



**Design Review Board**  
**Meeting Minutes**  
**Thursday, June 11, 2020**  
via tele/videoconference

**1. Call to order.**

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

Members present: Chair Scott Kraehnke, Wesley Brice, Bryan Koester, Ryan O'Connor, Mike Skauge and Mary Wright (arrived during item 3).

Others present: Reza Namin, Brian Downes, Danielle Mann, Kris McKinney and Bart Griepentrog, Planning & Development Director.

**2. Approval of May 28, 2020 meeting minutes.**

Mr. Koester moved to approve the minutes as drafted; seconded by Mr. O'Connor. Vote 5-0.

**3. Consideration of the application and plans on file for the installation of a new second floor window (rear elevation) and modification to kitchen windows (south elevation) at residential property 4420 N. Woodburn Street, property owner Reza Namin.**

The property owners provided a brief overview of the project. They noted that two windows on the southern elevation would be enlarged to eliminate the siding between them. They also noted that a second window would be added to the upper story of the rear elevation.

Chair Kraehnke questioned if the new upper story window was drawn correctly, since it was shown off center. Mr. O'Connor pointed out that the floor plans also indicated that the windows were shifted to no longer be centered. The property owners noted that they did not believe the intention was to move the windows, but stated that the plans should be accurate. Chair Kraehnke noted that he was not a fan of the proposed asymmetry, but presumed that the additional window was required to meet light and ventilation standards within the code. Ms. Wright agreed that she did not like the asymmetry. Mr. O'Connor suggested that one window could be installed and aligned with the window on the first floor along with a skylight to meet code standards. Chair Kraehnke stated that his preference would be to balance the elevation with two windows straddling the center. He noted that the applicants would need to consult with their architect.

Mr. Brice noted that additional details of the exterior window casing and sills needed to be included. The Board noted that updated elevations or notation on the plans to match the existing windows was required. Mr. Brice stated that this detail was critical for the contractor to know.

Mr. Skauge questioned if the electrical hook-up on the house would be in the way of a second window since three foot of clearance would be required. He stated that moving the interior wall may be required.

No action was taken, since revised plans were needed for further consideration.

**4. Consideration of the application and plans on file for modifications to the previously approved new house at residential property at 3534 N. Lake Drive, property owner Chris Abele.**

The representatives for this item asked that it be pulled from the agenda with an expectation to come back at a future meeting.

**6. Consideration of the application and plans on file for the removal of a window and installation of sliding door (rear elevation) at residential property 3547 N. Cramer Street, property owner Jeff Mann.**

Jeff Mann provided a summary of his proposed project, which involved the replacement of an existing window with a sliding door on the rear elevation of his house. He also noted that a deck would be installed in the rear yard. Mr. Griepentrog later confirmed that rear-yard decks are not reviewed by the Design Review Board.

Chair Kraehnke cautioned that the new door opening could be too close to the electrical meter, but believed that would be confirmed within the permitting process. He also stated that the Board is typically not fond of sliding doors, but noted that they were not expressly prohibited. Lastly, he questioned the height of the new door and the proposed thickness of the trim. Mr. Mann stated that the new door would be approximately the same height as the existing window, but acknowledged that it may slightly lower and that a header would be built to bring it down. Chair Kraehnke confirmed that any new siding would match the existing.

Mr. Skauge questioned if the air conditioner unit would need to be relocated and was informed that it would not. Mr. Skauge also questioned that proposed door and was informed that the details of the door were on the last page of the plans. Upon review of the plans, Chair Kraehnke noted that the door would only be 80 inches in height, so the opening would in fact need to be modified.

Mr. Brice requested to see an image of the front of the house, at which point he noted that the trim of the new door should match the front of the house rather than the current trim of the rear window, which was clearly a later addition. He noted that thicker trim would provide an opportunity to better integrate the new door into the rest of the house. Mr. Mann agreed. Mr. Brice believed that the trim was close to 4 inches. Chair Kraehnke also noted that the thicker trim may solve the previously stated height issues.

Mr. Skauge moved to approve the project, subject to the door casements matching the existing of the front of the house; seconded by Mr. Brice. Vote 6-0.

**5. Consideration by Special Exception of the application and plans on file for the installation of a real estate sign that exceeds the maximum size requirements at 4121 N. Wilson Drive, submitted by Kris McKinney, Keller Williams.**

Ms. McKinney provided a brief overview of the Special Exception request acknowledging that the sign was larger than was typically allowed without approval. She noted that the leasing sign was needed to attract attention to the project and as proposed would consist of two 4' x 8' panels. It would be positioned in a manner to be seen by southbound traffic on N. Wilson Dr. near the entrance to the Oak Leaf Trail. Mr. Griepentrog referenced his memo and noted that staff would be willing to consider a Special Exception up to 32 sq. ft., since that was an industry standard, but also desired to have a timeline placed on the approval, so that it could be re-reviewed, if necessary.

Mr. Koester questioned if allowing the sign to be up for six months was enough. Ms. McKinney noted that the timing would be attached to pre-sale figures and stated that banks are currently tighter than expected. Mr. Koester noted that the proposed location was fine and that he was willing to allow up to 32 sq. ft. of signage through December 31 at which point it could be revisited.

Mr. Skauge moved to approve by Special Exception the installation of a sign up to 32 sq. ft. in area with the content of the right section showing an interior view, an exterior view and the real estate contact information to be displayed through December 31, 2020; seconded by Mr. Koester. Vote 4-0 with Ms. Wright recusing herself.

**7. Adjournment**

Mr. Koester moved to adjourn the meeting at 5:59 p.m.; seconded by Mr Skauge. Vote 6-0.

Recorded by,



Bart Griepentrog, AICP  
Planning & Development Director