



Architectural Review Board

Decision and Record of Action – September 11, 2025

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 East side 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.

MOTION: The motion to approve this application as a consent agenda item was made by Mr. Hall and seconded by Mr. Heyer:

The findings of facts and decisions of the Board for application number ARB-25-44 for the property located at 2548 Sherwood: The Architectural Review Board issues 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 East side 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.

The applicant, Valerie Halas, agreed to the findings of fact and decision of the Board.

VOTE: All members voted in favor.

RESULT: The applicant was granted a Certificate of Appropriateness.

Staff Certification: Recorded in the Official Journal this 11th day of September, 2025.



Matt Klingler, Zoning Officer



Karen Bokor, Design Consultant

cc: Applicant, File Copy