A. Opening Matters

1. Call to Order and Verification of Quorum
   Chairman King called the Regular Meeting to order at 4:30 p.m.

<table>
<thead>
<tr>
<th>Members Present</th>
<th>Members Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matt King, Chairman</td>
<td>Robert Shears, Secretary</td>
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<tr>
<td>Kristen Bergman, Vice-Chair</td>
<td>Jim Turner</td>
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<tr>
<td>Jack Hodgson</td>
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<td>Susan McKee</td>
<td></td>
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<tr>
<td>Barbara Smallwood</td>
<td></td>
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<tr>
<td>Mary Lee Townsend*</td>
<td></td>
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<table>
<thead>
<tr>
<th>Staff Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amanda DeCort, Bob Edmiston, Ed Sharrer</td>
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<tr>
<td>* Arrived late</td>
</tr>
</tbody>
</table>

2. Approval of Regular Meeting Minutes of October 13, 2011
   Commissioner Bergman made a motion to approve the Regular Meeting Minutes for October 13, 2011 with one typographical correction. Commissioner Smallwood seconded. Chairman King called for a vote on the motion. The motion was approved by majority of members present.
3. Disclosure of Conflicts of Interest
   No one reported a conflict of interest with the proposals on the agenda.

B. Actionable Items

1. **COA-11-043 / 1536 E. 20th Street** (Swan Lake)
   Applicant: Sherri McMillan
   COA Subcommittee Review Date: None
   Request: Replace existing louvered attic vent on second story of north
elevation with a pair of 6/1 clad wood windows with external muntins.

   Mr. Sharrer presented Ms. McMillan’s Certificate of Appropriateness
   application to the Commission and read the applicable guidelines for this
district. Ms. McMillan was unable to attend the meeting.

   Commissioner Townsend made a motion to approve the application with no
   conditions. Commissioner Hodgson seconded the motion. Chairman King
   asked for a vote on the motion.

   **Vote: 1536 E. 20th Street**
   **In Favor** 1. Bergman
   2. Hodgson
   3. King
   4. McKee
   5. Smallwood
   6. Townsend
   **Opposed** None
   **Abstaining** None
   **Not Present** None

   The motion was **Approved Unanimously** by members present and voting.
   Swan Lake Guidelines cited: A.1.2.5
C. Reports

1. Staff Report
Ms. DeCort reported that the State Historic Preservation Review Committee approved the Blue Dome and Sophian Plaza National Register Nominations as submitted and will forward them to the Keeper of the Register for review. We should learn by the end of the year whether the districts have been listed in the National Register.

DeCort also reported that she received a draft of the Greenwood National Register Nomination. She is working with the State Historic Preservation Office on potential issues and edits.

2. Chair Report

a. Planning for TPC Holiday Party
Vice-Chair Bergman reported that Commissioner Shears has offered to host the annual holiday party at his house on Thursday, December 8 immediately following the regularly scheduled TPC meeting.

3. Committee Reports

a. Rules & Regulations
   No report.

b. Outreach
   No report.

c. Design Guidelines
   Commissioner Smallwood reported that the committee met last week to discuss the input received on the draft of the Unified Design Guidelines. A revised draft reflecting the input was distributed to the Commission.

D. New Business
   None.

E. Announcements and Future Agenda Items
   Chairman King thanked Anne Pollard for her years of service on the Commission.

F. Adjournment
   Chairman King adjourned the meeting at 4:51 p.m.