Minutes
HISTORIC DISTRICT COMMISSION
Regular meeting
6:30 p.m. Sept. 6, 2026
Board Meeting Room of Town Hall Annex, 105 E. Corbin St.

Present:	Chair Will Senner, Vice Chair Hannah Peele and members G. Miller and Daniel Widis
Absent:	Member Sara Riek
Staff:	Planner Joseph Hoffheimer and Town Attorney Bob Hornik

1. **Call to order, roll call, and confirmation of quorum**
   Chair Will Senner called the meeting to order at 6:30 p.m. He called the roll and confirmed the presence of a quorum.

2. **Commission's mission statement**
   Senner read the statement.

3. **Agenda changes**
   There were no changes to the agenda.

4. **Minutes review and approval**
   Minutes from regular meeting on Aug. 5, 2026.

Motion:	Member G. Miller moved to approve the minutes from the regular meeting on Aug. 5, 2026, with corrections. Senner seconded.
Vote:	4-0.
Correction:	Meeting packet p. 9, 6th full paragraph: Replace all references to "mullions" with "muntins."

5. **Written decision review and approval**
   Written decisions from regular meeting on Aug. 5, 2026.

Motion:	Senner moved to approve the written decisions from the regular meeting on Aug. 5, 2026, as submitted. Miller seconded.
Vote:	4-0.

6. **New business**
   A. Certificate of Appropriateness Application: 113 W. King St.
   Install mural on previously painted alley wall and sign on front entrance (PIN 9874064264).

   Senner opened the public hearing.

Senner asked whether there were any conflicts of interest or bias among the commissioners. None were disclosed. All commissioners disclosed that they had visited the site in preparation for reviewing the application.

Hoffheimer was sworn in. Lindsey Ryan, the applicant, and Jonathan Massullo, the artist for the proposed mural, were sworn in to speak on behalf of the application.

Hoffheimer presented the staff report. He noted that the inventory information, application materials, and applicable design standards would be entered into the record as evidence. He provided the staff comments:

- The sign material is allowed by the compatibility matrix, but the illumination is not typical for the historic district and is not directly addressed by the design standards. The sign is not internally lit, but rather, backlit by internal lighting directed from the rear of the sign to the building wall.
- The most recent colors for the mural are included in the addendum and not the original application.

Ryan introduced the application by describing the sign. She explained that the sign was designed to be simple, featuring a symbol rather than the business name to align with the speakeasy-style bar proposed for the property, and noted that it would be backlit in red. She explained the meaning behind the content of the mural.

Senner referenced the design standards related to art. Ryan noted that there is an existing yellow base layer of paint on the wall.

Massullo clarified that the mural image presented in the proposal is a rough sketch and is not indicative of the final content of the mural. He showed an example sketch and final product comparison from a previous mural.

The commissioners agreed that the mural does not conceal features or interfere with the massing of the building. They noted that it will be introduced on a wall that is already painted and that it does not diminish or challenge the character of the building's material. It was also pointed out that there is a precedent of mural art in the historic district.

The commissioners addressed the sign component of the application.

Senner referenced the design standards for signage. There was discussion of the manner in which the proposed sign is lit. The commissioners observed that the design standards do not address backlit signage. They agreed that the design standards likely intend to discourage neon or directionally lit signage, and they generally agreed that this use of lighting is not inconsistent with the design standards. The commissioners noted that the sign will be located in an alley and not directly facing a major street.

Ryan said the sign is two feet by two feet and will be hung one foot to the right of the front door. She said it will only be lit when it is dark enough outside to see the lighting and will only be on during times of business. She added that she approached neighbors about the sign, and they did not express any concerns. She noted that the light will be dimmable.

Senner closed the public hearing.

Senner summarized the commissioners' discussion: Both the proposed art and signage are not incongruous with the district, and they are consistent with the design standards. They are designed in ways that do not detract from the historic character of the building, both use compatible materials, and — in the case of the mural — use an already painted surface. The sign is located in an alley and backlit in a way that is consistent with the location of other signs in the district.

Motion: Miller moved to find as fact that the 113 W. King St. application is in keeping with the overall character of the Historic District and complies with all relevant standards of evaluation based on the commission's discussion of the application and the standards of evaluation in Section 3.12.3 of the Unified Development Ordinance because the plans are consistent with the Historic District Design Standards: *Art* and *Signage*. Senner seconded.
Vote: 4-0.

Motion: Miller moved to approve the application as submitted. Senner seconded.
Vote: 4-0.

