



**MINUTES  
ARCHITECTURAL REVIEW BOARD  
WEDNESDAY, MARCH 27, 2024, 2023 - 6:00 P.M.**

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CHAIRMAN JEFFREY FERNHOFF  
JOHN FALK  
MIKE MORAN  
REED VOORHEES  
BRAD WEITEKAMP  
JON EMERT  
LAURA SWITZER

CITY ADMINISTRATOR, FRANK JOHNSON  
DEPUTY CITY CLERK, JOANNE CARR

MEETING CALLED TO ORDER

The meeting was called to order by Chairman Fernhoff at 6:00 p.m.

ROLL CALL

Present: Chairman Fernhoff, Mr. Moran, Mr. Voorhees, Mr. Emert, Mr. Falk, Mr. Weitekamp, Ms. Switzer

Absent: None

APPROVAL OF MINUTES FROM DECEMBER 13, 2023.

Mr. Fernhoff asked if there were any additions or corrections to the minutes from the December 13, 2023. There being one, he asked for a motion. Mr. Emert motioned approval of the amended minutes. Mr. Voorhees seconded the motion, which was unanimously approved.

REVIEW OF ARB GUIDELINES

Mr. Fernhoff opened the discussion.

Chairman Fernhoff stated that since the Board last met on guideline review, we have always had discussions, and added that a streamlined version of the guidelines was included in our packets for review.

Mr. Weitekamp stated that in looking through the revised draft, the definitions are gone. It was noted that the definitions will be found in the Municipal Zoning Code. Mr. Weitekamp noted that as long as the definitions are complete and listed in the code, he was in agreement with that. Mr. Voorhees noted that a link should be listed to direct the reader to the zoning codes

Mr. Voorhees stated that he liked the idea of the concise instructions at beginning but asked if it was redundant. Mr. Voorhees asked about the task at hand. Chairman Fernhoff stated that this new set of guidelines will be proposed as the new documents to the Board of Aldermen adding that the task was to comment and make improvements or leave the document as it is.

Mr. Moran stated that upon review, the new proposal was difficult to follow, was a confusing run through the materials and added that there was no context and noted that there seemed to be a

different perspective from the ARB's original thoughts. Mr. Moran also noted that it seemed that no one took a clear pass for text in each category adding that the concise accounting of guidelines was removed. Mr. Moran agreed that the document could be edited and slimmed down, cutting out some commentary and duplicate text. Mr. Moran noted that section 5 was omitted in its entirety or split up in other sections and added that measurements were missing in one section. Mr. Moran stated that he did not understand the organization of the draft adding that it needed much work and noted that much had been cut that should not be sacrificed.

Mr. Falk stated that he agreed with Mr. Moran. Mr. Falk also stated that the ARB should review the new rendition, go through our original document to reorganize, and pare it down. Mr. Moran agreed.

Mr. Johnson asked if the concept of a shorter document followed by a longer document is agreeable in format. Mr. Falk did not agree, and Mr. Weitekamp did not see the use in saying 50 pages was better than 70 pages. Mr. Moran noted that page number was specious, adding that the same builders and contractors read the City's guidelines and understand them once the guidelines are read. Mr. Voorhees stated that table of contents was necessary.

Mr. Emert stated that he would like a leaner document adding that if the information is not in the municipal code, the ARB will not have something to back up their decisions. It was noted that the document could be classified differently, with most urgent in the front and commentary further back in the document. Mr. Emert added that when commentary and rule are together it is more understandable noting that a leaner document would be good.

Chairman Fernhoff stated that the ARB had the ability to point out the information, the problem would be to make it accessible for the Builders but complete regarding rules and regulations. Mr. Weitekamp stated that the original structure was the best way adding that the wording could be refined in an effort to shorten the guideline sections. Mr. Moran suggested dividing up the sections, allowing each member to take a piece for editing adding that the organization of the subject matter could be preserved, and remove things which are not consequential. Mr. Weitekamp agreed with Mr. Moran adding that there were strategic changes that could be made noting that the busy work would be in the formatting. Mr. Voorhees stated that the old guidelines were always weak adding that the ARB wanted to add good rules for builders.

Mr. Moran suggested that in light of the things taken out of the document; the Board should edit and shorten the original document with edits; and look at guideline procedures, site design, landscape, architecture guidelines then commentary. Mr. Moran suggested that Section 5 should be inserted after procedures adding that the document needed measurements and wording for packet approval deadline needed to be re-added.

Mr. Johnson stated that he tried to figure out how to link the document. It was noted that the linkage within the document online was a good addition.

Chairman Fernhoff recapped by noted that sections will be cut down, then the ARB will come together to make additional edits if necessary and then, offer the rewritten guidelines to the Board of Alderman for review and approval.

Mr. Moran stated that sections of the guidelines would be assigned to Board members as follows to edit in a more concise manner and to pare down some parts:

Mr. Moran, Sections 2, 4 and 5;

Mr. Emert, combine Sections 3 and 9;

Mr. Falk, Section 6;  
Mr. Weitekamp, Section 7;  
Mr. Voorhees, Section 8;  
Ms. Switzer, combine preface and summary into one section.

Mr. Weitekamp and Mr. Voorhees noted that section 5b, lot coverage limit, could be made part of the site plan as it defines scale.

Mr. Moran closed by noting that Section 4 of the guidelines was the most important section adding that Alderman Lane charged the ARB with defining the character of Glendale.

#### MISCELLANEOUS

#### ADJOURNMENT

Mr. Falk moved adjournment of the meeting; Chairman Fernhoff seconded the motion, which was unanimously approved.

These minutes amended as submitted this 10th day of April, 2024

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Joanne Carr, Deputy City Clerk