



Architectural Review Board Meeting Minutes

November 14, 2024

6:00 PM

1) Call to Order

The meeting was Called to Order by Chairperson Toney.

2) Roll Call of Members

Members present: Ms. Jones, Mr. Heyer, Ms. Penovska, Mr. Hall, Chairperson Toney

3) Approval of Minutes

Meeting minutes will be discussed at the January, 2025 meeting.

4) Public Comment

There were no public comments.

5) Old Business

6) New Business

CONSENT AGENDA ITEMS:

Application Number: ARB-24-43

Address: 1043 Chelsea

Applicant: Brenda Parker

Owner: Glenna Halligan

Application Number: ARB-24-44

Address: 244 S Ardmore

Applicant: Cobie Cribbs

Owner: Gary Wren

Application Number: ARB-24-47

Address: 44 Meadow Park

Applicant: Peter Krajnak

Owner: Clint and Lauren Stahler

Application Number: ARB-24-48
Address: 290 Ashbourne
Applicant: Brian Zingelmann
Owner: Matt Brenner

Application Number: BZAP-24-40
Address: 2075 Fair
Applicant: Gary Alexander
Owner: William Bundy

Application Number: ARB-24-49
Address: 2361 Clifton
Applicant: Dan Morgan - Behal Sampson Dietz
Owner: 2361 Clifton LLC

Motion to Consent Agenda items by Mr. Heyer, second by Mr. Hall; roll call: Ms. Penovska–Yes, Ms. Jones–Yes, Mr. Heyer–Yes, Mr. Hall–Yes, Chairperson Toney–Yes. MOTION PASSED.

- 1) Application Number: MA-24-188
Address: 258 N Parkview
Applicant: Muth & Company, Roong- Michaela Upchurch
Owner: Matthew Birkhold
Request: The applicant is seeking Architectural Review and approval and a Certificate of Appropriateness to replace a shake roof with asphalt.

Matthew Birkhold was sworn in.

Ms. Bokor gave a Staff Report describing the desired roof replacement product and material estimates. She stated an independent inspector provided an opinion and Mr. Birkhold also shared the estimate for an annual roof cleaning.

James Lee, Mr. Birkhold's contractor, was sworn in.

Ms. Bokor displayed pictures of the desired replacement project, as well as the shake replacement estimate.

Mr. Lee explained the practicality of a replacement product.

It was stated that the entire roof would be replaced and a composite material was discussed; Mr. Birkhold explained that a high-end asphalt product was being proposed.

The process of a roof replacement application was discussed.

It was mentioned that there were no known load-bearing issues.

Mr. Heyer stated he hoped that down the road, the roof would be replaced with a natural material, but the current roof is not sustainable.

Material color was discussed, as well as the history of the roof.

Ms. Jones didn't have additional questions.

Chairperson Toney explained the reason for asking applicants to come before the Board for select roof replacements, and shared she would be sad to see it go.

Robert Schwartz, 268 North Parkview, was sworn in and stated he is in support of this project.

The findings and decisions of the Board for application number MA-24-188 for the property located at 258 N Parkview: That the Architectural Review Board issues a Certificate of Appropriateness to replace a shake roof with asphalt as specified in the application.

Motion to approve the Findings of Fact by Mr. Hall, second by Ms. Jones; roll call: Ms. Penovska–Yes, Mr. Heyer–Yes, Ms. Jones–Yes, Mr. Hall–Yes, Chairperson Toney–Yes. MOTION PASSED.

2) Application Number: ARB-24-43

Address: 1043 Chelsea

Applicant: Brenda Parker

Owner: Glenna Halligan

Request: The applicant is seeking Architectural Review and approval of a Certificate of Appropriateness for new single-story addition at the rear of house.

Motion to Consent Agenda items by Mr. Heyer, second by Mr. Hall; roll call: Ms. Penovska–Yes, Ms. Jones–Yes, Mr. Heyer–Yes, Mr. Hall–Yes, Chairperson Toney–Yes. MOTION PASSED.