B. Certificate of Appropriateness Application: 324 W. Margaret Lane
Replace wood windows with fiberglass windows (PIN 9864861048).

Senner opened the public hearing.

Senner asked whether there were any conflicts of interest or bias among the commissioners. None were disclosed. All commissioners disclosed that they had visited the site in preparation for reviewing the application.

Wendy Marion, the property owner, and Suzanne Tilley, her sister, were sworn in.

Hoffheimer presented the staff report. He noted that the inventory information, application materials, and applicable design standards would be entered into the record as evidence. He provided the staff comments:

- The building's front elevation faces to the left, while the right-side elevation is visible from the street. The applicant is proposing to replace wood windows on both elevations, which requires Historic District Commission approval.
- The applicant also is proposing to reduce the height of the right window on the street-facing elevation by seven inches or make both street-facing windows a few inches shorter.

Senner recapped the design standards for windows, which prioritize retaining and preserving the windows, followed by replacing them in-kind, and then by substituting compatible materials only if it is not feasible to replace them in-kind, as determined by a window expert. He noted that the design standards add that historic single-pane windows should be replaced with double-pane only when alternative energy efficiency strategies are not feasible.

Marion said that the existing windows date from the 1950s and are not energy efficient. She explained that several of the existing windows are broken and inefficient, and she would like to replace them with fiberglass windows to improve energy efficiency and sustainability. She said a window expert had come in to advise on replacing the windows, but that they had not been evaluated by a restoration expert.

Marion explained that the windows will be part of a renovated kitchen and explained that the proposed height change was necessary because the existing windows sat lower than standard countertop height.

There was discussion of the requirement in the design standards to have evidence from a restoration expert's evaluation of the windows. There was also discussion of the evidence required to sufficiently document that other energy efficiency methods have been pursued in order to justify replacing single-pane windows with double-pane ones.

Marion confirmed that the window proposed to be resized is located on the street-facing elevation, not the front elevation of the house.

Tilley said the windows are extremely difficult to open and close and have termite damage. She added that the whole house has been gutted and the property owners have plans to restore the building for functionality and efficiency, so that it can remain in keeping with the historic district for many years.

There was discussion of whether the windows are a character-defining feature of the structure, and whether or not changes to the size and location of the windows contribute to the historic character of the facade. Hoffheimer mentioned that the design standards are more lenient for minor works on windows that are not character-defining, but that this is a unique situation because the building's front entrance does not face the street.

The commissioners discussed the window color and muntin profile. Marion said the choice to use black windows was made to match the house in front of the one in question. It was noted that white windows would be less incongruous with the rest of the house and the rest of the district. It was also noted that the proposed muntin pattern was different from that of the existing windows. Marion said she was open to alternative colors and muntin patterns. The commissioners agreed that the proposed windows' muntin profile would not significantly change the character of the building.

There was further discussion of the contribution of the windows to the historic character of the house and facade. Member Daniel Widis expressed his opinion that the rafter tails are a more significant character-defining feature, but that there are few elements of the house that impact its character from the street because of its simplicity. Miller agreed that the windows do not contribute to the character-defining elevation of the house. Vice Chair Hannah Peele said she viewed the German siding as more character-defining than the windows. Senner expressed that he could see the argument that the overall contribution of the historic character of the house is fairly limited in the broader context of the district, but he also said he believed that because the character of the house is so simple, the windows do in fact contribute to its character.

Tilley mentioned that the house was originally built around 1926 and moved to its current location in the 1950s.

The commissioners agreed that the context of the unique, modest property with unusual siting and limited character-defining elements visible from the street offers some flexibility in how the design standards are interpreted.

The commissioners discussed the proposal to change the size of the windows. Marion said the windows are 39 inches high by 33½ inches wide, and that the sill would be raised by seven inches. There was general agreement among the commissioners that changing the window size would have minimal impact on the character of the home, but Senner expressed concern about the change in window material on that facade. Marion proposed that the windows facing the street could be wood instead of fiberglass. Senner said that wood would be preferable, as it would be more in keeping with the design standards. He

said he would rather see them evaluated for restoration, but that replacement with wood would not be incongruous.

Senner closed the public hearing.

