



Westport Historic District Commission

Town Hall

Westport, Conn. 06880

**DRAFT MINUTES OF SPECIAL MEETING
HISTORIC DISTRICT COMMISSION POLICIES AND PROCEDURES SUBCOMMITTEE
Wednesday, December 16, 2020**

Members Present:

Scott Springer, Chair of Policies and Procedures Subcommittee, Alternate Member

Francis Henkels, HDC Vice Chair

Grayson Braun, Member

Marilyn Harding, Member

The Westport Historic District Commission Policies and Procedures Subcommittee will hold a public special meeting at 7:00 p.m. on **Wednesday, December 16, 2020** for the following purposes:

1. To consider and recommend proposed changes to the HDC's Handbook, bylaws, regulations and other governing documents.

The Historic District Commission Policies and Procedures Subcommittee discussed the reorganization of the existing HDC Handbook, with the stated initial goals of making specific information regarding COI and demolition waiver applications more readily accessible and allowing for live hyperlinks to external information that may be subject to change. Drafts of the revised sections of the document are being prepared and will be distributed for discussion at the next meeting.

Meeting adjourned 9:15 p.m.

Scott Springer, Chair of HDC Policies and Procedures Subcommittee

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January 15, 2021