3) Application Number: ARB-24-44

Address: 244 S Ardmore

Applicant: Cobie Cribbs

Owner: Gary Wren

Request: The applicant is seeking Architectural Review and approval of a Certificate of Appropriateness to frame and install walls on existing front porch/ screen room and installing windows and siding.

**Motion to Consent Agenda items by Mr. Heyer, second by Mr. Hall; roll call:
Ms. Penovska–Yes, Ms. Jones–Yes, Mr. Heyer–Yes, Mr. Hall–Yes, Chairperson
Toney–Yes. MOTION PASSED.**

4) Application Number: ARB-24-47

Address: 44 Meadow Park

Applicant: Peter Krajnak

Owner: Clint and Lauren Stahler

Request: The applicant is seeking Architectural Review and approval of a Certificate of Appropriateness for the addition of four new dormers on the existing house. The materials of the new dormers are to match the existing dormers, including slate roof and painted trim.

**Motion to Consent Agenda items by Mr. Heyer, second by Mr. Hall; roll call:
Ms. Penovska–Yes, Ms. Jones–Yes, Mr. Heyer–Yes, Mr. Hall–Yes, Chairperson
Toney–Yes. MOTION PASSED.**

5) Application Number: ARB-24-48

Address: 290 Ashbourne

Applicant: Brian Zingelmann

Owner: Matt Brenner

Request: The applicant is seeking Architectural Review and approval of a Certificate of Appropriateness to remodel existing porch and patio.

**Motion to Consent Agenda items by Mr. Heyer, second by Mr. Hall; roll call:
Ms. Penovska–Yes, Ms. Jones–Yes, Mr. Heyer–Yes, Mr. Hall–Yes, Chairperson
Toney–Yes. MOTION PASSED.**

6) Application Number: ARB-24-49

Address: 2361 Clifton

Applicant: Dan Morgan - Behal Sampson Dietz

Owner: 2361 Clifton LLC

Request: The applicant is seeking Architectural Review and approval of a Certificate of Appropriateness for a refuse enclosure and the replacement of the existing standing-seam metal roof covered porch with a screened-in pergola enclosure.

**Motion to Consent Agenda items by Mr. Heyer, second by Mr. Hall; roll call:
Ms. Penovska–Yes, Ms. Jones–Yes, Mr. Heyer–Yes, Mr. Hall–Yes, Chairperson
Toney–Yes. MOTION PASSED.**

7) Application Number: BZAP-24-35

Address: 470 S Parkview

Applicant: Santiago Alvarez

Owner: Jana Clarke

Request: The applicant is seeking a recommendation to the Board of Zoning and Planning for the approval of a Certificate of Appropriateness for a garage and inlaw suite addition and eliminate current curb cut and move to the other side of the property.

Jana Clarke, Justin Clarke, and Santiago Alvarez were sworn in.

Ms. Bokor explained she suggested a preliminary review of the project from the Board and stated her concerns about the proposed design.

The nature of the project was discussed, and Mr. Klingler explained the differences between an inlaw suite and addition.

The design evolution was mentioned, including the reason for the roof specifications and materials.

Mr. Heyer explained the Residential Design Guidelines should be followed and the authority of the existing home should be preserved by having the addition be subservient and respectful of the home, with an appropriate scale.

Ms. Bokor mentioned nice aspects of the design.

Ms. Penovska mentioned the massing and noted challenges with the terrain. She gave suggestions regarding the connection and making the transition pieces scale down the look of the siding.

Mr. Hall said he doesn't have an issue with the size but suggested pop outs, dormers, and window changes can help with the massing.

Ms. Jones also mentioned the massing.

A potential roof was discussed as well as the timing of the project and next steps.

Kevin Bowen, 474 S. Parkview, was sworn in and stated he is in favor of this project.

Motion to move this application to the BZAP with no recommendation, with the condition that it be remanded back to the ARB for design review by Mr. Heyer, second by Ms. Penovska; roll call: Mr. Hall–Yes, Ms. Jones–Yes, Mr. Heyer–Yes, Ms. Penovska–Yes, Chairperson Toney–Yes. MOTION PASSED.

