



Design Review Board
Meeting Minutes
Thursday, February 25, 2021
via tele/videoconference

1. Call to order.

The meeting was called to order at 5:00 p.m.

Members present: Chair Scott Kraehnke, Bryan Koester, Daryl Melzer, Ryan O'Connor, Larry Pachefsky, Mike Skauge and Mary Wright (arrived during item 3).

Others present: Kathryn Kamm, Carol Carr, Beth Crysdale, Mary Youssi and Planning & Development Director Bart Griepentrog.

2. Approval of the February 11, 2021 meeting minutes.

Mr. Pachefsky motioned to approve the minutes as submitted; seconded by Mr. Koester. Vote 6-0.

3. Consideration of the application and plans on file for a one-story addition (south elevation) at residential property 4028 N. Richland Court.

Kathryn Kamm presented an overview of the project. She noted that the one-story addition to enlarge the kitchen will be located at the southeast corner of the existing house. The extension will clad in brick to match the existing home. A design includes a flat roof, which would match the garage. Double hung windows are proposed to match the existing windows throughout most of the home. A casement window would be installed on the east façade to match a similar window on the same façade. Ms. Kamm noted that the addition would mimic the existing bay window on the south elevation with chamfered corners a soldier course of brick at the roofline and a brick inlay pattern to break up the brick wall. It was noted that the addition was setback from the front elevation.

Chair Kraehnke questioned the height of the proposed elevation and how it would meet the existing eave of the house. Ms. Kamm noted that it would be a little bit taller. Chair Kraehnke asked to verify any existing soldier course brick to understand the inclusion on the addition. Ms. Kamm noted the soldier course brick on the bay window and above the windows. Chair Kraehnke agreed that it matched the bay and noted that the overall project looked pretty straight-forward. He stated that he liked the proposed detailed brick work. Mr. Melzer agreed that it looked fine.

Mr. Pachefsky questioned why an arched window was not proposed on the rear elevation. Ms. Kamm noted that an arched window would conflict with the soldier course parapet detail. She

noted that it was arched in the original design, but that it looked strange bumping into the soldier course. Mr. Pachefsky confirmed that the window sills would feature soldier course brick. He noted that the project looked nice.

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

4. Consideration of the application and plans on file for the installation of a blade sign at commercial property 3555B N. Oakland Avenue.

Mary Youssi was present for this item. Planning Director Griepentrog provided a brief overview of the proposed sign, noting that it met location, quantity, dimension and installation requirements per code. He noted that the Design Review Board's role would be to review and approve the proposed aesthetics. Prior to installation he stated that it would require Special Privilege approval from the Village Board, since it projected over the right of way.

Mr. Melzer noted that the sign looked good to him and communicated what it needed to.

Mr. Skauge motioned to approve the plans as submitted; seconded by Mr. O'Connor. Vote 7-0.

5. Consideration of the application and plans on file for the window modifications (east elevation) at residential property 1814 E. Olive Street.

This item was withdrawn by the applicant prior to the meeting.

6. Review and approval of the Design Review Board's 2020 accomplishments and future initiatives.

Planning Director Griepentrog led discussion of this item. He read through the list of 2020 accomplishments and presented proposed initiatives based on the prior year's submission. He suggested that the first item on the list (formulate standards for plan submission and staff review) may not need to be kept, as it was perceived to be problematic a few years ago, but has since not been an issue. The Board generally agreed. The order of the remaining items was discussed, and it was suggested to move the commercial design guidelines to the top of the list, followed by a review of the DRB's scope and then consideration of adopting residential design guidelines. It was noted that the residential design guidelines were worked on under a prior Planning Director. Planning Director Griepentrog stated that he would send out the current draft, so that current Board members were more familiar with where they left off.

7. Adjournment

Mr. Skauge motioned to adjourn the meeting at 5:47 p.m.; seconded by Mr. Koester. Vote 7-0.

Recorded by,



Bart Griepentrog, AICP
Planning & Development Director