

# Town of Odessa

Minutes from the Historic Commission Meeting  
Thursday, April 9, 2026  
7:00 PM Meeting

- I. Call to Order - The meeting was called to order at 7:00 PM.
- II. Roll Call – Commission members present were Neeka Grove, Debbie Buckson, Carla Pyle, and Todd Nelson. Also in attendance was Mayor Harvey C. Smith Jr. and Town Secretary Megan Heck. Residents in attendance (11) : Bill Miller, Connie Miller, Jack Miller, Carla Gauger, Matthew Fiedler, Andrew Ward, Gantt Miller, Dennis Seibert, Jeanne Dolamore, Stephanie Dolamore, & Joseph Dolamore.
- III. Approval of the Minutes
  - Meeting Minutes from 03-12-26

**MOTION BY TODD NELSON, SECONDED BY NEEKA GROVE, TO APPROVE THE MINUTES FROM 03-12-26. MOTION WAS APPROVED. VOTE: 2 AYES, 0 NAYS, 2 ABSENTIONS- (BUCKSON & PYLE)**

## IV. New Business

Carla Gauger - 509 Main St.

- Parcel #24003.00077
- Add porch handrails to front porch and side porch

**MOTION BY DEBBIE BUCKSON, SECONDED BY NEEKA GROVE, TO APPROVE THE RAILINGS FOR THE FRONT STEPS AND THE SIDE STEPS AS PRESENTED. MOTION WAS APPROVED. VOTE: 4 AYES, 0 NAYS, 0 ABSTAIN**

Connie Miller - 507 High St

- Parcel #24003.00065
- Remove and replace 3 windows- like to like- no structural. The only window needing Historic review is the one window that can be seen from the sidewalk, at the front of the home; small addition that sticks out. Lower-level window on the West side of the home. That current window is a 2 over 2.
- Connie explained that she is not able to reach across the wide kitchen counter to open the window; she would like to be approved for a crank window.
- Historic is able to approve a crank window as long as the visual of the window meets Historic standards.
- Neeka explained an awning window, with a fixed piece of glass up top, and a window that opens like a crank window below. This would allow the look Historic can approve with the function the resident is asking for.
- Connie was given a copy of her home's reference from the National Register of Historic Places as she stated having difficulty locating it at the library.

**MOTION BY NEEKA GROVE, SECONDED BY DEBBIE BUCKSON, TO APPROVE THE PROJECT WITH THE FOLLOWING EDITS - First floor West window to be replaced with either an awning window (fixed top sash and operable bottom sash) that is 2/2 muntin/grill or a casement window that is (4 light) window with grills/muntins that gives the appearance of what is here today, which is a 2/2 double hung window. Vinyl is acceptable only because it's a replacement in kind. MOTION WAS APPROVED. VOTE: 4 AYES, 0 NAYS, 0 ABSTAIN**

Historic Odessa - 201 Main St.

- Parcel #24003.00035
- Add a section to existing shed- 14'X8' bump out. Same look and materials.
- Back wall was rotten previously so it was removed and now it's being replaced for added storage.

**MOTION BY NEEKA GROVE, SECONDED BY TODD NELSON, TO APPROVE THE PROJECT AS PRESENTED. MOTION WAS APPROVED. VOTE: 2 AYES, 0 NAYS, 2 ABSTENTIONS (BUCKSON & PYLE)**

WSM/GWM LLC – 303 High St.

- Parcel #24003.00139
- Returning from previous Historic meeting held on 4/12/22 to discuss: Windows- replicas of the originals - clear glass; Millwork materials- custom work - all replicas; Shutters- replicas will be on the front of the home to meet historic preservation office requests; Porch floors- hardwood laid in a chevron pattern to differentiate from the kitchen; Doors- front door is the original and being refurbished; Inside the house there are replications of originals being used.
- Review revised exterior elevation plans
- National Park Service & National Trust for Historic Preservation have reviewed the porch

**MOTION BY DEBBIE BUCKSON, SECONDED BY TODD NELSON, TO APPROVE THE PORCH PLAN AT 303 HIGH ST IN KEEPING WITH NATIONAL PARK SERVICE AND NATIONAL TRUST FOR HISTORIC PRESERVATION. MATERIALS LISTED ABOVE ALSO APPROVED AS PRESENTED. MOTION WAS APPROVED. VOTE: 3 AYES, 0 NAYS, 1 ABSTENTION (GROVE)**

Dennis Seibert – 110 3rd St.

- Parcel #24003.00152
- Review of concept drawings for garage/workshop area & in-law suite above. Rebuild of existing kitchen & bathroom
- Garage doors face High St.
- Owners are aware that they will have to come back to Historic Review once they have plans and can come back and get materials approved.
- Neeka suggested a book that helps with simple details called “Get Your House Right” that really helps with what’s called “pork chops” or “dog ears” for the eave’s details. The book helps keep the home from looking like new construction.
- Shutters are not needed on the extension- if you choose to do them, just no vinyl shutters are allowed
- Dormer details- watch the pitch and wideness of the dormers. Try and design them to match current ones. Debbie referenced the Collins-Sharpe house. Book referenced above also will help.
- Historic commission members reviewed that the new roofline should not be taller than the original, historic home. Break up the massing if you can. Shallower pitch. Tweaking of interior/less crawl space. Possible to remove the gable? Focus on roof area over the garage.
- Historic commission members reviewed that a bay window was not traditional to the era of the home. Straighter lines, squared off, shed roof, bracket shingles.
- Garage doors – look for raised panel style – compare the style to current shutters.
- If the gable can be omitted, you may be able to pull that wall back and eliminate that little roof off the garage. Less angles, straighter lines, less projections are more in line with Historic details.

**PRELIMINARY CONVERSATION, NO MOTION OR VOTE NEEDED.**

- V. Old Business – There was no old business.
- VI. Public Comment – There was no public comment.
- VII. Next Meeting Date and Time – Next regularly scheduled meeting is May, 14<sup>th</sup>, 2026 @ 7:00 PM.
- VIII. Adjournment – There was a motion by Neeka Grove to adjourn, and it was seconded by Debbie Buckson. Motion was approved. Vote: 4 Ayes, 0 Nays. The meeting adjourned at 8:28 PM.