



Design Review Board
Meeting Minutes
Thursday, June 24, 2021
via tele/videoconference

1. Call to order.

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

Members present: Chair Scott Kraehnke, Bryan Koester, Lybra Loest (arrived during #3), Daryl Melzer, Larry Pachefsky, Mike Skauge.

Others present: Todd Hefner, Kelly Hanaway, Ashley Capron, and Planning & Development Director Bart Griepentrog.

2. Approval of the June 10, 2021 meeting minutes.

Mr. Koester motioned to approve the minutes as drafted; seconded by Mr. Pachefsky. Vote 5-0.

3. Consideration by Special Exception of the application and plans on file for the modification to the existing roof signs and monument sign at commercial property 4301 N. Oakland Avenue.

Todd Hefner was available to discuss this proposal. Planning Director Griepentrog provided an overview of the project, noting that it had been reviewed at the June 10, 2021 meeting, but the required applications for Special Exception were not on file, so no action was taken. The Special Exception applications for both size and quantity had since been submitted, so the proposal was brought back for formal consideration. He also noted that the existing monument sign already had a Special Exception on file.

Chair Kraehnke noted that the drawings looked the same and did not have any different opinions. Mr. Koester stated that he was happy with the proposal.

Mr. Koester motioned to approve the plans, via Special Exception for size allowance of the primary sign based on (7) size and (8) appearance, understanding the proportion of the sign in relation to the unique design of the building without a sign band; and (6) location of second sign on a building on a corner lot; seconded by Mr. Skauge. Vote 6-0.

4. Consideration of the application and plans on file for the installation of a wall sign at commercial property 3567 N. Oakland Avenue.

Kelly Hanaway was present to discuss this item. Planning Director Griepentrog noted that the proposed wall sign, which was not illuminated, met all the technical code requirements. Mr. Hanaway noted that the individually pin-mounted acrylic lettering would be ½ inch thick.

Mr. Melzer stated that the proposal looked tasteful and was aesthetically pleasing. Planning Director Griepentrog confirmed that the lettering would be black, noting that the rendering showed the building prior to it being painted. Mr. Hanaway confirmed that the client was comfortable with the proposed color.

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

5. Consideration of the application and plans on file for the exterior modification to rear entryway and window at residential property 3949 N. Ridgefield Circle.

Ashley Capron provided an overview of the proposed improvements. He noted that the kitchen was being enlarged and expanded onto the existing stoop. He noted that the brick would match and that the new back door would be representative of the door style throughout the house. He confirmed that the porch would be rebuilt above the expanded kitchen and that a new stoop would be recreated outside of the back door. He noted that the two lower windows would be sized to match, which would entail shrinking the window nearest the door.

Ms. Loest confirmed that a window would also be infilled on the side elevation to accommodate additional upper cabinets. Mr. Capron noted that the window was only noticeable from the backyard. Mr. Pachefsky confirmed that the mullions in the windows would match the existing.

Mr. Skauge motioned to approve the plans, as submitted; seconded by Mr. Melzer. Mr. Koester questioned if the door on the upper story porch was changing and was informed that it was not. Vote 6-0.

6. Adjournment

Mr. Melzer motioned to adjourn the meeting at 5:22 p.m.; seconded by Mr. Koester. Vote 6-0.

Recorded by,



Bart Griepentrog, AICP
Planning & Development Director