Senner summarized the commissioners' discussion: The review of the application rested on the extent to which the windows contribute to the historic character of the home, based on the unique siting of the home and the overall modest design. The more pronounced rafter tails and German siding were deemed to be more critical to the character of the home, and, as such, the windows could be treated as elements that were not contributing to the historic character and could be reviewed with more flexibility than is traditionally called for by the design standards. Though the preference would be for the windows to be evaluated for restoration before replacement, the applicants agreed to replacement with wood for the street-facing facade. White windows would be less incongruous with the district because they avoid introducing a new character-defining element and respect the character of the existing house. The change in size of the windows on the street-facing facade has minimal impact on its character and will not interfere with the character-defining elements of that facade.

Marion confirmed that the size of both windows on that facade would be changed, so they would be consistent in size. She confirmed that both windows will be modified by seven inches.

Motion: Miller moved to find as fact that the 324 W. Margaret Lane application is in keeping with the overall character of the Historic District and complies with all relevant standards of evaluation based on the commission's discussion of the application and the standards of evaluation in Section 3.12.3 of the Unified Development Ordinance because the plans are consistent with the Historic District Design Standards: *Windows*. Peele seconded.
Vote: 3-1. Nay: Senner.

Motion:Miller moved to approve the application with conditions. Widis seconded.
Vote: 3-1. Nay: Senner.
Conditions: The windows on the side elevation will be the same size, will be white, and will be wood.

C. Certificate of Appropriateness Application: 200 S. Cameron St.
Extensive deconstruction of the existing Link Building to its structure and construction of a new sheriff's office using the existing footprint (PIN 9874153612).

Senner opened the public hearing.

Senner asked whether there were any conflicts of interest or bias among the commissioners. Senner said he had worked with O'Brien Atkins Associates, the architectural firm, in the past, but that he did not feel that the relationship would have any bearing on his ability to review the application without bias. No other conflicts were disclosed. All commissioners disclosed that they had visited the site in preparation for reviewing the application.

Nixzali Salcedo Pena and Josh Brady, of O'Brien Atkins Associates, were sworn in to speak on behalf of the application.

Hoffheimer presented the staff report. He noted that the inventory information, application materials, and applicable design standards would be entered into the record as evidence. He provided the staff comments:

- The Historic District Design Standards do not directly address complete reconstructions of non-historic structures, and the standards for exterior changes to existing buildings primarily are intended for historic buildings. Staff have noted the standards for exterior changes that may apply in this case.
- The applicant has requested to have the project reviewed under *New Construction of Primary Commercial Buildings* rather than as alterations to an existing building. Staff do not have any major concerns about the compatibility of the proposal with those standards.
- The *Demolition* standards do not directly address partial demolitions and primarily are intended for historic buildings. Staff find the supplemental information in the application to be sufficient to comply with the *Demolition* standards if required.

There was discussion of the difference between reviewing the application as new construction as opposed to a renovation or alteration of an existing building.

The commissioners expressed appreciation for the clarity and thoroughness of the application materials, especially those addressing the design intent and vision. They noted the application's points around preserving the existing scale and form, keeping key characteristics and defining features, and capturing critical design elements that are in keeping with the design standards.

Salcedo Pena said the existing building was built in 1992, but has been vacant since 2019 and unoccupiable because of mold damage. She said the building will be the new headquarters for the Orange County Sheriff's Office.

Salcedo Pena showed the tree survey and explained that to renovate the building, some trees will be removed, but they will be replaced with new trees. It was noted that some of the trees to be removed and replaced are over 24 inches.

Salcedo Pena showed the site plan.

Salcedo Pena confirmed that a cast-stone cap would be installed on the knee wall surrounding the patio area. Brady noted that a grill would be positioned in front of the knee wall.

Salcedo Pena said the patio surface would be brick paving with concrete paver edging. She clarified that asphalt would be used for the parking areas, while all off-road walkways and the reconfigured patio area would use concrete. She said that some portions of the existing concrete walkways would remain.

Brady clarified that the vertical line on the site plan extending from the parking area indicates concrete steps. Salcedo Pena and Brady believed no railing would be installed for those steps, but noted that a metal picket railing exists on the current stairs.

Salcedo Pena presented the proposed plant materials for the landscape plan.

Brady explained that existing ground-floor mechanical equipment is located behind a screen wall, whose brick will be replaced to match the new brick material. He said that other mechanical equipment is housed in the existing rooftop penthouse structure, and he confirmed that no new mechanical or electrical equipment will be exposed.

The commissioners reviewed the east and north elevations.

Salcedo Pena explained that the proposed design preserves the original massing and form of the existing building while updating the facade articulation. She said the storefront entrance will have the name of the building located on a metal bar with a banded metal panel. Brady added that the door to the building will be slightly recessed.

