

## Town of Odessa

Minutes from the Historic Commission Meeting  
Thursday, March 12, 2026  
7:00 PM Meeting

- I. Call to Order - The meeting was called to order at 7:07 PM.
- II. Roll Call – Commission members present were Neeka Grove, Todd Nelson, and Melissa Steeley. Also in attendance was Mayor Harvey C. Smith Jr. and Town Secretary Megan Heck. Residents in attendance were Erik Raser-Schramm and Matthew Fiedler. Property owners in attendance were Charlotte Kavanaugh and Stephen Jacono.
- III. Approval of the Minutes
  - Meeting Minutes from 12-11-25

**MOTION BY TODD NELSON, SECONDED BY MELISSA STEELEY, TO APPROVE THE MINUTES FROM 12-11-25. MOTION WAS APPROVED. VOTE: 3 AYES, 0 NAYS, 0 ABSTAIN**

#### IV. New Business

Erik Raser-Schramm – 300 N 6<sup>th</sup> St.

- Parcel# 24003.00056
- Historic ID# 111
- Work requested:
  - Replace 13 existing windows with Anderson Wood-Wright 400 series, double-hung windows with interior and exterior muntins
  - Taking out upper sash/bottom sash, sills remain
  - All windows upstairs and bathroom downstairs
  - Owner presented a four (4) page proposal from NT Building, Inc., attached hereto as Attachment A
  - **EDITS** Neeka Grove suggested using either a black or bronze spacer bar for a better look as it eliminates the shine.

**MOTION BY TODD NELSON, SECONDED BY MELISSA STEELEY, TO APPROVE THE PROJECT AS PRESENTED WITH EDITS. MOTION WAS APPROVED. VOTE: 3 AYES, 0 NAYS, 0 ABSTAIN**

Stephen Jacono & Charlotte Kavanaugh – 519 High St.

- Parcel# 24003.00060
- Historic ID# 80
- Work requested:
  - New home construction after approved demolition. Commissioners to decide on all exterior building materials for the new build.
  - The owners presented a seven (7) page packet of materials for historic review, attached hereto as Attachment B.
  - Owners wants all permits in place prior to tear down so that the basement can be completed at the same time. He plans to have the equipment on site, ready to go to avoid having a hole on the property.
  - Same footprint- a tad bit smaller actually. 1 ft shorter from neighbor's property line

- Front elevation (High St)- only difference here is the existing house does not have a porch roof on it from the second floor. This makes the first floor a little smaller but does provide a porch roof. Front Door would be on this elevation.
- Right elevation- David Shetzler's property
- Left elevation- (Rt. 13) plans currently show a very small window there and Charlotte would like to eliminate that window altogether. They believe it would help eliminate the noise from traffic on Rt. 13. They also believe they have enough light in adjacent rooms to allow enough daylight in.
- Neeka Grove questioned whether there were any bedrooms on the Left elevation, requiring an egress window, according to the floor plan. Steve confirmed that they are covered and showed commissioners his bigger plans he brought.
- Charlotte shared a comment of "if she lived there, what she would want" and Todd Nelson confirmed this would be a spec home for them and not a residence.

#### Materials Review

- Siding- hardie plank- **smooth side out requested**, 7" exposure - navy color (deep ocean)- horizontal siding
- Foundation- **brick preferred by commission**. Real brick confirmed by owners.
- Trim- Wood will rot unless cedar or mahogany. PVC is not allowed but **solid Cellular PVC is (aka Azek)**.
- Front Porch- front porch will be wood tongue & groove painted, porch foundation- thin brick, porch steps. Owners asked about brick piers and lattice or a brick face. Both a solid foundation and piers are acceptable and were discussed amongst the commission members and property owners- Steve verified they would not have to return for that detail once decided. Owners will weigh the options as well as time and money. Wood steps on porch.
- Columns- made of fiberglass. Structural? Neeka Grove asked about turned columns. Owner Charlotte prefers the Prairie column, it mimics the window trim style. Owners looked at the current columns, and they don't like the look, don't have enough of them, and they are not the right length to reuse them either. 8x8 was preferred by owners. **6x6 was deemed more historically correct** unless a pedestal post. **Wood is preferred, fiberglass as a second**. No PVC wrap. Even if painted. Commissions all agreed that either cap style was fine, very little difference between the 2.
- Trim- Neeka Grove came back to the style of trim, since owner Charlotte, mentioned she preferred the prairie column because it matches the trim. Neeka wanted to verify they are not looking to make this home into a "craftsman style" home. The owners confirmed they were not. The trim is an Azek PVC historic windowsill that's bigger and thicker with a drip edge detail on it. Trim is 5/4x4 wood. Fypon brackets.
- Roof- 30 year architectural shingles- Tamko Heritage- antique slate
- Gutters & downspouts- white- ½ round, concrete splash blocks
- Doors- wood, full divided light. Owners asked if we can accept fiberglass wood finished door? Neeka looked up the standards and they state that **doors shall be wood**. The door choice will be front and back door. Rear sliding glass door is not seen by the street so there is no say from the commission.
- Wood window- vinyl clad wood window full divided light. Double pane, Anderson 200 series. **Spacer bar color suggested black or bronze so no shine**. 2/2 windows. Omitting window shown in Left elevation.

