

**ARCHITECTURAL REVIEW BOARD**

**February 16, 2021**

**5:00 PM**

**NICOLE KONKOL, PRESIDING**

Members Present:

Irma Johnson  
Jennifer Oberlin  
Patti Cross  
Brittany Sams  
Kevin Breeck  
Nicole Konkol

Also Present:

Edwin Logan, Attorney  
Jordan Miller, City of Frankfort, Senior Planner  
Vicki Birenburg, Historic Preservation Officer

The first item of business was the approval of the minutes of the January 19, 2021 meeting. Mr. Breeck made a motion to approve the minutes. The motion was seconded by Ms. Johnson and all were in favor.

Chair Konkol asked the Secretary to introduce the next item of business.

**In accordance with Articles 4 and 17 of the City of Frankfort Zoning Ordinance, Mary Quinan-Smith is requesting a Certificate of Appropriateness to replace the existing windows on the rear porch/addition and frame the remaining openings for the property located at 513 Logan Street. The property is more particularly identified as PVA Map No. 062-32-05-012.00.**

Jordan Miller, City of Frankfort Senior Planner was present and mentioned that this property is located on Logan Street with a service alley along Stanley Street.

Mr. Miller explained that the applicant is proposing to replace four windows on the rear porch of the front/rear façade (Stanley Street) that appears to have been a sleeping porch area. Mr. Miller stated that due to the irregular size of the windows they will have to frame around the replacement windows to match the existing windows.

Mr. Miller stated that they are proposing vinyl windows and that they were not able to determine if the existing windows are original.

Mr. Miller stated that they had a mixed bag of findings and that staff was recommending approval of the request.

Mr. Breeck asked if they are proposing to replace with vinyl because the report says wood. Mr. Miller replied that they are replacing wood windows with vinyl windows.

Ms. Johnson asked if they have already started framing the windows because the picture on page ten submitted by the applicant was different. Mr. Miller explained that nothing was being proposed after the fact and that he believed the pictures vary because some of the windows appear to be covered with screens.

The applicant Mary Quinan-Smith was present and stated that she agreed with the staff report and conditions.

Ms. Smith added that the windows are not efficient and open inward which limits usable space.

Ms. Oberlin made a motion in accordance with Articles 4 and 17 of the City of Frankfort Zoning Ordinance, to approve the request from Mary Quinan-Smith for a Certificate of Appropriateness to replace the existing windows on the rear porch/addition and frame the remaining openings for the property located at 513 Logan Street with the following conditions:

1. A building permit shall be obtained prior to work commencing on the project.
2. Any additional projects requiring a building permit shall require review and approval by the Architectural Review Board unless a Certificate of No Exterior Effect is issued.

After discussion the motion was seconded by Ms. Johnson and passed unanimously.

Chair Konkol asked the Secretary to call the next item of business.

Brittany Sams recused herself from the next item of business.

**In accordance with Articles 4 and 17 of the City of Frankfort Zoning Ordinance, Brittany Sams is requesting a Certificate of Appropriateness to replace a window on the front façade for the property located at 601 Briar Cliff Street. The property is more particularly described as PVA Map No. 062-32-10-004.00.**

Jordan Miller, City of Frankfort Senior Planner was present and mentioned that the applicant wants to replace a second story window on the front facade. Mr. Miller explained that this window is not original to the structure and had been replaced by a previous owner.

Mr. Miller explained that the existing window opening was expanded by a previous owner and it not the original opening. As a result the existing window sill has been damaged from accumulating water and poor construction.

Mr. Miller stated that the existing window opening does not contribute to the historic character of the structure.

Based on the Findings of Fact, staff recommended approval of the request.

The applicant Brittany Sams was present and stated that she had included a letter with her application and had nothing further to add.

Ms. Johnson made a motion in accordance with Articles 4 and 17 of the City of Frankfort Zoning Ordinance, to approve the request from Brittany Sams for a Certificate of Appropriateness to replace a window on the front façade for the property located at 601 Briar Cliff Street with the following conditions:

1. A building permit shall be obtained prior to work commencing on the project.
2. Any additional projects requiring a building permit shall require review and approval by the Architectural Review Board unless a Certificate of No Exterior Effect is issued.

