

**HISTORIC PRESERVATION COMMISSION MEETING
JULY 5, 2018 - 6:00pm**

Present: Greg Winters, Gracy Justice Cheryl McBrayer, Roy Swisher
Not Present: Frank Dominick, Al Lindsay, Matthew Alexander
Meeting Called to Order: By Chairman Greg Winters at 6:00pm

Motion to approve the minutes from May 3, 2018 meeting by unanimous vote: 4-0

Agenda Item 1: 155 Saluda Street - Windows and gutter type and specifications replacement.

Cheryl McBrayer questioned if the windows meet the original windows that were installed when the house was built.

Mr. Spratley stated the window were single hung mullion strip grid pattern window just like the original single pane windows that were removed.

Ms. McBrayer motioned to approve the request; Second by Roy Swisher; Unanimous vote 4-0.

Agenda Item 2: HPC application revision to email address of applicant and additional contact information. Also, applicants should be present upon request of the Committee members.

Chairman Winters requested a definition of "cancellation".

Cheryl McBrayer asked to define the term "holdover". If an applicant doesn't show up, or if there is not a quorum of the Commission.

Roy Swisher stated there should be a "Cause" insert for an applicant being absent and stated that the applicant must give a 7 day notice before the meeting date and if the applicant cancels or withdraws the application, the fee is non-refundable.

Roy Swisher made a motion to rescind and remove the cancellation and insert "May result in an additional fee of \$40.00 if the applicant does not respond within 7 days of the meeting.

Roy Swisher also made a request from the term "not" to we recommend that you be present for the meeting.

It was requested that administrative fees be clarified as "May or May not" be refundable.

Gracy Justice made a motion to approve. Roy Swisher second the motion.

Approved. Unanimous vote 4-0

Motion to Adjourn Greg Winters Second by Cheryl McBrayer Unanimous vote 4-0

Minutes prepared by: Reginald McBeth