



Design Review Board Meeting Minutes Thursday, June 22, 2023

1. Call to order.

The meeting was called to order at 5:02 p.m.

Members present: Chair Scott Kraehnke, Wesley Brice, Heather Cook Elliott, Lybra Loest, Larry Pachefsky and Chris Schorse.

Others present: Nick Wimmer, Bryan Wick and Planning & Development Director Bart Griepentrog

2. Approval of the June 8, 2023 meeting minutes.

Mr. Pachefsky moved to approve the minutes, as drafted; seconded by Ms. Loest. Vote 6-0.

3. Further consideration by special exception of the application and plans on file for the installation of wall signage at commercial property 4414 N. Oakland Avenue.

Director Griepentrog provided an overview of the prior consideration and pointed out that Mr. Wimmer had provided four alternative options for the Board to review. He noted that Mr. Wimmer was in favor of Option 1A, which would require a special exception based on the height of the “S” in the sign and the location above the second floor. Mr. Wimmer noted that his preferred option is smaller than the original proposal.

Mr. Pachefsky confirmed that the “S” was approximately 25 inches in height. Ms. Loest confirmed that Option 2 featured letters that were compliant to the 18-inch height maximum. Mr. Wimmer noted that he believed the letters in Option 2 were too small in scale for a building of this size. Mr. Pachefsky questioned the height of the segment of the building where the sign was proposed to be located. Mr. Wimmer believed it was approximately four feet.

Mr. Schorse stated that he thought Option 1A looked good and agreed that the second option did not look to scale. Ms. Cook Elliott also added that with the sign being located above the second floor it would appear smaller.

Director Griepentrog showed the original plans, and Mr. Wimmer stated the “S” was originally approximately 32 inches.

Ms. Cook Elliott noted that the sign for Stowell Associates down the block occupied a similar proportion of its building, albeit on the first floor. Mr. Pachefsky pointed out that the last conversation included discussion of a desire to keep signs above the first floor, not the second floor. Mr. Schorse stated that he did not have a problem with it being located above the second

floor. Mr. Brice and Director Griepentrog confirmed that a special exception would be required to locate the sign above the second floor.

Director Griepentrog read the minutes from the previous consideration into the record.

Mr. Schorse motioned to approve Option 1A of the plans via special exception, noting that condition 7 “size of proposed sign in relation to area facing of the building,” justified the increased size and location above the second floor; seconded by Ms. Cook Elliott. Chair Kraehnke questioned if the other name plate signage that was included in the package were up for approval. Director Griepentrog noted that those were exempt from permitting based on their size. Ms. Loest noted that she felt the reduced size was better than the previous submittal but felt that locating the signage on the awning made more sense from a visual perspective as a pedestrian entering the building. Mr. Wimmer responded that the canopy was actually higher than a typical canopy because the lobby is sunk in relation to the first floor. He believed that the plaques on either side of the entrance provided pedestrians with building information. Chair Kraehnke stated that he thought the preferred option featured an appropriate size and location. He stated that he did not like the canopy option. Vote 4-2 (Mr. Pachefsky and Mr. Brice voting no.)

4. Consideration of the application and plans on file for a window modification at residential property 3945 N. Harcourt Place.

Bryan Wick was present to discuss this item. He confirmed that the plans detail the addition of a second window to an existing bedroom. He pointed out that the new double-window would mimic a similar window on the south elevation.

Chair Kraehnke stated that the plans seemed pretty straightforward and looked good. Mr. Brice stated that he wanted to make sure the window details matched the existing house. Mr. Wick confirmed that was his intention.

Mr. Brice motioned to approve the plans, as submitted, with the condition of a center mull, and casing trim and width to match the existing windows on the house, and the inclusion of a traditional sill, seconded by Mr. Pachefsky. Vote 6-0.

5. Future Agenda Items

Director Griepentrog noted that a draft review of updates to the sign code should be available soon. He stated that Mr. O’Connor and Ms. Loest had offered to serve on a subcommittee to review the changes first. Mr. Pachefsky stated he would also be interested.

6. Adjournment.

Mr. Schorse moved to adjourn the meeting at 5:33 p.m.; seconded by Mr. Pachefsky. Vote 6-0.

Recorded by,



Bart Griepentrog, AICP
Planning & Development Director