



**Design Review Board**  
**Meeting Minutes**  
**Thursday, January 26, 2023**

**1. Call to order.**

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

Members present: Chair Scott Kraehnke, Wesley Brice, Lybra Loest, Chris Schorse (arrived during item 3) and Mary Wright.

Others present: Jim Lucas, Stuart Huebner, Meg Baniukiewicz, Amanda Fordyce, and Planning & Development Director Bart Griepentrog

**2. Approval of the January 12, 2023 meeting minutes.**

Mr. Brice moved to approve the minutes, as drafted; seconded by Ms. Wright. Vote 4-0.

**3. Further consideration of the application and plans on file for a rear first floor addition with second floor bump out above it at residential property 4135 N. Newhall Street.**

Jim Lucas, the project architect, was present to discuss this item. It was noted that these plans were deferred from the last meeting and that new plans were submitted for consideration.

Ms. Wright mentioned that she liked the new gable expansion. Chair Kraehnke questioned how the new SmartSide LP siding would match the existing aluminum. Mr. Lucas noted that it would match the profile. Mr. Brice confirmed that the corners would look mitered and that corner trim boards would not be used. Chair Kraehnke questioned how the new windows would be trimmed and questioned if the intention was to match the existing house. Mr. Lucas confirmed that it was his intention to match it. Mr. Brice added that a proper sill should also be included. Chair Kraehnke questioned how the base of the addition would be finished. Mr. Lucas believed it would be block. Ms. Wright questioned what type of stairs would be installed in the back and was informed that they would likely be precast concrete. It was noted that code may require a handrail.

Ms. Wright moved to approve the plans, with the condition that the new window trim match the house, inclusive of a sill; seconded by Ms. Loest. Vote 5-0.

**4. Consideration of the application and plans on file for the modification of existing French doors and the installation of a circular window (east elevation) at residential property 3850 N. Lake Drive.**

Meg Baniukiewicz was present to discuss this item. Director Griepentrog noted that this item related to the modifications of plans that were previously approved and provided a copy of the

original plans for reference. Ms. Baniukiewicz noted that the plans now include a twelve-foot French door in place of the existing four-foot door on the second floor, rear elevation. A circular window was also added to the gable to match the other gable on this elevation.

Chair Kraehnke confirmed that the photos already showed the new siding and that the new openings would need to be cut into that. Chair Kraehnke stated that the new plans looked better than the originals.

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

**5. Consideration of the application and plans on file for the installation of a wall sign at commercial property 3514 N. Oakland Avenue.**

Amanda Fordyce was present to discuss this item. Director Griepentrog provided an overview of the plans highlighting the contents of his memo, which stated that the sign is compliant with location and size requirements. He also informed that the painted wall sign for the previous tenant on the side of the building was being removed.

Mr. Schorse moved to approve the plans, as submitted; seconded by Ms. Loest. Vote 5-0.

**6. Future Agenda Items.**

No future agenda items were discussed.

**7. Adjournment.**

Ms. Wright moved to adjourn the meeting at 5:29 p.m.; seconded by Mr. Schorse. Vote 5-0.

Recorded by,



Bart Griepentrog, AICP  
Planning & Development Director