The motion was seconded by Mr. Breeck and passed unanimously.

Ms. Sams reentered the meeting.

The next item of business was discussion of the Annual Report and Annual Work Plan.

Mr. Miller listed the following objectives that were included in the 2020 Work Plan:

1. Update the Special Capital zoning district design guidelines.
2. Make historic survey forms available on the city website.
3. Roberts Rules training for ARB members.
4. Consider new national historic landmarks and/or districts.
5. Preserve, enhance, and reflect the historic pavements and curbing in our historic districts.
6. Preservation workshop in 2020.
7. Notify real estate and new property owners in historic districts.
8. Conduct monthly reviews of applications within Frankfort's historic districts that are not staff approved.
9. A presentation of the annual report (or bi-annual reports) shall be made to the Board of Commissioners by a member of the ARB in a public forum.

Mr. Miller stated that explained that of the objectives they had completed number three in with the recent CAMP training. Mr. Miller stated that objective four was not something that the ARB did but the Board of Commissioners did with the Fort Hill request. Concerning objective six they did receive a grant from the state historic preservation office

to conduct a preservation workshop in 2020 with Bob Yapp but due to Covid they were not able to complete that. Mr. Miller stated that he and Ms. Birenborg were working with the state preservation office to find ways to spend that money in a different way because it is not likely be used that way this year due to the Covid restrictions. Concerning objective seven, Mr. Miller stated that they have been working with the PVA offices and sending information whenever property switches owners. Concerning objective nine Mr. Miller stated that he wasn't sure if they were able to do that before the pandemic and Ms. Konkol stated that they had not.

Mr. Miller stated that he sent the Board the CLG agreement from the early 80's that the City did go into agreement with the State Historic Preservation office so they could reflect on that as they work on this year's work plan.

Ms. Birenborg, City of Frankfort Historic Preservation Officer was present and stated that that the ARB is tasked with protecting the historic districts but that it is not just the Board it is the City as a whole.

Ms. Birenborg stated that as far as she could tell the City has not conducted a survey of cultural resources since 2008. Ms. Birenborg suggested that they drop the survey portion for now due to the expense and deadline.

Ms. Birenborg stated that the upcoming CLG grant is due March 5, 2021. Ms. Birenborg explained that there is an open grant to do the workshop with Bob Yapp but due to the Covid restriction they were not able to complete it and they didn't feel that a virtual workshop would be as effective as hands on.

Ms. Birenborg suggested they move the money and combine it with the Cove Springs Park project and work on getting the park designated. Ms. Birenborg explained that there has been some damage to the water tower due to people climbing on it that needs to be addressed. She stated that she thinks this project could be completed by the August 2021 deadline. She stated that she believes this is on the agenda for the next BOC meeting and that they are going to ask the BOC to apply for the grant for the workshop.

Ms. Oberlin asked if the Board should make a recommendation. Mr. Logan suggested that the Chair write a letter to the BOC in support of Ms. Birenborg's recommendations. Ms. Birenborg suggested that the letter be written in support of Ms. Hall's recommendation. Ms. Birenborg stated that Mr. Cockley, Mr. Miller, Ms. Hall and herself were in agreement before the letter was sent to the BOC.

The next item of business was Citizen Comments.

Chair Konkol read a letter sent by Mike and Angela Fitzpatrick to the Board. Mr. Logan stated that he believes this is a really good example of an issue that needs to be addressed but reiterated that previously the ARB would not grant any of vinyl siding or fences but the City enacted an ordinance that actually overrode what we were doing. He

stated that this needs to be done via ordinance to make sure we have the authority in the future to look into items like this.

Ms. Konkol suggested that they use the unmet objectives from the 2020 Work Plan to create the Work Plan for 2021.

Ms. Konkol asked for a special meeting to discuss the Work Plan and for a brief presentation from Ms. Birenburg. Mr. Logan suggested that it be a work session instead of a public meeting. The work session was scheduled for 5:00 p.m. on March 10, 2021

There being no other business, Ms. Cross made a motion to adjourn. The motion was seconded by Mr. Breeck and all were in favor. The meeting adjourned at 6:40 pm.