



Historic District Review Board

Meeting Special Minutes – August 4, 2021

1 CALL TO ORDER

0:0:04

A special meeting of the Historic District Review Board was held in-person on August 4, 2021, at 1 :00 pm.

2 ATTENDEES

Members in attendance: Stacy Applegate, Michelle Prentice, Jeremiah Smith, Mike Sutton, and Maxine Lutz.

Staff in attendance: Jeremy Tate (Meadors Architecture), Meredith Jacobs (Meadors Architecture), Heather Spade (City of Beaufort Planner of Community and Economic Development) and David Prichard (City of Beaufort Director of Community and Economic Development).

3 RULES & PROCEDURES

0:1:73

The Board and Staff discussed the Rules of Procedure and the differences of utilizing Rosenberg’s Rules versus Robert’s Rules for Rules of Order.

The board paused discussion of Rules and Procedures to discuss the next agenda item while awaiting clarification from Staff on the Rules of Procedure Document.

4 ROLES OF OFFICERS

1:28:30

The Board discussed the role of the secretary.

Motion: Mr. Sutton made a motion to nominate Ms. Applegate as Secretary for the next 12 months; seconded by Ms. Prentice. The motion passed unanimously.

5 RULES & PROCEDURES

1:39:40

The Board and Staff continued discussion of the Rules of Procedure.

The Board asked Staff to amend Section V and Section VI of the Rules of Procedure Document and send it back out to be adopted at the next board meeting.

6 ADJOURNMENT

2:20:31

Motion: Ms. Prentice made a motion to adjourn the meeting; seconded by Ms. Applegate. The motion passed unanimously. The meeting ended at 3:32 pm.



Chair

9-24-2021

Date of approval