

**NORTH END HUNTINGTON HEIGHTS ARCHITECTURE REVIEW BOARD**  
**MEETING DATE: JULY 11, 2019**  
**DRAFT MINUTES**

- I. Vice-chair Gardner Snead called the meeting to order at 6:00 PM.  
Board members present: G. Snead, C. Hughes, S. Groce, M. Kayaselcuk, K. Dahlen  
Staff present: Senior Planner Saul Gleiser, Planner II Carolyn Poissant
- II. Introductions – Carolyn Poissant
- III. Approval of March 7<sup>th</sup> Meeting Minutes  
Corrections were given to Saul G. form Mary K.  
Motion by M. Kayaselcuk, second by K. Dahlen to approve the minutes of March 7, 2019 as corrected passed unanimously (5-0).

IV. New business (Action Items)

A. COANE – 2019-0004 310 66<sup>th</sup> Street

Application to enclose rear second floor balcony and install security lighting.  
Planner Carolyn Poissant presented slides about the proposal.

Discussion:

Discussion occurred with the applicant regarding the type of window (casement 6 pane vs. single full pane, which is staff's recommendation). Senior Planner Gleiser explained the reasoning for using a full single pane vs. the multi-pane.

The applicant and owner, Mr. Roy Stubbs, explained the history of the balcony structure and the desire to retain the historic character of the house. He responded to questions from the board, indicating that there were no windows, but there was a roof, on the existing balcony.

Vice-chair Snead asked if there was any public comment.

Neighbor Fred Whittaker of 311 65<sup>th</sup> Street commented on the structure façade board and type of windows. He claimed that casement windows are most efficient and that the façade board should be consistent with the original (12" deep vs. 5" deep). He said flat or shallow roofs are not allowed and that no permits have been pulled. He expressed concern about wind load and hurricane strapping requirements and indicated that an engineer must provide a full set of sealed plans.

Vice-chair Snead indicated the board's role is to review the design and that Codes & Compliance will require all the appropriate drawings to review with the building permit application.

C. Hughes said the guidelines are actually rather vague and they are updated every two years.

Mr. Whittaker discussed the design of his enclosed porch.

C. Hughes commented on the amount of glass.

Vice-chair Snead described some of the elements that can be used to withstand the wind, but reiterated that the board does not review those details. He said he did not see anything about façade boards.

Sr. Planner S. Gleiser said it is a new addition and the applicant must meet the current standards. It should be contemporary yet compatible with the existing structure.

Discussion ensued about the original house details.

Vice-chair Snead commented that the façade is the size of the gutter.

Ms. Poissant indicated that the board needs to evaluate the current proposal to complete the addition with white painted wood siding with 12-grid casement windows. The second part of the application is to install LED security lighting below the soffit. Specific construction details will be reviewed with the building permit, assuming the C of A is approved.

John Livingston of 315 66<sup>th</sup> Street commented that the goal of the guidelines is for the houses to be kept in the spirit of the historic character of the neighborhood. He said he has spoken to other neighbors and they are fine with what Mr. Stubbs is doing and that the addition is not really visible from the street.

C. Hughes said she prefers the casement-style windows like on the end of the balcony.

Vice-chair Snead asked what the cornice should look like.

The applicant indicated that the cornice will be completed to resemble what the front of the house looks like with the rakes.

Ms. Poissant asked if they wished to add a condition to the motion.

An initial motion was made by S. Gross to accept the application.

There was further discussion about the type of windows.

Further clarification was given for the motion.

It was discussed that the lighting is also acceptable, although not technically required to be approved by the board, subject to compliance with the city's standards for cutoffs to eliminate spillover onto neighboring properties.

Motion by S. Gross, seconded by C. Hughes to approve the application (No. COANE-2019-0004) to allow for enclosure of the existing balcony, with casement-style windows and cornice detailing to match the rest of the house. Approved unanimously (5-0).

B. COANE – 2019-0005 318 59<sup>th</sup> Street

Application to replace existing siding with blue slate vinyl siding and replace existing wood windows with vinyl windows to match the original window sizes.

Planner Carolyn Poissant indicated that the owner / applicant, Cal Kee and his wife Trish are present. She then presented slides about the proposal.

Discussion:

C. Hughes indicated that the board does not review color. (Note: Section F. xiii. Of the guidelines state: “The exterior developments, such as lighting, non-vegetative landscaping, parking areas, and fences. Materials, colors, textures, scale, form, and composition should reflect the character of the local neighborhood.”)

Discussion ensued regarding the width of the siding. C. Hughes indicated that the guidelines call for maintaining the original (wider) profile of siding.

C. Hughes discussed her experience dealing with the state and tax abatement programs and provided her phone number to the applicant.

Motion by M. Kayaselcuk, second by S. Gross to approve application COANE-2019-0005 for 318 59<sup>th</sup> Street to install new, blue slate-colored vinyl siding and replace existing windows with vinyl windows to match the original window sizes and style (6 over 6, double-hung). Approved unanimously (5-0).

V. Other business

Ms. Poissant mentioned that an application for administrative approval may be submitted by the Parks Dept. for 5400 Huntington Ave. to paint and re-roof. The existing roof is three-tab, and they are hoping to move to architectural-style shingles to better fit the historic character of the building.

There was some discussion about the work and shingles.

Vice-Chair Snead indicated that the next scheduled meeting is August 1st with applications due Friday, July 12th, but with no applications in, the meeting will likely be canceled.

VI. Adjournment

Motion by M. Kayaselcuk, second by K. Dahlen to adjourn. Approved unanimously (5-0).

CORRECTIONS TO MINUTES:

*Periods added, per May K. and spelling of Steve Groce (vs. Gross) noted.*

I hereby approve the minutes as corrected.



Phil Shook, Chair



Date

North End Huntington Heights Architectural Review Board

Prepared by:

C. Poissant

Draft: 8/26/19

Corrected: 9/9/19