great deal of exposure throughout the nation, but for other events, such as a rugby event, it may not be worthwhile to Council to allow this in City parks. Having multiple events such as those would likely bring a response from the community. The City already has a significant number of soccer tournaments, for example. It would be important to maintain a balance. She would be able to approve alcohol for an event in the City's parks only for a unique, special event. Approximately how many of these events per year would they estimate are proposed?

Mr. Dring responded that there would not be many. He has been DCVB Director for nine years, and had four or five events of this significance. He would estimate one or two per year.

Mrs. Boring stated that she would not be comfortable with room nights as the primary

criteria. It would certainly be necessary that it be an adult event. The City recently denied Historic Dublin's request to have alcohol in the District during an event, and it is important to be consistent.

Vice Mayor Salay inquired what other criteria are important to DCVB.

Mr. Dring responded that economic impact is important. A national or regional event is attractive because people would stay in Dublin and shop in Dublin. Another consideration would be the time of year for the event. Another event in the first week of June or August isn't needed, but there are times when the hotels would benefit from an additional event. With the CanAm Games, they had the flexibility to recommend the best time for that event.

Mr. Reiner stated that he believes Council would like to consider a potentially good opportunity. He would not object to an event that involves alcohol for adults, would not pose any hindrance to the community or have negative impact on children, but could provide a stimulus to the City's economy. Semi-private events are a stimulus to local businesses, and bringing additional cash flow into the community. The CanAm games are an example. He would expect the Australian football tournament to be similar.

Mrs. Boring asked if it would be possible for DCVB to bring an event proposal to Council earlier in their process when they are aware that an alcohol waiver would be needed. Mr. Dring responded that few events have been proposed with mandated alcohol sales. When they have, DCVB has come to Council with those requests. However, in the current economy, they have widened the scope of events they will pursue.

Ms. Herbert stated that, previously, the hotels had more corporate travel business. As that has fallen off, they have pursued more sports business.

Mr. Reiner stated that, personally, he favors a policy that would not impede DCVB's efforts to keep local businesses viable.

Ms. Chinnici-Zuercher agreed, but she also wants the City's policy to be well thought out. One major incident could impact having use of these venues. However, it appears DCVB's efforts are appropriate, and if they should have a question about a potential event, the Community Development Committee would be the appropriate body to review it.

Vice Mayor Salay agreed. These proposals can be reviewed on a case-by-case basis.

Ms. Chinnici-Zuercher stated that it would be preferable to bring an opportunity before Council for their input before submitting their event application.

Mrs. Boring asked if they would bring their inquiry before Council as a whole for referral to the committee, or directly to the Community Development Committee.

Ms. Chinnici-Zuercher responded that she would think the Community Development Committee could be empowered to make that decision.

Ms. LeRoy stated that they have discouraged some event organizers from applying to

Council for alcohol waivers, believing it was unlikely they would be approved. Ms. Chinnici-Zuercher responded that community events should continue to apply to Council as they have in the past. That process would not change.

Ms. Puskarcik stated that DCVB did not want to submit formal requests for alcohol waivers from Council without giving Council the benefit of earlier input. Another opportunity could present itself tomorrow, or perhaps not again for five years.

Vice Mayor Salay suggested that for a couple of years, DCVB could seek Council input on a case-by-case basis, and after that time, the process could be reviewed again. Mr. Dring agreed. Perhaps the Austrian football tournament could serve as the pilot effort. The application is not due until the end of November. Before that time, he could collect more information to provide to Council for consideration.

Vice Mayor Salay asked if they typically approach Mr. Hahn about the availability of City parks. There are many other events held in the City parks in off season, as well. Mr. Dring responded that step in the process occurs before coming to Council. For the Australian football tournament, they have already informally checked with Parks regarding the availability of Darree Fields.

Vice Mayor Salay stated that police coverage and training of alcohol servers was necessary for the CanAm games, and training of alcohol servers is mandated annually for the Dublin Irish Festival.

Mrs. Boring inquired what the City's current policy is.

Ms. LeRoy responded that the City's policy is tied to the event application. If the event will be on City property, the Police determine if alcohol training is needed. If volunteers will be serving the alcohol, training will be required and provided by the Police. Fencing requirements for events reflects State law.

Mrs. Boring inquired if State law prohibits alcoholic beverages being taken outside the fenced area.

Ms. LeRoy confirmed that it does.

Mrs. Boring stated that there are requirements that a certain number of Police officers be provided per number of event participants. Is that enforced?

Ms. LeRoy responded that there is not a specific, rigid formula. At the Rec Center, a Police officer is required for any event at which alcohol is served.

