

# ARCHITECTURAL REVIEW BOARD AGENDA

January 13, 2026

3:00 p.m.

Pre-meeting to begin at 2:00 p.m.

## #1 Consent Agenda

- A. Daniel & Carrie Craig – 3519 W 63<sup>rd</sup> Street Free standing sauna
- B. Bill & Jennifer Schafer – 3200 Tomahawk Road Two new windows
- C. Ronald & Kristin Palmen – 2001 W 61<sup>st</sup> Terrace Covered porch

## #2 Bill & Brigid Ohlemeyer

5939 Overhill Road

New house landscape plan

## #3 Andrew & Brittany Robb

3505 W 63<sup>rd</sup> Street

New addition

## #4 John & Pam Sutherlin

2602 W 70<sup>th</sup> Street

Screened-In porch / Patio / Outdoor kitchen

## #5 Indian Hills Country Club

6847 Tomahawk Road

Halfway house

## #6 Derek & Lauren Anderson\*

6700 High Drive

New addition / New patios

## #7 Michael Shteamer & Linda Jordan\*

2616 W 67<sup>th</sup> Street

Replacing rear patio

## #8 Jerry White & Cyprienne Simchowitz

1912 W 61<sup>st</sup> Terrace

Reconfigure front walkways / Stairs

## #9 Kristie & Mark Clift\*†

2901 W 69<sup>th</sup> Street

Additions to front and rear of home / Pool / Patio / Pergolas / Outdoor kitchen

***Continued from December 16, 2025 Meeting***

\*Variance required from the Board of Zoning Appeals † Substantial Construction

## **#1 Consent Agenda**

### **A. Daniel & Carrie Craig**

**3519 W 63<sup>rd</sup> Street**

The Craigs are proposing a free-standing sauna on their existing rear patio.

#### **Summary of Property:**

- Character Area: Suburban
- Location of Common Green Space: Front
- Any Special Frontages: None

#### **Summary of Project:**

The proposed sauna is a small 63-inch-wide by 80-inch-deep structure sided with red cedar. It will be located on an existing patio.

#### **Ordinance Compliance:**

There are no conflicts between the proposed project and the City of Mission Hills Code of Ordinances.

#### **Design Guideline Review:**

There are no conflicts between the proposed project and the City of Mission Hills Design Guidelines.

**B. Bill & Jennifer Schafer**

**3200 Tomahawk Road**

The Schafers are proposing an interior remodel that includes two new windows.

**Summary of Property:**

- Character Area: Neighborhood Estates
- Location of Common Green Space: Front
- Any Special Frontages: None

**Summary of Project:**

The proposed windows are located at the rear of the house on a wall that currently has no windows. The proposed windows match the home's existing windows.

**Ordinance Compliance:**

There are no conflicts between the proposed project and the City of Mission Hills Code of Ordinances.

**Design Guideline Review:**

There are no conflicts between the proposed project and the City of Mission Hills Design Guidelines.

**C. Ronald & Kristin Palmen**

**2001 W 61<sup>st</sup> Terrace**

The Palmens are proposing an open covered porch at the rear of their home.

**Summary of Property:**

- Character Area: Neighborhood Estates
- Location of Common Green Space: Front
- Any Special Frontages: None

**Summary of Project:**

The proposed porch is located at the rear of the house. It is open on all sides with a gabled roof to match the existing house. It will sit on an existing brick patio, so there is no change in greenspace.

**Ordinance Compliance:**

There are no conflicts between the proposed project and the City of Mission Hills Code of Ordinances.

**Design Guideline Review:**

There are no conflicts between the proposed project and the City of Mission Hills Design Guidelines.

**#2 Bill & Brigid Ohlemeyer**

**5939 Overhill Road**

The Ohlemeyers are returning to the ARB to present their final landscape plan.

**Summary of Property:**

- Character Area: Neighborhood Estates
- Location of Common Green Space: Front & Sides
- Any Special Frontages: Intersection Green

**Summary of Project:**

The proposed landscape plan does not meet the requirements set forth by the city arborist. Three canopy trees are required. **Discussion is recommended.**

**Ordinance Compliance:**

There are no conflicts between the proposed project and the City of Mission Hills Code of Ordinances.

**Design Guideline Review:**

There are no conflicts between the proposed project and the City of Mission Hills Design Guidelines.

The Robbs are proposing a new addition to the rear of their home.

**Summary of Property:**

- Character Area: Suburban
- Location of Common Green Space: Front
- Any Special Frontages/Conditions: None

**Summary of Project:**

The proposed 1-story addition is located at the rear of an existing rear wing. The addition exterior is lap siding and has a standing seam copper roof. The west side of the addition is devoid of fenestration. The remaining sides feature large floor-to-ceiling clear-view windows and sliding doors.

