



**Design Review Board
Meeting Minutes
Thursday, February 12, 2026**

1. Call to order.

The meeting was called to order at **5:03 p.m.**

Members present: Chair Scott Kraehnke, Lybra Loest, Heather N. Cook Elliott, and Larry Pachefsky.

Others present: Wes Nosek, Keith Barnes, John Raspanti, Kalim Beg, Calvin Hopp, Lance McTrusty, and Building Inspector Justin Burris.

2. Approval of the January 22, 2026 meeting minutes.

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

3. Consideration of the application and plans on file for the modification of an existing window into a patio door at residential property 2505 E. Marion Street.

Wes Nosek was present to discuss this item, explaining that they would be modifying the original window opening to create a new wider door opening to allow for the installation of French patio doors.

Board members discussed the plans and confirmed that the trim around the doors would have brickmold, and match the existing openings of the house.

Mr. Burris noted that this also creates a street side-yard patio, and shared the screening plan which consists of existing arborvitae enclosing the side yard.

Board members agreed that the plantings already screening the street side-yard met the requirements of the ordinance, and that the door opening was in keeping with the character of the house.

Ms. Loest motioned to approve the plans, as submitted; seconded by Ms. Cook Elliott. Vote 4-0.

4. Consideration of the application and plans on file for the construction of a two-story rear addition with balcony at residential property 4238 N. Olsen Avenue.

Keith Barnes was present to discuss this item, explaining that the area of the addition would extend approximately five feet beyond the existing footprint, and become coplanar with the north side of the existing rear elevation.

Ms. Loest inquired as to how the roof would tie into the addition on the 2nd floor. Mr. Barnes explained that the lower portion of the roof continues across the face of the addition. Mr. Barnes also noted that all the horizontal siding would be replaced with new horizontal LP siding. Mr. Barnes then detailed that the 2nd floor deck/balcony would be a true cantilevered structure, and that there would be no vertical posts or support structure.

Chair Kraehnke inquired about the window and door trims, and it was confirmed that the new trim details would match those of the existing house. Ms. Loest questioned the small 2nd floor window adjacent to the north face of the addition. Mr. Barnes explained that it is an awning window that replaces an existing door that exits out onto the current flat roof area.

Mr. Pachefsky noted that he thought running brick siding across the entire rear and west elevations as it is installed below the existing bay window may look better than the siding. Mr. Barnes explained that the existing grade level brick soldier course was the preferred detail and is a continuation of the current condition.

Ms. Cook Elliott motioned to approve the plans, as submitted; seconded by Ms. Loest. Vote 4-0.

5. Consideration of the application and plans on file for the installation of exterior lighting at commercial property 4433 N. Oakland Avenue.

The applicant was not present to discuss this item. The Board decided to review the application and plans on record. Inspector Burris provided an explanation of which light fixtures on the building were proposed to be replaced.

The Board discussed the details provided for the proposed fixtures, noting that the lumens and color temperature ratings are greater than the values outlined in the code, and that the fixtures are then required to be fully shielded; the Board's consensus was that the proposed fixtures are not fully shielded.

Directions were provided to staff to inform the applicant of their discussions, and for the applicant to propose a fixture that conforms to the Village code.

Ms. Cook Elliott motioned to defer the item to a time that the applicant would be able to attend; seconded by Mr. Pachefsky. Vote 4-0.

6. Consideration by Design Adjustment of the application and plans on file for modifications to the previously approved window and façade details at commercial property 3624 N. Oakland Avenue.

Kalim Beg was present to discuss this item and provided evidence as to why the deviations from the originally approved design were necessary due to structural building elements that were unknown prior to the start of construction.

Board members discussed the changes from the originally approved design, including the approval criteria for a design adjustment and the specific conditions that make compliance with the 15% street side façade transparency requirement impractical.

Mr. Pachefsky motioned to approve the plans and modified built conditions by way of design adjustment; seconded by Ms. Cook Elliott. Vote 4-0.

7. Consideration by Special Exception of the application and plans on file for the installation of signage (monument, canopy, wall) at commercial property 3624 N. Oakland Avenue.

Kalim Beg was present to discuss this item.

Mr. Burris noted that the sign code does not clearly differentiate wall signage on a gas station canopy versus a building with respect to quantity. The Board reviewed each sign individually with the understanding that through special exception they may allow the total of three signs as proposed.

Board members discussed the plans for the monument sign, noting that it meets the size and height requirements of the code. The interpretation of internal illumination was discussed and Board members were in agreement that with only the logo being illuminated and not the entirety of the sign, it met the intent of the code. Mr. Beg noted the proposed sign is the exact same sign as the one installed at the corner of Capitol Dr. and Newhall St.

Ms. Cook Elliott motioned to approve the plans for the monument sign as submitted; seconded by Ms. Loest. Vote 4-0.

Board members discussed the plans for the canopy sign, and again Mr. Beg noted that the proposed canopy sign is the exact same design that was approved and is installed at Capitol Dr. and Newhall St. Board members discussed the design of the canopy sign and concluded that the three emblems along with the light bar constitute a single unit that together create the canopy sign.

Mr. Pachefsky motioned to approve the plans for the canopy sign as submitted; seconded by Ms. Loest. Vote 4-0.

Board members discussed the plans for the wall sign, with Ms. Cook Elliot recognizing that the “To-Go” text on the sign provides a distinct category of advertising because it indicates there are food and drink sales in addition to gas. Board members recognized that the size meets the standards of the code, and that with only the letters of the sign being illuminated it meets the intent of the code and is not a traditional “internally illuminated box sign.”

Mr. Pachefsky motioned to approve the plans for the wall sign as submitted; seconded by Ms. Loest. Vote 4-0.

8. Future Agenda Items

No future agenda items were discussed.

9. Adjournment.

Ms. Cook Elliott motioned to adjourn at 5:55 p.m; seconded by Mr. Pachefsky. Vote 4-0.

Recorded by,

A handwritten signature in black ink that reads "Justin Burris". The signature is written in a cursive, flowing style.

Justin Burris
Building Inspector