

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

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

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

Meeting times and dates are publicized on the Lakeside website.

At any point during an HP-DRB meeting, the Board Chair may request that visitors leave for a Board-only discussion of a topic. Generally, the Board members 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 the homeowner who is 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 side 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 Board Chair.
- Written comments, related to specific projects or of a general nature, submitted to the Lakeside Development Administrator 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 Board Chair to comment as part of the project discussion.