

*******DRAFT MINUTES*******
Board of Architectural Review
Tuesday, October 15, 2024
7:00 p.m., City Council Chamber
City Hall

Members Present: James Spencer, Chair
Andrew Scott, Vice Chair
Bud Adams
Margaret Miller
Nastaran Zandian
Michael Lyons
Theresa del Ninno

Members Absent: None

Secretary: Bill Conkey, Historic Preservation Architect

Staff Present: Brendan Harris, Historic Preservation Planner

1 Call to Order

The Board of Architectural Review Public Hearing was called to order at 7:00 p.m. All members were present.

2 Minutes

Consideration of minutes from the September 30, 2024 Board of Architectural Review meeting.

BOARD ACTION: On a motion by Mr. Scott, seconded by Mr. Lyons, the Board of Architectural Review voted to approve the September 30, 2024 meeting minutes as submitted. The motion carried on a vote of 7-0.

Consent Calendar

- 3 **BAR #2024 00335 - OHAD**
Request for signage at 501 King Street
Applicant: Econo Sign, Inc.

BOARD ACTION: Ms. Miller removed this item from the consent calendar.

On a motion by Mr. Scott, seconded by Mr. Lyons, the Board of Architectural Review voted to approve BAR#2024-00335 as amended. The motion carried on a vote of 7-0.

REASON

The Board had concerns about the brightness of the proposed halo lighting. The following conditions were added by the Board, in addition to staff’s conditions:

The sign must be installed on an opaque backing, the color should be warm and no more than 3000K.

Staff must inspect the sign’s brightness in the field under dark conditions.

SPEAKERS

Laura Mercier, the applicant, was available to answer questions.

DISCUSSION

Ms. Miller stated that a halo-lit sign is not compatible with this building or its architecture. Ms. Del Ninno asked if the sign will be on both elevations. Ms. Mercier responded that it is. The Board members asked staff to clarify under what conditions halo-lit signs have been approved in the past. Staff responded that in recent cases, the standard condition of approval is that halo-lit signs must be no greater than 150 lumens and have a K value of no more than 3000. The Board requested staff to consider these conditions when discussing the signage chapter of the updated *Design Guidelines*.

Items Previously Deferred

4 BAR#2024-00038 - OHAD

Request for alterations at 201 Gibbon Street.
Applicant: Mary Denby, MHD Builds

BOARD ACTION: On a motion by Ms. Miller, seconded by Ms. del Ninno, the Board of Architectural Review denied BAR#2024-00038. The motion carried on a vote of 4-3, with Mr. Scott, Mr. Lyons, and Mr. Spencer voting against the motion to deny.

REASON

The Board agreed with the staff recommendation that subject windows should be repaired instead of replaced.

SPEAKERS

Mike and Sarah Radt, property owners, introduced the proposal and were available to answer questions.

DISCUSSION

Ms. Miller noted that the Board generally attempts to maintain consistency in their actions regarding the replacement of windows. She stated that this house is special because of its history and location and deserves to have original fabric maintained. She asked the applicant if they would consider the replacement of the existing windows with a single glazed replica in lieu of the proposed window.

Mr. Spencer asked staff to clarify the timeline of staff reviews and approvals related to the window. Staff provided the requested information.

Ms. Zandian noted that despite an informal indication that the windows could be replaced, a final order should not have been made prior to the official approval of the request. She stated that since the subject windows are the last two remaining historic elements on the south elevation, they should be repaired instead of replaced.

Mr. Lyons appreciated the research done by the applicant on the history of the property and the windows. He stated that in his opinion the windows are beyond repair and supports the requested approval to replace them.

Mr. Adams indicated his support for the staff recommendation for denial of the requested approval to replace the existing windows.

Ms. del Ninno appreciated the research done on the history of the house and the windows. She expressed concern about the precedent of allowing historic windows to be removed and supported the repair of the existing windows.

Mr. Scott stated that in his opinion, the existing windows are beyond reasonable repair and supported the application to replace them. He further noted that upon their replacement they will be consistent with other windows on the structure.

