A. Opening Matters

1. Call to Order and Verification of Quorum
Commissioner Townsend called the Regular Meeting to order at 11:00 A.M.

Members Present
Mary Lee Townsend, Ph.D., Chair
James E. Turner, AIA, Vice-Chair
Holly Becker
Chris J. Bumgarner
Mark D. G. Sanders
Robert L. Shears, ASLA

Members Absent
Susan J. McKee, MFA, Secretary
Peter Grant, CGR, CAPS
Katelyn C. Parker, RA
Ted A. Reeds II, AIA

Staff Present
Audrey D. Blank, Roy M. (Jed) Porter, Jr., Felicity O. Good

Others Present
None

2. Approval of Minutes – Regular Meeting, October 26, 2021
Commissioner Sanders made a motion to approve the Minutes. The motion was seconded by Commissioner Townsend and approved with a majority.

Vote: Minutes – Regular Meeting, October 26, 2021

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3. Disclosure of Conflicts of Interest
None
B. Actionable Item

1. **HP-0324-2021 / 1156 N. Denver Ave. (The Heights)**
   
   Applicant: Stefanie S. Sinclair
   
   Proposal:
   1. Relocation of meter

   Staff presented its report, noting that the meter would be located on the north side of the residence and would be concealed by the fence presently on the site. As there was no discussion, Commissioner Turner made a motion to approve the application. The motion was seconded by Commissioner Bumgarner and approved unanimously.


   **Vote:** 1156 N. Denver Ave. (The Heights)

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C. Reports

1. Chair Report

   Commissioner Townsend announced that the Nominating Committee for the election of officers for the 2022 Calendar Year would consist of Commissioners Turner, Townsend, and Reeds. The slate of candidates will be announced, nominations will be invited, and officers will be elected during the Regular Meeting on December 9, 2021. In response to a request from Commissioner Townsend, the commissioners decided to hold the annual Holiday Party at Commissioner Townsend’s residence after the Regular Meeting on December 9, 2021.

2. Staff Report

   Staff reported on Work completed at 1124 North Denver Avenue and encouraged commissioners’ attendance at the two Regular Meetings of the Calendar Year.

D. New Business

   Commissioner Sanders inquired about the reason the application for Historic Preservation Permit Number HP-0324-2021 could not be approved by Staff and was informed that the installation of mechanical equipment is not included in the types of permits that the Preservation Officer is authorized to approve.

E. Announcements and Future Agenda Items

   None

F. Public Comment

   None

G. Adjournment

   Commissioner Townsend adjourned the Regular Meeting at 11:09 A.M.