Present:  
Donna Freyer, Chair  
Mary Foster Cox  
Allen Roberts  
William “Rusty” Major  
Becky Kline Witwer  
Shawn Putnam (staff)

Guest(s): None

1. Call to order  
A quorum being present, Ms. Freyer called the meeting to order.

2. Approval of minutes  
Ms. Freyer entertained a motion to accept the minutes from the November 1, 2016 meeting.  
Ms. Cox made a motion to accept the minutes and Mr. Major seconded the motion, which was approved unanimously.

3. Review of Certificates of Appropriateness (COA):  
(Detailed information pertaining to COA reviews is available through the Building Department)

A. COA applications for Commission review  
# 30.16

- 1821 Brevard Place  
  Owner: William and Mary Foster Cox  
  Project Description: Install wood picket fence in side yard to screen pool equipment

- Motion  
  Ms. Cox recused herself from the discussion and vote on the application.

  Mr. Roberts made a motion, seconded by Ms. Witwer, followed by discussion, to approve the COA #26.16 as presented. The motion carried unanimously.
# 31.16
- **1906 Mill Street**  
  Owner: Scott Brown  
  Project Description: install brick wall and new driveway

- **Motion**  
  Mr. Major made a motion, seconded by Mr. Roberts, to postpone consideration of the application due to the applicant not being present. The motion carried unanimously.

**B. Staff approved COA applications**
- #25.16: 314 Kirkwood Lane – Re-roof sunroom with same materials and color  
- #28.16: 707 Dekalb Street – Demolish room on rear of structure damaged by fire  
- #29.16: 1712 Mill Street – Addition to rear of house and pool cover

**Motion:** Mr. Roberts made a motion to accept the staff approved COA applications into the record. Ms. Cox seconded the motion which was approved unanimously.

**C. Interior Changes**
- ICD #7.16: 502 Carrison Street – Remodel bathroom  
- ICD #9.16: 707 Dekalb Street – Repair fire and water damage  
- ICD #10.16: 204 Chesnut Street – Repair ceiling

**Motion:** Mr. Major made a motion to accept the interior changes applications into the record. Ms. Cox seconded the motion which was approved unanimously.

5. Old business – None

6. New Business

The commission requested to discuss the annual awards program at the January meeting. There will also be an election for a new vice-chair at the next meeting.

7. Adjourn

Mr. Roberts made a motion to adjourn the meeting. Ms. Witwer seconded the motion which was approved unanimously.