**Ordinance Compliance:**

There are no conflicts between the proposed project and the Mission Hills Code of Ordinances.

Greenspace Review	SF
Lot Area:	25,465
House Footprint:	-3,440
Hardscape:	-6,540
Proposed addition:	-320
<b>Remaining Greenspace:</b>	<b>15,165 = 59.55%</b>

**Design Guideline Review:**

Section 2.7.1.A. on page 92 of the guidelines generally suggests that siding should remain consistent throughout a home. The proposed addition has lap. The existing house is all brick with the exception of sides of the dormers. Discussion is recommended.

Section 2.7.1.D. on page 96 recommends that windows should match the architectural style of the house. The proposed floor-to-ceiling windows are a contemporary feature that is not typically seen on traditional homes. Discussion is recommended.

Section 2.7.3.A. on page 106 recommends that LS-3, 4 and 5 properties have a greenspace no less than 65% of the lot area. **This recommendation has not been met.** The property currently is at 60.81% greenspace and with the proposed addition further decreases to 59.55% greenspace (1,387sf less than recommended).

Lot Information	
Zoning:	R-1(30)/LS-4
Lot Area:	25,465
Lot Width:	100'

Ordinance/Design Guideline	Allowable/Required	Provided
Maximum Height:	35'	No Change
Minimum Side Yard (Left):	15'	15' (Existing)
Minimum Side Yard (Right):	15'	23.4' (Existing)
Minimum Combined Side Yards:	N/A	
Minimum Rear Yard: (At closest point)	30% = 77'	97.4'
Maximum Lot Coverage:	6,109 sf	3,760 sf
Minimum Greenspace:	65% = 16,552 sf	<b>15,165 sf = 59.55%</b> <b>(Delta 1,387 sf)</b>

## #4 John & Pam Sutherlin

2602 W 70<sup>th</sup> Street

The Sutherlins are proposing a new screened-in porch at the rear of their home, a new patio and an outdoor kitchen.

### Summary of Property:

- Character Area: Neighborhood Estates
- Location of Common Green Space: Front
- Any Special Frontages: None

### Summary of Project:

The proposed porch has floor-to-ceiling screens with a masonry accent wall. The roof is a low-slope membrane roof that ties into the main house below the second-floor windowsills.

The proposed patio encircles the new porch, following the shape of the house.

The outdoor kitchen is located on the south side of the porch. It consists of a stone base with a stone counter and backsplash.

### Ordinance Compliance:

There are no conflicts between the proposed project and the City of Mission Hills Code of Ordinances.

Greenspace Review	SF
Lot Area:	22,148
House Footprint:	-2,762
Driveway and Walkways:	-2,917
New Enclosed Patio:	-626
New Patio:	-1,050
<b>Remaining Greenspace:</b>	<b>14,793 = 66.79%</b>

### Design Guideline Review:

Section 2.7.3.A on page 106 recommends that LS-3, 4 and 5 properties have a greenspace no less than 65% of the lot area. This recommendation has been met.

Lot Information	
Zoning:	R-1(16)/LS-3
Lot Area:	22,148 SF

Ordinance/Design Guideline	Allowable/Required	Provided
Maximum Height:	35'	No Change
Minimum Side Yard (Left):	10'	No Change
Minimum Side Yard (Right):	10'	No Change
Minimum Combined Side Yards:	25%	No Change
Minimum Rear Yard: (At closest point)	20% = 27.0'	32.5'
Patio Minimum Side Yard:	20'	23.8'
Patio Minimum Rear Yard:	20'	29.7'
Maximum Lot Coverage:	5,083 sf	3,388 sf
Minimum Greenspace:	65% = 14,396 sf	14,793 sf = 66.79%

## **#5 Indian Hills Country Club**

**6847 Tomahawk Road**

The Indian Hills Country Club is proposing to replace their existing halfway house

### **Summary of Project:**

The new halfway house is single story contemporary structure with low slope roofs. It is sided with a combination of lap siding and stone with large windows. The roof features exposed timbers supporting a large fascia.

A large porch wraps around the north side of the building and is covered with the lower roof structure.

The building sits approximately 100 feet from the nearest (south) property line. This more than meets the required 30-foot setback.

### **Ordinance Compliance:**

There are no conflicts between the proposed project and the City of Mission Hills Code of Ordinances.

### **Design Guideline Review:**

There are no conflicts between the proposed project and the City of Mission Hills Design Guidelines.

The Andersons are proposing a new addition and patios at the rear of their home.

**Summary of Property**

- Character Area: Suburban
- Location of Common Green Space: Front and Side
- Any Special Frontages: Corner Lot

Lot Coverage Review	SF
Existing House:	3,997
Addition:	445
Covered Porch	441
<b>Total Lot Coverage:</b>	<b>4,883</b>

**Summary of Project:**

The project consists of the addition of a screened patio, exterior renovation of home and existing patio, and replacing windows in the rear yard. Several standing seam roofs will be added with this project.

