



## **Architectural Review Board Meeting Minutes**

**October 10, 2024**

**6:00 PM**

### **1) Call to Order**

The meeting was Called to Order by Chairperson Toney.

### **2) Roll Call of Members**

Members present: Mr. Calhoun, Ms. Panovska, Mr. Hall, Mr. Scott, Chairperson Toney

### **3) Approval of Minutes**

**Motion to approve October 10, 2024 Meeting Minutes by Mr. Scott, second by Mr. Hall; roll call: Hall–Yes, Scott–Yes, Panovska–Yes, Calhoun–Yes, Toney–Yes. MOTION PASSED.**

### **4) Public Comment**

There were no public comments.

**Motion to approve Consent Agenda application (BZAP-24-26, BZAP-24-38, ARB-24-42) by Mr. Hall, second by Ms. Panovska; roll call: Scott–Yes, Panovska–Yes, Hall–Yes, Calhoun–Yes, Toney–Yes. MOTION PASSED.**

**Motion to send application BZAP-24-23 with the recommendation that it comes back to the ARB by Mr. Scott, second by Mr. Hall; roll call: Panovska–Yes, Calhoun–Yes, Scott–Yes, Hall–Yes, Toney–Yes. MOTION PASSED.**

### **5) Old Business**

1) Application Number: ARB-24- 9

Address: 236 N Columbia

Applicant: John Behal

Owner: Yoaz Saar

Request: The applicant is seeking Architectural Review and approval of a Certificate of Appropriateness for the design of a new home. This application was approved at the September ARB with the condition that the elevations come back for review and approval by the Board.

John Behal was sworn in.

Mr. Behal discussed changes to the elevation, including a window and a cover over the porch door.

Mr. Scott said he is in support of the changes and he said the proportions are great. He asked about the location for the gas furnace.

Mr. Hall complimented the proportions of the home.

Ms. Panovska discussed the drawings and asked for clarification about the windows; they will be the Pella Contemporary windows.

Mr. Calhoun had no further comments.

Chairperson Toney asked if there had been discussion about slate roof.

The findings and decisions of the Board for application number ARB- 24-9 for the property located at 236 N Columbia: That the Architectural Review Board issues a Certificate of Appropriateness for the design of a new home and approval of the final elevations as conditioned at the September Board meeting.

**Motion to approve the Findings of Fact by Mr. Hall, second by Mr. Calhoun; roll call: Panovska–Yes, Scott–Yes, Calhoun–Yes, Hall–Yes, Toney–Yes. MOTION PASSED.**

2) Application Number: ARB-24-26

Address: 33 N Gould

Applicant: Paul Kaltenecker

Owner: Paul Kaltenecker

Request: The applicant is seeking Architectural Review and approval of a Certificate of Appropriateness for a demolition of an existing home and a the construction of new replacement home. This application was tabled at the September, 2024 ARB meeting for final design development of the proposed new structure.

Paul Kaltenecker was sworn in.

Ms. Bokor gave a Staff Review explaining the project.

Mr. Kaltenecker discussed a few aspects of the home, including the windows, rear steps, and roof material.

Mr. Calhoun complimented the changes made.

Ms. Panovska asked for the roof material to be confirmed.

Mr. Hall discussed the stairs and whether or not it would meet code.

Mr. Scott suggested not doing a wood stringer and discussed the columns and stairs.

Chairperson Toney had nothing additional to add.

Mr. Kaltenecker stated the final driveway configuration has not yet been finalized.

Mr. Klingler discussed the necessity for elevation inspections and rough design review verification, as well as final.

The findings and decisions of the Board for application number ARB- 24-26 for the property located at 33 N Gould: That the Architectural Review Board issues a Certificate of Appropriateness for the a demolition of an existing home and the construction of new replacement home with the following conditions:

- The the roof be standing seam metal
- All railing must meet code
- Handrails be added to the exterior stairs and that the stairs be concrete and not wood stringers

The applicant agreed to the Findings of Fact.

**Motion to approve the Findings of Fact by Mr. Hall, second by Ms. Panovska; roll call: Calhoun–Yes, Hall–Yes, Scott–Yes, Panovska–Yes, Toney–Yes. MOTION PASSED.**

3) Application Number: BZAP-24-26

Address: 662 vernon

Applicant: Ryan Brothers' Landscaping -Pat Ryan

Owner: Dale Rucker

Request: The applicant is seeking Architectural Review and approval of a Certificate of Appropriateness for a carport with a garage door. This application was approved at the September BZAP meeting with the condition that it be remanded back to the ARB for final design review.

**Motion to approve Consent Agenda application (BZAP-24-26, BZAP-24-38, ARB-24-42) by Mr. Hall, second by Ms. Panovska; roll call: Scott–Yes, Panovska–Yes, Hall–Yes, Calhoun–Yes, Toney–Yes. MOTION PASSED.**

4) Application Number: BZAP-24- 33

Address: 2501-2511 E Main Street

Applicant: Christine Farley

Owner: CRV Main Cassingham LLC

Request: The applicant is seeking a recommendation for a Certificate of Appropriateness for changes to the exterior of the front of the building. This application was approved at the September BZAP meeting with the condition that it be remanded back to the ARB for final design review.

Kim Mikanik was sworn in.

Ms. Bokor gave a Staff Review regarding the history of the application.

Ms. Mikanik reviewed the changes to various sections of the building and answered Board member's questions.

Ms. Panovska discussed the colors and mentioned the variation in materials; Ms. Mikanik made some clarifications.

