



## Heritage Commission Meeting Minutes

**Meeting Date:** May 6, 2025

**Location:** Council Chambers, City Hall

**Commissioners Present:** Mark Scherer, Lee Argo, Audrey Elder, Josh Guldner, Haven Herndon, Robert Prunte, Jr., Sam Rushay, and Duane Stephens

**Commissioners Absent:** Carol Dage

**Staff:** Wendy Shay, Historic Preservation Manager

### **I. AGENDA**

It was moved by Mr. Prunte, seconded by Mr. Argo, and approved 7-0 (Rushay abstained) to accept the agenda for May 6, 2025.

### **II. MINUTES**

It was moved by Mr. Prunte, seconded by Mr. Stephens, and approved 6-0 (Herndon and Rushay abstained) to accept the April 1, 2025 meeting minutes.

### **III. CERTIFICATES OF APPROPRIATENESS**

#### ***A. Consider installation of vinyl windows at 417 North Delaware Avenue.***

Ms. Shay provided a description of the proposal. James Stephenson, rehabilitation contractor, was present to represent the project.

After much discussion, it was moved by Mr. Stephens, seconded by Ms. Elder to approve the windows, as proposed. The motion failed (2-5) (Scherer, Stephens, Elder, Argo, and Herndon voted the motion down, Rushay abstained) to approve the installation of vinyl windows. A motion was then made to propose the installation of white, 1/1, fiberglass windows. The motion was moved by Mr. Prunte, seconded by Josh Guldner and approved 7-0 (Rushay abstained) to approve the installation of white, 1/1 fiberglass windows.

### **IV. DISCUSSION & ACTION ITEMS**

#### **A. Design Guidelines Update**

Staff provided an update on the final revisions to the updated Historic Preservation Design Guidelines.

## **V. REPORTS & COMMENTS**

### **A. Public Comment**

No members of the public were present.

### **B. Heritage Commission**

Chair Scherer welcomed Haven Herndon as a new Commissioner.

Duane Stephens was thanked for his service. He completed his second term on the Commission.

### **C. Staff**

Ms. Shay stated that she submitted the following Section 106 packets to the State/Tribal Historic Preservation Offices for consideration. The submittals were for 537, 539, 552, 554, 556, 558, 560, 562, 564, and 566 North Hocker Avenue.

## **VI. ADJOURN**

It was moved by Mr. Prunte, seconded by Mr. Argo, and approved 7-0 (Rushay abstained) to adjourn.