



MINUTES
ARCHITECTURAL REVIEW BOARD MEETING
July 9, 2025 – 6:03 p.m.

CALL TO ORDER

A meeting of the Architectural Review Board (ARB) of the City of Glendale was held on Wednesday, July 9, 2025. Chairman Fernhoff presided and called the meeting to order at 6:03 p.m.

ROLL CALL

<u>Members Present</u>	<u>Members Absent</u>
Chairman Fernhoff	Jon Emert
Mike Moran	Brad Weitekamp
Reed Voorhees	
Laura Switzer	
John Falk	

Also present were Gabby Macaluso, Community Engagement Officer; Allie Sievers, City Attorney.

APPROVAL OF MINUTES

Mr. Voorhees moved to approve the minutes from the May 14, 2025 meeting with two changes, which include:

- Changing “could” to “should”: in the discussion of 406 Venneman Ave.’s foundation wall exterior treatment
- Correcting instances in which he is referred to as Mr. Reed instead of Mr. Voorhees.

The motion was seconded by Ms. Switzer and unanimously carried.

REVIEW OF PLANS FOR ATTACHED COVERED PORCH ADDITION AND DETACHED CARPORT AND STORAGE SHED – Patrick Holleran, 112 Elm Ave.

Chairman Fernhoff introduced the project at 112 Elm Ave. and invited the applicant to present the project.

Patrick Holleran, the property owner, presented the project with contractor Carlos Bucio. They explained that the old garage will be removed and replaced with a two-car carport. They also intend to add a storage shed and an attached covered porch.

Site and Drainage

Mr. Falk noted that the survey is difficult to read and hard to see spot elevations. He would like to see contours on the site plan to understand where the water is draining to. He needs to evaluate where all the water is flowing, especially given the driveway in the back. He noted that the ARB doesn’t want water going onto the neighbors’ property.

Mr. Holleran explained that he’s using permeable pavement. Mr. Falk and Mr. Moran noted that the permeable pavement needs to be clearly labeled on drawings. They also noted that contours should be included on page A1.4, and expressed that the plans would benefit from having the spot elevations noted at the corners of the pavements, so they can

see how the ground is sloping and how the water will flow over the pavement. They would also like to see product data for the pervious paving, especially how it's graded for absorption.

Additionally, Mr. Moran stated that the applicant needs to make sure that any surface water is making its way through the side yards and to the street. He explained that will be based on the spot elevations, which will help determine if there's any pitches in the ground that would make a good location for a swale.

Mr. Falk noted that there's a French drain shown on page A1.4. He's assuming that the drainage plan on page A1.4, there's a French drain shown. He said he's assuming this is for the pervious paver area, but he noticed that there's not a French drain located on other pervious paver areas. Mr. Falk recommends adding that to the other pervious pavement areas.

Mr. Falk asked if the proposed putting green is going to be made of synthetic material and if so, how was it going to drain. Mr. Bucio explained that the water would drain into an existing drywell located near the back of the home, which will stay. Mr. Falk asked that it be added to the survey since it's an existing drainage feature on the site.

The ARB asked for clarification on the drawings to show all existing drainage features and all new drainage features, pipe, and other elements. All features should be labeled and any improvements such as upsizing the pipe should be noted. Additionally, Mr. Falk would like the drawing to note that the existing Flo-well will be inspected to ensure it's working properly.

Mr. Falk and Mr. Moran stressed that all differential increases of stormwater runoff need to be mitigated. They suggested that there may be room front yard to put another Flo-well to slow down the water as it discharges onto Elm Ave.

Mr. Falk raised concern about the big tree in the front yard should a Flo-well be placed near it. The applicant says the tree is not that big and the roots would not be impacted if the Flo-well were placed there. The ARB advised the applicant to check route of drainage line where it passes the tree in the front yard and modify as needed to avoid damaging tree.

Mr. Voorhees asked for clarification regarding the tree located on the back of property that is slated for removal. He requested information on the type and size of the tree.

Mr. Falk requested bigger size plans in their next submittal.

Mr. Voorhee's asked for clarification regarding the removal of existing tree near the driveway. Mr. Holleran clarified that the tree is located near the driveway.

The ARB members requested that resubmitted plans include clear labels for trees and shrubs that will be removed, proposed new trees and shrubs, existing drainage features, proposed drainage features, and an removal or modification of draining features or infrastructure.

Landscaping

Mr. Moran noted that the plans show that there are plantings on the property line and instructed that these should be moved off the line and into the subject property's yard. The applicant said that this was an error in the drawings and that it would be updated.

