



Design Review Board
Meeting Minutes
Thursday, August 27, 2020
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, Ryan O'Connor, Mike Skauge and Mary Wright (arrived during item 3).

Others present: Desty Lorino, Jessica Carpenter, John Van Rooy, Matthew Wieck, Jackie Wieck, Rick Cohen, Patricia Cohen, Bethany Adams, Peter van den Kieboom, Sam Kreuser, Kyle Beyer and Bart Griepentrog, Planning & Development Director

2. Approval of August 13, 2020 meeting minutes.

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

3. Consideration of the application and plans on file for the alteration of a roof at residential property 4353 N. Alpine Avenue, property owner Desty Lorino.

Mr. Lorino provided an overview of the project, noting that the current style of the house was Monterey Colonial, which featured a flat roof and railings on the front façade. He noted that the roof was leaking and that he would like to replace it with a pitched roof. Mr. Skauge confirmed that the new roof would be steel, and Mr. Lorino noted that it would have a raised ridge. Mr. Skauge questioned if a standing seam roof was used anywhere else on the house and was informed that it was not.

Ms. Carpenter also informed the Board that several aesthetic updates were also planned to provide a more modern, current appearance, including two upper story brackets. Mr. Lorino also pointed out that a cedar fascia board would be installed. Mr. Skauge questioned why only two brackets were proposed, and Mr. Lorino pointed out that the windows on the upper story were not symmetrical and additional brackets would make that evident. Ms. Wright questioned what colors were proposed and was informed that the roof would be black and the brackets would be left as natural red cedar. Mr. Lorino also noted that the trim around the entry door would be modified to match the first floor windows, which are boxed out. Ms. Wright confirmed that change would happen with the current renovations. Mr. O'Connor questioned if the new vertical vinyl siding would be installed on the second story, and Mr. Lorino confirmed that it would and noted that it would be white. Mr. O'Connor questioned how the cedar finishes would complement the proposed look, and Mr. Lorino noted that the look is currently popular and is evident in Whitefish Bay and Fox Point.

Mr. Skauge moved to approve the plans, as submitted; seconded by Mr. Koester. Vote 5-0.

4. Consideration of the application and plans on file for the conversion of attached garage into living space and the construction of a new detached garage at residential property 4055 N. Stowell Avenue, property owners Matthew and Jackie Wieck.

Mr. Van Rooy detailed that the current garage would be torn off and that a new addition with a faux basement and a 660 sq. ft. two-car garage would be installed. The 810 sq. ft. addition would include a living room and first floor laundry room. He noted that the house was likely an original farm house and that the new addition would match the style of the existing house through the steep roof pitch and garage gable. All materials and colors were proposed to match. An LP SmartSide product was being proposed for the siding and an asphalt shingle roof would be installed. White trim fiberglass wood windows with mutton lights from Marvin would be utilized within the addition. Lastly, he noted that all yard requirements and zoning setbacks were met.

Ms. Wright stated that it looked like a nice addition. Mr. O'Connor also agreed that it looked great, and Mr. Skauge stated that it looked appropriate to the existing house. Ms. Wright questioned the existing square footage of the house, and was informed that it was approximately 1,800 sq. ft. Chair Kraehnke questioned the proposed mutton pattern on the new addition in relation to the existing. He noted that he liked the single mutton, but realized it was not consistent throughout the whole house and that the side windows did not have them.

Mr. O'Connor moved to approve the plans as submitted; seconded by Ms. Wright. Vote 5-0.

5. Consideration of the application and plans on file for a window alteration at residential property 3549 N. Summit Avenue, property owners Richard and Patricia Cohen.

Mr. Cohen described the proposed improvements, noting that the kitchen was being enlarged and living space was being expanded into the three-season room. Internally, the entryway between the dining room and kitchen was being opened up to provide more light into the kitchen. Windows within the current kitchen were being removed to provide additional counter space.

