



MINUTES
ARCHITECTURAL REVIEW BOARD MEETING
MARCH 12, 2025 – 6:14 p.m.

CALL TO ORDER

A meeting of the Architectural Review Board (ARB) of the City of Glendale was held on Wednesday, March 12, 2025. Chairman Fernhoff presided and called the meeting to order at 6:50 p.m.

ROLL CALL

Members Present

Members Absent

Mike Moran
Laura Switzer
Jon Emert
Brad Weitekamp
John Falk
Chairman Fernhoff
Reed Voorhees

Also present were Frank Johnson, City Administrator; Gabby Macaluso, Deputy City Clerk; Kate Henry, City Attorney.

APPROVAL OF MINUTES

The ARB requested the deletion of repeated words on page 3 and a change to word choice on page 3 of the minutes from the February 12, 2025 meeting.

Mr. Moran moved to approve the minutes with corrections from the February 12, 2025 meeting. The motion was seconded by Mr. Voorhees and unanimously carried.

**REVIEW OF PLANS FOR
BASEMENT REPLACEMENT
AND ONE-STORY ADDITION**

– Dale Messey, 6 Highland Pl.

Mr. Fernhoff introduced the project at 6 Highland Pl. and invited the applicant to present the project.

Mr. Messey and his architect, Alex Blais with Blais Architects, presented the plans. Mr. Messey noted that the foundation will be moved 8 feet to the east. Mr. Moran asked that a note stating this move be added to drawing C1.

The neighbor located at 11 Winnetka emailed in a written complaint regarding the potential for water displacement onto her property from the planned addition.

The neighbor located at 9 Winnetka also had concerns about drainage and stormwater displacement caused by the planned addition. He stated that he's not opposed to the project but wanted reassurance that water issues wouldn't get worse.

Drainage and Site

Mr. Falk asked where the floor drain at the base of the stairs would be routed to. Mr. Messey stated that it would be routed to the sump pump for stormwater. Mr. Falks recommended a note on the civil plans showing where the sump pump discharges.

Landscaping

Mr. Moran noted that the tree study shows 47” caliper inches of trees being removed, including numerous sweet gum trees.

Mr. Weitekamp stated he is good with the removal and replacement of trees. However, he noted that there needs to be a landscape plan including a schedule of plantings and illustration of where the applicant is replacing lawn, adding plantings, trees, etc. He noted that this shouldn’t stop the City from issuing preliminary approval of the project, but it would be a condition.

Architectural Review

Mr. Messey and Mr. Blais noted that the reason for moving the house is to open up the driveway space to make the turn easier for vehicles. They would also like for the garage doors to line up with the back of the house.

Mr. Messey noted that part of the detached garage has been converted into office space. Mr. Johnson noted that the portion of the garage that’s been conditioned (i.e. heated and cooled/habitable) needs to be included in the FAR calculation.

Mr. Moran and Mr. Voorhees noted that the elevations are nice with the low roof profiles, porch detailing, and window trim.

Ms. Switzer asked about the window type. She noted that the old windows are single or double hung, but some of the new windows are casement. Mr. Blais explained that this was for aesthetic purposes.

Mr. Moran noted that it might be safer to have the window above the stairs be double or single hung instead of a casement window.

ARB members discussed the deck and noted that it should be added to the elevation.

ARB members asked for downspouts to be added to the plan.

ARB members expressed concern that the front porch is planned to be built over the basement. They stressed the importance of building the porch using water proofing materials and techniques.

Mr. Moran asked for clarification regarding covering the exposed foundation walls. The applicant was unsure of the exact materials. Mr. Moran noted that the ARB does not want to see painted concrete, but they do want to see it clad in some material like stone, brick, or other material that matches the home's architecture.

Mr. Messey and Mr. Blais concluded their presentation.

Mr. Fernhoff asked if there was additional public comment, and there were no comments made.

Mr. Moran moved to approve the applicant's project design for 6 Highland Pl. subject to the following conditions:

1. The applicant should revise civil plans to coordinate with the architectural plan in the building location showing that the building shifted 8 feet to the east and showing notes for all new utility connections.
2. The applicant needs to add downspouts and below grade piping to the civil plan and superimpose roof plan onto the roof drainage area plan substantiating the 1,000 square foot drainage area going to the flowell.
3. The applicant needs to add the basement and stairwell storm drain sump pump piping discharge to the front lawn on the north side of the house on plans.
4. The applicant should add a schedule of plants for shrubs, ground covers, and lawns to the landscape plan/materials.
5. The applicant should recalculate the garage conditioned space as included in the finished area and recheck the floor area ratio (FAR).
6. The applicant needs to define the finish treatment and materials at the exposed concrete front porch walls, which cannot be painted concrete in excess of one foot high above grade. Refine start points to siding material as required.

