



**Architectural Review Board Meeting Minutes**  
**September 11, 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. Panovska, Mr. Heyer, Mr. Hall, Chairperson Toney

**3) Approval of Minutes**

The minutes from the previous meeting will be voted on at the next meeting.

**4) Public Comment**

There was no public comment.

**5) Consent agenda items**

1. App No: ARB-25-43  
Address: 197 S Cassingham  
Applicant: Pete Foster  
Owner: Chris and Mary Gardner  
Request: The applicant is seeking architectural review and approval and a Certificate of Appropriateness to demolish an existing detached two car garage and build a new detached two car garage
2. App No: ARB-25-44  
Address: 2548 Sherwood  
Applicant: Pete Foster  
Owner: Jared Smith  
Request: The applicant is seeking architectural review and approval of a Certificate of Appropriateness for the conversion of the existing attached garage into interior living space, a one story addition to the west of the existing attached garage and a two story addition to the northeast corner of the existing residence.

3. App No: ARB-25-45  
Address: 246 N Stanwood  
Applicant: Shawn McNeil  
Owner: Audra Comes  
Request: The applicant is seeking architectural review and a Certificate of Appropriateness to build a 2 car detached garage 22x28 to match the house with storage attic using pull down ladder.
4. App No: BZAP-25-38  
Address: 246 S Dawson  
Applicant: Valerie Halas  
Owner: Mary Heckler  
Request: The applicant is seeking a recommendation to the Board of Zoning and planning for a Certificate of Appropriateness of a new one-story addition at the East side yard of the existing principal structure. Note that we are extending the existing one-story space further North in order to enlarge the existing Kitchen and to add a home office to the first floor. The existing Eastside yard setback is not compliant, but the owner's principal structure is 17' from the principal structure of the neighbor to the East. We are asking for a variance that would be extending the furthest East wall instead of stepping back the wall to the West by 8" as the interior space of the Mud Room would then be tight and would create an awkward roof line due to the existing coved hip roof detail. In addition, we are proposing to remove the existing porch roof and provide a design for a new standing seam metal barrel porch roof with new columns and beams. The stairs, railing and landing of the porch will remain with new columns in the existing location.
5. App No: ARB-25-47  
Address: 236 N Columbia  
Applicant: John Behal Owner: Chis Connor (Yore N Columbia LLC)  
Request: The applicant is seeking architectural review and approval of a Certificate of Appropriateness for the demolition of the existing brick garden sheds and attached 13-foot long wing wall, restoration of the perimeter brick wall, construction of brick piers using salvaged brick, and rebuilding the original "allée" to the hidden garden, as originally conceived for this property. A new poolhouse, pool terrace and pool are proposed. The pool house is designed with materials matching the main house, and the design is scaled to clearly be an accessory structure to the main house.
6. 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.

7. App No: ARB-25-39  
Address: 812 Remington Road  
Applicant: Megan Hast  
Owner: Julie Foster  
Request: The applicant is seeking architectural review and approval of a Certificate of Appropriateness remove an existing small, covered stoop and replace with a larger covered front porch.

Mr. Klingler clarified that the new submission for App No: BZAP-25-16 for property located at 103 S Cassingham did not require a variance and will not need to go to the BZAP.

**Motion to approve Consent Agenda items by Mr. Hall, seconded by Mr. Heyer; roll call: Heyer–Yes, Panovska–Yes, Hall–Yes, Toney–Yes. MOTION PASSED.**

**6) Requests for Tabling to the October 9, 2025, ARB meeting:**

1. 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.
2. 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.
3. 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.
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-25-36  
Address: 811 S Roosevelt  
Applicant: Eric Kramer  
Owner: Beth Sells  
Request: The applicant is seeking architectural review and approval of a Certificate of Appropriateness to rebuild a deck and add a patio cover over the deck.
6. App No: ARB-25-37  
Address: 782 Chelsea Ave  
Applicant: Marcie Valerio  
Owner: Marcie Valerio  
Request: The applicant is seeking architectural review and approval of a Certificate of Appropriateness to update an existing backyard deck to a three-season room.

## **7) New Business:**

1. App No: ARB-25-40  
Address: 236 N Roosevelt  
Applicant: Kiernan Smith  
Owner: CJ Goins  
Request: The applicant is seeking architectural review and approval and a Certificate of Appropriateness for the removal of existing small, covered stoop and replacement with a new larger porch.

Kali Goins was sworn in.

Mr. Klingler gave a Staff Report which stated that this request is missing some details and that maintaining the aesthetic of the existing porch is a better alternative.

