



Board of Zoning and Planning Meeting Minutes
July 24, 2025
6:00 PM

1) Call to Order

The meeting was Called to Order by acting Chairperson Marsh.

2) Roll Call of Members

Members present: Mr. Schick, Mr. Levine, Ms. Letostak, Mr. Lessard, and acting Chairperson Marsh.

3) Approval of Minutes

Motion to approve Minutes from the June meeting by Mr. Schick, second by Ms. Marsh; all in favor.
MOTION PASSED.

4) Public Comments

There were no Public Comments.

6) New Business

1) App No: BZAP 25-26

Address: 186 S Roosevelt

Applicant: Brenda Parker

Owner: Bryan & Corrine Brewer

Request: The applicant is seeking a Certificate of Appropriateness for a new detached garage as well as a special permit for a functional dormer.

Brenda Parker was sworn in.

Ms. Bokor indicated that the ARB approved this as a consent agenda item and members were in full support of this project.

Mr. Klingler gave a Staff report which gave information about the functional dormer.

Ms. Parker explained the owners' desire for a new garage and the specificities they are looking for.

The findings and decisions of the Board: Based upon the testimony presented, The Board of Zoning and Planning finds it appropriate to grant a certificate of appropriateness for the new detached garage as well as a special permit for a functional dormer on the new detached garage.

The applicant understood the Findings of Fact.

Motion to approve Findings of Fact by Mr. Schick, seconded by Mr. Levine; roll call: Levine–Yes, Letostak–Yes, Schick–Yes, Lassard–Yes, Marsh–Yes. MOTION PASSED.

2) App No: BZAP 25-33

Address: 303 Dawson Ave

Applicant: Brian Marzich

Owner: Zonia Horn

Request: The applicant is seeking a certificate of appropriateness for an addition to an existing garage and a special permit for a functional dormer.

Brian Marzich was sworn in.

Mr. Klingler gave a Staff Report about this project and explained differences in drawings and the dormers.

Ms. Bokor explained that the ARB moved this to the BZAP with a recommended to a BZAP to the ARB, and she anticipates it will be a Consent Agenda item if the project passes.

Mr. Marzich described the project.

The findings and decisions of the Board, as stated by Matt Klingler: Based upon the testimony presented, The Board of Zoning and Planning finds it appropriate to grant a special permit for a functional dormer on the new detached garage with the condition that the applicant return to the Architectural Review Board for final design approval and certificate of appropriateness.

The applicant understood the Findings of Fact.

Motion to approve the Findings of Fact by Ms. Letostak, seconded by Mr. Schick; roll call: Lassard–Yes, Schick–Yes, Levine–Yes, Letostak–Yes, Marsh–Yes. MOTION PASSED.

3) App No: BZAP 25-35

Address: 2309 E Main St.

Applicant: Jim Gray

Owner: Capital University

Request: The application is seeking approval to install a wall sign in the Campus Planning district.

John Pagiario was sworn in.

Mr. Klingler recapped discussion about signage at a previous meeting and presented the Staff's opinion as well as the proposed location and sign code.

Ms. Bokor shared institutional knowledge about returning to the Board.

There was some discussion.

The findings and decisions of the Board: Based upon the testimony presented, The Board of Zoning and Planning finds it appropriate to approve the replacement of the wall sign on the west wall of the Blackmore Library as submitted.

The applicant understood the Findings of Fact.

**Motion to approve the Findings of Fact by Mr. Levine, seconded by Mr. Schick;
roll call: Letostak–Yes, Lassard–Yes, Schick–Yes, Levine–Yes, Marsh–Yes. MOTION PASSED.**

4) App No: 20196 (Sign review application)

Address: 2230 E Mound St.

Applicant: Julie Parker

Owner: Capital University Request: The application is seeking approval to install a wall sign in the Campus Planning district.

Mr. Klingler gave a Staff Report which indicated the location of the proposed sign.

Connie Lewis, 662 Euclaire, discussed billboards.

The navigational aspect of this design was discussed.

Mr. Klingler described the sign review application.

Based upon the testimony presented, The Board of Zoning and Planning finds it appropriate to the installation of a new wall sign on the Admissions building as submitted.

The applicant understood the Findings of Fact.

**Motion to approve the Findings of Fact by Mr. Levine, seconded by Mr. Schick;
roll call: Schick–Yes, Letostak–Yes, Levine–Yes, Lassard–Yes, Marsh–Yes. MOTION PASSED.**

7) Other Business

Review the Revised rules and regulations

Mr. Klingler stated this would be ready at the next meeting.

Ms. Bokor indicated the Commercial Design Guidelines are moving ahead.

The meeting was adjourned.