8) Application Number: BZAP-24-40

Address: 2075 Fair

Applicant: Gary Alexander

Owner: William Bundy

Request: The applicant is seeking a recommendation to the Board of Zoning and Planning for a Certificate of Appropriateness for a fence variance and mudroom addition in rear yard setback.

Motion to Consent Agenda items by Mr. Heyer, second by Mr. Hall; roll call: Ms. Penovska–Yes, Ms. Jones–Yes, Mr. Heyer–Yes, Mr. Hall–Yes, Chairperson Toney–Yes. MOTION PASSED.

9) Application Number: BZAP-24-41

Address: 2111 Park Hill

Applicant: Steven Schwope

Owner: Patrick King

Request: The applicant is seeking a recommendation to the Board of Zoning and Planning for a Certificate of Appropriateness for the removal of existing cmu masonry piers and actuated vehicular gate. New attached single-bay Garage Addition (364 SF) and new side-door metal awning replacement. Modified landscaping and hardscaping.

Steven Schwope was sworn in.

Ms. Bokor explained the addition and material changes.

Mr. Schwope explained the site, grade, and encroachment.

Mr. Heyer discussed CAD drawings and the accuracy of the eave representation in the drawings, as well as the addition being subservient.

Setbacks and views were discussed.

Ms. Penovska and Ms. Jones shared aspects of the design they appreciated.

Mr. Hall discussed matching the stone.

Chairperson Toney explained she was pleased that there will be a slate roof.

The findings and decisions of the Board for application number BZAP-24-41 for the property located at 2111 Park Hill: That the Architectural Review Board issues a Certificate of Appropriateness for for the removal of existing cmu masonry piers and actuated vehicular gate, a new attached single-bay Garage Addition (364 SF) and new side-door metal awning replacement and Modified landscaping and hardscaping with the condition that the eave details match the details on the primary structure (including corbels) at a scale appropriate for the smaller addition and that the applicant work with the City's Design consultant on final design details.

Motion to approve the Findings of Fact by Mr. Heyer, second by Ms. Jones; Mr. Hall–Yes, Mr. Heyer–Yes, Ms. Penovska–Yes, Ms. Jones–Yes, Chairperson Toney–Yes. MOTION PASSED.

7) Tabled Applications:

10) Application Number: ARB-24-39

Address: 806 Francis

Applicant: David Greene

Owner: David Greene

Request: The applicant is seeking Architectural Review and approval and a Certificate of Appropriateness for a conversion of rear porch to an enclosed kitchen.

David Greene was sworn in.

Ms. Bokor explained the history of this application before the Board and gave an overview of the proposed project.

Mr. Green and Mr. Heyer discussed cedar strips, brackets, and other details.

Mr. Green stated the brick, windows, color, and gutters will match the existing.

Mr. Hall mentioned details which need to still be worked out. The steps will be replaced and additions to this were discussed.

Ms. Jones stated she believes more detail will be required as the project finalizes.

Chairperson Toney explained Ms. Bokor can assist with final details.

The findings and decisions of the Board for application number ARB- 24-39 for the property located at 806 Francis: That the Architectural Review Board issues a Certificate of Appropriateness for a conversion of rear porch to an enclosed kitchen with the condition that the applicant work with the City's Design consultant on final design details.

The applicant understood the Findings of Fact.

Motion to approve Findings of Fact by Mr. Heyer, second by Ms. Jones; roll call: Ms. Penovska–Yes, Mr. Heyer–Yes, Ms. Jones–Yes, Mr. Hall–Yes, Chairperson Toney–Yes. MOTION PASSED.

11) Application Number: BZAP-24-37

Address: 2775 Powell

Applicant: Brian Shepard

Owner: Brian and Katie Shepard

Request: The applicant is seeking a recommendation to the Board of Zoning and Planning for a Certificate of Appropriateness to add a new garage constructed 3 feet off backyard property line.

7) Other Business

Ms. Bokor described process changes.

Mr. Klinger discussed future updates to the website and a permit success checklist.

Board member requests were expressed.

8) Adjourn

The meeting was adjourned.