Ms. Goins explained the current brick porch is no longer safe for the family and that their design enlarges the porch so that it is a usable space for the family. She stated brick is not practical for long term use and that they are interested in a different material that aligns with the home's color scheme. She spoke to the proposed beams and railing.

Mr. Heyer shared his opinion that the proposed stained beams will not fit the home's aesthetic. He asked if the homeowners had considered putting the porch on the other side; Ms. Goins stated that they do not want to disrupt the established hydrangeas and mentioned a nearby home acting as a model. Ms. Goins explained the new steps will go onto the brick walkway but the rest of the porch will not have steps and instead just have a sitting space. Mr. Heyer said the length and the positioning of the proposed porch does not fit a Cape Cod house and spoke to how the design could be modified to fit into the Cape Code style.

Ms. Panovska explained that she does not mind the asymmetry as much but asked if the design can cheat the offset a little bit, or if there is a way to rethink the columns to draw attention to the center line of the door to soften the asymmetry. She said she feels detailing is missing in the drawings and encouraged the homeowner to think about that. She and the homeowner spoke to ways to remedy the asymmetry.

Mr. Hall stated he agreed with the previous comments and spoke to the design flowing off of the center line. He shared ways to do this, and also mentioned stretching this all the way to the side of the home to align with the brick walkway. He also spoke to embracing the quintessential New England feel of the home and shared suggestions about the columns.

Chairperson Toney asked Ms. Goins if she has enough information to make a few tweaks and revisions.

Ms. Goins said it would be okay to table this meeting to the October 9, 2025 meeting.

**Motion to Table this application to the October 9, 2025 meeting by Mr. Heyer, seconded by Ms. Panovska; roll call: Hall–Yes, Panovska–Yes, Heyer–Yes, Toney–Yes. MOTION PASSED.**

2. App No: ARB-25-46  
Address: 2324 Bexley Park  
Applicant: Drew Williams  
Owner: Bruce and Kristina Fraser  
Request: The applicant is seeking architectural review and approval of a Certificate of Appropriateness to renovation of the north "rear" elevation of the existing house and new landscaping and hardscaping. (Note: Since this is a corner lot, the north elevation functions as the rear of the house even though it is technically the side of the house.) A 95 sq. ft. New Porch will replace an existing 19 sq. ft. porch along the north elevation, so that the New Porch covers the door to the Kitchen at new Upper Terrace landing and the new French doors to the Family Room at the Lower Terrace. New cultured stone will be applied below the New Porch to the north elevation to match the limestone and mortar on the south "front" elevation of the house. A new outdoor stone fireplace will be constructed along the north wall of the attached garage as a focal point of the Lower Terrace. The Landscape Master Plan illustrates the extensive landscaping and hardscaping proposed for the areas surrounding the house.

Drew Williams and Peter Krajnak, 2368 Bryden, were sworn in.

Mr. Klingler gave a Staff Report stating a desire for columns with details, as well as information about the stone color.

It was stated that the homeowner was no longer interested in the fireplace and also showed a photo of the desired stone.

The columns and facade were discussed, including the dormers, doors, window, ceiling, and porch. Trim pieces to match the lower gutter and eave line of the garage were mentioned. It was stated that the applicant believes slender columns are the appropriate approach.

Ms. Panovska asked if a deeper fascia had been considered. It was mentioned that the applicant is trying to keep the beam as high as possible, and that the stucco band is also an alignment point; there was a desire not to increase the height of the fascia. The applicant discussed the metal roof and gutters.

Mr. Heyer spoke to the piers and asked if the column near the band could look more finished; he gave suggestions for improvements. He also talked about the buttered joints.

Mr. Hall said he thinks this is a nice solution and discussed studying the corner with a bracket. It was mentioned that this stone will be a cultured stone; Mr. Hall said he believes this is fine only because it is on the back of the home. He discussed the quirkiness of the project.

Chairperson Toney stated she had nothing additional to add.

Findings of Fact and Conclusions of Law for App.No: ARB-25-46 for property located at 2324 Bexley Park: Based upon the evidence and testimony presented, the Board finds that a Certificate of Appropriateness should be granted in accordance with the decision and Record of Action from the Architectural Review Board's September 11, 2025 meeting with the condition that architect work with the Residential Design Consultant on the final column details which will be emailed to the Board for final approval.

The applicant agreed to the Findings of Fact.

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

## **1) Other Business**

Chairperson Toney mentioned the upcoming workshop.

## **2) Adjourn**

The meeting was adjourned.

Bob DeAndre asked about 342 N. Remington. Mr. Klingler indicated that the application will be heard during the October 9, 2025 meeting.