



REGULAR MEETING MINUTES

Thursday, August 7, 2025, 4:00 P.M.
City Hall at One Technology Center, 175 East 2nd Street
10th Floor, North Conference Room

A. Opening Matters

1. Call to Order and Verification of Quorum
Commissioner Hood called the regular meeting to order at 4:00 p.m.

Members Present

Shane Hood, Chair
Royce Ellington, Vice-Chair
Peter Grant, Secretary
Mark Sanders
Jackie Price Johannsen
Geoffery Evans, PLA, ASLA
James E. Turner, AIA
Katelyn Parker, RA

Members Absent

Susan McKee, MFA
Mary Lee Townsend, Ph.D.

Staff Present

Audrey Blank, Rebecca Cantu, Skylar Marlow-Fuson, Caleb Rocha

Others Present

Steven Jones, John Spillyards

2. Review and Approval of Minutes – Regular Meeting, July 17, 2025. Motion made by Commissioner Turner to approve the minutes as presented. The motion was seconded by Commissioner Parker. The motion failed.

Vote: Minutes – Regular Meeting, July 17, 2025

	In Favor	Opposed	Abstaining	Not Present
1.	Sanders		Hood	McKee
2.	Grant		Ellington	Townsend
3.	Parker		Johannsen	
4.	Turner		Evans	

B. Actionable Items

1. HP-0687-2025 / 1602 S. Lewis Ave. (Yorktown)

Applicant: Steven Jones

Proposals:

1. Replacement of windows

Commissioner Ellington reported that discussions had taken place regarding the potential repair or replacement of the windows. He indicated that the applicant's proposal for window replacement was in accordance with the established guidelines. He mentioned that they recommended the approval of the replacement of the windows. Mr. Jones remarked that they had selected specific windows designed to closely resemble the existing ones. He pointed out that all the trims would be replaced and constructed to match the current design precisely. Commissioner Sanders noted that he had encountered windows in significantly worse condition than those currently presented. He expressed his belief that the windows could be repaired and inquired whether the applicant had considered the option of repair instead of replacement. Mr. Jones affirmed that he typically opts for repair before considering replacement. He expressed concern regarding the windows, particularly where the sashes meet the side rails, as they are rotted, preventing the preservation of all the side frames due to water damage. Commissioner Grant mentioned that during the subcommittee meeting, they initially recognized the necessity of replacing the windows, leading to their conclusion to recommend approval for the replacement. Commissioner Sanders stated that even when windows are replaced wood for wood, the original glazing, muntins, and old growth lumber are lost. Mr. Jones expressed that he believed the windows are just beyond the point of being salvageable.

1602 S. Lewis Ave. (Yorktown)

Commissioner Ellington made a motion to approve the application as presented. The motion was seconded by Commissioner Turner. The motion passed.

Cited Guideline (s): A.1 and A.4.3

	In Favor	Opposed	Abstaining	Not Present
1.	Hood	Sanders		McKee
2.	Ellington	Parker		Townsend
3.	Grant			
4.	Evans			
5.	Johannsen			
6.	Turner			

2. Budget for Certified Local Government Program, Fiscal Year 2025-2026

Staff indicated that they had received an additional \$36,035 for the CLG grant. They expressed a desire to allocate the funds towards updating the guidelines. Commissioner Hood remarked that this was a topic they had previously discussed, but staff had not had the time to address it, and they had planned to hire someone else for the task. He stated that with the availability of funds, it would be an excellent opportunity to proceed with this initiative.

Budget for Certified Local Government Program, Fiscal Year 2025-2026

Commissioner Hood made a motion to approve application as presented. The motion was seconded by Commissioner Evans. The motion passed unanimously.

Cited Guideline (s): N/A

	In Favor	Opposed	Abstaining	Not Present
1.	Hood			McKee
2.	Ellington			Townsend
3.	Grant			
4.	Evans			
5.	Johannsen			
6.	Turner			
7.	Sanders			
8.	Parker			

C. Reports

1. Staff Report

Staff informed the Commission of newly issued staff permits.
2007 E. 17th Pl., HP-0693-2025

- Repair and replacement in-kind of porch/steps
Staff announced that the 30-day change will take in affect September the 8th.
They stated that it will be 30 business days instead of 30 consecutive days.

2. Chair Report

None

D. New Business

None

E. Announcements and Future Agenda Items

None

F. Public Comment

None

G. Adjournment

Commissioner Hood adjourned the regular meeting at 4:22 p.m.