A. Opening Matters
   1. Call to Order and Verification of Quorum

   Chairman Craddock called the Regular Meeting to order at 11:02 A.M. and noted that Actionable Item 2 had been withdrawn from the agenda at the request of the applicant.

   **Members Present**
   Mike Craddock, Chair
   Ted Reeds, Vice-Chair
   David Schoell, Secretary
   Michael Birkes
   Chris Bumgarner
   Peter Grant
   Susan McKee
   David Pounds
   Mary Lee Townsend

   **Members Absent**
   Robert Shears
   Jim Turner

   **Staff Present**
   Jed Porter, Addison Spradlin, Audrey Blank

   **Others Present**
   Marty McMahan, Tom Neal, Elin Dowdican, Ray Hobbs, Bill Andrew, Becky Johnston, Joe Johnston

2. Approval of Minutes from May 23, 2017
   Commissioner Reeds made a motion to approve the Minutes. The motion was seconded by Commissioner McKee and approved by majority.
Vote: Meeting Minutes, May 11, 2017

In Favor                      Opposed                      Abstaining                      Not Present
1. Craddock                  Townsend                      Shears                         Turner
2. Reeds                      Townsend                      Shears                         Turner
3. Schoell                   Townsend                      Shears                         Turner
4. Birkes                    Townsend                      Shears                         Turner
5. Bumgarner                 Townsend                      Shears                         Turner
6. Grant                     Townsend                      Shears                         Turner
7. McKee                     Townsend                      Shears                         Turner
8. Pounds                    Townsend                      Shears                         Turner

3. Disclosure of Conflicts of Interest
   No Conflicts of Interest were disclosed.

B. Actionable Items
1. HP-17-046 / 1851 E. 17th St. (Yorktown)
   Historic Preservation Permit Subcommittee Review Date: June 1, 2017
   Applicant: Marty McMahan
   Request:
   1. Reconstruction of screened-in porch

   Staff presented its report, and Commissioner Reeds presented the report for
   the Historic Preservation Permit Subcommittee, noting that a single panel, rather
   than the multiple panels shown in the Survey Photograph, would flank each lower
   side of the entry. As there was no discussion, Commissioner Townsend made a
   motion to approve the application. The motion was seconded by Commissioner
   McKee and approved unanimously.

Vote: 1851 E. 17th St. (Yorktown)

In Favor                      Opposed                      Abstaining                      Not Present
1. Craddock                  Townsend                      Shears                         Turner
2. Reeds                      Townsend                      Shears                         Turner
3. Schoell                   Townsend                      Shears                         Turner
4. Birkes                    Townsend                      Shears                         Turner
5. Bumgarner                 Townsend                      Shears                         Turner
6. Grant                     Townsend                      Shears                         Turner
7. McKee                     Townsend                      Shears                         Turner
8. Pounds                    Townsend                      Shears                         Turner
9. Townsend                  Townsend                      Shears                         Turner
2. HP-17-051 / 1629 S. Trenton Ave. (Swan Lake)

*Historic Preservation Permit Subcommittee Review Date: June 1, 2017*

Applicant: Tom Neal

Request:
1. Construction of carport according to documents submitted

Staff presented its report, and Commissioner Reeds presented the report for the Historic Preservation Permit Subcommittee. The applicant was present, commented that the residence had served as the model for the garage and carport, and inquired whether two versions of the proposal could be approved—the version with the width of eleven feet (11'-0") presented to the subcommittee and the version with the width of twelve feet (12'-0") presented at this meeting—as a Special Exception had been pursued. Staff indicated that only a single version could be approved. Commissioner Reeds proposed that only the latter version would be reviewed.

As there was no further discussion, Commissioner Townsend made a motion to approve the application. The motion was seconded by Commissioner Reeds and approved unanimously.

