

**ARCHITECTURAL REVIEW BOARD MINUTES
JANUARY 30, 2020**

Tom Erman called the meeting to order.

Roll Call: Virginia Eckoff, present, Tom Erman, present, Kris Anderson, absent, Alderman Kemper, present.

Also present were Mayor Kate Hatfield, John Morgan, Building Commissioner and Zoning Administrator, Jon Jespersen, Building Inspector and Plan Reviewer.

Virginia Eckoff moved to approve the agenda, second by Tom Erman, motion passed.

Approval of the Minutes: Virginia Eckoff moved to approve the minutes of January 30, 2020, Kris Anderson, second, motion passed

New Business:

- 1. 977 Chapel Oaks: Request approval for the installation of a new framed in window. The window will match the existing. Virginia Eckoff moved to approve as submitted, second by Tom Erman, motion passed.**
- 2. 11 Lynnbrook: Request approval of a new parking are with retaining walls. This will create a parking area in front of the house along the circular driveway. The wall will be block with brick facing. There was discussion if this needed to meet any setbacks and it was determined that it did not since it was a retaining wall of off-street parking. Tom Erman moved to approve as submitted, second by Virginia Eckoff, motion passed.**
- 3. 19 Frontenac Place: Request approval of a replacement deck. The board reviewed the plans and inquired about the materials and colors and this information was not provided. Virginia Eckoff moved to continue until the February 20, 2020 meeting, second by Tom Erman, motion passed.**
- 4. 41 Portland: Request approval of the installation of a basement entrance door. The owner appeared before the board and explained that they needed an entry to the basement and the side of the house is partially exposed basement wall and they will take the existing wide window and dig down to the footing and install the**

door. There will be a small retaining wall on each side that will be segmented block. The door will match the existing new doors that they installed when they rehabbed and added onto the existing home. Virginia Eckoff moved to approve as submitted, second by Tom Erman, motions passed.

5. **525 Oak Valley:** Request approval for the installation of a fence. This will be a back-yard fence and will be the typical aluminum picket fence and will be black. Tom Erman moved to approve as submitted, second by Virginia Eckoff, motion passed.

Old Business:

1. **118 Frontenac Forest:** Request approval of a tree preservation plan for the demolition of the existing home and location of a proposed new home. This was continued from the January 30, 2020 meeting pending the owner providing a better tree preservation plan and lower the proposed grades. No further information has been submitted. Tom Erman moved to continue to the February 20, 2020 meeting, second by Virginia Eckoff, motion passed.
2. **16 Villa Coublay:** Request approval of a landscaping plan for the new home. This was continued from the January 30, 2020 meeting. The board reviewed a revised plan and it was determined that more landscaping is still needed, possibly more evergreen type plantings to provide year-round screening. Virginia Eckoff moved to continue this until the February 20, 2020 meeting, second by Tom Erman, motion passed.
3. **2701 North Geyer:** Request approval of the landscaping plan for a new home. This was continued from the February 13, 2020 meeting. The contractor submitted a revised landscaping plan. Virginia Eckoff stated that the new plan does not show any landscaping to screen the side entry garage doors and that the screening around the pool equipment is not year-round plantings. Discussion was had regarding this and the contractor stated that she will get with the landscaping company and owners and submit another revised plan. Virginia Eckoff moved to continue until the February 20, 2020 meeting, second by Tom Erman, motion passed.

- 4. 700 Dominion: Tom Erman moved to take 700 Dominion off the table to review the landscaping plan, second by Virginia Eckhoff, motion passed. The contractor for submitted a landscaping plan and there was discussion regarding screening of the garage door and it was determined that the landscaping for the yard is good but they need landscaping along the driveway to screen the side entry garage door. The contractor stated that she will work with the owners on this and submit a new plan. Tom Erman moved to continue until the February 20, 202 meeting, second by Virginia Eckhoff, motion passed.**

- 5. 3017 Fall Brook: Request approval of a revised landscaping plan. A new landscaping plan has not been submitted. John Morgan stated that he did talk with the owner the he will add more plantings along the driveway and submit a revised plan. Virginia Eckhoff moved to continue this until the February 20, 2020 meeting, second by Tom Erman, motion passed.**

- 6. Arbors of Frontenac: Request approval of a revised landscaping plan. The board reviewed the plan with the contractor and felt there still needed to be more planting area with a variety of species including evergreens. The contractor stated that he will review with the landscaping contractor. Virginia Eckhoff moved to continue until February 20, 2020, second by Tom Erman, motion passed.**

The next meeting will be February 20, 2020.

Being no further business, Virginia Eckhoff moved to adjourn, Tom Erman second, motion passed.