



Architectural Review Board Meeting Minutes

July 17, 2025

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. Hall, Mr. Heyer, Mr. Scott, Chairperson Toney

3) Approval of Minutes

Motion to approve Minutes with suggested changes by Mr. Hall, seconded by Mr. Heyer; roll call: Jones–Yes, Hall–Yes, Heyer–Yes, Scott–Abstain, Toney–Yes. MOTION PASSED.

4) Public Comment

There were no public comments.

5) Consent Agenda Items

1) App No: ARB-25-33

Address: 377 S Roosevelt

Applicant: Ryan Skeldon

Owner: Nathan Green

Request: The applicant is seeking architectural review and approval of a Certificate of Appropriateness for a porch remodel.

2) App No: BZAP-25-26

Address: 186 S Roosevelt

Applicant: Brendon Parker

Owner: Bryan Brewer

Request: The applicant is seeking architectural review and a recommendation to the Board of Zoning and Planning for the approval of a Certificate of Appropriateness to demolish an existing garage and build a new detached garage.

3) App No: ARB-25-34

Address: 303 N Cassingham

Applicant: Amy Lauerhass

Owner: Emily and Scott Brown

Request: The applicant is seeking architectural review and approval of a Certificate of Appropriateness to convert an existing screened porch into finished space, a second-floor addition over a one-story section of the home, demolish an existing one-car detached garage, and add a 2-car detached garage

4) App No: BZAP-25-27

Address: 410 S Columbia

Applicant: Catherine Williamson Owner: Rebecca and Mark Dausen

Request: The applicant is seeking architectural review and a recommendation to the Board of Zoning and Planning for the approval of a Certificate of Appropriateness to replace the existing open-air breezeway, incorporate a mudroom and additional living space.

Ms. Bokor described a change in one of the applications.

Motion to approve the Consent Agenda by Mr. Heyer, seconded by Ms. Jones; roll call: Scott–Yes, Hall–Yes, Heyer–Yes, Jones–Yes, Toney–Yes. MOTION PASSED.

6) Requests for Tabling to the August 14, 2025 ARB meeting:

1) App No: BZAP-25-1

Address: 188 N Cassingham

Applicant: Stephen Miller

Owner: Dmitriy & Nadia Kasvin

Request: The applicant is seeking a recommendation to the Board of Zoning and Planning for architectural review and approval of a Certificate of Appropriateness for an addition and attached garage in the side yard setback.

2) App No: BZAP-25-16

Address: 103 S Cassingham

Applicant: Amy Lauerhass

Owner: Chris and Rachel Kappas

Request: The applicant is seeking architectural review and a recommendation to the Board of Zoning and Planning for the approval of a Certificate of Appropriateness to demolish a current garage and build a new garage.

3) App. No: BZAP-25-18

Address: 653 Euclaire

Applicant: David Lipp

Owner: David Lipp

Request: The applicant is seeking architectural review and approval for a Certificate of Appropriateness to build an attached patio covering.

4) App No: ARB-25-26

Address: 973 Montrose

Applicant: Charles Leinbach

Owner: Oliver Charles Leinbach

Request: The applicant is seeking architectural review and approval of a Certificate of Appropriateness to replace the existing garage.

5) App No: ARB-25-27

Address: 821 Grandon

Applicant: Taylor Sommer

Owner: Jerry Haas

Request: The applicant is seeking architectural review and approval of a Certificate of Appropriateness to add a 2 ½ story addition to the rear of an existing 2 story home, raising the existing roof by 3' to make this possible, a second story deck off the rear of the addition and replacing an existing 1 car garage with a new 2 car garage.

Motion to Table these applications to August 14, 2025 by Mr. Hall, seconded by Mr. Scott; roll call: Jones–Yes, Heyer–Yes, Scott–Yes, Hall–Yes, Toney–Yes. MOTION PASSED.

7) New Business

1) App No: ARB-25-32

Address: 237 N Stanwood

Applicant: Joshua Tomey

Owner: Alberto Vargas

Request: The applicant is seeking architectural review and approval of a Certificate of Appropriateness to build a 390sf addition atop an existing 1-story portion of the existing home.

