



**Design Review Board
Meeting Minutes
Thursday, February 9, 2023**

1. Call to order.

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

Members present: Chair Scott Kraehnke, Wesley Brice, Lybra Loest, Ryan O'Connor and Chris Schorse.

Others present: Paul Giesen, Gerry Timms, and Planning & Development Director Bart Griepentrog

2. Approval of the January 26, 2023 meeting minutes.

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

3. Consideration of the application and plans on file for the removal and modification of windows (east and north elevations) and the installation of French doors (north elevation) at residential property 2120 E. Kensington Blvd.

Paul Giesen was present to discuss this item. Mr. Giesen pointed out the location of the window that was to be removed on the east elevation, as well as the location of the new French doors and brick infill of the window and former milk chute on the north elevation. He noted that he believed there would be enough salvaged brick so that all patched areas matched the house.

Mr. O'Connor confirmed that the new French door would be trimmed out similar to the windows. Mr. Giesen noted that the head height on the new door would match the windows, which is two brick courses below the soldier course. Mr. O'Connor stated that the improvements looked good. Chair Kraehnke agreed, noting that all of the details looked to match the existing home. Mr. O'Connor asked what would happen to the basement window on the north elevation, and Mr. Giesen noted that would be going away to accommodate the new stoop for the French doors.

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

4. Consideration of the application and plans on file for the modification of two existing windows (south elevation) at residential property 3829 N. Cramer Street.

Gerry Timms was present to represent this item. It was noted that he was the current homeowner and that he was seeking to convert the duplex into a single-unit home for resale.

Mr. Timms noted that the two, first-floor windows furthest to the west on the south elevation were being reduced in size from 28" x 58" to 28" x 36" to accommodate a kitchen remodel. He stated that the windows would match the style of the existing home, including upper and lower sashes.

Chair Kraehnke questioned if the house would be resided or if the siding would be patched. Mr. Timms stated that he planned on patching the siding. Mr. O'Connor confirmed that the siding was aluminum. Mr. Brice asked if the new window would feature a traditional sill. Mr. Timms confirmed that it would and that it would match all of the details of the existing windows. Mr. Brice questioned if there were muttons in the glass on the upper windows. Mr. Timms said there were not and noted that they were on the inside of the glass of the upper sash.

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

5. Future Agenda Items.

No future agenda items were discussed.

6. Adjournment.

Mr. Schorse moved to adjourn the meeting at 5:16 p.m.; seconded by Ms. Loest Vote 5-0.

Recorded by,



Bart Griepentrog, AICP
Planning & Development Director