

**ARCHITECTURAL REVIEW BOARD**

**June 21, 2022**

**5:00 PM**

**JENNIFER OBERLIN , PRESIDING**

Members Present:

Tom Midkiff  
Patti Cross  
Irma Johnson  
Jennifer Oberlin  
Brittany Sams  
Kevin Breeck

Also Present:

Edwin Logan, Attorney  
Vicki Birenberg, Historic Preservation Officer

The first item of business was the approval of the minutes of the May 17, 2022 meeting. Ms. Cross made a motion to approve the minutes. The motion was seconded by Ms. Johnson and passed unanimously.

Ms. Oberlin gave the Chairs Report and mentioned the public meeting opportunities regarding the Special Capital District Design Guidelines.

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

**In accordance with Articles 4 and 17 of the City of Frankfort Zoning Ordinance , Karen Finan of OneNKY Alliance, on behalf of Healthcare Advocates of Northern Kentucky Inc., is requesting a Certificate of Appropriateness and a Variance to construct a monument-style sign at 418 Capital Avenue and illuminate it with small lights . The property is more particular ly identified as PVA Map No. 062- 31-06.005.00.**

Vicki Birenberg, City of Frankfort Historic Preservation Officer was present and stated that this request is to construct a monument-style sign to advertise the business.

Ms. Birenberg mentioned that this property is a contributing structure to the South Frankfort Neighborhood National Register District.

Ms. Birenberg showed pictures of the proposed sign that is a monument style sign of limestone with an affixed bronze plaque containing the words "OneNKY" in large letters with the address in smaller letters. Within the monument sign, a metal plaque will have the dimensions of 58.71" x 14.71" which is approximately 6 square feet. The stone base holding the sign will measure 84" wide. The base is only 12" high, and the majority of the sign will be 72" wide. This makes the total size approximately 25 square feet.

Ms. Birenberg showed some pictures of some other signs down the block from this that has three monument style signs with a total of 69 square feet, this request is for 25 square feet.

Ms. Birenberg stated the sign will be located in the grassy area between the existing stone wall/fence and circular drive.

Ms. Birenberg stated that staff finds that the request is compatible in concept with the requirements of the Zoning Regulations and mentioned the findings of fact on pages three and four of the staff report as well as the recommended conditions on page four of the staff report.

Ms. Cross asked if the other signs had received permits. Ms. Birenberg replied that she was not sure but that the language in Article 13 allows this type of sign with Architectural Review Board approval. Ms. Birenberg mentioned that the proposed sign will be externally lit with solar lights.

Karen Finan of One NKY Alliance was present on behalf of Healthcare Advocates of Northern Inc., was present and stated that she agreed with the staff report when asked by Ms. Oberlin. Ms. Finan stated they worked really hard to preserve integrity of the house and that it is important to them that the design flows with the rest of the neighborhood and community. She stated that a sign will help people find their business. Ms. Finan stated that she agreed with the conditions when asked by Mr. Logan.

Lyda Phillips was present and wanted to know if any of the other signs are lighted and if this is something they want to start on Capital Avenue. Ms. Cross stated that she didn't recall seeing any lights on the existing signs. Ms. Birenberg stated that the flagpole should have a light at night unless the flag is taken down at night.

Based on the findings of fact, Ms. Sams made a motion in accordance with Articles 4 and 17 of the City of Frankfort Zoning Ordinance, to approve the request from Karen Finan of OneNKY Alliance, on behalf of Healthcare Advocates of Northern Kentucky Inc., for a Certificate of Appropriateness and a Variance to construct a monument-style sign at 418 Capital Avenue and illuminate it with small lights with the conditions outlined in the staff report. The motion was seconded by Mr. Midkiff and failed with Ms. Sams, Mr. Midkiff and Ms. Johnson voting in favor. Mr. Breeck, Ms. Oberlin and Ms. Cross were opposed.

Ms. Oberlin made a motion to table the item until the next meeting, the motion was seconded by Mr. Midkiff and all were in favor.

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

**In accordance with Articles 4, 16, 17, 18 & 19 of the City of Frankfort Zoning Ordinance, Jen Williamson, on behalf of Thomas Fisher, is requesting a Conditional Use Permit to operate a non-owner occupied short-term rental for**

**the property at 302 Wilkinson St. The property is more particularly described as PVA Map No. 061-24-01-017.00.**

Vicki Birenberg, City of Frankfort Historic Preservation Officer was present and stated that this property is a contributing structure to the Central Frankfort Historic District.