The ARB noted that the landscape plan needs to show the complete plantings that are proposed. They reiterated that all removed and proposed trees, regardless of size, be included in the plans and clearly labeled.

Mr. Moran noted that the drawings show the driveway abutting the property line to the north and trees being planted on the property line. The ARB stressed that trees should not be planted on the property line and requested that the revisions accurately show the landscaping. If the applicant decides to use tree grates, they need to show them on the drawings.

Architectural

Mr. Falk asked the applicant to include photos of the existing house and proposed material information when they resubmit their plans. He wants to assess how the shed and carport relate to the existing architecture home in terms architectural style, materials used, and color.

Mr. Moran asked if the timber and wooden ceiling in the carport would be finished clear natural, stained or painted. The applicant specified that the it would be finished clear natural.

Mr. Moran asked if there will be lighting in the carport. The applicant said no.

Mr. Voorhees stated that he likes the design of the carport and appreciates that it's a carport, not a garage.

The applicant says that he will provide color elevations for the shed, so the ARB has a better idea of what it will look like.

Ms. Switzer asked what color the fascia on the garage would be. The applicant explained that it would be black to match the gutters. She also inquired about the decorative corbel board in the kitchen area and the applicant explained that it is a concrete material designed to look like wood.

Mr. Falk asked about the material being used for the permeable pavement. The applicant provided a sample of the proposed paving stone and they discussed using the stones in either black or burgundy to form the perimeter to match the color scheme of the house.

Mr. Falk asked the applicant to have a civil engineering firm such as Grimes to do a cross section of how much aggregate is going to be under the pavers. This will determine how thick the aggregate is and how well it will absorb water.

Mr. Voorhees inquired about the materials that will be used to build the shed. The applicant explained that it be made of a hardy board-like material. The applicant also noted that the color of the metal roof will be a matte black.

Chairman Fernhoff asked for public comment.

While no one spoke at the meeting, board members acknowledged an email received from William Corrington, the rear neighbor living at 117 Parkland Ave. Mr. Corrington's email expressed concerns about the project's potential impact on stormwater and his property. He stressed that he didn't want to impede Mr. Holleran's property improvement plans, but he is worried about the water his property takes on from surrounding properties including 112 Elm Ave. He illustrated this water issue through four attached photos.

Mr. Holleran stated that he installed drainage infrastructure that has addressed this issue. Mr. Moran stated that the neighbor is presenting these issues as though they are current and that the ARB must take the comment into consideration. They hope that through these improvements proposed as part of the project, the stormwater issues will be addressed.

Summary and Highlights of the Additional Information Needed

Site and Drainage

- The survey is illegible, so contours should appear on the new site plan.
- Clarify that there is a French drain collecting the 367 square feet of pervious paving base course drain.

- All existing and new or modified draining apparatus and locations should be noted on drawings (ex. Drywells, conveyance pipes, drains, etc.).
- Mitigate the .03 CFS.
- Check route of drainage line where it passes the tree in the front yard, and modify as needed to avoid damaging tree.
- Drawings do not agree from A to C; all drawings need to agree.
- Tree removal is not clear—All trees slated for removal should be noted on drawings and not included on new site plan. New or replacement trees should be accurately noted on new site plan and not located on the property line.
- Provide photos of existing house.

Architectural

- Plans should note that the shed’s siding finish will match existing house.
- Please provide material samples when resubmitting, so the ARB can see finish stain colors, siding color and material, metal fascia color.
- Have civil engineers provide a cross section of pervious paving and detail the base course thickness.

Mr. Moran moved to postpone a vote on the applicant’s project design for 112 Elm Ave. due to a need to provide more information and have all drawings agree.

The motion was seconded by Mr. Falk . The motion passed with a vote of 5 “Aye”, 0 “Nay,” and 2 Absent. The votes was as follows:

Chairman Fernhoff	“Aye”
Reed Vorhees	“Aye”
John Falk	“Aye”
Mike Moran	“Aye”
Laura Switzer	“Aye”
Jon Emert	Absent
Brad Weitekamp	Absent

REVIEW OF PLANS FOR REAR ADDITION – Karen Lynch, 5 Berry Wood Dr.

Chairman Fernhoff introduced the project at 5 Berry Wood Drive. and invited the applicant to present the project.

Ms. Lynch, the owner of 5 Berry Wood Drive, and her architect, Tracy Collins who attended the meeting virtually, presented the plans, which entail the construction of a rear addition.

Chairman Fernhoff noted that this addition has been reviewed several times over the years. He explained that a concerned neighbor, Cari Lynch, had reached out to the City asking about the project’s history.