Ms. Chinnici-Zuercher stated that most of these events are regular, annual or biennial events.

Mr. Dring inquired if it is the Committee's direction that DCVB bring back more information regarding the Australian Football Tournament. Does the Committee have another meeting scheduled?

Mr. Reiner stated the Committee meets on an as-needed basis.

Mr. Dring stated that they would need a month to assemble the bid application, so it would be helpful if the Committee could meet to consider this in early October.

Mr. Reiner inquired if there are a large number of cities competing for the event.

Mr. Dring responded that he anticipates many cities will be competing.

Mrs. Boring inquired if this event would be located within one or more than one areas.

Mr. Dring responded that it would all be located at Darree Fields.

Mr. Reiner stated that a large number of soccer fields would soon be constructed in Washington Township. Will that increase the likelihood of drawing more regional or national events?

Mr. Dring responded that it would bring in new events, but also more of the local events for which there has often not been sufficient available space.

Vice Mayor Boring inquired how many new fields there would be and if they would be full size.

Mr. Dring responded that there would be 35 full-size fields.

Ms. Chinnici-Zuercher inquired where they are being constructed.

Mr. Dring responded that they would be constructed in the area next to Carter Lumber. There were issues with approval because Franklin County denied the rezoning, but Washington Township overrode Franklin County with a 3-0 vote of approval.

Mr. Reiner stated that Ohio has a growing Indian population. Is there any potential for converting a soccer field to a cricket field?

Mr. Dring responded the field accommodation often involves additional costs.

Mr. Reiner stated that there is a cyclocross event coming up, the first of its kind in the Columbus area. There are other major cyclocross events throughout the nation. This is the fastest-growing bicycle sport. These events might be an opportunity for Dublin to pursue.

Mr. Reiner thanked Mr. Dring and Ms. Herbert for bringing their request and recommendations to Council. The Committee will anticipate receiving additional information on their bid for the U.S.-Australian Football League National Tournament.

(At this point, the DCVB representatives, Ms. Chinnici-Zuercher, Ms. Puskarcik, and Ms. LeRoy left the meeting.)

- **BOARD AND COMMISSION PROPOSED ITEMS OF INTEREST**

Mr. Reiner stated that this is an item that has been on the Community Development's work list for several months.

Vice Mayor Salay stated that the last time Council discussed this topic was in December 2009, although there were no minutes of that discussion in the packet materials. The most recent cover memo on this topic, from December 2, 2009, states that:

“ Some criteria that Council may find helpful as it undertakes a more in-depth review of the proposed Annual Items of Interest Lists are: the source of authority of the board or commission; the resources, such as staff time and any other associated costs necessary to accomplish each item; relationship of the proposed item to an already planned work activity; the value of the item to the City of Dublin (Council, Administration or the Board/Commission); and whether or not the item helps to accomplish the goals established by Council for Dublin. “

Vice Mayor Salay does not believe that Council has the ability to make a judgment on that criteria. City staff is already very busy with the tasks Council has already asked them to do. She hesitates to add additional work, unless it is really an item that would forward a Council goal. Does the Committee want to review the lists, item by item?

Mr. Reiner responded that after he read the lists, he questioned whether they were things in which the Development Committee really should become involved. Perhaps this item should be removed from the Development Committee's agenda.

Mrs. Boring responded that Council asked the boards and commissions to propose these lists, partly because, in some cases, they were undirected and focusing on tasks not appropriate for those bodies.

Vice Mayor Salay stated that Council wanted to focus their energies but also give boards and commissions some meaningful assignments.

Mrs. Boring stated that Council forgets to utilize the commissions. With CSAC's list of Items of Interest, the suggestions seem to be appropriate review items, which could be helpful. For example, she believes Council did agree that CSAC should review the BATF recommendations before they were forwarded to Council.

Mr. Reiner responded that it is his recollection that Council said CSAC should NOT review the BATF recommendations.

Vice Mayor Salay concurred.

Committee members proceeded with the review of the Items of Interest submitted by the boards and commissions and made the following recommendations:

CSAC ITEMS OF INTEREST:

PROPOSED ITEMS OF INTEREST

1. Review of the Landscaping/Pond Maintenance Educational Materials Being Prepared for the City's Homeowners Associations.

Objective: Recommendations made by CSAC resulted in the creation of these educational materials. The Commission wishes to conduct this review to ensure the

materials are useful and easily understandable and that they provide information that will result in heightened awareness of the proper maintenance of landscaping/ponds to maintain and improve stormwater quality.

