

**HISTORIC PRESERVATION COMMISSION  
MARCH 23, 2021 MEETING MINUTES**

**MEMBERS PRESENT:** Joye Reno, Jack Giddens, Carrol Ann Coleman

**STAFF PRESENT:** Amanda Styer, Randy Dykes

**GUEST PRESENT:** None

1. Jack Giddens called the meeting to order at 2:30 pm.
2. Approval/disapproval of the February 18, 2021 HPC meeting minutes.

Joye Reno made a motion to approve the minutes of the February 18, 2021 meeting; motion seconded by Carrol Ann Coleman and carried by all.

3. Vote if the ARB/HPC should have a pre-agenda meeting each month

The board discusses if there was a need for a pre-agenda meeting each month and agreed they would have a pre-agenda meeting, occasionally, as needed, at 2:00 pm. The board stated they would reply to agendas when emailed requesting a pre-agenda meeting, if they wish to have one.

Joye Reno made a motion to approve a pre-agenda meeting, as needed, beginning at 2:00 pm; motion seconded by Jack Giddens and carried by all.

4. Update on Richmond Heights Cemetery

Jack Giddens explained the survey findings show the wire fence at 430 Hermitage Drive is partially located within the 20ft easement. Zoning Administrator, Amanda Styer, explained the homeowner has expressed concern about improvements being made to the cemetery and easement which may cause more visitors there. The board agreed the homeowners would be encouraged to attend an HPC meeting to discuss plans prior to anything being done there.

5. Historic Preservation Month

The board reviewed plans being made by the Richmond Hill Historical Society and discussed offering assistance.

6. Other Business

The board discussed the mail buildings by the railroad tracks and Carrol Ann Coleman stated she would look into if anyone pays taxes for the property, in order to help find out who owns the buildings.

7. Motion to Adjourn

Joye Reno made a motion to adjourn, motion seconded by Jack Giddens and carried by all.

With nothing further, the meeting closed at 4:00 pm.