Ms. Lynch first requested a variance for the side yard setback from the Board of Adjustment in 2010 to make way for an addition. The appeal was denied, and she appealed again in 2023. This second appeal was approved. He noted that the side yard setback variance is noted on the site plan.

Site and Drainage

Mr. Falk noted that he likes the inclusion of a drywell in the plan, but he needs to see some additional details including the overflow location and the piping size and location. He also stated that the plan notes that the new downspouts will be routed to the drywell, but the pipes and their sizes aren't labeled clearly.

Mr. Moran and Mr. Falk requested that the following information be provided:

- Calculation of water flow to determine if the drywell can handle the three new downspouts intended to discharge into it.
- Pipe size and location labels for downspout lines, overflow pipe, etc.
- Overflow location
- Product information/specifications for the drywell.

Mr. Moran and Mr. Voorhees noted that the Floor Area Ratio (FAR) should be calculated using the gross area, not the net area.

Landscaping

The ARB noted that no trees or landscaping are being removed.

Architectural

Mr. Moran explained that the variance issue and the neighbor's objection to it is not under the purview of the ARB; however, design is under their purview. Mr. Moran feels that the design would be improved by shifting the addition two feet or 30 inches to the east away from the property line." This would provide them with the same functional plan and allow for design benefits such as breaking up the west façade so it's less monolithic, the massing is more controlled, and the transition between new and old building materials would be less noticeable. This would also fit the project within their original setbacks.

The ARB members who are also architects—Mr. Moran, Mr. Voorhees, and Ms. Switzer—all agree that an offset between the existing house and the new addition would enhance the design by breaking up the massing of the long brick wall and make for a less noticeable transition of the new and old brick, which may be hard to color match.

Mr. Voorhees noted that the double doors going outside on the north elevation have an awkward roof arrangement—the slope coming down

and the gable look unresolved. Mr. Moran noted that this roof section is small, but it's backed up by a big roof area. He likes it as a design feature, but he thinks that this collector spot will take on a lot of water and the homeowners will want to install a downspout to avoid water splashing on the ground and collecting around the foundation.

Mr. Moran suggested a narrower door opening to provide extra wall space on either side of the opening that would provide room for a downspout to exist without covering up the trim or part of a window.

Mr. Moran discussed some of the interior design benefits of shifting the addition toward the center of the site including aligning the partition wall with the east wall of the stairs.

Ms. Collins noted that they would be open to a small offset of the west façade to make the transition smoother. She explained that they have worked with the design a lot and shifting the design east would limit the size of the bedroom, which is something they don't want to do.

Mr. Moran said he would shift the whole design, adjusting the west and east wall so their total square footage of the addition would stay nearly the same.

Ms. Lynch and her contractor state that shifting the west façade would create an odd wall line in the bedroom. In looking at the plans, it was determined that the drawing did not adequately show the bathroom size and location of the existing wall. She noted that if the west facade is shifted in, it will create an odd corner with not enough wall space for a bed with a dresser. The homeowner noted that they will update the drawings to accurately reflect the wall's location.

Ms. Lynch noted that she thought the ARB review is supposed to be focused on exterior design, not interior. Mr. Voorhees noted that he's only looking at the interior to say that the interior design can stay the same while shifting everything over to accommodate the west façade offset as part of the exterior design.

The board members reiterated their concerns about the long brick wall on the west side. They commended the investment in the use of brick, but still felt there should be a break in the massing with an offset or clear story windows. This would be especially beneficial to the neighbor, so they don't have to look at a solid brick wall.

Mr. Falk notes that if the homeowner decides to add a downspout on the back of the property near the door, it should be piped to the Flo-well.

The ARB requests that the gutters and downspouts be added to the drawings.

Chairman Fernhoff asked for public comment.

Cari Iken at 7 Berry Wood Drive said that she opposed the variance at the 2010 Board of Adjustment meeting. She stated that she did not know about the variance request or Board of Adjustment public meeting in 2023. If she had, she would have opposed the variance at the meeting. She explained that the brick wall will come up right against her property line and impede her view from her family room. She asked about softening the brick wall through tree plantings.

City Attorney Allie Sievers noted that the City did comply with public notice requirements in 2023.

Chairman Fernhoff noted that he walks every property that comes before the ARB for project review, and he did note that the view from Ms. Iken's family room will be impeded by the wall.

Ms. Lynch said she intended to plant trees as space allows.

The ARB clarified that the offset for the brick wall is out of architecture interest of breaking up the massing and transitioning the new and old materials, not to satisfy the neighbor's visual preference.

