



Design Review Board Meeting Minutes Thursday, March 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, Daryl Melzer, Ryan O'Connor, Larry Pachefsky and Chris Schorse.

Others present: Amy Ferguson, Ken Colliander and Planning & Development Director Bart Griepentrog

2. Approval of the February 23, 2023 meeting minutes.

Mr. Brice moved to approve the minutes, as drafted; seconded by Mr. Melzer. Vote 7-0.

3. Consideration of the application and plans on file for modifications to the roofline and the south elevation associated with the drive-through lane at commercial property 4231 N. Oakland Avenue.

Amy Ferguson and Ken Colliander were present to discuss this item. Ms. Ferguson, the architect of record for the project, stated that they were proposing to renovate the former PNC Bank into a Chase Bank. She noted that the existing EIFS would be repainted gray, that the roofline coping would be modified and painted a charcoal color and that some of the parapets would be reshaped. She noted that a small enclosure would be built on the southwest corner of the building to screen the HVAC system. She pointed out that the EIFS on the ground level of the south elevation would be removed so that an ATM and night-time drop box could be installed, and the rest of the area would be filled-in with brick to match the remainder of the building. She noted that new landscaping would be installed in front of the building and on the perimeter of the parking lot. Director Griepentrog noted that the project was submitted prior to the adoption of the new commercial zoning code, so the Central District Design Guidelines were still applicable to the review.

Mr. Schorse questioned where the current HVAC unit was located. Ms. Ferguson noted that it was on the roof, but needed to be replaced and they could not get another roof-top unit in time to complete the project.

Director Griepentrog confirmed that the awnings were being removed from the building. Ms. Ferguson pointed out that an overhead metal canopy would be installed over the existing doorway. She noted the existing storefront door would be replaced in kind, but with automatic opening capabilities for ADA compliance.

Mr. Melzer questioned if new signage would be installed. Ms. Ferguson noted that it would be, but that it would be submitted for review under a separate, future application.

Chair Kraehnke questioned if new lighting was being installed. Ms. Ferguson confirmed that new wall sconces were being proposed. Ms. Loest confirmed that all of the fixtures would be the same.

Chair Kraehnke summarized the proposed changes and confirmed that all were under review under this application. He stated that the modifications would be an improvement and would look nice.

Mr. Melzer moved to approve the plans, as submitted; seconded by Mr. Pachefsky. Vote 7-0.

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

Director Griepentrog noted that this item was held over from the last meeting. He stated that no changes were suggested for the Annual Report, but additional time was requested to contemplate Future Initiatives. He noted that last meeting the Board added a review of submittal requirements to the list. He reminded the Board that an update to the Village Sign Code was the next project on his work plan.

Mr. Schorse stated that he wanted to make sure it was not too difficult for the average resident to update their property, particularly with respect to submittal requirements. Director Griepentrog noted that the Board should definitely balance that consideration in their actions. Ms. Loest stated that architectural plans are not always required, but details such as dimensions should be required and asked for up front. Chair Kraehnke agreed. Mr. Brice also noted that details of the proposed materials should be provided. He further stated that plans should not be brought to the Board until all information is detailed. Chair Kraehnke questioned if an applicant saying that they would match existing details was enough. Mr. Brice stated that he would like to see what the existing details were to determine that, either through plans or photographs. Chair Kraehnke suggested that could be required as part of the submittal.

Mr. Pachefsky questioned what other municipalities review as part of the scope of their design review. Director Griepentrog noted that he would be happy to research that as part of the initiative. Chair Kraehnke asked what the next step of the initiative would entail. Director Griepentrog stated that he would likely create a survey to gauge the opinions of Board members with respect to the items identified on the "To DRB or not to DRB" document. Upon discussion and confirmation of direction, he would like to codify the recommendation for clarity, which would require action from the Village Board. Chair Kraehnke noted that the current code language technically required almost all projects to be reviewed. Director Griepentrog also noted that smaller projects, such as the replacement of porch railings or skirting, take place without obtaining permits and are difficult to enforce based on their quick nature. He noted that any changes to either the code or administration of it would require an educational component.

Mr. O'Connor moved to approve the 2022 Design Review Board Annual Report and Future Initiatives, as drafted; seconded by Ms. Loest. Vote 7-0.

5. Future Agenda Items

No future agenda items were discussed.

6. Adjournment.

Mr. Schorse moved to adjourn the meeting at 5:48 p.m.; seconded by Mr. Melzer. Vote 7-0.

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