Summary of Discussion:

It may be a lack of education about this that has caused homeowners to oppose things, such as naturalized pond areas. If they understood the benefits and the City's goal, they would likely be supportive of these efforts to maintain and improve stormwater quality.

Committee Recommendation to Council: Approve

2. Input and Review of the City's Sustainability Action Plan as the Plan is Being Developed.

Objective: City staff will begin developing a Sustainability Action Plan in 2010. The Commission understands that initiation of this project may not begin for several months but is requesting that they serve as a sounding board for staff as the plan evolves.

Summary of Discussion:

This is appropriate but the Committee does not want to overly encumber staff with providing reports to CSAC. Staff can simply run new ideas by CSAC, as the citizen body.

Committee Recommendation to Council: Approve

PROPOSED INFORMATIONAL/EDUCATIONAL TOPICS

1. Overview of the Framework and Components that Will Be Considered by the Bicycle Advisory Task Force.

Realizing that there is the potential that the Commission could be called upon to review recommendations of the Task Force, they are interested in understanding the general scope and topics that will be covered.

Committee Recommendation to Council: Disapprove (Unnecessary bureaucracy)

2. Update regarding EPA Stormwater Regulations and Continued Progress toward Complying with NPDES Requirements.

(This is a topic that the Commission examined as part of the HOA maintenance cost assignment.)

Committee Recommendation to Council: Approve

3. Update regarding Dublin's Deer Population and Deer/Vehicle Incidents.

This update was completed during the Commission's November 10, 2009 meeting.

Committee Recommendation to Council: Disapprove (not in their purview)

4. Overview of the Community Watch Program to Better Understand How These Programs are Established within Neighborhoods.

Committee Recommendation to Council: Approve

PRAC PROPOSED ITEMS OF INTEREST:

1) Discuss Potential Prohibition of Feeding Deer to be included within the Dublin Codified Ordinances.

Objective: To help control the population of deer by discouraging residents from feeding deer.

Summary of Discussion:

Mr. Reiner noted that some people in Dublin actually have automatic deer feeders. Feeding wildlife is considered by some a good thing or type of "personal freedom." May be difficult to enforce. Believe this topic has been discussed previously, and Mr. Smith discouraged pursuing.

Vice Mayor Salay will check with Law Director to see if Council has discussed this previously. If not, discuss this item with Council first before determining recommendation.

Committee Recommendation to Council: Disapprove (Council will pursue advisability with Law Director)

2) Review Draft Changes to Chapter 96 Codified Ordinance

Objective: Review document to be sure the information contained is both comprehensive and sound.

Summary of Discussion:

Staff has already asked them to review this, and it will come back to Council.

[Excerpt from 12/10/09 Council Minutes: "PRAC ... have prioritized seven items, only six of which need review by Council, as the Chapter 96 Code update has already been initiated by PRAC due to time constraints.")

Committee Recommendation to Council: Approve

3) Identify New Community-Wide Parks and Recreation Programs That Could Be Offered.

Objective: To offer community-wide programs that provide the benefits of recreation, education and exposure to the Dublin park system.

- Nature Education/Scavenger Hunts
- Historic Tours and Interpretation
- “Hidden” Points of Interest throughout the City of Dublin
- Park Tours (Particularly for Senior Adults)
- Bike Tours on Dublin Bikepaths

Summary of Discussion:

Mr. Reiner indicated he is writing a book on “hidden” points of interest.

He noted that the BATF is pursuing the last item – Bike Tours on Dublin Bikepaths – this includes students biking to school and senior biking/park tours. He indicated that another member is needed on BATF due to the workload.

Vice Mayor Salay asked if BATF members will be doing the work.

Mr. Reiner responded that they will, initially, to spin off the various activities.

Mrs. Boring indicated that BATF members don’t need to do this – volunteers could handle this.

Mr. Reiner responded that there is a need to use people who have a specific interest in biking, and those Council has interviewed and appointed. He asked again about adding another member to BATF.

Vice Mayor Salay stated that the BATF Chair needs to make a request to Council to add members.

Mr. Reiner noted that BATF membership has recently separated into two focuses – engineering and education. This item is in the education category, and they are just beginning to look at it. This will be a two to three-year task force, at least.

Vice Mayor Salay summarized that the City already has Nature Education and Scavenger Hunts; Historic Tours are already handled by the Dublin Historical Society;

Mr. Reiner is writing a book on the third item; and BATF is taking care of the last item.

There is not much more to add, other than the park tours for seniors and some additional Nature Education.

The Committee summarized that PRAC should suggest ideas, and staff should evaluate the ideas, but can have the discretion not to take on assignments, based upon their evaluation.