Ms. Birenberg explained that this proposal is to operate a non-owner occupied short-term rental. The current owner lives in Guam and has been rehabilitating the property for residential use. Previously the property had been used as offices.

Ms. Birenberg stated that there is one other non-owner occupied short-term rental property in the area that was approved by the Board within the last six months.

Ms. Birenberg stated that staff finds the proposal is compatible with the requirements of the Zoning Regulations and mentioned the findings of fact on page three of the staff report as well as the recommended conditions on page three of the staff report.

Jen Williamson was present on behalf of the applicant and stated that they have been rehabilitating the property for a while now.

Ms. Williamson explained that the applicant purchased the property with plans to have a second home and to retire there. The owner currently lives in Guam and is not ready to retire yet so they are proposing to operate a short-term rental property. Ms. Williamson stated that there are two bedrooms and a full bath on the second floor that they intend to utilize.

Ms. Williamson stated that they have seen the staff report and agree with the conditions when asked by Ms. Oberlin.

Based on the findings of fact, Mr. Midkiff made a motion in accordance with Articles 4, 16, 17, 18 & 19 of the City of Frankfort Zoning Ordinance, to approve the request from Jen Williamson, on behalf of Thomas Fisher, for a Conditional Use Permit to operate a non-owner occupied short-term rental for the property at 302 Wilkinson St. with the following conditions:

1. A permit shall be obtained for the proposed use.
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.
3. The Conditional Use is permitted only at 302 Wilkinson St.
4. All of the Standards for the Conditional Use outlined in Article 19.154 shall be met.
5. This conditional use, whose land use is codified as "Short-Term Rental - Non-Owner-Occupied" is only applicable to this permit issued to this property owner and is not transferable.

The motion was seconded by Ms. Cross and passed unanimously.

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

**In accordance with Articles 4, 16 & 17 of the City of Frankfort Zoning Ordinance, 305-311 Saint Clair, LLC is requesting modification to an approved Certificate of Appropriateness to change the paving design, remove exterior rear walkway and balconies, revise rear fenestration, construct a one-story addition for the management of utilities, and install a new-walk-in cooler with screening, all at the rear of the property located at 309-311 St. Clair St. The property is more particularly identified as PVA Map No. 061-24-13-020.00.**

Vicki Birenberg, City of Frankfort Historic Preservation Officer was present and mentioned that they were revisiting a previous approval for this property.

Ms. Birenberg showed some picture renderings and mentioned that there will no longer be balconies at the rear, and the fenestration pattern that was approved is proposed for revision as a result of that change. From the plans submitted revisions include the size of openings, as doors will no longer be needed above the first floor. The size of openings at the ground level, also appear to be modified.

Ms. Birenberg mentioned that previously there was a large paved walkway leading to Lewis Street and a hardscape arrangement that included room for additional outdoor seating for the first-floor restaurant. The outdoor seating has been reduced, and there is now a proposed one-story addition west of the patio seating area, which is now the area close to the building. This addition will primarily be used to house utilities. Directly behind the addition they propose a walk-in cooler which will be screened from Lewis Street.

Ms. Birenberg stated that staff finds that the proposal is compatible with the Zoning Regulations and mentioned the findings of fact on page three of the staff report as well as the conditions on page four of the staff report.

Jen Williamson was present and stated that all of the revision submitted were driven by the hotel operator and the ground floor tenant. Ms. Williamson stated they have a lease with a new tenant who plans the use the property differently from the previous approval.

Ms. Williamson stated that the Park Service has seen the revised plans.

Ms. Williamson stated that she had read the staff report and agreed with the conditions when asked by Ms. Oberlin.

Based on the findings Ms. Sams made a motion in accordance with Articles 4, 16 & 17 of the City of Frankfort Zoning Ordinance, to approve the request from 305-311 Saint Clair, LLC for a Certificate of Appropriateness to change the paving design,

remove exterior rear walkway and balconies, revise rear fenestration, construct a one-story addition for the management of utilities, and install a new-walk-in cooler with screening, all at the rear of the property located at 309-311 St. Clair St. with the following conditions:

1. The existing open building permit shall be amended to reflect the work approved in this request.
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 Ms. Cross and passed unanimously.

Vicki Birenberg, City of Frankfort Historic Preservation Officer was present and provided some updates on the work plan as well as the African American Historic Context Report. Ms. Birenberg also mentioned the upcoming public events for the Special Capital District Design Guidelines.

There being no other business, Mr. Breeck made a motion to adjourn. The motion was seconded by Ms. Johnson and all were in favor. The meeting adjourned at 5:56 p.m.