

VILLAGE OF ALBION
HISTORIC PRESERVATION COMMISSION
June 24, 2010
Special Meeting Minutes

PRESENT: Commission Members: Louis Becker, Matthew Ballard , Aric Albright and Linda Smith
Jordan Bonafede (arrived at 4:28pm)

Village of Albion: CEO Vendetti

CALL TO ORDER The meeting was called to order at 4:15 pm by Louis Becker
Pledge of Allegiance followed.

ADJUST AGENDA None

LETTER TO PROPERTY OWNERS Linda Smith had drafted the letter to property owners informing them that their property was to be included in the historic district. Members reviewed the letter. CEO Vendetti addressed the commission. He informed them that he was again responsible for overseeing the HPC and asked that they please keep him informed . Discussion followed about the method of mailing the letters. The law states that the letters need to be sent by *registered* mail. The cost per letter would now be \$11.94. Ron stated that once the notice for the proposed district was done – no further building permits would be issued for the district area however, regular property maintenance would still be allowed.
Lou stated that he was still waiting to hear from Julian Adams about possible assistance with the funding for the letters.
Ron said that his office would do the letters, folding, stuffing and postage. He said he would like advance notice so that he could free up some time on his secretary's schedule. The HPC discussed a return receipt for the letters being sent. An additional cost of \$2.30/letter would be incurred. This receipt is not required by the current law. The cost per letter would now be \$14.24.

**REQUEST
FOR FUNDS**

A motion was made by Aric Albright, seconded by Jordan Bonafede to ask the Village Board for an additional \$1500.00 in funding to cover the additional expenses incurred to notify property owners that their property is in a proposed district, as defined in the Village of Albion's Historic Preservation Law.
Motion passed unanimously

**LETTER/
EMAIL**

The format of the letter was again discussed. CEO Vendetti will try to use mail merge to place each property owner's name on the letter (making it more personable). He also said he would try to set the HPC up with an email account – he will add the Village's address and his phone number for contact info.

**PUBLIC
HEARING**

The process for a public hearing was discussed. There was some concern that there might not be enough room in the Village Board Room for everyone wishing to attend. There was discussion about using the Large Group Room at the Albion High School to hold the hearing. Jordan will check with Michael Bonafede to see what dates might be available. The HPC Law states that notice must be publicized in the Village's legal paper no less than 15 days prior to the hearing. Ron suggested a sign up sheet for anyone wishing to speak. He stated that a 5 minute maximum should be set per speaker.

The HPC also felt that those who could not attend should still be able to express their opinion. Members felt that a notarized letter could be submitted by those who could not attend the hearing.

ADJOURN:

A motion was made by Linda Smith, seconded by Aric Albright to adjourn the meeting at 5:33pm.
Motion passed unanimously