Historic Preservation Commission Agenda
Minutes - September 8, 2026

1. Call to Order: Chairman Sanders called the meeting to order at 6:00pm.

2. Roll Call: Chairman Sanders; Commissioners Taylor and Washington were present. Commissioner Beroza was absent.

   Staff: Christine Sewell – Recording Clerk

3. Citizens with Input – None

4. Approval of Agenda – Commissioner Taylor motioned to approve as presented; Commissioner Washington seconded; all in favor and was unanimously approved.

5. Approval of Minutes – July 14, 2026, regular meeting and July 20, 2026, special-called meeting - Commissioner Taylor motioned to approve as presented; Commissioner Washington seconded; all in favor and was unanimously approved.

6. New Business
   a. Review of Design Guidelines for staff approval

From previous discussion, the Commission was requested to review the guidelines for requests that could possibly be approved at the staff level. Ms. Sewell advised, if the director ever had a question, they would bring forth the COA for the Commission's review and decision. It was requested the following be considered for staff review: Ridge Vents, Backyard fences, Gutters, Satellite dishes, Accessory structures/pools/playhouse/decks if in rear yard, Wheelchair ramps - Commissioner Taylor was going to find information, and Fire Escapes. Ms. Sewell advised she would provide to Ms. Wharton; however, it was noted a new director is anticipated and mostly be given for their review.

   b. Discussion of Emergency Repairs

Chairman Sanders advised the question arose from the recent special called meeting for a roof repair; it was the consensus that, when required, the Commission would hold a special called meeting.

   c. Review Resource Guide

Ms. Sewell provided the revised list that was originally provided by the Chairman and Commissioner Taylor. Ms. Sewel noted trade contractors were removed, and a cover letter would be generated for posting on the webpage.

   d. Discuss possible expansion of the Downtown Designated District

Ms. Sewell advised the Chairman had requested; however, with a new director anticipated shortly, it would be placed on hold until they are in place. Chairman Sanders requested the Commission start the process for designating Andrew Heights.

   e. Discussion of property maintenance standards

The Commission discussed solutions for properties that were becoming in a state of disrepair with the threat of becoming beyond repair. Ms. Sewell advised of the city's code compliance enforcement process. Discussion ensued on pursuing grant funds, and requesting staff confer with the city manager and attorney for enforcement guidance.

7. Adjournment: there being no further business to come before the Commission the meeting was adjourned at 7:21pm.

Approved 11.10.26