Mr. Calhoun recommended a way to better visualize the project.

Mr. Hall expressed concern about Great Clips and The Lion and made a suggestion.

Mr. Scott and Chairperson Toney had nothing to add other than working with Staff on final details.

The findings and decisions of the Board for application number BZAP-24- 29 for the property located at 2501-2511 E Main Street: That the Architectural Review Board issues a Certificate of Appropriateness for changes to the exterior of the front of the building with the following conditions:

- That the trim board run continuously from the Lion to Great Clips
- That the studies of the whole elevation and materials be done and approved through staff

**Motion to approve Findings of Fact by Mr. Hall, second by Ms. Panovska; roll call: Scott–Yes, Panovska–Yes, Calhoun–Yes, Hall–Yes, Toney–Yes. MOTION PASSED.**

## **6) New Business**

5) Application Number: ARB-24-36

Address: 439 Drexel

Applicant: Pete Foster

Owner: James and Lisa Holtzmuller

Request: The applicant is seeking Architectural Review and approval and a Certificate of Appropriateness for a new front porch and 2 story infill addition on the west elevation.

Pete Foster was sworn in.

Ms. Bokor gave a Staff Report and detailed the application.

Mr. Foster described the current front porch and desire and plan for a new porch.

Mr. Hall asked about an edge; he and Mr. Fostered discussed various aspects of the design.

Mr. Scott stated his comment had been discussed and clarified and talked about drawing types with Mr. Foster.

Mr. Calhoun indicated he had no further comments.

Ms. Panovska complimented the porch and asked about the front bay window as it relates to the ceiling height.

Chairperson Toney asked about the finishes.

Mr. Klingler discussed revised processes.

The findings and decisions of the Board for application number ARB-24-36 for the property located at 439 Drexel: That the Architectural Review Board issues a Certificate of Appropriateness for a new front porch and 2 story infill addition on the west elevation with the following conditions:

- That the side of the portico roof be shake to match house
- That the dimensioned drawings be added to the record electronically

The applicant understood the Findings of Fact.

**Motion to approve Findings of Fact by Ms. Panovska, second by Mr. Scott; roll call: Calhoun–Yes, Hall–Yes, Scott–Yes, Panovska–Yes, Toney–Yes. MOTION PASSED.**

6) Application Number: BZAP-24-38

Address: 2610 Bryden

Applicant: Bryce Jacob

Owner: Geoff Bass

Request: The applicant is seeking a recommendation to the Board of Zoning and Planning for a Certificate of Appropriateness to add a dormer to south side of structure.

**Motion to approve Consent Agenda application (BZAP-24-26, BZAP-24-38, ARB-24-42) by Mr. Hall, second by Ms. Panovska; roll call: Scott–Yes, Panovska–Yes, Hall–Yes, Calhoun–Yes, Toney–Yes. MOTION PASSED.**

7) 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.

Chairperson Toney indicated she was unable to read the drawings and this was discussed among Board members, staff, and the applicant.

Required details were discussed.

**Motion to table this application to the November 14 meeting by Mr. Scott, second by Mr. Calhoun; roll call: Panovska–Yes, Hall–Yes, Calhoun–Yes, Scott–Yes, Toney–Yes. MOTION PASSED.**

8) 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.

Katie Shepard was sworn in.

Ms. Bokor gave a Staff Report regarding this application and stated she was concerned about the height of the garage.

The garage height was discussed, as were other variances.

Mr. Klingler and Board members discussed dimensions and Ms. Shepard asked questions to Board members and Staff.

Mr. Scott discussed the proportion of the garage as well as maximizing square footage.

Mr. Hall agreed with Mr. Scott and suggested looking to the existing home for influence, and gave examples.

Ms. Panovska questioned the height and offered suggestions to improve the design.

Mr. Calhoun and Chairperson Toney had no additional comments.

Chairperson Toney described the reasoning for a variance.

There was discussion about next steps.

Ms. Shepard requested that the application be tabled.

**Motion to table this application to the November 14 meeting by Mr. Scott, second by Mr. Calhoun; roll call: Scott–Yes, Hall–Yes, Panovska–Yes, Calhoun–Yes, Toney–Yes. MOTION PASSED.**

9) Application Number: ARB-24-42

Address: 799 Chelsea

Applicant: Amy Lauerhass

Owner: Claire & John Sherwood

Request: The applicant is seeking Architectural Review and approval and a Certificate of Appropriateness for an addition of a shed dormer to the side of the existing roof.

**Motion to approve Consent Agenda application (BZAP-24-26, BZAP-24-38, ARB-24-42) by Mr. Hall, second by Ms. Panovska; Scott–Yes, Panovska–Yes, Hall–Yes, Calhoun–Yes, Toney–Yes. MOTION PASSED.**

10) Application Number: BZAP-24-33

Address: 2823 Allegheny

Applicant: Sar Ohnson

Owner: fb9llc

Request: The applicant is seeking a recommendation for a special variance to build door over existing cellar door.

The motion to move this application to the Board of Zoning and Planning without a recommendation was made by Mr. Scott and seconded by Mr. Hall:

## **7) Other Business**

11) Application Number: MA-24-188

Address: 258 N Parkview

Applicant: Muth & Company, Roofing- 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.

This application will be tabled until the next meeting.

12) Discussion RE: Agenda changes

Mr. Klingler proposed a suggested agenda change regarding the order in which applications are heard by the Board; Board members discussed this.

## **8) Adjourn**

The meeting was adjourned.