



**Design Review Board**  
**Meeting Minutes**  
**Thursday, August 13, 2020**  
via tele/videoconference

**1. Call to order.**

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

Members present: Chair Scott Kraehnke, Bryan Koester, Mike Skauge and Mary Wright.

Others present: Kristi Minser, Jon Wallenkamp and Bart Griepentrog, Planning & Development Director

**2. Approval of July 23, 2020 meeting minutes.**

Mr. Koester moved to approve the minutes as drafted; seconded by Mr. Skauge. Vote 4-0.

**3. Consideration of the application and plans on file for the alteration of a roof at residential property 4346 N. Ardmore Avenue, property owner Hillside GE Partners, LLC.**

Kristi Minser provided an overview of the project, explaining the wall section details, which detailed why the current space was not habitable. The proposal would take the roof rafters up to the existing ridge to provide additional internal head height. She noted that the new roof would not be visible from the street. Ms. Minser also described the proposed elevations, which included new windows to line up and match the style of the existing second floor windows. Lastly, she noted that this addition would remain 8 to 10 inches back from the original house to maintain the look of an addition.

Chair Kraehnke questioned if the whole roof would be re-shingled. Ms. Minser noted that the intent was to just match the existing roof, but if that could not be accomplished, it would be entirely re-shingled.

Mr. Koester moved to approve the plans, as submitted, but with no changes to the lower level; seconded by Ms. Wright. Vote 4-0.

**4. Consideration of the application and plans on file for the installation of a monument sign at commercial property 3936 N. Murray Avenue, property owner North Shore Fire Department.**

Mr. Wallenkamp described the proposed sign and noted that the original intent was to relocate the existing sign, but the current plan was to install a new sign that would match the master scheme of the other North Shore Fire Department stations. This sign was modeled after

NSFD's existing sign at their Brown Deer location, but slightly modified to meet the design standards within the Village's Sign Code.

Mr. Skauge questioned if the address could be added to the base of the sign or below "Station No. 83." Ms. Wright agreed, and Mr. Wallenkamp believed that was a good suggestion.

Chair Kraehnke confirmed that the down-lighting would be accomplished as a wash from the cap. He also confirmed that vinyl letters were proposed to be installed on an aluminum face. Mr. Koester confirmed that the sign was expected to be light all night. Mr. Skauge questioned the color temperate of the proposed lighting, and Mr. Wallenkamp noted that he would need to confirm that detail. It was noted that a color temperature greater than 3500 kelvin was preferred.

Mr. Koester moved to approve the plans as submitted, with a stipulation that the color temperature be higher than 3500 kelvin; seconded by Ms. Wright. Vote 4-0.

## **5. Adjournment**

Mr. Koester moved to adjourn the meeting at 5:24 p.m.; seconded by Mr. Skauge. Vote 4-0.

Recorded by,



Bart Griepentrog, AICP  
Planning & Development Director