1. **Call to Order at 6:30 PM**
   
   Present: Myers (Chair), Fritz (Vice-Chair), Cushnie, Ingram, Soorikian, Turner, and VanLanduyt
   
   Absent: none

2. **Old Business**
   
   a. **Approval of Minutes from the November 19, 2019 Regular Meeting.**
      
      *Motion by Ms. Fritz, second by Ms. VanLanduyt, minutes unanimously approved as presented.*

3. **New Business**
   
   a. **Request for a Certificate of Appropriateness to construct an accessory building at 321 Adams Street in the McDonough-Adams-Kings Highway LHD.**
      
      *Motion by Ms. Soorikian, second by Mr. Ingram, Certificate of Appropriateness unanimously approved to construct an accessory building with board and batten smooth cement fiber siding substantially similar to the submitted application with the following condition: 1) the ganged windows shall be mulled and have casings to match the main residence.*

   b. **Request for a Certificate of Appropriateness to maintain the painted brick at 227 Kings Highway in the McDonough-Adams-Kings Highway LHD.**
      
      *Motion by Mr. Ingram, second by Ms. Turner, Certificate of Appropriateness unanimously approved to maintain the painted masonry due to the specific context that the existing brick had water damage, the intent was to rectify the situation, and the removal of paint will further damage the brick beyond repair. This is a special exception due to extenuating circumstances and is not to set precedent.*

4. **Other Business**
   
   a. The 2020 meeting schedule was approved via email.
   
   b. There were no concerns regarding the Certificates of Exemption issued between July and December.
   
   c. A fond farewell was bid to Trent Myers and Lisa Turner after having served on the Commission for over six years each. Andrew Navratil and Leanne Van Dyk will be filling their seats beginning in January.
   
   d. Current Vice-Chair Debbie Fritz was nominated to and accepted the position of Chair.

5. **Adjourned at 8:30 PM**

*Consistent with the requirements of O.C.G.A. Section 50-14-1 (e)(2), this summary was posted by December 19, 2019.*