



Design Review Board
Meeting Minutes
Thursday, April 22, 2021
via tele/videoconference

1. Call to order.

The meeting was called to order at 5:01 p.m.

Members present: Chair Scott Kraehnke, Wesley Brice, Daryl Melzer, Ryan O'Connor, Larry Pachefsky and Mike Skauge.

Others present: Kyle Beyer, Gerry Timms, Peter Wells, Mark Darnieder, Luke Laga and Planning & Development Director Bart Griepentrog.

2. Approval of the April 8, 2021 meeting minutes.

Mr. Brice motioned to approve the minutes as drafted; seconded by Mr. Pachefsky. Vote 6-0.

3. Consideration of the application and plans on file for the installation of a wall sign at commercial property 1421 E. Capitol Drive.

Director Griepentrog provided an overview of the application, noting that the DRB approved a version of this sign in 2020, but that the installed sign was not in compliance with that approval. The installed sign featured front-facing illuminated standard channel letters, which are prohibited by code. The applicant indicated a desire to keep the installed sign with the understanding that the sign would not be illuminated and that the electrical connection would be removed to ensure compliance. Mr. Beyer further noted that his sign contract explored the option of an illuminated open channel letter sign, similar to Orange Theory and MOD Pizza, but the size of the installed lettering was not conducive. Director Griepentrog confirmed that the raceway would remain, as installed.

Chair Kraehnke noted that the lettering of NORTH SHORE was fatter than the original proposal, but suggested he would be fine with the sign as installed as long as it was not lit. Mr. Skauge noted that he had previously brought up the color issue of a white sign on a white awning, but after seeing it in person was fine with it.

Mr. Skauge motioned to approve the plans as submitted; seconded by Mr. Melzer. Vote 6-0.

4. Consideration of the application and plans on file for the removal of two windows and the installation of two doors along the east elevation at residential property 3926 N. Lake Drive.

Mr. Wells provided an overview of the project. He noted that the deck would overlook the lake bluff. He stated that there currently was no access to the area from the rear of the house. The project involved removing a dining room window and replacing it with a new patio door onto the new deck. The deck would have a stairway down to the rear yard.

Mr. Melzer questioned if the ground level was at the basement. Mr. Wells noted that the ground level is actually currently higher than the basement and that land would need to be removed to accommodate the new doorway into the basement. Mr. Skauge confirmed that the deck level would be located at the current brick soldier course.

Chair Kraehnke confirmed that the DRB was only reviewing the doorway modifications to the house, not the addition of the rear deck. Chair Kraehnke questioned with the new patio doors were higher than the adjacent windows. Mr. Wells confirmed that the doorway was a brick or two higher. Chair Kraehnke questioned if the soldier course above the doorway would be modified to match the detail above the windows. Mr. Timms confirmed that it would be updated. Chair Kraehnke also confirmed that the board and batten on the basement would remain and be patched to match where necessary. Mr. Pachefsky questioned if the keystone above the patio door would be centered. Mr. Timms confirmed that it would be moved.

Mr. Brice questioned if the exterior jams would have proper returns. Mr. Timms noted that he was not exactly sure, but the mason would be finishing it off. Chair Kraehnke noted that the windows have a brick mold and would recommend that the doorway be encased similarly.

Mr. O'Connor motioned to approve the plans, subject to the inclusion of a brick mold around the new doors to match the existing windows, inclusion of a brick soldier course and keystone to match the other windows on the same elevation, and lower level door trim to match; seconded by Mr. Melzer. Vote 6-0.

5. Consideration of the application and plans on file for the installation of a door along the west elevation at residential property 4001 N. Lake Drive.

Mr. Darnieder presented the item for consideration. He noted that the exterior changes related to a future kitchen remodel and providing access to the patio with a new doorway between the two existing windows on the west facade. The new doorway would be 3.5 ft. above the patio, so an exterior staircase would be installed. He noted that brick from the new doorway would be used on the stairway. He also stated that the existing venting would be removed and patched with brick to match.

Mr. Melzer confirmed that this interior corner was made by the intersection of the garage and the house. Mr. Darnieder noted that the area was currently somewhat of a dead space with the concrete patio. Mr. Melzer also confirmed that the patio was not visible from the street.

Chair Kraehnke confirmed that the new doorway was the item up for consideration. He noted that he liked the new glass door and wanted to confirm that the new doorway would feature similar brick molding trim to the windows. Mr. Darnieder noted that it would. He also noted that the door would be a full glass door with either a leaded glass insert or leaded glass tape.

Mr. Pachefsky questioned if the electric meters would interfere with the new staircase and whether the doorway into the garage would still be accessible. Mr. Darnieder confirmed that the staircase would not interfere with either.

Mr. Melzer motioned to approve the plans as submitted; seconded by Mr. O'Connor. Vote 6-0.

6. Consideration of the application and plans on file for outdoor lighting modifications at commercial property 4512 N. Oakland Avenue.

Director Griepentrog noted that the commercial lighting shown within the patio on the pergola that was approved at the April 8, 2021 meeting was not accurate to what was proposed, so Mr. Laga was asked to bring back accurate details for consideration. Director Griepentrog also clarified that lighting would be installed the same on both sides of the pergola.

Mr. Melzer confirmed that the pergola extended over the entire patio. Mr. Laga noted that the same lighting sconces would be installed, but that each business would use a different furniture design.

Chair Kraehnke stated that he liked the light fixture selection. Mr. Laga noted that the glass panels would actually be frosted to cut down on glare and provide a softer ambiance.

Mr. Pachefsky motioned to approve the plans as submitted; seconded by Mr. Melzer. Vote 6-0.

7. Adjournment

Mr. Melzer motioned to adjourn the meeting at 5:32 p.m.; seconded by Mr. O'Connor. Vote 6-0.

Recorded by,



Bart Griepentrog, AICP
Planning & Development Director