

**WINCHESTER HISTORIC PRESERVATION COMMISSION**  
**Minutes for the meeting held on**  
**May 19th, 2016**

A meeting of the Winchester Historic Preservation Commission was held on Thursday, May 19th @ 6:00 p.m. at City Hall. J.R. Wilhite, Chairman, presided.

**Commissioners present:** Chairman J. R. Wilhite, Chris Thornbury & Mark Arnold. Commissioners Jack Jones, Bobby Shook and Drew Graham were absent. **Additional attendees:** *Planning Staff* – Debbie Greene

**Consideration of minutes:** Quorum was not met so no formal action was taken.

**Staff approved COA'S:** 1. HD-05-16- 18 21 S. Main St. – sign on front of the building – Sugar Belle's.

**Documentary Video update:** Chairman Wilhite said he had spoken with Arthur Rouse and he said that for all the interviews that were on the video he has edited them down to around 30 minutes. The next step he wants to do is come over to the Museum to observe video displays and discuss access to photo archives. The contract calls for completion by June 1<sup>st</sup>, work is progressing but completion will not be as soon as expected; it also provides for two rough cuts, at least one of which will be received before a second payment is made. Mr. Thornbury asked if Mr. Rouse still wanted commissioners to sit in on some of the edits with him. Mr. Wilhite said Mr. Rouse does still want the commission to sit in on the edits.

**Annual Preservation Awards update:** Chairman Wilhite reported on the ongoing work of the joint committee with the Heritage Commission. He showed the board a plaque that they had done as an example. An embossed seal is needed to complete the award certificates, and this expenditure will be brought to the board for approval. Mr. Wilhite passed out some of the award applications. He stated that Planning Office has some in their office as well. The awards committee will go back at least 36 months on improvements. Next year will be a shorter time period etc. When the plaques are done there will be a plaque up at the Heritage Museum also showing each year's winners.

**Helen Thomas Plaque:** Chairman Wilhite said there was a plaque up in Helen Thomas's honor and the plaque was removed. Rachel Alexander will provide a more detailed report, including alternatives for preserving this plaque, at a future meeting.

**Public Comments:** There were none.

**Staff Comments:** Mrs. Greene stated she received a membership application for the Preservation Forum, based in Washington, but does not recommend that HPC pursue it at this time.

**Adjournment:** Meeting was ended at 6:20pm.

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*Interim Planning Director*

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*Chairman*