- Fence- Owner's haven't decided if they are going to be able to do the fence yet. Commission members suggested for resale value, to add the fence, if possible.
- Owners and commission members discussed dropping the front of the fence for driver's and while it's thoughtful, it's not deemed necessary.
- Deck- 140 sq ft treated wood deck. Railing, spindles and steps all wood. Metal roof. Steve is going to get the pitch up as much as he can.
- Neeka Grove confirmed that Steve Jacono would be the builder and that the architect has shown the eave detail is shown correctly. She stated it looks very nice. Steve said the pitch is good on the return and that the line will not turn into a "pork chop". Steve confirmed.
- **All EDITS have been noted in bold**

**MOTION BY TODD NELSON, SECONDED BY MELISSA STEELEY, TO APPROVE THE PROJECT AS PRESENTED WITH EDITS. MOTION WAS APPROVED. VOTE: 3 AYES, 0 NAYS, 0 ABSTAIN**

Matthew Fiedler – 211 High St.

- Parcel# 24003.00141
- Historic ID# 97
- Work requested:
  - Restore roof dormers to roof line, adding them back to the original roof line before the fire and removal. Building materials will be consistent with what is used on the house now. 2x6 framing, asphalt roof shingles, Anderson windows, aluminum siding, wood trim.
  - Owner presented a 2-page document with a 1950's picture of his property, from a previous neighbor, and an online print of a dormer roof frame, attached hereto as Attachment B.
  - Original roof pitch has changed because it's a little squatter, but keeping it as close as possible to the original. Gable. 3 new windows, 202 Anderson wood windows, 2/2, that match the current windows with a clad. Will match current aluminum siding. Scalloped, rounded shingles will be matched as close as possible up at the top. New dormers will have soffit and architectural shingles. Shingles will be taken a sample of and matched. They are not PVC- confirmed by owner.
  - Neeka mentioned a decorative trim, maybe a gingerbread trim. The owners would like to tie that in but not go over the top with it but maybe tie it in a little.
  - John asked the current pitch on the roof- 12x12 pitch on the roof now, used to be a 12x14. When the fire happened they dropped the pitch a little. Owner, Matthew, would like to tie in the original starburst embellishment.
  - Neeka commented on how dormers usually fill in more space. Matthew stated the area is a little shorter, less space than the original house. Neeka commented you have to keep the verticality. Taller versus wider is very important. Windows fill the formers. Trim is very small. **Neeka asked Matthew to come back and show the commission the windows before it's installed.** Neeka asked- is there any framing inside the attic prior to the fire? Matthew stated there are 2 side windows that he's hoping would work for these front dormer areas. Matthew stated they need to see what they're dealing with as far as duct work and then will go from there. Windows will meet ridge line and then also be lower. **6x6 minimum is allowed.** Todd mentioned you don't want them to look like big boxes.
  - **Matthew offered to have Gabriel take measurements and come back to show the commission what the modification of the already modified area will look like for final approval.**
  - **All EDITS have been noted in bold**

**MOTION BY NEEKA GROVE, SECONDED BY MELISSA STEELEY, TO APPROVE THE PROJECT AS PRESENTED WITH EDITS. MOTION WAS APPROVED. VOTE: 3 AYES, 0 NAYS, 0 ABSTAIN**

- V. Old Business – There was no old business.
- VI. Public Comment – Mayor Smith comment he was very pleased to see 519 High Street was moving forward. 405 is now torn down. Next project is Ted Barne’s home.
- VII. Next Meeting Date and Time – Next regularly scheduled meeting is April, 16<sup>th</sup>, 2026 @ 7:00 PM.
- VIII. Adjournment – There was a motion by Todd Nelson to adjourn, and it was seconded by Melissa Steeley. Motion was approved. Vote: 3 Ayes, 0 Nays. The meeting adjourned at 8:33 PM.