Committee Recommendation to Council: Approve (Staff will evaluate merits of suggestions)

4) Identify Potential Bike Path Connectors

Objective: To identify better linkages to destination points throughout the City.

Committee Recommendation to Council: Disapprove (This is the BATF's purview)

5) Discuss Policy/Strategy for the Management of Invasive Vegetation Primarily in the Specified "No-Mow" Areas throughout the City.

Objective: To weigh the advantages/disadvantages of "no-mow" areas in Dublin.

Summary of Discussion:

There are "no mow" areas and there is invasive vegetation -- not one and the same. There are some areas where wild honeysuckle needs to be removed, and other areas where natural growth is planned/desired.

Mr. Reiner indicated that some people want to remove the honeysuckle, although 80% of forest coverage is honeysuckle. If all the honeysuckle is removed, serious erosion problems begin. If the river basin corridor is stripped, the slopes of the Scioto basin would need to be replanted to keep the entire mudhill from sliding into the river. Need to limit these types of consideration to people with the technical knowledge.

Vice Mayor Salay noted that she is hoping to become more educated on the pros and cons of having "No Mow" areas. The City has done this for 2-3 summers now; some assessment should be possible. Ticks were a major issue this year. After evaluation, PRAC should forward any suggestions to CSAC.

Committee Recommendation to Council: Approve (They can become more "educated" on the issue. After evaluation, forward any suggestions to CSAC for consideration.)

6) Identify New "Green" Initiatives In Parks

Objective: To implement and promote the City's policies, Central Ohio Green Pact and sustainability issues.

Summary of Discussion:

This is a Council goal. Ms. Adkins and Mr. Hahn can provide PRAC with a report on the City's program and process. Any ideas must be evaluated by staff with technical knowledge, as many good-intentioned actions can result in other problems.

Committee Recommendation to Council: Approve

7) Evaluate the Utilization of Current Parks.

Objectives:

- Recommend Additional Park Amenities within Existing Parks

Summary of Discussion:

It is good for staff to know what the community desires. It is important to clarify that City parks are either active parks or passive parks. Parks designed to be passive may not be utilized differently. With that understanding, if the Commission members want to dedicate their time to conducting a study, they could do so, and provide a report to Mr. Hahn. However, no City staff time will be used for a utilization study.

Vice Mayor Salay noted that there was a question from PRAC re. funds from sale of parkland being preserved for purchase of additional parkland.

Mrs. Boring responded that she had asked Ms. Grigsby about that. Her response was that the portion of the money used to initially purchase the land that was from Parkland Acquisition funds is returned to the Parkland Acquisition Fund.

Committee Recommendation to Council: Approve

- Recommend Additional Parkland Acquisition to Meet Additional Community Needs

Discussion:

Land acquisition is Council's purview only. Need specific education from Law Director to PRAC. It might be helpful for someone from the Law Director's office to attend a PRAC meeting and have an executive session with Commission members to discuss the "land acquisition" issue. If a Commission member were to become aware of land that might be available, the appropriate step would be to privately contact Fred Hahn, not mention it in a public meeting. Mr. Hahn does an excellent job of making Council aware of these opportunities, and he would proceed appropriately with any suggestion.

Committee Recommendation: No. Parkland acquisition is not PRAC's purview.

P&Z ITEMS OF INTEREST

The initial list was:

- Historic District Plan
- Development Site Visits
- Alternative Transportation Methods
- Planning and Engineering Integration:
 - Encourage communication among disciplines;

- Eliminate duplicated efforts; and
- Provide others with information necessary to make informed decisions.
- Historic Dublin Urban Tree Care Survival Plan
- A Database of City Studies and Planning Districts
- A Celebration of the Indian Run

Discussion:

Vice Mayor Salay stated that the initial P&Z Items of Interest list submitted to Council was not a prioritized list from the Commission as a whole but an individual P&Z member list. Council then requested a prioritized list, which P&Z subsequently prepared, but it is not included in these materials for discussion.

Mrs. Boring requested that staff provide the revised list to the Committee for future discussion.

Committee Recommendation. None. This item will be deferred to the next Committee meeting, when the revised prioritized list is available for review/discussion.

