

Minutes

HISTORIC DISTRICT COMMISSION

Regular meeting

6:30 p.m. May 6, 2026

Board Meeting Room of Town Hall Annex, 105 E. Corbin St.



Present: Vice Chair Hannah Peele and members G. Miller, Sara Riek and Daniel Widis

Absent: Chair Will Senner

Staff: Planner Joseph Hoffheimer and Town Attorney Bob Hornik

1. Call to order, roll call, and confirmation of quorum

Vice Chair Hannah Peele called the meeting to order at 6:31 p.m. She called the roll and confirmed the presence of a quorum.

2. Commission's mission statement

Peele read the statement.

3. Agenda changes

There were no changes to the agenda.

4. Minutes review and approval

Minutes from regular meeting on March 4, 2026.

Motion: Member G. Miller moved to approve the minutes from the regular meeting on March 4, 2026, as submitted. Member Sara Riek seconded.

Vote: 4-0.

5. New business

A. Certificate of Appropriateness Application: 115 E. Queen St.
Replace current wood siding with Hardie Board (PIN 9874077669).

Peele opened the public hearing.

Planner Joseph Hoffheimer was sworn in. Aaron Ackley was sworn in to speak on behalf of the proposal.

Peele 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 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:

- A certificate of appropriateness was issued in 1988 for the replacement of termite-damaged wood siding and sills, and the work was completed in 1990. In addition, the house already has

some presumably newer Hardie Board siding (that may have been installed without approval because there is no record of staff approval). It is unclear how much (if any) of the current siding or trim is historic.

- Hardie Board (with the smooth side facing outward) is allowed as a substitute material on a case-by-case basis. Miratec trim is allowed by the compatibility matrix but still requires a certificate of appropriateness.

Ackley introduced the application and presented a photograph of the rear of the house, pointing out wood repairs from 15 to 20 years ago which used soft pine and has since begun to curl. He explained that hard pines are no longer readily available. Ackley said the owners plan to salvage reusable wood siding for repairing the front facade while using Hardie board for the remainder. Ackley showed a photograph of a Hardie board repair on the house and noted that the Hardie board was nearly indistinguishable from the original wood.

Ackley proposed removing a portion of the roofline on the side of the house to provide a more seamless appearance and mitigate current water and rodent intrusion. He explained that the interior volume of the overlapping roof is superficial and can be made flush with the primary roof, noting that the roof runs down beneath the overlap. Hoffheimer mentioned that staff would need to find an estimate for the age of the roofline to determine whether it would be considered historic, in which case the design standards would recommend preserving it since it impacts the historic character of the house.

Ackley added that some of the existing wood siding is rotted and needs to be replaced.

Ackley said that the homeowners want to maintain the current aesthetics of the house and noted that they had chosen not to use cedar as a replacement material because it would have a different appearance. He said that the wood grain is only visible on deteriorated boards, while the properly maintained boards remain smooth. He said the boards have a wood bead cut into them. Ackley said that because matching 5/8-inch boards are not available, the homeowners' plan is to salvage existing boards from the back of the house to use on the front facade to maintain its appearance. Ackley noted that while other synthetic products exist, they often have a wood grain detail. He said that Hardie board was designed as a replacement for historic boards like these. Ackley said he had looked for a thicker wood board with a bead, but that the only option would be to import hard wood and cut a bead into it, which did not seem like a reasonable approach.

Ackley confirmed that full-length pieces from the rear will be used to maintain the front facade's appearance. He said that while boards on the lower portion of the two-story section are in questionable shape, replacement boards could likely be salvaged from the back side of the second story.

Ackley said that he has not yet evaluated the condition of the dormers. It was observed that the siding on the dormers is currently installed at an angle following the roofline, which Ackley confirmed would be replaced in the same style. Ackley said he did not know when the dormers had been installed, and there was discussion of whether horizontal or angled siding would be more historically appropriate. It was noted that the diagonal siding is a unique detail. Ackley said that diagonal siding is often found on dormers on newer construction homes as it is less labor intensive than horizontal siding. Ackley confirmed that the dormers are included in the current scope of work and reiterated that he will need to evaluate their condition. Peele noted that according to the design standards, the siding orientation is character-defining, and that the design standards would recommend replacement in the same orientation. Ackley agreed that keeping the existing diagonal orientation was acceptable.

It was observed that the window trim is narrow on some elevations but significantly wider on the rear of the house. Ackley said the plan is to match the style and width of the front window trim across the rest of the house.

Widis referenced Wood Design Standard 7, which recommends replacing damaged wood features in-kind. There was discussion of the importance of maintaining a clear line of demarcation where the roofs meet on the side of the house to differentiate between the old and new sections of the home. The commissioners were in agreement that this is an important feature of the house, and Widis noted that the visual expression of this line is more significant than the specific assembly detail. Ackley said he was flexible and could ensure the transition is repaired to limit water and rodent intrusion while still maintaining the visual distinction between the two volumes.

Ackley confirmed that the shutters on the front of the house will remain.

The commissioners discussed the materials for the window trim. Ackley said many of the windows currently have PVC trim, and he proposed using PVC, in a style matching the front of the house. He explained that it would be challenging to acquire trim for windows that is not PVC, and that wood window trim in today's industry is not reliable and requires significant upkeep, but that PVC is more durable. It was observed that the window trim is inconsistent across the house in terms of style and materials. Ackley explained that some of the windows have been replaced over time with different trim styles and materials. He added that the window trim on the back of the house is not original to the house. Hoffheimer said he was unaware whether and under what circumstances the existing PVC trim was approved.

