



Design Review Board
Meeting Minutes
Thursday, February 23, 2023

1. Call to order.

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

Members present: Chair Scott Kraehnke, Wesley Brice, Lybra Loest, Daryl Melzer and Chris Schorse.

Others present: Elise Wabiszewski, Wyndham Gary, Andrew Ziebell and Planning & Development Director Bart Griepentrog

2. Approval of the February 9, 2023 meeting minutes.

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

3. Consideration of the application and plans on file for the installation of an awning sign at commercial property 4600 N. Wilson Drive.

Elise Wabiszewski and Wyndham Gary were present to discuss this item. Director Griepentrog noted that his cover memo for the sign indicated that it met all code requirements.

Chair Kraehnke confirmed how the patch would be installed. No other comments were provided.

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

4. Consideration of the application and plans on file for the installation of patio door and window modification (rear elevation) and front entryway modifications at residential property 4158 N. Prospect Avenue.

Andrew Ziebell was present to discuss the item. Director Griepentrog noted that the proposed improvements were discovered in the act of installation. Mr. Ziebell stated that he thought because he was using existing openings that review was not required. It was noted that enclosing the existing openings in the front represented a change to the building's overall envelope and that the improvements on the rear façade did in fact modify the openings.

Chair Kraehnke confirmed that a stoop was added under the new patio door. Mr. Ziebell noted that the stoop was installed as part of the patio project that was approved in 2021.

Mr. Ziebell noted that an example of the proposed front door was included in the revised materials. Chair Kraehnke stated that the infill of the front porch openings looked fine. He questioned if the color of the other windows would be changed to match, which Mr. Ziebell confirmed would happen over time.

Chair Kraehnke noted that the brickwork performed on the rear elevation to accommodate the new door and modified window was installed well and matched.

Mr. Brice questioned if the new door would fill the entire opening. Mr. Ziebell noted that the door was 42 inches and that 2-3 inches of metal flashing would need to be infilled on either side.

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

5. Discussion and possible consideration of 2022 Design Review Board Annual Report and Future Initiatives.

Director Griepentrog provided a brief overview of the 2022 DRB Annual Report, noting that the Board met 23 times and reviewed 64 properties. He noted that 2022 was a relatively normal year from the perspective of the number of reviews, although it was down from 2021.

Director Griepentrog summarized that the proposed future initiatives was derived from prior years, with the removal of items that had been completed (Commercial Zoning Update) or were already assigned as a task on his work plan (update Sign Code). He noted that reviewing/expanding the scope of residential review was the first project listed, followed by adopting residential design guidelines, which would require a more significant amount of work. Mr. Brice stated a desire to at least have guidelines drafted for various aspects of residential review to help administer the reviews consistently. Director Griepentrog suggested that guidelines for window replacements might be helpful, for example. Ms. Loest stated that a guideline was still not as enforceable as a code requirement. Director Griepentrog noted that it would depend on what specific language was adopted and whether or not the Village Attorney agreed that it was enforceable.

Director Griepentrog noted that he would like to confirm DRB's scope of review for the sake of either internal administration or codification. He noted detached garages have not been reviewed by DRB, but believed there may be a desire to do that. Ms. Loest agreed. Director Griepentrog stated that he was unaware of why items like that have not been reviewed and would appreciate the opportunity to have the conversation to confirm current expectations. Director Griepentrog also noted that some members have previously also desired to see window replacements when the style of window changed. Director Griepentrog suggested that a survey could be created to compile the opinions of what the Board would like to see.

Mr. Brice suggested that a review of submittal requirements could also be taken up as a future initiative. Director Griepentrog added it to the list. Chair Kraehnke noted that different levels of requirements could be identified for small, medium or large projects.

The annual report and future initiatives were deferred for future action.

6. Future Agenda Items

No future agenda items were discussed.

7. Adjournment.

Mr. Schorse moved to adjourn the meeting at 5:46 p.m.; seconded by Mr. Melzer. Vote 5-0.

Recorded by,

A handwritten signature in blue ink that reads "Bart Griepentrog". The signature is written in a cursive style.

Bart Griepentrog, AICP
Planning & Development Director