

Historic Yorktown Design Committee

Minutes

January 16, 2019
East Room
York Hall
301 Main Street
Yorktown, Virginia

Members Attending: Carolyn Weekley, Chair
Robert Andrade, Vice Chair
Robert Hodson
Belinda Willis, alternate
Jose Longoria, alternate

Staff Attending: Earl W. Anderson, AICP

Ms. Weekley called the meeting to order at 6:51 PM.

Old Business

None

New Business

Approval of 2019 Meeting Calendar

Mr. Anderson reviewed the calendar with the committee. Mr. Andrade moved approval of the calendar. By voice vote, the motion was approved unanimously.

Election of Officers

Mr. Hodson nominated Carolyn Weekley for Chairman and moved approval of the motion. By voice vote, the motion was approved unanimously.

Ms. Weekley nominated Robert Andrade for Vice-Chairman and moved approval of the motion. By voice vote, the motion was approved unanimously.

Discussion of Memorandum of Understanding (MOU) with Chischiak Watch Architectural Control Committee

Mr. Longoria presented the MOU and discussed the various outlines for procedures and explained the overall intention to bring the Chischiak Watch Architectural Control Committee (CWACC) and the HYDC processes in line.

Ms. Weekley asked if the current requirements of the CWACC have been given to all the current property owners of Chischiak Watch.

Mr. Longoria stated that the CWACC documents were recently changed and the newly approved documents were circulated to all the property owners.

The group discussed the order for how approvals should be given and whether the HYDC should be first or after the CWACC.

Mr. Longoria clarified that the concern for the CWACC is that approvals are moving through the County processes without having gone through the CWACC.

Everyone agreed that the approval from the CWACC should be done before moving through County building permit processes. A suggestion was made to add language to the HYDC application that notes Chischiak Watch property will need to go through the processes of the homeowners' association.

The committee continued discussing the MOU and specifically the timing for when submittals should be made to the CWACC and the HYDC. The HYDC settled on the CWACC handling their submittal first before the HYDC would take up the matter.

Mr. Hodson asked if the MOU was needed if the County agrees to have the CWACC act first before moving forward with its processes.

Mr. Longoria stated that it would be an informal agreement that would allow for clarity in the processes and help people understand what they need to do.

The members asked Mr. Anderson to see if there was any reason the HYDC could not sign the MOU.

Staff Reports

Mr. Anderson stated there were no reports.

Committee Requests

None

There being no further business to come before the Committee, the meeting was adjourned at 7:37 pm.

Respectfully Submitted,

January 16, 2019 Minutes
Historic Yorktown Design Committee
Page 3

Earl W. Anderson, Secretary

Approved by HYDC: 