

**MINUTES FOR THE COURTHOUSE AREA DESIGN
REVIEW BOARD MEETING
February 15, 2023**

- I. **CALL TO ORDER** – Chair Erin Masterson called the meeting to order at 2:00 p.m. **via video teleconference**.
- II. **ATTENDANCE** – Board members present were Erin Masterson, Jill Leckner, Ken Michul and Samantha Castro. Former Board member Nicole Ware has stepped down due to a job change. Others present were Tracy Jones, Law Department and Planning Staff members Autumn Goderwis and Donna Lewis.
- III. **APPROVAL OF MINUTES** – Ms. Masterson announced that the minutes from the November 30, 2022 Courthouse Area Design Review Board meeting would be considered for approval at this time.
- Action – A motion was made by Ms. Castro, seconded by Ms. Ware to approve the November 30, 2022 minutes. The motion was voted on and passed unanimously.
- IV. **APPLICATIONS FOR AUTHORIZATION PERMITS**
- There were no applications for authorization permits at this time.
- V. **SUMMARY OF STAFF APPROVED AUTHORIZATION PERMITS**
- There have been no Staff Approved Authorization Permits since the August 17, 2022 Courthouse Area Design Review Board meeting.
- VI. **BOARD ITEMS**
- Election of Chair and Vice-Chair for the 2023 term.**
- Ms. Masterson explained that each year the Board shall elect a Chair and a Vice-Chair. Nominations shall be made from the floor and the candidate receiving the majority vote of the membership in attendance shall be declared elected for a period of one year.
- Chair** – The Chair shall preside at all meetings and public hearings of the CADRB. The Chair shall call special meetings of the Board when required, and shall act as spokesperson for the Board. The Chair shall vote only in the case of a tie on items brought before the Board.
- Vice-Chair** – The Vice-Chair shall serve as Chair during the temporary absence or disability of the Chair and shall assume the duties of Chair during the Chair's absence or if the position of the Chair is vacated.
- There was some discussion regarding nominations to these two positions.
- Action – A motion was made by Ms. Castro, seconded by Ms. Leckner, that Erin Masterson remain in the position of Chair and to nominate Ken Michul to the position of Vice-Chair. The motion was voted on and passed unanimously.
- VII. **NEXT MEETING DATE** – Ms. Masterson announced that the next meeting is scheduled for May 17, 2023, at 2:00 p.m., via video teleconference.
- VIII. **ADJOURNMENT** - As there was no further business, Ms. Castro moved that the meeting be adjourned. Mr. Michul seconded the motion. The motion was voted on and passed unanimously. The meeting was adjourned at 2:09 p.m.