



Design Review Board
Meeting Minutes
Thursday, April 23, 2020
via tele/videoconference

1. Call to order.

The meeting was called to order at 5:02 p.m.

Members present: Chair Scott Kraehnke, Kevin Greene, Ryan O'Connor, Mike Oates and Mike Skauge.

Others present: Paul Leszczynski, Gerry Timms, Mike Dindorff, Dan Wycklendt, Bart Griepentrog, Planning & Development Director.

2. Approval of March 12, 2020 meeting minutes.

The minutes were deferred for future consideration at the May 14, 2020 meeting.

3. Consideration of the application and plans of file for the enclosing of a front porch at residential property 3804 N. Prospect Avenue, property owner Mark Lewis.

A representative for this item was not present on the call, so the item was not considered.

4. Consideration of the application and plans on file for a dormer along the south elevation at residential property 4308 N. Woodburn Street, property owner Fairtree Properties (Gerry Timms).

Mr. Timms and Mr. Leszczynski provided an overview of the project, noting that a dormer addition was proposed to add head height to the rear stairway. The extended dormer would also accommodate a bathroom next to the stairs.

Mr. Greene confirmed that the space is an existing attic. Mr. Oates confirmed that the new shed dormer at the rear of the house would go up to the existing dormer on the side of the house. Mr. Oates also confirmed that any new siding material would match the existing. The applicant also noted that roofing and trim materials would match throughout. Chair Kraehnke questioned if the skylights also needed to be confirmed, and Mr. Griepentrog noted that any exterior modification needed approval and could be considered. The applicant also noted that there were some additional window opening changes on both the south and north elevations. Those windows were being moved to accommodate a shifted kitchen floor plan. Chair Kraehnke noted that the modifications seemed reasonable. Chair Kraehnke questioned if the house would be completely re-sided or patched. Mr. Timms responded that it would likely be resided to match the new garage, which will be clad in smart siding. However, it was possible

that the existing aluminum siding could be matched, which is what was being presented for consideration.

Mr. Oates noted that the window relocations looked appropriate and that the proportions were right. He did also note that there was an awkward transition in the drawing between the existing and new dormer where they overlapped, but suggested that it could be addressed in the field during construction. Chair Kraehnke agreed, but also appreciated that the existing gable line would be maintained to break up the siding.

Mr. Oates motioned to approve with siding to match the existing or SmartSide in the future on the entire house; seconded by Mr. Skauge. A roll call vote was taken: Mr. Oates – Aye, Mr. O’Connor – Aye, Chair Kraehnke – Aye, Mr. Greene – Aye, Mr. Skauge – Aye. Vote 5-0.

5. Consideration of the application and plans on file for a two-story rear addition at residential property 4517 N. Bartlett Avenue, property owners Tom and Dawn Caldert.

Mr. Dindorff of Lakeview Remodeling introduced the item for discussion. He described the project as a two-story rear addition. The new rear addition would accommodate kitchen and living room on the main floor, and a master suite and hallway bathroom above. The whole house will be resided with LP SmartSide. A new two-and-a-half car garage will also be constructed along the alley. Mr. Dindorff believed both adjacent homes had rear additions. Director Griepentrog noted that proper notice had not been provided to either of the adjacent properties, so the Board would be unable to formally approve the addition at tonight’s meeting, but could discuss any issues with the plans. The project was scheduled to come back to the Board on May 14th for that formal approval.

Mr. Skauge questioned if the two piano windows on the north elevation were associated with the kitchen. Mr. Dindorff noted that the piano windows were actually on the south elevation and flanked the fireplace. Mr. O’Connor discussed the proposed new midpoint roofline, which was also shown to extend onto the old portion of the house. Mr. Skauge noted that it would be carried forward on both sides of the house. It was also confirmed that it would be carried along the rear elevation.

Mr. Oates noted that the window heads of the new addition did not line up with the existing windows on the north elevation. Mr. Dindorff believed that was an error in the drawing and would update accordingly.

Mr. O’Connor requested a perspective drawing of how the new rooflines will be constructed and come together. Mr. Dindorff suggested that a frieze board could be used to break up the expanse of siding as well. Mr. Skauge agreed that a frieze board could be a better option. Chair Kraehnke added that wrapping the hip around the roof seemed awkward. Mr. Skauge also added that it would be a lot of extra work. The Board agreed that the frieze board may be the better option.