Ms. del Ninno noted that the mismatched windows are critical to the character of the historic structure.

Mr. Spencer pointed out that the subject windows are not on the main block of the house and that if the windows were re-built they would still not be historic.

New Business

5&6 BAR#2024 00347 - OHAD

Request for alterations at 101 Queen Street.

Applicant: Sean and Jill Milliken, represented by Karen Conkey, Architect

BAR#2024 00348 - OHAD

Request for partial demolition and encapsulation at 101 Queen Street.

Applicant: Sean and Jill Milliken, represented by Karen Conkey, Architect

BOARD ACTION: On a motion by Mr. Lyons, seconded by Ms. Zandian, the Board of Architectural Review voted to approve BAR#2024-00347 and BAR#2024-00348 as submitted. The motion carried on a vote of 6-0. Mr. Spencer was absent for the vote.

REASON

The Board found the proposed alterations appropriate.

SPEAKERS

Karen Conkey, project architect, represented the applicants and was available to answer questions.

DISCUSSION

Ms. Zandian asked for clarification on proposed casement windows.

7 & 8 BAR#2024 00341- OHAD

Request for alterations at 609 Queen Street.

Applicant: Russell and Michelle Shearer

BAR#2024 00342 - OHAD

Request for partial demolition and encapsulation at 609 Queen Street.

Applicant: Russell and Michelle Shearer

BOARD ACTION: On a motion by Ms. Miller, seconded by Ms. Zandian, the Board of Architectural Review voted to approve BAR#2024-00341 and BAR#2024-00342 as submitted. The motion carried on a vote of 7 0.

REASON

The Board found the proposed alterations appropriate.

SPEAKERS

Patrick Camus, project architect, represented the applicants and was available to answer questions.

DISCUSSION

None.

9 Consideration of updates to the Windows and Shutters Chapter of the Parker-Gray Design Guidelines.

BOARD ACTION: On a motion by Mr. Scott, seconded by Mr. Lyons, the Board of Architectural Review voted to adopt the updates to the Window and Shutters Chapter of the Parker-Gray Design Guidelines as amended. The motion carried on a vote of 7-0.

DISCUSSION

Mr. Scott suggested that the text for “Type 4” window repairs should say more about the condition of the windows, such as “irreparable” or “beyond repair”. He also suggested adding the term “mullion” to the glossary page.

Ms. Del Ninno suggested that graphics for muntins could be taken from the case at 201 Gibbon Street.

Staff responded that they will make those suggested edits before publishing the chapter.

10 Consideration of updates to the *BAR Policies for Administrative Approval* for windows.

BOARD ACTION: On a motion by Ms. Miller, seconded by Ms. Zandian, the Board of Architectural Review voted to adopt the BAR Policies for Administrative Approval for windows as submitted. The motion carried on a vote of 7-0.

11 Other Business

No other business was discussed.

12 Adjournment

The Board of Architectural Review adjourned at 8:36 p.m.

Administrative Approvals

BAR#2024 00353

Request for roof repairs at 724 Gibbon Street.

Applicant: Christopher Galla

BAR#2024 00354

Request for signage at 315 Cameron Street.

Applicant: Andrew Altizer

BAR#2024 00361

Request for installation of an outside vent at 213 Princess Street.

Applicant: Kismet Toksu

BAR#2024 00364

Request for window replacement at 319 N Alfred Street.

Applicant: Hassan Aden

BAR#2024 00366

Request for roof replacement at 309 Duke Street.

Applicant: Joel DeLeon

BAR#2024 00367

Request for brick façade repairs at 210 Duke Street.

Applicant: Todd Pickell, Vaughan Restoration Masonry

BAR#2024 00368

Request for brick façade repairs at 207 S Fairfax Street.

Applicant: Todd Pickell, Vaughan Restoration Masonry

BAR#2024 00371

Request for roof, door, and ADA lift replacement at 1024 King Street.

Applicant: Does Your Dog Bite, LLC

BAR#2024 00357

Request for shutter replacement at 134 N Payne Street.

Applicant: Jeremiah Egger