Ms. Lynch asked that if the new brick's color doesn't match the old brick, can she paint the house.

Mr. Moran noted that he can't tell her not to paint her house, but as an architect, he would advise against ever painting brick.

Mr. Moran moved to approve the applicant's project with the following conditions.

- Submit a full civil design of the drywell and it's details, showing the location of the overflow relief of the drywell and the size of the pipes conveying water to the structure.
- Page A1.1 should be corrected so that that the FAR area figures match the site calculations using the gross areas.
- The design should be revised to step the west face of the addition back from the existing building corner in order to break down the scale of the long west elevation.
- If the plans as they are presented in this application are incorrect as to the location of the existing northwest building corner, the plans should be amended to show the actual location.

The motion was seconded by Mr. Voorhees . The motion passed with a vote of 4 “Aye”, 1 “Nay,” and 2 Absent. The votes was as follows:

Chairman Fernhoff	“Aye”
Reed Vorhees	“Aye”
John Falk	“Nay”
Mike Moran	“Aye”
Laura Switzer	“Aye”
Jon Emert	Absent
Brad Weitekamp	Absent

Mr. Falk asked Ms. Sievers if an applicant can appeal an approval with conditions from the ARB to the Board of Aldermen. Ms. Sievers stated that an aggrieved applicant may appeal to the Board of Aldermen within 15 days of the decision.

Ms. Lynch said they would take the conditions provided and the appeal process into consideration.

**REVIEW OF PLANS FOR
BASEMENT & FIRST FLOOR
ADDITION**– Carrie Durst, 774
Brownell Ave.

Chairman Fernhoff introduced the project at 774 Brownell Ave. and invited the applicant to present the project.

Daniel Stauder, the architect of 774 Brownell Ave., presented the plans, which entail the construction of a basement and first floor addition.

Site and Drainage

Mr. Falk noted that the proposed stormwater plan is good, but they need to submit civil plans with contours. He also needs to see the location of the new downspouts, where they are being piped to, and how they’re being piped. Additionally, they need to provide a cross section of the BMP and drywell details.

Mr. Moran asked where the southeast corner downspout for the new addition will drain to. Mr. Stauder noted that the new roof water runoff will be piped to the BMP.

Mr. Moran asked the applicant to calculate the roof area and water flow to make sure it’s not too much water going to one downspout. If too much, the plan needs to be updated to show additional downspout or alternative approach to adequately handle the water.

Landscaping

Mr. Voorhees noted that the 20-foot-wide driveway is too wide. The ARB guidelines limit the size to 18 feet. The applicant says the width will be reduced by two feet from the west side of the property. Mr. Falk recommended adding a curb or swale on the west side of the driveway to direct water to the street.

Mr. Moran asked the applicant to consider using pervious pavers on the borders of the driveway to make up for the fact that so much of the yard is being taken up by the driveway.

Architecture

The ARB asked about the material used to construct the vinyl pergola. Mr. Stauder noted that it's hollow vinyl sections.

Mr. Falk suggested making the pergola sit taller by either building a taller pergola or placing it on a concrete pad because there's not enough headroom for taller people.

Ms. Switzer confirmed that horizontal siding will be installed.

Chairman Fernhoff asked for public comment.

James Fowler asked if the driveway would be smaller than the driveway shown in the plans. The ARB confirmed that the size would be reduced to 18 feet wide and shifted over from the neighbor to the west.

Mr. Voorhees confirmed that the basement stairs will be removed. Mr. Stauder confirmed the removal and noted that he's adding an egress window to the basement for safe exit.

Mr. Moran moved to approve the applicant's project with the following conditions.

- Provide the drywell design and details with calculations including a table of areas as illustrated in the design guidelines.
- Reduce the driveway to 18 feet wide (narrowing the pavement on the west edge).
- Raise the pergola elevation relative to the adjacent exterior bedroom door, which appears to be higher than the pergola structure.
- Provide finished contour grades.

The motion was seconded by Mr. Falk. The motion passed with a vote of 5 "Aye", 0 "Nay," and 2 Absent. The vote was as follows:

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

MISCELLANEOUS – Procedure
for Appointing a New Chairman
for ARB

The ARB members determined that they would like to appoint a new chairman each year at a same time that coordinates with when the mayor appointments/reappointments members to terms on city boards and commissions.

ADJOURN

Mr. Moran motioned to adjourn the meeting. The motion was seconded by Ms. Switzer and unanimously carried to adjourn the meeting at 8:26 p.m.