Mr. Oates also noted that it was difficult to tell if the addition and the existing house were on the same plane or offset, which would help explain the proposed corner board. It was noted that the corner board could potentially be eliminated, but either way the plans should be clarified. Chair Kraehnke later provided that he liked keeping the articulation to break up the sea of siding.

Chair Kraehnke questioned if the addition would double the size of the house, and Mr. Dindorff said it would be close.

Mr. Skauge questioned if any new windows on the addition lined up with the picture window of the neighboring house. Mr. Dindorff thought that one might line up, but it was to a hallway. Mr. Skauge noted that it was something to consider. Chair Kraehnke stated that they would be able to provide comment at the next meeting.

Mr. Skauge summarized that the Board had commented on the head height of the first floor windows, the possibility of a frieze board instead of the roof overhang and the articulation of the corner trim board.

6. Consideration of the application and plans on file for the installation of a decorative roof over the front entryway and a decorative roof over the attached garage at residential property 4476 N. Morris Blvd., property owner Anthony Riebel.

Mr. Dindorff provided a brief overview of the project, noting that it involved installing two projecting roof overhangs: one over the front door to increase the curb appeal and one on the rear to break up the expanse of siding. Stained cedar brackets would be used to support a black standing seam metal roof. Mr. Dindorff reminded the Board that a gray LP SmartSide was being installed on the entire house.

Mr. Greene questioned how deep the projections would be. Mr. Dindorff estimated that they would be approximately three feet. Mr. Oates asked how the ends would be detailed and whether the fascia board would be treated similarly. Mr. Dindorff believed the fascia board would be white. Mr. Oates also questioned the soffit material and was informed it would be stained bead board. Chair Kraehnke asked if the bottom would be flat or sloped, and Mr. Dindorff said it would be sloped with the roof. Chair Kraehnke then confirmed that the side bracket would be horizontal with open space above to the sloping. Mr. Skauge confirmed that the brackets would be traditional brackets constructed from 4x6 on a 45-degree angle.

Mr. Skauge moved to approved the plans as submitted; seconded by Mr. Greene. A roll call vote was taken: Mr. Oates – Aye, Mr. O’Connor – Aye, Chair Kraehnke – Aye, Mr. Greene – Aye, Mr. Skauge – Aye. Vote 5-0.

7. Consideration of the application and plans on file for a proposed patio cover/roof addition at residential property 2212 E Menlo Blvd, property owner Daniel Wycklendt.

Mr. Wycklendt provided an overview of the project noting that he would like to install a roof over an existing rear yard patio. For design consistency, he utilized the same architect that drew up the plans for the home remodel. The roof pitch would match that of the front porch. Posts would be wrapped in the same SmartSide material.

Mr. O’Connor questioned if the interior would be flat or vaulted, and was informed that it would be vaulted. Mr. Wycklendt also noted the possibility of adding skylights to provide some light while remaining covered. Mr. Skauge confirmed that the new roof structure would be attached to the house, not the garage. Mr. Wycklendt noted that it would help add some

dimension to the rear façade of the house. Chair Kraehnke agreed and noted that it would be nice addition.

Mr. Greene motioned to approve the plans as submitted; seconded by Mr. Oates. A roll call vote was taken: Mr. Oates – Aye, Mr. O’Connor – Aye, Chair Kraehnke – Aye, Mr. Greene – Aye, Mr. Skauge – Aye. Vote 5-0.

8. Discussion of Design Review Board 2019 accomplishments and future initiatives.

Mr. Griepentrog provided an overview of the Design Review Board’s 2019 accomplishments and proposed future initiatives. He summarized that the Board had met 22 times to review 71 properties in 2019. He also indicated that the proposed initiatives were carried over from last year’s submission and asked the Board to confirm or revise the list.

Board members discussed the progress of the previous initiatives, and Director Griepentrog agreed to send requested materials to all members. Members also discussed adding an initiative to review the demolition approval process.

Complete details are attached as Exhibit 1.

9. Adjournment

Mr. Greene moved to adjourn the meeting at 6:22 p.m.; seconded by Mr. Skauge. Vote 5-0.

Recorded by,



Bart Griepentrog, AICP
Planning & Development Director