

Adopted on December 1, 2025

**HISTORIC PRESERVATION COMMISSION
NOVEMBER 3, 2025 MEETING MINUTES**

Members Present: Jack Coladarci, Chairman
Chris Enck
Patti Van Cleave
Paul Weaver
Anna Wisniewski

Members Absent: Beth Ann Papoutsis
Joseph Stuart

Non-Voting Members Present: Scott Myers

Junior Commissioner Present: Louis Zaranski

Village Staff: Christopher Marx, Associate Planner

Call to Order & Roll Call:

Chairman Coladarci called the meeting to order at 7:06 p.m. Roll call was taken of the Commission Members present.

Public Comment:

No public comment was made at this time. Mr. Marx also confirmed no public comments were received.

Approval of Minutes:

Chairman Coladarci asked if there were any comments or corrections or for a motion to approve the October 6, 2025, meeting minutes. A motion to approve the October 6, 2025, minutes was made by Ms. Van Cleave and seconded by Ms. Wisniewski. A vote was taken and the motion unanimously passed, 5 to 0:

AYES: Coladarci, Enck, Van Cleave, Weaver, Wisniewski

NAYS: None

NON-VOTING: Myers, Zaranski

Alterations to Locally Designated Landmarks:

a. **Case No. 25-12-HPC - 20 Fox Lane: Advisory review of proposed alterations to 20 Fox Lane, a locally designated landmark.**

Mr. Marx noted the matter was moved to the November meeting from the October meeting at the applicant's request and summarized the proposed alterations. He stated the proposed addition, according to the applicant, to the detached garage would result in a seamless appearance with the garage as well as creating additional storage space which would not affect the historical and architectural character of the main home. Mr. Marx also noted a setback variation was requested and would be reviewed by the Zoning Board of Appeals at their November meeting. He then referred to images of the existing home along with architectural plans for the proposed garage addition. Mr. Marx noted the property obtained the status of a locally designated landmark in 2001 and asked if there were any questions.

Mr. Enck asked what year the existing garage structure was built. Mr. Marx stated he would check but that information was not immediately apparent. No additional questions were raised at this time.

Chairman Coladarci asked for the applicant's presentation. Jeffrey Letzter, the project architect, stated he would provide information with regard to the storage/garage addition to the home which included a variation request due to the existing garage being located within the required side yard setback. He also noted the garage did not run parallel to the home which resulted in a 50% setback variation request. Mr. Letzter identified the storage shed

1 on the property and confirmed they do not know the exact age of when the garage was built. He stated the garage
2 details are accurate to the current home.

3
4 Mr. Weaver asked when the home was built which has a three car garage. Mr. Letzter responded the home was
5 built in 1924 and there is a two car garage and described the proposed garage extension which would match the
6 existing materials and roof height. He explained their consideration of the copper roof material. Mr. Marx provided
7 the Commission Members with information from the 2001 landmark designation and indicated the garage was
8 built after the landmark designation.

9
10 Mr. Enck referred to page 8 of the west front elevation and asked if the brick would continue straight across or if
11 the addition would have a new setback. Mr. Letzter responded it would be flush and described the installation in
12 detail. No additional questions were raised at this time. Mr. Weaver described the project as great.

13
14 Chairman Coladarci noted there is no public comment and called the matter in for discussion. Mr. Weaver
15 commented on the garage's status and the attempt by the applicant to match it as originally built. Mr. Enck agreed
16 with Mr. Weaver's comments and the fact that the garage is not original to the home.

17
18 Chairman Coladarci referred to page 9 and the Exterior Alterations of Designated Landmarks language and criteria
19 the Commission is to consider which he read into the record. He also referred to Part II with regard to design
20 guidelines, window and door proportion, window shape, scale, expression, architectural details and
21 appurtenances. Chairman Coladarci then read the following findings into the record: "The HPC shall determine
22 whether the proposed alterations will be appropriate or not appropriate to the preservation of the subject
23 property. Considering the alterations, does the HPC find that the subject property continues to meet the criteria
24 for designation as a locally designated landmark." Mr. Marx suggested the Commission make a motion to state
25 that if there are no suggested amendments or revisions, to find that it continued to meet the criteria for a locally
26 designated landmark and the proposed alterations are appropriate to the preservation of the subject property.

27
28 A motion as stated by Mr. Marx was made by Mr. Enck and seconded by Mr. Weaver. A vote was taken and the
29 motion unanimously passed, 5 to 0:

30 AYES: Coladarci, Enck, Van Cleave, Weaver, Wisniewski

31 NAYS: None

32 NON-VOTING: Myers, Zaranski

33
34 The property owner, Colleen Carrol, provided information regarding the home to the Commission.

35
36 **Other Business:**

37 a. December 1, 2025 Meeting – Quorum Check.

38 Mr. Marx advised the Commission Members of the single agenda item for the December meeting. The Commission
39 Members discussed their availability.

40
41 b. 2025 Preservation Awards - Award Plaque Update.

42 Mr. Marx provided the Commission Members with an update regarding a local plaque fabricator. Ms. Van Cleave
43 also provided information with regard to the fabricator who offered to create a prototype which would cost less
44 than \$100. Mr. Marx estimated no more than five or six awards have been presented in a single year with an
45 average of two to three of them being done over the last couple of years. The Commission Members agreed to
46 move forward with the fabricator.

47
48 c. Monthly Communications for Historic Preservation Commission - Discussion and Content Decision.

49 Mr. Marx provided an update with regard to his discussion with the 615 Elm property owners as to whether they
50 would like to have an article included in the publication relating to the landmark nomination. He also referred to
51 Crow Island School. Ms. Van Cleave stated she needed to do more follow-up with the school district's
52 communication director. Mr. Marx stated he would have to confirm with Josie with regard to the winter edition
53 deadline. The Commission Members discussed the farmer's market timing. Mr. Marx asked the Commission

1 Members if they had any items to prepare for the December edition and suggested an inquiry be made with regard
2 to the benches being offered to community members. Mr. Marx and Mr. Weaver stated they would share any
3 information they found. Mr. Zaranski also provided information relating to the individual chairs to be installed.
4

5 **Adjournment:**

6 Chairman Coladarci asked for a motion to adjourn. A motion to adjourn was made by Mr. Weaver and seconded by
7 Ms. Van Cleave. A vote was taken and the motion unanimously passed, 5 to 0:

8 AYES: Coladarci, Enck, Van Cleave, Weaver, Wisniewski

9 NAYS: None

10 NON-VOTING: Myers, Zaranski

11 The meeting adjourned at 7:41 p.m.

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13 Respectfully submitted,

14

15 Antionette Johnson

16 Recording Secretary

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