

**Historic District Review Board Meeting**  
**July 24<sup>th</sup>, 2025 – 8:30 AM**  
**Minutes**

**Attendees:**

Chairperson: Mike Reed

Board Members: Carol Binns, James Wolfe, and Robert Keen

Staff: Jeremy Rothwell, Gabrielle Pope, and Cody Meddings

Public: Bill Pressley, Helen Mendez

Via zoom public: Kyle Dolan and Leslie Denver

**Call to order**

Chairperson Mike Reed called the meeting to order at 8:30am.

**Recognition of visitors**

Recognized of visitors.

**Review, correction, and approval of March 27<sup>th</sup>, 2025, meeting minutes**

Mr. Reed calls for a motion for approval. Mr. Wolfe sets the motion. Ms. Binns seconds the motion. It was APPROVED with a unanimous vote by members present.

**Review, correction, and approval of June 26<sup>th</sup>, 2025, meeting minutes**

Mr. Reed calls for a motion for approval. Mr. Wolfe sets the motion. Ms. Binns seconds the motion. It was APPROVED with a unanimous vote by members present.

**New business**

**a. Review of Historic District Application for 215 W Mt Vernon St (Front door and windows and storm windows)**

The board reviews the application. The applicant Leslie Denver was present via zoom to represent the application. Ms. Denver states that she would like to replace most of the windows. Mr. Rothwell asks the applicant if she proposes vinyl windows. Ms. Denver states yes. With the Historic District she would be unable to use vinyl windows. The applicant will have to either do wooden windows or use the Fibrex windows on the front and side. Mr. Reed asks the board if there is a motion. Ms. Binns set the motions that approve the replacement of the door and the jalousie windows with the recommendation to replace the windows on the front and side with Fibrex windows or wood windows. Mr. Wolfe seconds the motion. The application was APPROVED with a unanimous vote for all members present.

**b. Review of Historic District Application for 201 W South St (Metal Roof)**

The board reviews the application. The applicant Kyle Dolan was present to represent the application. Mr. Rothwell asks the applicant to present the application. Mr. Dolan speaks on behalf of the application. The work that will be done is to replace the siding and roof. Metal roof over the porch area on the back right side. Mr. Reed asks if there is a motion to approve. Mr. Wolfe makes the motion approved. Mr. Keen seconds the motion. The application was APPROVED with a unanimous vote for all members present.

**c. Review of Historic District Application for 316 W Commerce St (Fence)**

The board reviews the application. The applicant is present in person Helen Mendez. Mr. Wolfe asks the applicant what type of fence this is. The applicant Helen Mendez stated that the fence is a 4ft wooden fence. Ms. Binns asks the applicant the location of the fence. The applicant Helen Mendez states that the fence is on the one side coming across. The driveway will have a gate. Mr. Reed asks the board if there is a motion. Mr. Wolfe made the motion to approve the fence, and Ms. Binns seconds the motion. The application was APPROVED with a unanimous vote for all members present.

**d. Review of Historic District Application for 23 W Commerce St (Sign)**

The board reviews the application. The applicant was not present to review the application. The application is for three types of signs. Ms. Binns made the motion to approve the two signs. The sign is indoors and did not need approval. Mr. Wolfe seconds the motion. The application was APPROVED with a unanimous vote for all members present.

**e. Review of Historic District Application for 24-26 S School Ln (Fence)**

The board reviews the application. Bill Pressley is present to represent the application. Mr. Pressley reviews the survey showing where the location of the fence will be. The fence will be a black chain fence. Mr. Reed asks the board if there is a motion. Mr. Wolfe made the motion to approve the fence, and Mr. Keen seconds the motion. The application was APPROVED with a unanimous vote for all members present.

Other Business

There was no other business.

Adjournment

The meeting was adjourned at 9:06am.