There was discussion about whether PVC would be permitted, and possible alternative materials that could be used. Hoffheimer recommended that a material sample be shared with staff for review.

There was discussion of the proposed use of Hardie board for the siding. It was noted that most of the front facade will remain unchanged, with the Hardie replacement primarily on the sides of the house. The commissioners noted that the use of Hardie board is evaluated on a case-by-case basis. They discussed the reasonability of replacing the wood siding in kind by importing hardwood and cutting a bead into every piece. Hoffheimer added that any original wood on the front of the house should only be replaced with Hardie if absolutely necessary. Ackley agreed, noting the property owners' intent to keep the street-facing view consistent. The commissioners emphasized that boards should not be replaced if they do not need to be.

The commissioners generally agreed that the use of Hardie board was acceptable in this instance. They found the proposal consistent with Wood Standards 1, 2, 3, and 7, noting that Hardie board maintains the material and surface character, continuity, and character of the home.

A unique architectural piece under the eaves of the second story was pointed out. Ackley explained that it was old boxing and crown molding which ran underneath the gutters. He added that the gutters have been removed for now. Ackley confirmed that the feature will be preserved as-is and will be replaced in-kind if it is found to be damaged.

Ackley said that because it is difficult to split cornerboards to achieve the correct angle, any rotted cornerboards would be removed on both faces and replaced with Miratek. He noted that Miratek would be visually indistinguishable from wood and confirmed that the existing profile would be maintained, and expressed a desire to keep the existing cornerboards if possible.

Riek reiterated the commissioners' preference to preserve the front facade and retain the aesthetic features of the house except for the windows, which would be changed to match the front.

Ackley confirmed that no windows are being replaced at this time, and that the exposed overlap of the windows would remain the same.

Peele closed the public hearing.

Riek summarized the commissioners' discussion: The primary goal is to preserve the front-facing and character-defining elements of the home by retaining and salvaging material to the maximum extent practicable. Salvaged wood from the sides and rear of the building will be used to repair the front facade. Aesthetic elements, including the cornerboards, architectural features, and the line where the roofs overlap, will be preserved to maintain the home's historic character. Window trim whose style currently differs from the front will be modified to match the front. PVC was determined to be an acceptable material for these treatments based on the commissioners' discussion. Applicants should consult with staff if it is determined that wood on the front of the house may need to be replaced with Hardie board.

Peele reopened the public hearing.

Ackley confirmed he would strip the sides and back of the house to salvage enough reusable wood to keep the front aesthetically identical while replacing the sides and rear with Hardie board. He added that any extra salvaged wood would be stored under the house for future repairs and maintenance. He said that rotted wood around the rear first-floor windows would be replaced by reusing wood from an existing gazebo on the property.

The commissioners emphasized that the design standards recommend that the applicant use existing materials as much as possible. They agreed that the front should remain wood, the sides and rear of the house should remain wood to the extent possible, and Hardie board may be used for the remainder of the house where wood is no longer feasible.

The commissioners agreed that Miratek cornerboards are acceptable as long as they match the existing aesthetics. They agreed that the treatment around the windows will match the front of the house as much as possible, and that PVC is an acceptable material in this case. They also agreed that the roofline should maintain the look of the existing roofline. There was discussion of the fact that the discussed existing overlapping roofline feature is unique to the east side of the house and is not replicated on the west side because of the architectural asymmetry of the house.

Peele closed the public hearing.

Motion: Miller moved to find as fact that the 115 E. Queen 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: Wood and Exterior Walls. Riek seconded.

Vote: 4-0.

Motion: Miller moved to approve the application with conditions. Member Daniel Widis seconded.

Vote: 4-0.

Conditions:

- Any wood in good condition currently located on the back or sides of the house will be relocated to the front of the house, to the maximum extent possible. If there is not enough wood available for the front facade, additional material can be Hardie board with the same profile. If more usable wood siding is available for the sides and back, that will be used before Hardie board is introduced.
- Any historic trim elements will remain as is. One element noted in the meeting is the original roofline on the right side of the house as viewed from East Queen Street.
- Replacement PVC product will be approved by staff, as discussed during the meeting.
- Any unique pieces of trim will be retained, or, if damaged beyond repair, will be replaced with in-kind material.
- All window trim will conform to the front elevation window trim.

6. Adopt updated Rules of Procedure

Hoffheimer presented the updates to the Rules of Procedure.

Motion: Reik moved to approve the updated Rules of Procedure. Peele seconded.

Vote: 4-0.

7. Finalize rescheduled June meeting date

Motion: Riek moved to amend the June regular meeting date to June 24, 2026, at 6:30 p.m. Miller seconded.

Vote: 4-0.

8. General updates

Hoffheimer updated the commissioners that one volunteer is needed for a Certified Local Government training.

Hoffheimer said staff is looking into adjusting the board size to five members, shifting quorum to three members instead of four.

9. Adjournment

Peele adjourned the meeting at 7:54 p.m. without a vote.

Respectfully submitted,



Joseph Hoffheimer
Planner
Staff support to the Historic District Commission

Approved: June 24, 2026