

DATE: January 4, 2008

TO: HDC Commissioners

RE: Property Owner's Guide

In reviewing the draft "What every historic property owners needs to know" guide (formerly the Property Owners Guide"), please pay particular attention to the following items. These items should be discussed and decided upon by the Commission to ensure everyone agrees.

Page 7

What Requires Review?

This section should be reviewed by the Commissioners to determine if there are other items that should be added to either column, or if there are items that should be deleted from either column.

Pages 8 through 11

Application Requirements

The Commissioners should decide if they want to include requirements for some of the other items listed on Page 7 as requiring review, such as "removing large trees...", or "installation of a in-ground pool".

Also, the Commissioners should decide if they want samples of existing materials, or whether photographs would be acceptable.

Page 12

Staff Administrative Approvals

The Commissioners should review this list to be sure they agree with administrative approval of these items.