Chair Hoffman-Sayal called the meeting to order at 8:30 am.

1. **ROLL CALL**
   
   Members present: Chair Whitney Hoffman-Sayal, Uyuho Eduok, Amy Fransen, Nedra Hains, Sara Brignac

   Members absent: Vice Chair Byron Washington, Markeda Cottonham

   Staff present: Planning Director Ryan Holcomb, Parish Attorney Paolo Messina, Planner Collin Lindrew

2. **ELECTION OF CHAIR**

   **Motion to elect Whitney Hoffman-Sayal as Chair:** Hains, Fransen second.  
   Motion carried, 4-0 (Uyuho Eduok not yet present)

3. **ELECTION OF VICE CHAIR**

   **Motion to elect Byron Washington as Vice Chair:** Hains, Brignac second.  
   Motion carried, 4-0 (Uyuho Eduok not yet present)

4. **APPROVAL OF MINUTES (NOVEMBER 10, 2021)**

   **Motion to approve:** Fransen, Hains second.  
   Motion carried, 4-0 (Uyuho Eduok not yet present)

5. **HPC-7-21 832 EUROPE STREET (DEFERRED FROM OCTOBER 13, 2021)**

   Patrick Durvis spoke.  
   Anne Robertson, homeowner, spoke.

   Uyuho Eduok arrived.

   **Motion to defer for 90 days to give the homeowner time to provide an update on repairs to the house and an update from the homeowner’s legal counsel:** Hains, Eduok second.  
   Motion carried, 5-0

6. **HPC-22-21 2335 TULIP STREET (DEFERRED FROM NOVEMBER 10, 2021)**

   Joshua Fleig speaks.  
   Jason Laubscher, applicant, speaks.

   **Motion to approve contingent upon the applicant providing a specification sheet on windows and doors:** Hoffman-Sayal, Eduok second.  
   Motion carried, 5-0
7. **HPC-1-22  1046 DREHR AVENUE**  
   Ellen McDowell, applicant, spoke.  
   Joshua Fleig spoke.  

   **Motion to approve:** Hoffman-Sayal, Hains second.  
   Motion carried, 5-0  

8. **PUBLIC COMMENTS**  
   None.  

9. **STAFF REPORTS AND UPDATES**  
   Collin Lindrew advised members that they will meet on February 9, 2022.  
   Collin Lindrew reminded members that they made a motion on November 10, 2021 to form a subcommittee to meet with the applicant for HPC-19-21 before the February 9, 2022 HPC meeting.  
   Collin Lindrew advised members that the deadline to submit nominations for the National Trust for Historic Preservation’s annual Preservation Awards is on February 17, 2022.  
   Collin Lindrew advised members that the deadline to submit applications for the National Trust for Historic Preservation’s Preservation Funds is on February 1, 2022.  

10. **OTHER BUSINESS**  
    None.  

11. **ADJOURN**  
    Meeting adjourned at 9:25 am.