



**KIRKWOOD LANDMARKS COMMISSION
SUBCOMMITTEE MINUTES**

February 16, 2011 11:30 AM. Main Level Conference Room, City Hall

Present: Commissioners Catherine Enslin, Lisa Hautly, Darryl Labruyere, ex officio David Meyers and Staff Liaison Alan Lamberg. **Guests:** None.

1. Approval of Previous meeting minutes. Motion by Comr. Hautly to approve, as-is, minutes of October 2010, December 2010, and January 2011; seconded by Comr. Enslin; unanimously approved.

2. Old Business

a. Drafted Design Guidelines.

- i. Markups for correction:
 1. Considering how to cross-reference historic districts with complete document
- ii. Additional sections for inclusion (if any)
 1. Comr. Labruyere presented sketches for figures for best practices, recommended, not recommended, etc. Comr. Enslin made corrections for clarification, including font style to match pre-existing figures;
 2. Mr. Meyers suggests that citizens can help us determine the contents of the glossary.

b. Coordinate public outreach

- i. Status of City Website: notice of public outreach event, scheduled for regular meeting of March 9, was not yet posted, despite the copy ready by February 8.
- ii. Ideas for outreach: none at this time.

3. New Business: none.

4. Motion to adjourn at 1:20 p.m. by Comr. Enslin, seconded by Comr. Labruyere, unanimously approved.

Respectfully submitted by Alan Lamberg

Persons with disabilities who need accommodations to attend or participate in the meeting should call the City at 822-5801 or 822-5858 (TDD) at least 48 hours before the meeting.