

**Minutes**  
**February 1, 2018**  
**North End - Huntington Heights Architectural Review Board**

**Members present:**

Karl Dahlen, Norwood Groce, Carolyn Hughes, Mary Kayaselcuk, Gardner Snead, Phil Shook

**Members Absent:**

Russell Beck

**Staff present:** David Watson

The meeting was called to order at 6:00 PM.

Minutes of the November 2, 2018 meeting were reviewed and approved.

**New Business**

Election of Officers for 2018

Mr. Snead was nominated and unanimously confirmed to be the Vice-Chairman.

Mr. Shook was nominated and unanimously confirmed to be the Chairman.

COANE-2018-0002 311 67<sup>TH</sup> Street. This request is to replace 6/1 muntins and 6/6 muntins double-hung windows with vinyl double-hung windows with Prairie style muntins.

The applicant was not present for the meeting. Staff noted that applicants are not required to attend meetings but are encouraged to do so in order to address any questions the Board may have. It was further noted that the applicant had been notified of the time and place of the ARB meeting via phone, email, and certified USPS Mail.

The Chairman reviewed the relevant sections of the Guidelines pertaining to windows. Specifically, that window treatment is one of the most significant character-defining features of a structure. Consequently, in order to maintain the architectural integrity of a structure, all modifications to windows should match the original design in placement size, and number of proportional panes.

Changing the original size of windows in a structure disturbs the original window patterns, thereby drastically altering original architectural symmetry of the window pattern, therefore: a. Windows located in the front and side of a structure have high visibility and should not be altered. b. When making improvements to the rear of a structure, consideration will be given to the size and placement of windows in accordance with existing window patterns.

The Board noted that house is of a Colonial Suburban design that has windows utilizing a 6/1 and 6/6 muntins pattern. This type of window is typical for the Colonial style. Prairie style muntins are not consistent with the Colonial style. It was further noted that Prairie style muntins are not known to be in use in the historic district.

The public hearing was opened.

Mr. Keith Christensen of 315 67<sup>th</sup> Street approached the Board.

Mr. Christensen stated that the house in question has significant maintenance issues that need to be addressed. He noted that he was encouraged that the property owner has begun the process of addressing some of these issues and asked the Board to help remedy these issues.

Mr. Christensen noted that he and his neighbors have invested significantly in the upkeep of their properties and that it would be beneficial to all if this house also was maintained to at least the minimum required in the city code.

Staff noted that the ARB has no enforcement power and that it is charged with ensuring the design guidelines of the historic area are followed. The Department of Codes Compliance enforces maintenance issues.

Ms. Kayaselcuk made a motion allow only the replacement of the broken third story attic window with a vinyl or wood framed window. Such a window may be one piece or double-hung. A double-hung window shall be either 4/4 or 4/1 muntins and shall not be Prairie style muntins.

Mr. Snead provided a second.

Aye: Hughes, Dahlen, Groce, Kayaselcuk, Snead, Shook.

Motion passed 6:0

The meeting adjourned at 6:35PM