Josh Tomey was sworn in.

Ms. Bokor gave a Staff Report which indicated the need for work on details such as the ridgeline, roof pitch, dormers, windows, etc. She stated she feels this is a viable project in terms of placement and massing.

Mr. Tomey described the proposed roof elevation and mentioned shingles, as well as explained other roof considerations.

Mr. Heyer mentioned that typically, additions of this scale are subservient to the original structure. Mr. Tomey stated that the ground floor is flush on one side. Mr. Heyer suggested working on the south elevation with the Design Consultant, add some details to the pergola, and not worry about aligning the eave of the second floor with the change in pitch of the gambrel roof; Mr. Heyer gave further suggestions about the roof.

Mr. Scott shared about a home with similar massing. He stated that a flat roof may result in an unsuccessful home and suggested dropping the eave. He mentioned the character in the front of the house and working through the details of the trellis.

Mr. Hall mentioned the roof and exaggerating the roof life.

Ms. Jones stated many of her comments had been mentioned.

Ms. Toney had no additional thoughts to share.

Motion to Table this application to the August 14, 2025 meeting by Mr. Heyer, seconded by Ms. Jones; roll call: Scott–Yes, Hall–Yes, Jones–Yes, Heyer–Yes, Toney–Yes. MOTION PASSED.

2) App No: BZAP-25-32

Address: 459 N Drexel

Applicant: Jim Wright

Owner: Adam and Stephanie Lewin

Request: The applicant is seeking architectural review and a recommendation to the Board of Zoning and Planning for the approval of a Certificate of Appropriateness to renovate and expand the rear terrace to add a covered porch over the living and dining areas and add a free-standing pool house on the north end of the pool in the rear yard.

Jim Wright was sworn in.

Ms. Bokor explained that this application doesn't need a variance but it was not refiled. She stated that this is a request for a Certificate of Appropriateness. Ms. Bokor and many board members felt this could go on the Consent Agenda, but there is a request for additional drawings.

Mr. Klingler discussed setback and lot coverage requirements.

Mr. Heyer asked if the details on the back of the home could be duplicated to the front.

Mr. Wright stated the design can be cleaned up and made more simple; he wanted to begin with a conceptual design.

Next steps were discussed.

Motion to Table this application to the August 14, 2025 meeting by Ms. Jones, seconded by Mr. Scott; roll call: Heyer–Yes, Hall–Yes, Jones–Yes, Scott–Yes, Toney–Yes. MOTION PASSED.

3) App No: BZAP-25-33

Address: 303 S Dawson

Applicant: Brian Marzich

Owner: Zonia Horn

Request: The applicant is seeking architectural review and a recommendation to the Board of Zoning and Planning for the approval of a Certificate of Appropriateness to add an extension and a second-floor attic space to an existing garage.

Brian Marzich was sworn in.

Ms. Bokor gave a Staff report but stated there is some concern about the proximity to the lot line; she explained this is both an architectural and zoning issue. Ms. Bokor stated she is not in support of this as it was originally submitted and suggested having a discussion and then proceeding as necessary.

Mr. Marzich described the application.

Mr. Marzich, Ms. Bokor, and Mr. Klingler discussed next steps.

Lights were discussed.

Mr. Heyer gave suggestions about the gutter.

Motion to move this application to the BZAP with a remand back to the ARB by Mr. Heyer, seconded by Mr. Scott; roll call: Hall–Yes, Jones–Yes, Scott–Yes, Heyer–Yes, Toney–Yes. MOTION PASSED.

4) App No: ARB-25-35

Address: 247 Parkview

Applicant: John Ingwerson

Owner: Stelios Giannopolous

Request: The applicant is seeking architectural review and approval of a Certificate of Appropriateness to install a premanufactured exterior elevator shaft with hallway penetrations into the existing stairway landing.

John Ingwerson was sworn in.

Ms. Bokor gave a Staff Report which explained the reasoning for the location of this elevator.

