

**Charlotte-Mecklenburg  
HISTORIC LANDMARKS COMMISSION  
Executive Committee Minutes  
Virtual Meeting  
September 2, 2020  
7:09 p.m. – 7:42 p.m.**

**Present:**

**Diane Althouse, HLC Treasurer  
Laura Hoover, HLC Secretary  
William Hughes, HLC Vice Chair  
Jeffrey Parsons, HLC Chair  
Jack Thomson, HLC Executive Director  
Stewart Gray, Senior Preservation Planner**

**Absent:**

**Visitors:**

**Note: This meeting was held virtually through the Zoom video conferencing platform.**

**Mr. Parsons opened the meeting.**

**1. HLC Retreat/Strategic Planning Preparation**

**Mr. Thomson discussed the need for training, and the need to update the Policy Manual, and that there is urgency to revise the by-laws and to begin training/prep for Quasi-Judicial changeover.**

**Ms. Althouse inquired about the timeline for the Quasi-Judicial changeover. Staff responded, July 1, 2021.**

**Mr. Thomson explained that Design Review was the function of the HLC that would be affected by the Quasi-Judicial changeover, and that having a separate design review committee was potentially a problem.**

**Mr. Parsons inquired about outside quasi-judicial training. Staff responded that outside training for the Commissioners may be necessary, but that the bigger challenge may be making changes to the HLC to conform to a quasi-judicial process, including changing the bylaws.**

**Ms. Althouse asked if training should start with the Design Review Committee, and Mr. Thomson responded that it was not clear what role a design review committee would have**

**with a quasi-judicial process, but that Staff was considering how to utilize elements of its successful design review processes under a quasi-judicial system.**

**Ms. Althouse requested Staff formulate clear directions for how the HLC would have to function under a quasi-judicial system.**

**In light of the coming change, Ms. Hoover stated the importance of having more architects on the HLC.**

**Mr. Parsons inquired about a schedule for quasi-judicial training, and Mr. Thomson responded, early 2021.**

**Mr. Gray stated that Projects, Survey, and Designation would not be affected by the quasi-judicial requirements, but that Staff believed it was important to alert the Executive Committee and the HLC to the potential of radical changes to the Commission to accommodate the quasi-judicial requirements.**

**Mr. Parsons suggested that the HLC retreat could work as a kickoff for the needed quasi-judicial training, and that the training should also be a fun experience and should also deal with other topics such as advocacy.**

**Ms. Althouse asked about advocacy situation for the Barringer Hotel. Mr. Thomson reported that it is unclear how the role of the HLC as an advocacy agency would be supported by the County, but that there was great opportunity for individual commissioners to play that role.**

**Ms. Althouse inquired about the HLC scanning project and expressed her desire to see a more fully functioning database of historic resources. Mr. Thomson responded that Staff was meeting with the scanning consultant on September 3<sup>rd</sup>.**

**Mr. Thomson mentioned that education would also be included in the training.**

**Mr. Parson suggested that this discussion should be reported to the HLC at its next meeting.**

**The meeting adjourned at 7:42 p.m.**