

Town of Odessa

Minutes from the Historic Commission Meeting
Thursday, January 9, 2025
7:00 PM Meeting

- I. Call to Order - The meeting was called to order at 7:01 PM.
- II. Roll Call – Commission members present were Neeka Grove, Debbie Buckson and Todd Nelson. Carla Pyle and Melissa Steeley were not present. Also attending: Mayor Harvey C. Smith Jr. and Town Secretary Amy Marie Ottinger. Representing K. Hovnanian Homes was Project Architect Maisha Gillman and Land Planning Specialist Collins Jones. Representing Olde Odessa Ventures was Land Use Counselor Pam Scott of Saul Ewing LLP. There were no residents in attendance.
- III. Approval of the Minutes
 - a. Meeting Minutes from 11-14-24: There were no additions or corrections to the minutes.
- IV. New Business – There was no new business.
- V. Old Business
 - a. K. Hovnanian & Olde Odessa Ventures – Odessa Commons Architectural Design Standards Manual – Final Preliminary Manual Review, attached hereto as Attachment A (*5-page manual dated December 9, 2024*)
 - K. Hovnanian and the property owners Olde Odessa Ventures were returning to the commission for a final review of their proposed architectural design standards manual.
 - The commission reviewed the residential portion of the final preliminary manual and provided additional comments:
 - i. The commission requested that all exterior trim be PVC or Azek, no MDO (Medium Density Overlay). Project Architect Maisha Gillman stated that the MDO panel boards that they use are the same as Azek – they are an exterior grade product, completely solid throughout and made of a cellular PVC – they are not particle board. She stated that Jonathan Contant provided incorrect information to the commission at the November meeting regarding the product. Maisha agreed to provide the commission the material data sheets on the MDO product the company uses.
 - ii. The commission requested that posts and columns shall be white PVC trim and/or Azek trim, and not MDO paneling. Maisha stated the MDO paneling is of the same composition as Azek. She agreed to provide the commission the material data sheet on the product the company uses.
 - iii. Make clerical correction on Roof – Materials – Item 1 to standing “seam”.
 - iv. Make clerical correction on Roof – Composition and Techniques – Item 4 to roofs which pitch in “one” direction.

- v. The commissioners would prefer the homes to be graded in such a way to avoid the use of aluminum railings.
 - vi. The commissioners would prefer the use of wood doors versus metal, especially considering that the majority of homes will have porches to cover the wood doors.
- The commission reviewed the commercial portion of the final preliminary manual and provided additional comments:
 - i. Exterior Walls - The commissioners requested that the manual state: Materials to be true brick and brick veneer; no simulated brick or thin brick. No stucco is permitted. Walls will have a single solid brick color/pattern/texture throughout the facades.
 - ii. Roofs - The commissioners requested that the manual state: No mansard roofs. Roofs shall be comprised of dimensional architectural asphalt shingles or metal standing seam roof. Roofs can be either flat or pitched. If a flat roof is installed (brick face of exterior walls to be continuous to the roof), the mechanical equipment on the roof will be shielded from view. If a pitched roof is installed, the mechanical equipment shall be shielded from view with fencing. Fencing materials can be made of cedar, brick or composite materials.
 - iii. Dumpsters or any ground mechanical equipment shall be shielded from view behind fencing. Fencing materials can be made of cedar, brick or composite materials.
- Pam Scott requested that the commission approve the standards and materials that have been presented and submitted to the commission thus far with the amendments discussed tonight so that they can now package it all together and move forward with the Planning Commission.
- Maisha Gillman stated that K. Hovnanian will type up the changes discussed tonight and resubmit a final preliminary manual. They will also provide a material data sheet for the MDO paneling.
- **MOTION BY NEEKA GROVE, SECONDED BY DEBBIE BUCKSON, TO APPROVE THE ODESSA COMMONS ARCHITECTURAL DESIGN STANDARDS MANUAL DATED DECEMBER 9, 2024 WITH AMENDMENTS DISCUSSED THIS EVENING AND THE ADDITION OF THE MATERIAL DATA SHEET FOR THE MDO PANELING. MOTION WAS APPROVED. VOTE: 3 AYES, 0 NAYS, 0 ABSTAIN**

VI. Public Comment – There was no public comment.

VII. Next Meeting Date and Time – Next scheduled meeting is Thursday, February 13, 2025 @ 7:00 PM.

VIII. Adjournment – There was a motion by Neeka Grove to adjourn, and it was seconded by Todd Nelson. Motion was approved. Vote: 3 Ayes, 0 Nays. The meeting adjourned at 7:37 PM.