Ms. Wright confirmed that the windows were being removed. Chair Kraehnke confirmed that they would be filled in by feathering into the existing stucco. Ms. Wright questioned what was being planned for the back patio area, and the Cohens noted that nothing was currently planned other than a 3-step wooden entrance. Mr. Skauge questioned if the sun room was changing and was informed that the wall was being opened up between that room and the existing house and that insulation was being added. Ms. Wright noted that it would be available for use year round. Chair Kraehnke pointed out that new windows were shown on the plans. Mr. Skauge noted that the improvements would not hurt the look of the house. Ms. Wright agreed and stated that it would be a nice addition.

Mr. Koester moved to approve the plans as submitted; seconded by Mr. O'Connor. Vote 5-0.

6. Consideration of the application and plans on file for the installation of a dormer along the west elevation at residential property 1909 E. Menlo Blvd., property owner Pamela Thompson.

Ms. Adams provided an overview of the project, which would add a dormer to the west side of the roof to allow for an additional third floor bedroom. She stated that the new dormer would match the dormer on the existing dormer on the east side, but only be 8 ft. in length. She understood the need for the dormer to relate to egress.

Mr. Skauge questioned if the proposed siding would match the existing house. Mr. Griepentrog pointed out that the existing house and the east-side dormer were sided in different materials. Ms. Adams noted that the dormer on the siding would match the siding on the existing dormer, which is vinyl. Mr. Skauge questioned the internal floor plan, as he believed the dormer to be for light and ventilation, as opposed to egress. It was noted that a permit review would confirm the need.

Mr. Skauge moved to approve the plans, as submitted; seconded by Mr. Koester. Vote 5-0.

7. Consideration of the application and plans on file for the relocation of the entryway and window alterations at commercial property 1421 E. Capitol Drive, business North Shore Pharmacy.

Mr. van den Kieboom introduced the item and noted that the renovation would restore the look of the original mid-century façade. He referenced a historic photo within the materials. The entry door would be restored to the sidewalk entrance. He pointed out the continual metal soffit and described the new window storefronts and restored canopy. He noted that the friendly face-lift would match the intended character of the community pharmacy's vision. He also referenced a lighting plan within the materials, noting the fixture styles and photometric calculations. On the west façade he noted that the horizontal slat window would be restored to provide additional natural light and that a system of vines would provide some natural vegetation to the site. Mr. Griepentrog also pointed out the required buffer landscaping between the parking lot and the sidewalk.

Mr. Skauge noted that the building was calling for updates. Mr. O'Connor stated that the improvements would make a huge impact.

Mr. O'Connor moved to approve the plans, as submitted; seconded by Ms. Wright. Vote 5-0.

8. Consideration of the application and plans on file for the installation of signage at commercial property 1421 E. Capitol Drive, business North Shore Pharmacy.

Mr. Griepentrog provided a brief overview of the project and noted that the plans could not be approved as submitted, without an application for a Special Exception. He noted that the Ph within the backlight channel letter sign exceeded the maximum height of wall signs allowed per Village Code. Mr. Beyer also noted that the manufacturer indicated that the mortar and pestle shown within the proposal would not be possible. It was also noted that the proposed 4 ft. window decal would not be permissible without Special Exception. It was pointed out that a second wall sign of similar size would be allowed, so swapping out that type of sign could be contemplated within a future application.

Mr. O'Connor confirmed that the item was only up for discussion. He stated that he was fully on board with what was being presented. He noted that the proportion of the backlight channel letter sign was important. Mr. Skauge agreed. Ms. Wright stated that signage looked like a real improvement.

No action was taken on this item.

9. Adjournment

Mr. Skauge moved to adjourn the meeting at 6:03 p.m.; seconded by Mr. Koester. Vote 5-0.

Recorded by,

A handwritten signature in blue ink that reads "Bart Griepentrog".

Bart Griepentrog, AICP
Planning & Development Director