Senner asked about the detailing within the punched openings. Salcedo Pena said the corbeled brick punched openings help break down the scale of the facade. Brady and Salcedo Pena said that there are currently louvers in the framed opening.

The commissioners reviewed the west and south elevations.

Salcedo Pena said the stair element on the south elevation would be an open-air aluminum canopy supported by metal posts, painted to match the other metal finishes. Brady added that the metal handrail would also be painted to match.

Salcedo Pena confirmed that the spans of glass will have a grey spandrel glass coating.

Salcedo Pena said the proposed building sign uses the same brick and cast stone materials as the building, consistent with other buildings in the district. She added that the building's form, materials, and scale reflect nearby properties.

Salcedo Pena said the cast stone serves as a surround, and the window frames themselves are aluminum.

Salcedo Pena said the brick was selected to match nearby buildings, and Brady added that the actual brick color is slightly more red than depicted in the renderings, where it appears more orange. He said the entire exterior will need to be re-bricked because of water intrusion over the past decade.

The commissioners noted how the design aligns with the design standards, including maintaining the overall scale and massing of the former building, relating appropriately in scale to surrounding properties, using the same roof form as adjacent government buildings, and incorporating symmetry of the entrances and facade.

Salcedo Pena said the public entrance was designed to take a contemporary approach to a traditional entry in terms of scale and form. She said the entry glass emphasizes transparency, openness, and accessibility to create a visible connection between the building and the community. It was observed that the proposed design builds on the triangular motif of the existing entryway.

Salcedo Pena said the paint finish on the exterior lighting will match the paint of the other materials. The commissioners expressed appreciation that the design does not uplight the entire building.

The commissioners reviewed the proposed materials.

Widis said the proposed work appeared to be an authentic, modern interpretation that fits the character of the original building and aligns with the character of the larger district.

Michael Reeves, a neighbor living at 211 S. Cameron St., was sworn in to provide public comment. He expressed concern about the tree removal, noise pollution, and lighting.

Brady responded, saying the building will be used as an administrative building with hours from 9 a.m. to 5 p.m., and that the lights will be dimmed at night. He added that all lights will be directed down, with none facing out toward the street.

There was discussion of tree fencing. Brady said tree protection fences are required for the project, and that the fencing line will be inside the line of trees to be preserved.

Brady said the pathway will be lit to code at five footcandles to make it accessible.

Rich Shaw, a neighbor who lives on South Cameron Street, was sworn in to provide public comment. He expressed a desire to see this building use solar panels. Hoffheimer confirmed that the addition of solar panels could be approved as ordinary maintenance.

The commissioners discussed the magnolia tree on the northwest corner. Salcedo Pena said that if the tree were not removed, it would likely be damaged during construction. Brady added that the tree is very large and that its canopy is currently running into the building. He said they would be working with O'Brien Atkins colleague Jay Smith, a landscape architect, to replace the trees, and that the replacement trees would be about 2½-inch caliper and about 12 feet tall.

Senner summarized the commissioners' discussion: The proposed work is not incongruous with the historic district nor inconsistent with the design standards. The extensive deconstruction is driven by mold damage to the existing structure, and the entire facade must be removed for thorough remediation work. The new work being proposed is consistent and aligned with the original building in terms of massing, materiality, and design intent, and it respects and aligns with other county and town buildings in the district.

Senner closed the public hearing.

Motion: Miller moved to find as fact that the 200 S. Cameron St. application is in keeping with the overall character of the Historic District and complies with all relevant standards of evaluation based on the commission's discussion of the application and the standards of evaluation in Section 3.12.3 of the Unified Development Ordinance because the plans are consistent with the Historic District Design Standards: *Masonry; Walls; Windows; Doors; Roofs; New Construction of Primary Commercial Buildings; Site Features and Plantings; Walkways, Driveways, and Off-Street Parking; Exterior Lighting; Signage;* and *Demolition*. Senner seconded.
Vote: 4-0.

Motion: Miller moved to approve the application as submitted. Senner seconded.
Vote: 4-0.

7. General updates

Hoffheimer reminded the commissioners that elections for the chair and vice chair positions will be in October.

Hoffheimer informed the commissioners that the planning director plans to speak to the commission about vacant, abandoned, and deteriorated properties and demolition by neglect at an upcoming meeting.

8. Adjournment

Senner adjourned the meeting at 8:14 p.m. without a vote.

Respectfully submitted,



Joseph Hoffheimer
Planner
Staff support to the Historic District Commission

Approved: November 4, 2026