BZA ITEMS OF INTEREST

- Conducting an Effective Site Visit.
Part of the application review process involves physically visiting the site in question. Board members will learn how to conduct effective site visits, and would examine pre- and post-construction sites to compare what is “on the ground” with perceptions gained through the development review process.
- Zoning Code Update Overview.
Since the job of the Board of Zoning Appeals member includes extensive use and analysis of the Dublin Zoning Code, Board members were interested in learning more about the intended goals and objectives of the upcoming Code update process.
- Green Development Techniques and Initiatives.
Members of the Board of Zoning Appeals would like to learn more about how the City of Dublin intends to implement more “green” development techniques and sustainable initiatives both in the development process and in other City operations.
- Mock Board of Zoning Appeals Meeting.
The Board of Zoning Appeals hears many challenging cases that revolve around complex zoning issues. The objective of holding a mock Board of Zoning Appeals meeting would be to practice applying effective case analysis, meeting protocol, and other logistical issues that the Board deals with on a regular basis.

Committee Recommendation to Council: Approve - all items approved with the following direction:

- In regard to Green Development Techniques/Initiatives – This should be a joint information session with P&Z. Council members should also be invited to attend.

ARB ITEMS OF INTEREST

- Appendix for Historical Properties outside the District.
Compile and update the City's historic inventory for properties outside the Historic District's boundaries and include information on the year the structure was built, the style of architecture, and the historical significance.
- Inventory of Historical Properties in District.
Update the City's historic inventory for properties within the Historic District and include information on the year the structure was built, the style of architecture and the historical significance.
- Historic Preservation Excellence Award.
Recognize noteworthy individuals and projects that highlight outstanding rehabilitations, renovations, appropriate in-fill design, and other preservation-focused projects with the City of Dublin.
- Signs in the Historic District.
Identify potential regulations for signs in the Historic Business District that would also apply to Planned Unit Development Districts located within the Historic District that will provide consistency while recognizing the unique character of the District.
- Historic Preservation and Sustainable Practices.
Determine means to incorporate sustainable practices into development and redevelopment of structures and sites within the District with an emphasis on preserving historic character.
- Historic Dublin Design Guidelines Update.
Update the Guidelines in order to provide more direction and information on appropriate elements for the District. The proposed Zoning Code update will likely incorporate elements of the current Historic Dublin Design Guidelines that are appropriate for regulatory language. Review of recent cases has identified the need for clearer criteria on what is appropriate for use in the District and to the different types of architectural style.
- Site Plan Review Exercise.

Cover the basics of the site plan review process, including what is required on site plans, procedures for reviewing plans, and using appropriate standards. Examine a detailed site plan and learn about translating Code requirements to details/issues and gain a better understanding of how each reviewer views site issues and understand the variety of means available to address them.

- Conducting an Effective Site Visit.

Part of the application review process involves physically visiting the site in question to evaluate the proposal based on site-related issues or constraints. Learn how to conduct an effective site visit, including what to look for, what to bring with you, and proper protocol when dealing with property owners. Examine pre-construction and post-construction sites to compare “on the ground” to perceptions gained through the development review and approval process.

Summary of Discussion:

Mrs. Boring noted that staff’s memo indicates that ARB has prioritized the top three items from the above list as: Appendix for Historical Properties Outside the District; Historic Preservation and Sustainable Practices; and Historic Dublin Design Guidelines Update.

Vice Mayor Salay pointed out that the August 26, 2009 ARB minutes indicate that ARB prioritized the top three items as: Appendix for Historical Properties Outside the District; Inventory of Historical Properties; and Historic Preservation and Sustainable Practices, in no particular order. Staff’s memo and the minutes are in conflict. ARB needs to clarify their prioritization.

Mr. Reiner inquired if it would be better to have ARB members develop the draft of all the above items, rather than utilizing Planning staff. ARB members have the background, skill and experience to do the work themselves. For the inventory of Historical Properties, ARB can be given access to the GIS information on that.

Mrs. Boring stated that they can develop the criteria and outline, but the draft of the Historic Preservation Excellence Award should be forwarded to Council for approval.

Mr. Reiner stated that they would develop all of the drafts, which would be subject to Council’s review and approval.

Mrs. Salay responded that ARB has canceled some meetings due to lack of caseload. She believes there is capacity in the Planning department, but would need to verify with Mr. Langworthy. Would prefer to see them deal with the top three items at this point, not the others. Seems that all the boards and commissions are interested in either Sustainable Practices and Green Initiatives. May need a Board and Commission “convention” to discuss Sustainable Practices, and then break into individual bodies to focus on how that applies to their individual areas.

Vice Mayor Salay stated that the last two items (Site Plan Review Exercise and Conducting an Effective Site Visit) have been identified by both ARB and BZA.

Committee Recommendation to Council: Approve, with the following direction:

1. Clarify the prioritization, as staff memo and ARB minutes are in conflict
2. ARB members will prepare drafts of prioritized items and submit for review/approval.
3. The remaining items will be completed subsequently.

The meeting was adjourned at 8:35 p.m.

Deputy Clerk of Council