The motion was seconded by Brad Weitekamp. The motion passed with a vote of 7 "Aye", 0 "Nay," and 0 Absent. The votes was as follows:

Chairman Fernhoff	"Aye"
Reed Vorhees	"Aye"
John Falk	"Aye"
Brad Weitekamp	"Aye"
Jon Emert	"Aye"
Laura Switzer	"Aye"
Mike Moran	"Aye"

**REVIEW OF PLANS FOR
NEW HOME
CONSTRUCTION – Scott
Dunavant, 1240 N. Sappington
Rd.**

Mr. Fernhoff introduced the project at 1240 N. Sappington Rd. and invited the applicant to present the project. He reminded the ARB members that this project had previously been reviewed by the ARB, but Mr. Dunavant had made some changes to the project.

Landscaping

Mr. Dunavant noted that some additional trees will be removed based on an updated forestry report. Additionally, honeysuckle will be partially removed to clear the line of sight for neighboring properties as they back out of their driveway.

Mr. Weitekamp stated that he is good with the tree study. He asked about the stone wall on the north side and wrapping it around the walk and tying it into grade. Mr. Dunavant said he has a water line running to the house in that area preventing the changes to the wall.

Mr. Weitekamp requested that the utilities are marked on the landscape plan, as they may be in the way of the sugar maple noted on the plan.

Stormwater & Drainage

The ARB members discussed the stormwater plans for this property and noted some discrepancies between the number of flowells on the property. Mr. Dunavant clarified that there will be two flowells and one pit because this is what his civil engineer advised.

The members also noted that the left elevation in the rear right side looks off—the grade changes seem to be more subtle than the elevations indicate. They advised the applicant to check with his civil engineer.

Mr. Falk expressed some confusion regarding the back water valve shown in the infiltration pit. He expressed concern that the four half-inch holes on the back water valve will get clogged, and water won't flow out. He suggests adding a high flow pipe that bypasses the back water valve and connects to the pop-up emitter (6-inch) to serve as an overflow device. He encouraged Mr. Dunavant to check with his civil engineer.

Mr. Voorhees noted that Mr. Dunavant moved the driveway over to add some grade between the houses as the ARB encouraged him to do in the first review.

Mr. Dunavant noted that electric services may be changed to enter the house through the front rather than the back.

Architecture

Mr. Voorhee's asked Mr. Dunavant about the exterior materials used. Mr. Dunavant clarified that there will be shingles on the side of the porch roof and metal on the front of the roof area.

ARB members felt that the design was well-composed.

Mr. Moran moved to approve the applicant's project design for 1240 Sappington Rd. subject to the following conditions:

1. The applicant should revise civil drawings so that all drawings agree with the proposed design having one flowell with two structures in the front yard as shown on drawing 1 of 3.
2. The applicant should add an overflow drainpipe in the high position on the downstream structure to relieve high flow past the backflow valve. The high flow pipe and the low flow pipe would converge downstream and tie into the same popup emitter.
3. Revise the power service entrance so that it's accurately shown once determined.

The motion was seconded by Mr. Voorhees. The motion passed with a vote of 7 "Aye", 0 "Nay," and 0 Absent. The votes was as follows:

Chairman Fernhoff	"Aye"
Reed Vorhees	"Aye"
John Falk	"Aye"
Brad Weitekamp	"Aye"
Jon Emert	"Aye"
Laura Switzer	"Aye"
Mike Moran	"Aye"

Mr. Johnson noted that ARB approval has a one-year duration.

MISCELLANEOUS

Mr. Johnson asked the board members which drawing size is acceptable. They noted that 11 x 17 drawings are acceptable, but they have to be appropriately sized down if derived from larger plans so that they are legible and clear. They advised that if plans are submitted in unclear condition, staff should ask the applicant to rescale and resend. The board also liked the idea of switching the meetings to the other end of the auditorium so that plans can be shown on the presentation screen as a PowerPoint presentation.

ADJOURN

Mr. Falk motioned to adjourn the meeting. The motion was seconded by Mr. Moran and unanimously carried to adjourn the meeting at 8:45 p.m.