



**Design Review Board  
Meeting Minutes  
Thursday, April 28, 2022**

**1. Call to order.**

The meeting was called to order at 5:00 p.m.

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

Others present: Kelly Hanaway, Jackson Leverenz, Keith Barnes, Michael Dindorf, Fran Flanagan, and Bart Griepentrog, Planning & Development Director.

**2. Approval of the April 14, 2022 meeting minutes.**

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

**3. Consideration of the application and plans on file for the installation of a blade sign at commercial property 4001 N. Downer Avenue.**

Kelley Hanaway of Milwaukee Sign Company was present to discuss the item. Director Griepentrog noted that the proposed design met size, projection and clearance requirements, and stated that the Board's review would relate to context and aesthetics. Mr. Hanaway noted that the design was very similar to that of the neighboring tenant. He described the proposed exterior lighting, which was also similar to the neighboring tenant's sign.

Mr. Kraehnke questioned the materials of the sign and was informed it was metal with vinyl applied lettering.

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

**4. Consideration of the application and plans on file for the removal of a window at residential property 3955 N. Stowell Avenue.**

Jackson Leverenz of Design Group Three provided an overview of the project, which involved a kitchen remodel that necessitates the removal of a window on the north façade. He noted that the new stucco would blend better than the existing stucco in the area, which appears to have been previously patched.

Mr. Melzer confirmed that the existing vent would remain.

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

**5. Consideration of the application and plans on file for a second story addition and front entry portico at residential property 2100 E. Lake Bluff Blvd.**

Mike Dindorf of Lakeview Remodeling and Keith Barnes of KCB Buildings were present to discuss the item, along with the homeowner, Fran Flanagan. Mr. Barnes explained that the project involved a second story addition above the existing garage, which would cantilever over both the north and west elevations. He noted that a new walk-out door from the garage would be added to the north elevation to a patio, replacing an existing window. He also pointed out that a front portico would be added and that the two garage doors were being replaced by one larger garage door.

Mr. Melzer confirmed that the garage footprint was staying the same.

Mr. Pachefsky questioned if the existing house featured any other cantilevering and was informed that the front façade currently does. He further questioned if the proposed cantilever would match and was informed that the proposed cantilever is six inches larger to allow for a bigger floor plan and downlighting within the overhang.

Mr. Skauge noted that the proposed portico really dresses up the front of the house.

Mr. Skauge confirmed that the new windows would be double hung to match the rest of the house, along with the trim. He questioned the siding material and was informed that an LP SmartSide product would be used with the same reveal and painted to match. It was noted that the existing siding is aluminum. Chair Kraehnke questioned if LP SmartSide was available with such a big exposure, and Mr. Dindorf believed they did. Mr. Skauge also confirmed that the new roofing would match. Mr. Brice questioned how the corner of the new siding would be treated, noting that the existing aluminum trim did not have corner boards, but had mitered caps. Mr. Dindorf did not have an answer but stated that he was confident that they could achieve a matching look.

Mr. Pachefsky noted that brackets were proposed under the new overhang and questioned if they were the same as the front. Mr. Dindorf and Mr. Barnes noted that the front featured an ornamental sphere, as opposed to the proposed bracket. Mr. Pachefsky questioned if shutters would be added onto the proposed new windows on the east elevation, noting that all other second story windows featured shutters. Mr. Dindorf stated that they did not intend on adding shutters to these two windows because they could not be seen very well as they were in between the houses. He also questioned if there was enough room to even add a shutter onto the left window due to its location near the corner.

Mr. Skauge moved to approve the plans, as submitted, with the corners of the addition matching the existing house as close as possible; seconded by Mr. Melzer. Vote 5-0.

**6. Consideration of the application and plans on file for roof/façade modifications at commercial property 4484 N. Oakland Ave.**

The applicant requested to withdraw this item prior to the meeting.

**7. Future agenda items.**

No future agenda items were discussed.

**8. Adjournment.**

Mr. Skauge moved to adjourn the meeting at 5:40 p.m.; seconded by Mr. Pachefsky. 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