



Design Review Board
Meeting Minutes
Thursday, January 14, 2021
via tele/videoconference

1. Call to order.

The meeting was called to order at 5:05 p.m.

Members present: Chair Scott Kraehnke, Wesley Brice, Bryan Koester, Daryl Melzer, Ryan O'Connor, Larry Pachefsky and Mike Skauge.

Others present: Sara Zwiefelhofter, John Meiners and Bart Griepentrog, Planning & Development Director.

2. Approval of the December 17, 2020 meeting minutes.

Mr. Melzer motioned to approve the minutes as submitted; seconded by Mr. Skauge. Vote 7-0.

3. Consideration of the application and plans on file for a window modification at residential property 2120 E. Olive Street, property owners Blake Suhar and Sara Zwiefelhofter.

Sara Zwiefelhofter presented an overview of the project. She noted that the window alteration was required for a kitchen remodel with a relocated sink. She informed the Board that the new window would be reduced in size from 33x51 to 28x30 and would match an existing awning window on the north façade of the house, which was also in the kitchen.

Chair Kraehnke requested to see photos of that existing awning window, but Director Griepentrog informed him that no photos were taken of that façade. Chair Kraehnke stated that the review was pretty straight-forward and confirmed that the siding would be infilled to match. Ms. Zwiefelhofter also noted that the trim and sill would match. A Board member questioned if muttoms would be included within the new window, noting that the rest of the house had various inclusions of them. Ms. Zwiefelhofter noted that snap-in grills would be include with the new windows and could be popped in or out. Mr. Melzer noted that most people would never see this window, and Ms. Zwiefelhofter agreed by sharing that only they would see it when they were grilling outside. She said that not even the neighbors could easily see this window.

Mr. Melzer motioned to approve the plans, with the addition of window grills (as an acceptable friendly amendment offered by Mr. Koester); seconded by Mr. O'Connor. Vote 7-0.

4. Consideration of the application and plans on file for a rear second story addition at residential property 4476 N. Ardmore Avenue, property owners Maggie Lund and Bryan Pechacek.

Mr. Meiners provided an overview of the plans, which included a second-story rear addition over an existing sunroom and two window modifications on the existing house. He noted that the same hardi-plank white siding and windows would be used to match the existing addition. Lastly, he stated that roof trim would be maintained between the first and second stories to architecturally break up the elevations.

Chair Kraehnke asked for clarification if the existing north side windows currently had muttuns, noting that the proposed windows on the second story showed divided lights, but the drawing did not show divided lights on the lower level. Upon review of the photos, it was noted that the plans were drawn incorrectly and that the first floor windows currently had divided lights as well. Mr. Skauge questioned if the two new bedroom windows would also have divided lights, and Mr. Meiners confirmed that they would. Chair Kraehnke noted that the two existing double-hung windows on the east elevation did not have divided lights.

Chair Kraehnke noted that he liked how the mass of the addition was broken up by the proposed first story roof trim as opposed to two stories of siding. Mr. O'Connor agreed and also added that the gable continues square as opposed to the chamfered corner, which he thought to be good design moves.

Mr. O'Connor motioned to approve the plans as drawn, with the addition of two window modifications on the existing house; seconded by Mr. Koester. Vote 7-0.

5. Adjournment

Mr. Melzer motioned to adjourn the meeting at 5:26 p.m.; seconded by Mr. Koester. Vote 7-0.

Recorded by,



Bart Griepentrog, AICP
Planning & Development Director