



**ARCHITECTURAL REVIEW AND HISTORIC PRESERVATION BOARD
MEETING MINUTES
APRIL 21, 2026**

1. CALL TO ORDER

Chairperson Ryan Hinricher called the meeting of the Architectural Review and Historic Preservation Board to order at 6:30 pm in the Commission Chambers of City Hall. A moment of silence was followed by the Pledge of Allegiance.

Quorum was declared present.

Present: Chairperson Ryan Hinricher, Vice-Chairperson Phil Baker; Board Members: Austin Arthur, Damon Brider, Amanda Daluga, Eric Rainsville and Jessica Stone.

Staff Present: Planning Director Kelly Carson, Senior Planner Yvonne Conatser and Recording Secretary Colene Rivera.

Applicants: Wendy Ellerbe of 112 W Plant Street, Craig Davis of Davis Construction, Minesh Patel of Patmin LLC, Bruno Fonseca of 46 W Plant Street, Barbara Gold of Cambridge Home Ideas and Joan Carson of Cambridge Home Ideas.

2. APPROVAL OF MINUTES

*Motion by Board Member Baker to approve the meeting minutes of November 18, 2025.
Seconded by Board Member Stone, the motion carried unanimously 7 – 0.*

APPLICATION FOR CERTIFICATE OF APPROVAL

3A. 112 W Newell Street (parking area for a residential salon business and rear building renovation) Ralph & Tracy Tingley

Senior Planner Conatser presented a request to renovate/remodel the property located at 112 W Newell Street which would modify the rear of the existing house for use as a salon business and add a rear parking area for salon customers. The property is developed with a contributing one-story single-family residential dwelling (house) with an enclosed front porch, an attached side carport and was constructed in 1921 in Bungalow Style architecture. The property is zoned R-2 (Residential District) and designated LR (Low Density Residential) on the City Future Land Use Map and subject to the Historic Downtown District Overlay. The house has been renovated over the years by previous owners with the front porch enclosed and a small roof overhang added over the front entry door. The house has stucco siding and an asphalt shingle roof. While none of these features are original to the structure the outline of the bungalow style remains intact.

The applicant plans to renovate the interior and rear exterior portion of the house to create a space within the existing structure for a one-chair salon business. The primary use will remain residential. The salon business is allowed in a residential zoning district and must meet salon requirements including parking on-site which is being proposed at the rear of the property.

The exterior renovations to the house include removal of the existing rear low pitched roof area and walls, construction of new walls on the existing slab and new roof to match the existing front end gable roof. There will be no change to the existing square footage. The renovated area will include a new rear entry full length inset glass panel door and renovated exterior wall will feature two windows. The interior of this rear space will include a one-chair salon business with a restroom. These new improvements to the rear of the house will not be visible from W Newell Street.

Parking for the salon business will be provided at the rear of the property including one handicapped space and two customer spaces with a concrete slab with a ramp from the handicapped parking space to access the salon business door. Parking in the side and rear of a property is common in the historic district and downtown residential area. To address Staff's primary concern with the added impervious area, the applicant designed the parking area with a combination of paved and gravel area to meet the allowable 50 percent coverage and applicant will install landscaping along the east and west sides of the property as provided in the site plan with an existing six (6) foot high wood fence provides screening to the south adjacent property.

The proposed renovations will be compatible with the existing Bungalow Style architecture. The design and materials maintain the integrity and character of the house Bungalow architecture style. The additional parking area will be screened and buffered to maintain the residential character of the neighborhood. Staff recommends approval subject to staff conditions.

Board inquired about details of portion of roof being renovated, utilities being installed and commented on the combination of gravel and slab for parking. City staff responded only the small peak portion of the roof will be renovated, the condition of the existing roof was replaced about 5 years ago and utilities will be reinstalled per current code requirements.

This item was open to the public for comments. No comments from the public.

Motion by Board Member Baker to approve the renovation/remodel of property at 112 W Newell Street for rear salon use with on-site parking improvements with staff conditions. Seconded by Board Member Stone, the motion carried unanimously 7 – 0.

3B. 46 W Plant Street (façade renovations for a new restaurant) Shurlock LLC

Senior Planner Conatser presented a request to approve storefront modifications to a portion of an existing non-contributing 3,720 square foot, masonry vernacular structure one-story commercial building on the property at 46 W Plant Street that was originally built in 1916. The building consists of two 1,820 +/- square foot suites. The suite on the east side of the building, at 46 W Plant Street, is proposing to renovate the site into a sit down restaurant including outdoor seating area along the front of the building and also construct an addition to the rear to expand the kitchen area and add a covered outside café area. The proposed façade will add brick work along the top of the existing roof line to create a parapet roof line capped with cast stone with brick corbels and a stucco band to define the faux second story as an area for the restaurant sign.

The new outdoor café seating area in the front of site will be fenced with a black wrought iron fence and a new awning will be installed to cover the outdoor seating. The applicant is proposing to install new windows, replacing the three fixed plate glass windows with four single pane windows with eight light transoms over each window. The plate glass door would be replaced with a custom solid wood door.

The improvements to the rear of the building include construction of an addition to the east side of the building to house dry storage and a cooler along with rear outside seating featuring surrounded planter boxes and decorative panel wall screens to buffer customers from the existing parking areas. A metal roof will shield patrons from the elements. Staff recommends approval with staff conditions.

Applicants also presented additional information pertaining to this project with details of architectural design of solid high end entry door and proposed banquette style outdoor seating in the front area.

Board members discussed this proposed project and inquired about reasoning for solid entry door, proposed windows along front of business, muttoms, cornices above awning, banquette style seating for front exterior area as permanent furnishing or temporary benches, concerns about shelter screening in rear of building and if these were sliding panels and style of backdoor. Staff and applicants responded with reasoning for proposed solid door, windows can be adjusted to the ground in front of business to create store front building with transom, banquette style seating could be either permanent or temporary, adjust style of screening in rear seating area to create a trellis and rear entry door will be glass. Discussion ensued about concerns of solid entry door.

This item was open to the public for comments. Business owner, Minesh Patel of Patmin LLC, spoke about reasoning for solid entry door for creating intrigue and mystery. He requested board discuss how much of door needed to be transparent, 50% glass could be acceptable and discussed lead glass inserts as an option.

Motion by Board Member Rainville to table this item and have the applicants work with staff and a board member liaison to adjust proposed design considering the board recommendations of altering the front entry door style, simply rear screening pattern of patio and adjust the windows along the front of building. Seconded by Board Member Brider, the motion carried unanimously 7 – 0.

Board members inquired about the exterior sign for the donut shop under construction at the corner of S Dillard Street and W Plant Street. City staff confirmed applicants will be required to adhere to the conditions of approval and there have not been any signage permit submittals at this time for this property.

4. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:24 pm.

ATTEST:

/S/

Recording Secretary Colene Rivera

APPROVED:

/S/

Chairperson Ryan Hinricher