Mr. Ingwerson discussed that a stair lift was no longer appropriate and an elevator would be advantageous to allowing for mobility within the home based on the owner's needs. He mentioned the benefits of using the proposed location and described the product and where this would sit in the home.

Mr. Heyer stated he would like to see consistency between the panels and symmetry.

Ms. Bokor explained that all Board members could see updated drawings.

Mr. Ingwerson and Mr. Hall discussed the particularities of the elevator and spoke to design ideas regarding more transparency.

Various opinions were discussed.

Ms. Toney stated that she likes the openness of the proposal and mentioned the various color options as well as suggesting putting a roof on the structure. The cooling mechanisms were mentioned.

Next steps were discussed.

Findings of fact and decision of the Board for App No: ARB-25-35 for property located at 247 Parkview: The Architecture Review Board grants a Certificate of Appropriateness to install a pre-manufactured exterior elevator shaft with hallway penetrations into the existing stairway landing with the condition that the final drawings be reviewed by the Design Consultant and shared with the Board members.

The application understood the Findings of Fact.

Motion to approve by Mr. Hall seconded by Ms. Jones; roll call: Scott–Yes, Heyer–Yes, Jones–Yes, Hall–Yes, Toney–YeS. MOTION PASSED.

Mr. Giannopolous invited Board members to see the home.

Old Business:

5) App No: BZAP-24-37

Address: 2775 Powell

Applicant: Brian and Katie Shepard

Owner: Brian and Katie Shepard

Request: The applicant is seeking architectural review and a recommendation to the Board of Zoning and Planning for the approval of a Certificate of Appropriateness to build a new garage at the rear of the property.

Katie Shepard was sworn in.

Ms. Bokor explained this application has been tabled and that this is redesigned and may no longer need a variance. She mentioned there are new elevations and asked that the dormer and entry piece over the door be lowered, and to include windows. Ms. Bokor discussed matching the eave details.

Ms. Shepard stated she believed everything previously requested to be changed had been changed, including the dormers,

Ms. Bokor stated that this is a new application since the last time it was presented to the Board.

Ms. Shepard discussed materials; Ms. Bokor mentioned referencing the Tutor style.

Ms. Bokor mentioned lowering the ridgeline and stucco.

Ms. Shepard shared her plan to reduce busyness.

Mr. Hall explained his belief that the roof needs to come down and that the windows seem to be high off of the floor. He also gave his opinion that the windows should match at the front and the back, and investigate the height. He also mentioned lights, trim, and materials, indicating wood is probably the right material.

Ms. Jones stated she feels the design is oversized and suggested refining details.

Mr. Scott explained he also believes the proposal needs to be downsized slightly and made recommendations about the stucco. He mentioned trim in various locations, eaves, and looking at the transition and details on the porch.

Ms. Shepard described her understanding of the suggestions.

Ms. Bokor stated she would like to work with the architect and complimented how far the design has come.

Mr. Klingler discussed dimensions and that a special permit is still required for a functional dormer.

Mr. Heyer stated his comments are geared towards detail. He also discussed relationships that are not displayed in the drawings and mentioned features of the original home.

The pedestrian doors were discussed.

The garage does not require a variance. Mr. Klingler described the overall building height and the proximity to the lot line.

Ms. Toney stated they would like the garage to appropriately accent the home.

The alley was discussed.

Next steps were discussed.

Findings of fact and decision of the Board for App No: BZAP-24-37 for property located at 2772 Powell: The ARB moves the application to the BZAP for a special permit to build a new garage at the rear of the property with a functional dormer facing the interior lot with the condition that the applicant return to the ARB for final design review and approval.

The implications of the Finding of Fact were discussed.

Ms. Shepard understood the findings of fact.

Motion to approve the findings of fact by Mr. Heyer, seconded by Mr. Scott; roll call: Jones–Yes, Heyer–Yes, Hall–Yes, Scott–Yes, Toney–Yes. MOTION PASSED.

8) Other Business

ARB Workshop – July 18, 12pm- 1pm

Ms. Bokor and Board members discussed topics of conversation at the workshop.

9) Adjourn

The meeting was adjourned.