



CITY OF DELAWARE CITY

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**CITY OF DELAWARE CITY
REGULAR MEETING OF THE
HISTORIC PRESERVATION COMMISSION
OCTOBER 4, 2016
MINUTES**

CALL TO ORDER

The regular meeting of the Historic Preservation Commission was called to order at 7:00 p.m. by City Manager Cathcart. Those present included Commissioners Wood, Sellers, Hanna, and Turley.

ACTION UPON THE MINUTES OF THE PREVIOUS MEETING

Commissioner Turley made a motion to accept the minutes of the September 2016 meeting as written. Commissioner Sellers seconded the motion. There was no discussion. A vote was taken, all ayes, motion carried.

ELECT A CHAIRPERSON

Discussion occurred. Commissioner Turley asked if chairing the HPC subcommittee for Fort DuPont would be a conflict of interest if he were to chair this committee. City Manager Cathcart said there would not be a conflict. Additional discussion occurred. *Commissioner Wood made a motion to appoint Commissioner Turley to the position of chairperson and Commissioner Sellers to the position of vice-chairperson. Commissioner Hanna seconded the motion. A vote was taken, all ayes, motion carried.*

200 ADAMS STREET - JOHN CLARK – WINDOW SILL REPLACEMENT & STUCCO

City Manager Cathcart explained that Mr. Clark is on his way back from Washington, D. C. He called to say traffic was bad and he would be late. The City Manager said the windows that were installed in the house were installed improperly and the exterior windowsills had rotted away. Mr. Clark is proposing to

remove the existing Anderson windows, replace the exterior windowsills with pressure treated wood and reinstall the existing windows. The one exception is the bathroom window that needs to be replaced. He would use an Anderson replacement window, the same size and identical to the existing windows. Discussion occurred regarding the sills, windows and stucco. City Manager Cathcart said the Code Enforcement Officer reviewed the proposed work and was fine with it. *Commissioner Wood made a motion that Mr. Clark's proposal be approved as submitted. Commissioner Hanna seconded the motion. A vote was taken, all ayes, motion carried.*

COMMISSIONERS COMMENTS

Discussion occurred regarding the requirement that the resident submitting a proposal, or a representative, be present at the meeting. City Manager Cathcart said if the proposal is pretty straight forward, the commission can take action, as they did this evening for Mr. Clark. However, if there are questions about materials or the method of restoration or repair, typically, the HPC would table the topic until the homeowner can attend a meeting. City Manager Cathcart explained that in the past, if a resident attends the meeting, but does not have samples of materials, that agenda item can be tabled until the resident can satisfy the commission with materials to be used.

ADJOURNMENT

Commissioner Sellers made a motion to adjourn the meeting. Commissioner Wood seconded the motion. A vote was taken, all ayes, motion carried. Meeting adjourned at approximately 7:17 p.m.

Respectfully submitted,

Dawn K. Gwynn

City Secretary