



Design Review Board
Meeting Minutes
Thursday, July 9, 2020
via tele/videoconference

1. Call to order.

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

Members present: Chair Scott Kraehnke, Wesley Brice, Bryan Koester, Ryan O'Connor and Mike Skauge.

Others present: Andrew Shacklady, Sweta Meier, Bob Kraus and Bart Griepentrog, Planning & Development Director.

3. Consideration of the application and plans on file for a rear one-story addition at residential property 4363 N. Alpine Avenue, property owners Andrew and Agatha Gehl.

Andrew Shacklady provided a brief overview of the project. He noted that the existing rear house extension with a flat roof had sustained water damage. The project would extend that addition and install a pitched roof. The extension would allow for a bigger kitchen. All exterior materials would match the existing house.

Mr. O'Connor noted that the plans looked good, were consistent with the character of the home and prevent further water damage. No other questions or comments were offered.

Mr. O'Connor moved to approve the plans as drawn; seconded by Skauge. Vote 5-0.

4. Consideration of the application and plans on file for the window alterations, including window to door conversion, at residential property 2519 E. Shorewood Blvd., property owner Jan Van den Kieboom.

Sweta Meier presented the plans, which largely related to interior kitchen improvements. She noted that windows on the exterior of the home would be converted to French doors opening onto a new deck. It was also noted that side windows would be reworked to include a fixed panel at the bottom. After additional clarification requested by Chair Kraehnke, Director Griepentrog confirmed that the window modifications would not fall under the purview of the Design Review Board because they did not change the opening.

Chair Kraehnke questioned if the electrical meter would need to be relocated. Ms. Meier indicated that she did not believe it would need to be; however, did suggest that the cable box would need to be moved. Ms. Meier also noted that the new exterior door would match the front door. Mr. O'Connor confirmed that the height of the new door would remain the same. Chair Kraehnke questioned if the door would be a folding accordion style. Ms. Meier replied

that the three panels would fold to one side. Chair Kraehnke confirmed that the rear deck was not part of the Board's review. Chair Kraehnke summarized that the improvements would clean up the elevation and be nice for the owners.

Mr. O'Connor moved to approve the plans as drawn and noted, seconded by Mr. Koester. Vote 5-0.

5. Consideration of the application and plans on file for the installation of new canopy, monument and façade signage at commercial property at 4000 N. Wilson Drive, property owner Rehman Property LLC.

Bob Kraus represented the item and summarized the request, which related to a brand change and sign refacing. He noted that the existing monument sign structure would remain the same, but that new graphics with opaque panels would be installed. He noted that new changeable LED price numerals would be installed. He also provided that the wall signage on the building would be removed and new 17 inch tall CLARK lettering would be installed on two locations of the canopy.

Mr. O'Connor questioned what material would be utilized for the canopy lettering and was informed that it would be a vinyl decal, not illuminated. Mr. Skauge confirmed that the size of the canopy was not changing. Mr. Koester questioned if any changes would be made to the pumps. Mr. Krause noted that was not part of his contract. Director Griepentrog asked that Mr. Kraus inform his client that any changes should be submitted to the Village for confirmation of permit needs.

Mr. Koester moved to approve the monument and canopy signs as proposed; seconded by Mr. Skauge. Vote 5-0.

2. Approval of June 25, 2020 meeting minutes.

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

6. Adjournment

Mr. Koester moved to adjourn the meeting at 5:21 p.m.; seconded by Mr. O'Connor. Vote 5-0.

Recorded by,



Bart Griepentrog, AICP
Planning & Development Director