

# OFFICIAL MEETING MINUTES

## Design Review Board / Council

**Date:** February 19, 2026

**Time:** 6:00 P.M.

**Location:** Town Hall

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### 1. Call to Order

The meeting was called to order at **6:00 P.M.**

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### 2. Approval of Minutes

The minutes from the **September 10 meeting** were reviewed.

- No corrections or amendments were offered.
  - **Motion:** To approve the minutes as presented.
  - **Vote:** Motion carried unanimously.
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### 3. New Business

#### A. County Request Regarding Memorial Park and Secure Parking

Representatives of the County provided an update regarding the **Public Safety Center project**, including a proposal to relocate the **Fallen Police Memorial** and create a **secure parking area**.

##### a. Project Overview

- The Fallen Police Memorial is currently located near the prosecutor's office.
- The County proposed relocating the memorial to a new site near the courthouse entrance adjacent to the new jail.
- The existing memorial site would be converted into a secure parking lot providing approximately **20 parking spaces**.
- The parking area would be restricted to **Sheriff's Office personnel and administration** and would not be open to public use.

##### b. Purpose and Need

- The secure parking area is intended to maintain controlled access for deputies and detectives transporting evidence into the facility.
- The project would replace existing secure access that will be lost due to the new facility design.

##### c. Design Review Considerations

- Preliminary fencing concepts were presented for discussion purposes only.
- Board members noted that fencing and parking lots are **not specifically addressed** within the Design Review Ordinance, resulting in ambiguity.
- The property is located within a **historic district**, though the memorial itself is not classified as a historic structure.

#### d. Board Discussion

- The Board reiterated its advisory role in determining whether proposed changes are **appropriate**, not prohibitive.
- Members expressed a general preference for designs that **enhance the aesthetic character** of the historic district.
- Concerns were raised that certain fence designs appeared overly institutional and inconsistent with surrounding architecture.
- Suggestions included:
  - Incorporation of **brick elements** compatible with existing courthouse and jail materials
  - A combination of **brick and metal fencing**
  - Use of **landscaping** to soften the visual impact
- Zoning height limitations were discussed, with acknowledgment that a **variance** may be required for fencing exceeding six feet.

#### e. Determination

- The Board expressed **no opposition in principle** to the proposed relocation and secure parking concept.
- Members requested the County return with **more detailed and refined design options**, including materials, colors, styles, and height specifications.
- No certificate of appropriateness was issued at this preliminary stage.
- Next meeting is scheduled for April 2<sup>nd</sup>, 2026, at 6PM.

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## 4. Adjournment

- **Motion:** To adjourn the meeting.
- **Second:** Motion seconded.
- **Vote:** Motion carried.

The meeting was adjourned at 6:25PM