**Ordinance Compliance:**

The project violates City Code Section 5-121.D. that requires patios to have a minimum rear yard setback of 20 feet. The proposed covered patio is 10 feet from the rear property line. **A variance of 10 feet is required.**

The project violates City Code Section 5-123.A. that limits the maximum lot coverage of the principal building, including covered porches. **A variance of 138 square feet is required.**

Greenspace Review	SF
Lot Area:	17,704
House Footprint:	-4,883
Driveway:	-968
Front Walkway:	-281
Uncovered Patios:	-395
<b>Remaining Greenspace:</b>	<b>11,177 = 63.13%</b>

**Design Guideline Review:**

Section 2.5 on pages 72 through 75 of the Design Guidelines provides specific recommendations for the Suburban character area.

**Subsection D** recommends that rear wings in the Secondary Building Area can be up to 1 ½ stories and 24 ft. in height and should be at least 3 ft. shorter than the main mass. Their depth should be clearly less than the main mass and not exceed 30 ft. No more than 2 wings should encroach into the Secondary Building Area. With this proposal, the rear wing rotates back on itself and exceeds 75% of the main mass width and extends into the conditional building area.

Rear wings located in the Conditional Building Area are allowed if they meet the special conditions in Section 2.6.4 (pg. 88). **No more than one shall encroach into the Conditional Building Area.** The rear wing should not exceed 1 story and 16 ft. in height and should be at least 3 ft. shorter than the main mass. The depth should not exceed 24 feet. **None of these recommendations have been met.**

---

\* Multiple variances required from the Board of Zoning Appeals

Section 2.6.4.A on page 89 discourages overbuilding by recommending that homes avoid reaching more than 2 minimum/maximum setbacks or limits. **This recommendation has not been met.** The project exceeds the maximum lot coverage area and is over the rear setback for patios.

Section 2.7.3.A on page 106 recommends that LS-1 and 2 properties have a greenspace no less than 60% of the lot area. This recommendation has been met.

Section 2.7.3 E on page 111 provides specific recommendations for Patios and Outdoor Recreational Facilities. This section recommends that these elements follow the zoning regulations to help mitigate water runoff and minimize noise from entertainment areas. **This recommendation has not been met.**

Lot Information	
Zoning:	R-1(16)/LS-2
Lot Area:	17,704 sf
Lot Width:	131'

Ordinance/Design Guideline	Allowable/Required	Provided
Maximum Height:	35'	No Change
Minimum Side Yard (Left):	10'	23.9' (Existing)
Minimum Side Yard (Right):	30' (Platted)	32.7' (Existing)
Minimum Combined Side Yards:	25% = 32.75'	56.6' (Existing)
Minimum Rear Yard: (Corner Lot)	15% = 20.83'	23.2'
Patio Minimum Side Yard:	20'	22.5'
Patio Minimum Rear Yard:	20'	10'
Maximum Lot Coverage:	4,745 sf	4,883 sf (Delta 138 sf)
Minimum Greenspace:	60% = 10,622 sf	11,177 sf = 63.13%

The Shteamer/Jordans are proposing to replace their rear patio.

**Summary of Property:**

- Character Area: Suburban
- Location of Common Green Space: Front
- Any Special Frontages: None

**Summary of Project:**

The proposed stone paver patio is located in the rear yard.

The two plans provided are drawn with different orientations and do not match. **Clarification is required.**

**Ordinance Compliance:**

The project violates City Code Section 5-120.D. that requires patios have a minimum side yard setback of 15 feet on LS-1 lots. **A variance of 3.9 feet is required.**

Greenspace Review	SF
Lot Area:	15,106
House Area:	-1,673
Driveway & Walkway:	-1,818
Patio:	-653
Paver Walkways:	-518
<b>Remaining Greenspace:</b>	<b>10,444 = 69.14%</b>

**Design Guideline Review:**

There are no conflicts between the proposed project and the City of Mission Hills Design Guidelines.

Lot Information	
Zoning:	R-1(16)/LS-1
Lot Area:	15,188 sf

Ordinance/Design Guideline	Allowable/Required	Provided
Patio Minimum Side Yard:	15'	11.1'
Patio Minimum Rear Yard:	15'	43.5'
Maximum Lot Coverage:	5,544 sf	3,388 sf
Minimum Greenspace:	60% = 9,064 sf	10,444 sf = 69.14%

\* A variance is required from the Board of Zoning Appeals

**#8 Jerry White & Cyprienne Simchowitz**

**1912 W 61<sup>st</sup> Terrace**

The White/Simchowits are proposing to reconfigure their front walkways and stairs.

