



Design Review Board
Meeting Minutes
Thursday, May 14, 2020
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, Bryan Koester, Kevin Greene (arrived during item 5), Ryan O'Connor, Mike Oates, Mike Skauge and Mary Wright.

Others present: Mike Dindorff, Dawn Caldert, Donna Genzmer, Dave Salkin and Bart Griepentrog, Planning & Development Director.

2. Approval of March 12, 2020 meeting minutes.

Mr. Koester moved to approve the minutes as drafted; seconded by Mr. Oates. Vote 7-0.

3. Approval of April 23, 2020 meeting minutes.

Mr. Skauge moved to approve the minutes as drafted; seconded by Mr. O'Connor. Vote 7-0.

5. Consideration of the application and plans on file for a two-story rear addition at residential property 4517 N. Bartlett Avenue, property owners Tom and Dawn Caldert.

Mike Dindorff provided a brief overview of the project, reminding the Board that they had provided direction at their April 23, 2020 meeting. He noted that all of the requested clarifications had been made. The first floor windows had been aligned, the first floor roof line had been modified and frieze boards were added on the north and south elevations. He also noted that new siding would be installed.

Chair Kraehnke confirmed that all of the previous issues had been addressed. Donna Genzmer, a neighbor to the project, questioned if the house was doubling in size. Mr. Dindorff was not sure of the exact expansion percentage. Mr. Oates stated that from a design perspective it looked good. Dawn Caldert, property owner, also noted that a new garage would be installed because the old one needed to be replaced. Mr. Griepentrog reminded the Board that historically new garages were not reviewed.

Mr. Skauge motioned to approve the plans as submitted; seconded by Mr. Koester. Vote 8-0.

6. Consideration of the application and plans on file for the installation of a blade sign at commercial property 4005 N. Downer Avenue, property owner Hayek Downer LLC.

Dave Salkin from Bauer Sign Company was present to discuss this item. Mr. Griepentrog provided a brief overview based on the contents of his memo.

Chair Kraehnke noted that the application looked straightforward. He questioned if the sign was illuminated. Mr. Salkin confirmed that two external lights would shine onto the sign. Mr. Oates confirmed that the sign was not internally illuminated. Mr. Oates questioned the sign materials and was informed that the sign face would be constructed of aluminum with applied ¼ inch dimensional letters.

Mr. Griepentrog noted that the Sign Code required 8 ft. of clearance between the sign and the sidewalk. He also noted that an ADA ramp was being installed below the sign, so the exact finished grade level was currently unknown. Mr. Skauge requested that a plumb line be dropped from the bottom of the sign to the top of whatever was located directly below it to confirm the clearance upon installation. Mr. Oates confirmed that the clearance should be to the top of the landing.

Mr. Oates noted that the design of the sign was good, but questioned if any external electrical boxes would be required. Mr. Salkin noted that he would confirm the required clearance with staff. Chair Kraehnke noted that he was not a fan of the goose-neck lighting, but that the rest of the sign was good. Mr. Greene suggested that all wiring be kept internal.

Mr. Salkin also reminded the Board that the two former Hayek signs were being restored and would be reinstalled on the building's façade. Mr. Griepentrog noted that approval for those elements was included within the greater façade review. Unless something from those plans had changed, there would be no need to obtain additional approval for their installation, other than an electrical permit.

Mr. Oates motioned to approve the sign as submitted, with electrical components concealed as much as possible with major junction boxes inside the building and 8 ft. of clearance from the bottom of the sign to the top of the finish material below; seconded by Mr. Koester. Vote 8-0.

4. Consideration of the application and plans of file for the enclosing of a front porch at residential property 3804 N. Prospect Avenue, property owner Mark Lewis.

A representative for this item was not present on the call, so the item was not considered. However, the Board did discuss the plans on file and noted that the proposal, which involved the enclosure of an existing screened-in porch, seemed to be an improvement from the current conditions. Mr. Skauge questioned if there was enough room for the closure in relation to required setbacks. Mr. Oates requested additional details of the construction materials, including sizes and finishes, with a notation for no unfinished pressure treated wood. Chair Kraehnke questioned if the plans were to scale, noting the front door. Mr. Oates also questioned the style of the front door, and the Board agreed that details would need to be provided. Mr. Koester questioned if windows would be installed on both sides of the porch.

7. Adjournment

Mr. Oates moved to adjourn the meeting at 5:35 p.m.; seconded by Ms. Wright. Vote 8-0.

Recorded by,

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

Bart Griepentrog, AICP
Planning & Development Director