



Design Review Board
Meeting Minutes
Thursday, January 22, 2026

1. Call to order.

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

Members present: Chair Scott Kraehnke, Lybra Loest (arrived during item #3), Daryl Melzer, Robert Miller, and Larry Pachefsky.

Others present: Erik Johnson, Aaron Carman, David “Koz” Koscielniak, and Planning Director Bart Griepentrog.

2. Approval of the January 8, 2026 meeting minutes.

Mr. Miller motioned to approve the minutes, as drafted; seconded by Mr. Miller. Vote 4-0.

4. Consideration of the application and plans on file for the installation of a front yard patio and wall and the modification of a door to windows (south elevation) at residential property 4315 N. Lake Drive.

Erik Johnson was present to discuss this item.

Mr. Miller confirmed that the size of the opening was not changing on the south elevation where the door was being replaced by a window and therefore did not believe the Board had anything to review.

Director Griepentrog noted that two landscape plans were submitted for the patio, one that screened the patio with just a stone wall and one that included landscaping along the stone wall. He noted that the applicant would prefer the option with just the stone wall. Ms. Loest confirmed that the stone wall was 22 inches tall. Mr. Miller noted that the wall was taller than the 18-inch minimum required height of landscape screening. Ms. Loest believed the proposed stone wall qualified as the required screening without landscaping. Chair Kraehnke agreed.

Mr. Pachefsky motioned to approve the plans, as submitted, without landscaping in front of the stone wall; seconded by Ms. Loest. Vote 5-0.

3. Consideration of the application and plans on file for the modification of windows (north elevation) at residential property 4468 N. Prospect Avenue.

Aaron Carman was present to discuss this item. He noted that the window modifications were associated with a kitchen remodel. Two window openings would be removed and replaced by one larger window opening. He stated that the brick would be patched and infilled to match.

Chair Kraehnke noted that the window trim and would match the existing, which he felt was appropriate. Mr. Melzer stated that the proposed improvements looked good and would be better than the existing configuration.

Mr. Melzer motioned to approve the plans, as submitted; seconded by Mr. Miller. Vote 5-0.

5. Consideration of the application and plans on file for a window modification (south elevation) at residential property 4318 N. Ardmore Avenue.

David “Koz” Koscielniak was present to discuss this item. He noted that he would like to fill in a window to accommodate a kitchen remodel but did not believe that he would be able to find matching brick, so he was proposing to install a faux window with spandrel glass.

Mr. Miller said he thought it was a good idea because mismatched brick would not look good and if a future owner wanted to restore the window the opening would still be there. Chair Kraehnke agreed.

Mr. Melzer motioned to approve the plans, as submitted; seconded by Mr. Miller. Vote 5-0.

6. Discussion and consideration of 2025 Design Review Board Annual Report and Future Initiatives.

Director Griepentrog noted that the annual plan and initiatives were discussed at the last meeting and that he was looking for any final comments. Chair Kraehnke confirmed that reviewing DRB’s scope was the primary desired initiative, followed by reviewing submittal requirements and developing design guidelines for components of residential design review.

Ms. Loest motioned to approve the annual report and future initiatives, as discussed; seconded by Mr. Melzer. Vote 5-0.

7. Future Agenda Items

No future agenda items were discussed.

8. Adjournment.

Mr. Melzer motioned to adjourn at 5:34 p.m.; seconded by Mr. Pachefsky. Vote 5-0.

Recorded by,



Bart Griepentrog, AICP
Planning and Development Director