**Summary of Property:**

- Character Area: Neighborhood Estates
- Location of Common Green Space: Front
- Any Special Frontages: None

**Summary of Project:**

They are proposing to replace two existing land timber retaining walls, with new stone retaining walls to match the main house. The new walkway and stairs will be wider than the existing and include a simple steel handrail. The corresponding brick walkway will tie into the existing front walkway.

**Ordinance Compliance:**

There are no conflicts between the proposed project and the City of Mission Hills Code of Ordinances.

Greenspace Review	SF
Lot Area:	15,653
House Footprint:	-2,229
Driveway:	-2,565
Rear Patio:	-379
Front walkways and patio:	-680
<b>Remaining Greenspace:</b>	<b>9,800 = 62.61%</b>

**Design Guideline Review:**

Section 2.7.3.A on page 106 recommends that LS-1 and LS-2 properties have a greenspace no less than 60% of the lot area. This recommendation has been met.

The Cliffts are proposing a whole house remodel that includes new additions at the front and rear of the house. The project includes a new patio and a new swimming pool, pergolas, and an outdoor kitchen.

*This project was continued at the 12/2/2025 and 12/16/2025 meetings so that changes could be made.*

**Summary of Property:**

- Character Area: Neighborhood Estates
- Location of Common Green Space: Front
- Any Special Frontages: None

**Summary of Project:**

The Cliffs are proposing to modify the roof of the main mass from a hipped roof to a gabled roof. All of the home’s fenestration is being updated, including new headers and sills.

At the front of the house, the Cliffts are proposing a new front wing in front of the existing garage. The new addition creates a new gabled over the garage and adds new space near the reconfigured front entry. A new metal shed roof will cover the existing front entry as well as a portion of the new addition. A new second-floor shed dormer will extend over the front entry.

At the rear of the house, the garage gable extends to the rear where it connects to a new rear wing. A secondary wing on the opposite side of the house will also extend into the rear yard. A new covered porch structure with an outdoor fireplace is proposed off the main mass.

They are proposing to replace the existing brick patio with a new larger stone patio. The new pool and hot tub are located directly behind the new patio. A wet deck is not proposed at the rear or side of the pool.

Revision 1/13/2026:

Multiple windows, on the front elevation, have been changed to double-hung to have a more consistent look. A quad window, on the east elevation, has been split into two single windows. Dormers have been added to the west elevation. The first-floor windows below have been modified to match the dormers. The mullion patterns have been changed for multiple windows on the south elevation. The AC units have been moved to the east side of the property, however there is no indication of where the pool equipment is going to be located. **Discussion is recommended.**

**Ordinance Compliance:**

The project violates City Code Section 5-120.A.1.(c) that requires LS-4 Lots have a minimum side yard setback no less than 15% of the lot width. **A variance of 7.6 feet is required for the front addition, a variance of 2.2 feet is required at the new rear wing, and variance of 3.2 feet is required at the left side of the house.** Please note, the left side of the house is an existing condition that only requires a variance because that area of the house is being modified.

---

\* Multiple variances required from the Board of Zoning Appeals.

Greenspace Review		SF
Lot Area:		28,470
House Footprint:		-4,145
Driveway: (existing + new)		-2,932
24,423+509		
Walkway:		-424
Patio:		-995
Pool & Hot Tub:		-794
<b>Remaining Greenspace:</b>	<b>19,180</b>	<b>= 67.37%</b>

**Design Guideline Review:**

Section 2.7.3.A on page 106 recommends that LS-3, 4 and 5 properties have a greenspace no less than 65% of the lot area. This recommendation has been met.

Lot Information	
Zoning:	R-1(20)/LS-4
Lot Area:	28,470 sf
Lot Width:	108.0'

Ordinance/Design Guideline	Allowable/Required	Provided
Maximum Height:	35'	
Minimum Side Yard (Left):	15% = 16.2'	13.0' (existing)
Minimum Side Yard (Right):	15% = 16.2'	8.6' Front Addition 14.0' Rear Wing
Minimum Combined Side Yards:	N/A	
Minimum Rear Yard: (At closest point)	30% = 93.6'	Approx 150'
Patio Minimum Side Yard:	20'	20'
Patio Minimum Rear Yard:	20'	Approx. 120'
Maximum Lot Coverage:	6,591 sf	4,281 sf
Minimum Greenspace:	65% = 18,505	19,180 sf = 67.4%

Drainage Study Required if any answer below is "Yes"	Yes/No
Is the project adding 1,000 sq. ft. or more of impervious surface?	Yes
Will the project cause the greenspace to be less than recommended by the Design Guidelines?	No
EXCEPT NO STUDY REQUIRED IF:	
1) replacing existing impervious surface in approximately same footprint, and	
2) project will not decrease existing greenspace on site	
Is there a documented drainage issue for this property?	No

\*See