

Lakeside Chautauqua
Historical Preservation and Design Review Board (HP&DRB)
Visitor Policy

Visitors are welcome to attend HP&DRB Board meetings, but must understand that certain portions of each meeting are not open to the public.

Visitors must advise the Board Chair, at least one week in advance, of their interest in attending a meeting and their specific purpose. The Board Chair will suggest a time appropriate for the visitor to arrive.

Meeting times and dates are publicized on the Lakeside website and the agenda for each board meeting will be posted on the web site prior to the meeting.

At any point during a board meeting, the Board Chair may request that visitors leave for a Board-only discussion of a topic. Generally, the Board will meet privately both before and following open discussion on major projects. If the Board is meeting with a homeowner regarding their specific project, abutting property owners are welcome to attend the open discussion of that project. If the visit is general in nature, the Board Chair will ask homeowner presenting their project if they are willing to have visitors present.

Guidelines for Visitors:

- All visitors will sign in upon arrival at the meeting. The Sign-In sheet shall be part of each month's minutes.
- Visitors are to sit in the designated visitors' area along the back and sides of the room.
- Visitors observe the board while it is in session. They do not engage in the discussion nor do they actively participate in the agenda. Comments or opinions are expressed only if requested by the chair.
- Written comments, related to specific projects or of a general nature, submitted to the Board chair prior to the meeting, are always welcome and will be acknowledged as part of the Board minutes.
- If abutting property owners are present related to a specific project, they will be asked by the Chair to comment as part of the project discussion.