

Glendale Planning and Historic Preservation Commission
Monday, September 11, 2023
Meeting Minutes

Pursuant to notice, the Glendale Planning & Historic Preservation Commission met at 5:30 pm on Monday, 11 September 2023, at the Glendale Town Hall in Council Chambers.

In Attendance: Vice Chairman Tom Kerr, Secretary Leslie Cooper and members Bob Kooris, Randy Green and Mayor Don Lofty. Village Administrator David Lumsden and Village Clerk Becky Terrell were also present. Chairman Tom Breidenstein and members and Dan Mayzum were absent. Beth Sullebarger arrived at 5:47 following the 3 Rogan Drive action.

Unless otherwise indicated, it should be assumed that Mayor Lofty has abstained on all Commission votes, either because they involved Certificates of Appropriateness or because they involved matters which are likely to come before Council where he presides.

Vice Chairman Tom Kerr called the meeting to order at 5:30 p.m. and declared a quorum present.

Agenda Items

I. Review and approval of Meeting Minutes

7 August 2023 Regular Meeting Minutes.

Mr. Green moved approve the minutes as submitted. Mr. Kooris seconded the motion and it passed via unanimous Planning Commission voice vote.

II. Old Business

1 Forest Place, Cordelia and John Edmiston, Porch Roof Extension. Mr. Edmiston, homeowner is present to represent the application. Mr. Green noted that the new documentation clarified the requested changes. Mr. Kooris asked if the materials match the current materials [rolled asphalt] and if there is a gutter at the stairs [yes and yes]. Mr. Green moved to approve the application as submitted. Mr. Kooris seconded the motion, and the motion passed via unanimous Planning Commission voice vote.

III. New Business

1. **45 S. Lake Ave., Rick Pandorf, Fence. Mr. Heineke**, homeowner, was present to represent the application. Vice Chairman Kerr asked about the fence shown going over a property line, and it was clarified that the property line was consolidated previously. Mr. Kooris asked how they will know if the fence encroaches on the neighbor [fence is not close to property line]. Mr. Green moved to approve the application as submitted, and Mr. Kooris seconded the motion. The motion passed via unanimous Commission voice vote.
2. **3 Rogan Drive, Taylor Wood, new home construction. Mr. Wood**, homeowner, was present to represent the application. Mr. Kooris asked about the right elevation being all brick with the exception of a small bathroom window and suggested installing 1 or 2 windows in the garage area to break up the brick wall. Mr. Wood stated that the plans were already approved by the Carruthers Pond HOA, and Mr. Kooris stated that the Planning Commission has previously required windows to break up brick facade. Ms. Cindy Taylor, realtor, is concerned that requiring another HOA review will delay closing. Mr. Kooris moved to approve the application as submitted with the condition that 2 single windows or 1 double window be added to the façade within the expanse of brick wall. Mr. Green seconded the motion, and the motion passed via 3-1 Commission voice-vote with the following results: Vice Chairman Kerr – yes; Mr. Kooris – yes; Mr. Green – yes; Ms. Cooper – no.
3. **800 Congress Ave., Katherine and Warren Glover, driveway alteration. Mr. Glover**, homeowner was present to represent the application. Vice Chairman Kerr asked about the plans as a building is included in some images and not others. Mr. Kooris asked for further clarification on the driveway design. Mr. Glover said the intent is to cut off traffic flow (of a driveway that extends through the property from Fountain Avenue to Congress). Village Administrator Lumsden stated that the plans submitted were deemed accurate but if the survey results are dramatically different the homeowner is responsible for notifying the Village of any difference between the survey and submitted plot. Mr. Glover said that bollards are the initial installation and likely the driveway would subsequently be removed. Vice Chairman Kerr said there is a possible right of way easement request. Mr. Dohan, neighbor at 50 Fountain said the driveway in discussion has been subject to an easement for at least 64 years which went with the property as ownership changed. Mr. Dohan stated that in his opinion, there is very little traffic on the driveway and requested any ruling be extended to the October meeting to review whether there is a certified easement on record and still in effect. Vice Chairman Kerr clarified that private agreements and easements are not enforceable or in the Planning Commission's scope of responsibility. Any existing

private agreements must be handled between the parties without Village interference. Vice Chairman Kerr stated that bollards have been previously approved for other properties. Ms. Sullebarger asked about the history of the driveway as the Glover residence was the carriage house of the Dohan's house. Her concern is if the driveway is erased, a part of the history of the property is erased. Mr. Kooris asked if the existing driveway is original and Mr. Dohan stated that it is at least 64 years old. Ms. Sullebarger stated the driveway would show up on the 1869 map and the Dohan home is one of the original 12 homes, further stating that bollard installation is not an issue but removing the driveway may be an issue given its historic significance. Ms. Sullebarger moved to address the two work items separately. First, she moved to approve installation of bollards in the driveway. Mr. Kooris seconded the motion and the motion passed via unanimous Commission voice-vote. Second, she moved to deny removal of the driveway paving because it would negatively impact the historic significance of the property. Mr. Kooris seconded the motion, and it passed with one vote against by Vice Chairman Kerr.

4. **940 Forest Ave., Bobby Harmeyer, window replacement.** Mr. Harmeyer, homeowner, was present to represent the application stating the request is that 10 windows on second floor be replaced with Pella windows of the same size, same design; and same lights. Mr. Kooris asked if existing windows are 2 over 2 [yes] and if the replacements include simulated divided lights with the interior divider as "grills between the glass" plus inside wood grill and exterior aluminum clad grid are required. Ms. Sullebarger moved approval of the application as submitted. Mr. Green seconded the motion. The motion passed via unanimous Planning Commission voice-vote.

IV. **Public Comment & Other Business** –

- Ms. Cindy Taylor**, realtor for 3 Rogan Drive. Ms. Taylor asked for clarification regarding the approval process for the required window addition. It was clarified that the window needs to be added to the drawings and reviewed by the HOA. If they approve the window then the application is made to the Village Office. No additional Planning Commission review is required unless other changes are requested.
- 195 E. Fountain.** Mr. Green asked for the status of the driveway and window replacement that has been completed but not approved at 195 E. Fountain. Village Administrator Lumsden said follow up regarding the issue will occur shortly.
- UDF/Lottery Tickets.** Vice Chairman Kerr noted that UDF is now selling lottery tickets and during the public hearings, it was asked/answered that UDF did not sell lottery

tickets as part of the conditional use application. He requested that Solicitor Ryan be contacted to see if the sale of lottery tickets are a violation of the conditional agreement.

- **Ms. Cindy Taylor**, resident, asked about allowable conditional uses and the process for approving a conditional use. Village Administrator Lumsden stated that the list of allowed and disallowed conditional uses is in the zoning ordinance.

- V. **Adjournment:** At 6:33 p.m. Mayor Lofty motioned to adjourn the meeting. Ms. Sullebarger seconded the motion, and it passed unanimously via Planning Commission voice vote.

Next regular meeting – Monday October 2, 2023 at 5:30 pm in Council Chambers

Submitted by Secretary Leslie Cooper



As assisted by Clerk Becky Terrell