*Vote: 1629 S. Trenton Ave. (Swan Lake)*

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3. HP-17-055 / 1701 S. Quincy Ave. (Swan Lake)

*Historic Preservation Permit Subcommittee Review Date: June 1, 2017*

Applicants: Bill and Karol Andrew

Request:
1. Construction of addition according to documents submitted

Staff presented its report, and Commissioner Reeds presented the report for the Historic Preservation Permit Subcommittee, noting that the height of the ridge had been adjusted and that no vinyl windows would be installed. The applicant was present and commented that specifications for the door near the garage had not been provided. Commissioner Reeds inquired about the scale of the lights,
and the applicant responded that scale in the elevation was accurate. Commissioner Townsend inquired about the hardware for the garage doors and was informed that no hardware would be installed. Commissioner McKee requested information about the number of new windows and was informed that new windows would be installed on the addition and on both sides of the chimney. Commissioner McKee commented that the new windows near the chimney would not be appropriate as their size seemed distorted and added that smaller windows would have been installed originally. Commissioner Schoell inquired about the trim and was informed that the intention was a match of each detail. Commissioner Grant proposed repair of the upper sash and installation of new lower sash, and Commissioner McKee reminded the applicant about the preference for repair, rather than replacement, of historic windows.

As there was no further discussion, Commissioner Townsend made a motion to approve the application with the conditions that specifications for the door near the entry to the garage and its hardware be submitted and that the windows near the chimney be removed from consideration of this application. The motion was seconded by Commissioner McKee and approved unanimously.

**Vote: 1701 S. Quincy Ave. (Swan Lake)**

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4. **HP-17-056 / 2123 E. 18th St. (Yorktown)**

   Applicant: Rebecca Johnston
   Request:
   1. Replacement of three second-story windows

Staff presented its report, and the applicant commented that the intention was a match of the second-story windows previously installed. As there was no discussion, Commissioner Birkes made a motion to approve the application. The motion was seconded by Commissioner Townsend and approved unanimously.
Vote: 2123 E. 18th St. (Yorktown)

In Favor          Opposed          Abstaining          Not Present
1. Craddock       5. HP-17-057 / 2115 E. 20th St. (Yorktown)
2. Reeds          Applicant: Jeff Foye
3. Schoell        Request:
5. Bumgarner      Work started without a Historic Preservation Permit
6. Grant
7. McKee
8. Pounds
9. Townsend

5. HP-17-057 / 2115 E. 20th St. (Yorktown)
Applicant: Jeff Foye
Request:
1. Construction of fence in street yard

Staff presented its report, and the applicant was present but declined to comment. Commissioner Townsend inquired about the length of the fence, and the applicant responded that the fence extended to the edge of the driveway. Commissioner Grant inquired about the dimensions of the post and was informed that the post was a 6x6 post.

Discussion then focused on the addition of a return on the fence. Commissioner Townsend inquired about placement, and Commissioner Reeds commented that the fence was flanked by vegetation on its west side and by the driveway on its east side and proposed a return on one panel adjacent to the driveway. Commissioner Birkes expressed concern about the length of the return and its interference with access and proposed a return with the length of one-half of a panel. Commissioner Grant inquired about the height of the scallop and the treatment of the material, and the applicant responded that the height of the scallop would be four inches (4”) and that a stain would be applied.

As there was no further discussion, Commissioner McKee made a motion to approve the application with the condition that a return of one-half panel be placed adjacent to the driveway. The motion was seconded by Commissioner Pounds and approved by majority.
Vote: 2115 E. 20th St. (Yorktown)

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C. Review and Discussion of Requirements for Documentation for Applications
At Commissioner Schoell’s request, a previously approved project was reviewed as an example of flawed execution. Several commissioners commented on the necessity for more documentation. Staff proposed regular inspections of sites during projects and indicated its readiness to pursue implementation of procedures in coordination with Inspection Services.

D. Reports
1. Chair Report
   None
2. Staff Report
   None

E. New Business
   None

F. Announcements and Future Agenda Items
   None

G. Adjournment
   Chairman Craddock adjourned the Regular Meeting at 12:13 P.M.