



Design Review Board Meeting Minutes Thursday, July 27, 2023

1. Call to order.

The meeting was called to order at 5:03 p.m.

Members present: Chair Scott Kraehnke, Wesley Brice, Lybra Loest (arrived during item 4), Daryl Melzer and Mary Wright.

Others present: Connor Fischer, Christine Bradford, Ryane Thome, Zane Nichols and Planning & Development Director Bart Griepentrog

2. Approval of the July 13, 2023 meeting minutes.

Mr. Brice moved to approve the minutes, as drafted; seconded by Mr. Melzer. Vote 4-0.

3. Consideration of the application and plans on file for the expansion of an existing dormer and the installation of a new dormer at residential property 4545 N. Marlborough Drive.

Connor Fischer, project architect, and Chistine Bradford and Ryan Thome, property owners, were present to discuss this item. Mr. Fischer noted that the plans include a new Nantucket dormer on the north side and extended shed dormer on the south side of the west gable of the house. He stated that the addition would replace what was currently attic space above the garage.

Chair Kraehnke questioned if any other roof work was required to accommodate the new living space. Mr. Fischer noted that they would likely need to increase the framing, but that from the exterior there would be no changes. Chair Kraehnke confirmed that the new siding, windows and trim boards would match the existing house.

Mr. Melzer questioned if there were no windows on the south side of the house [as depicted in the aerial view]. Mr. Fischer stated that was an omission of the rendering and noted that there were no changes proposed to those existing windows [as shown on the elevation].

Chair Kraehnke questioned if both new dormers would have asphalt shingles. Mr. Fischer stated that the Nantucket dormer would have asphalt shingles to match house, but the low-slope shed dormer would be a rubber membrane also to match the existing roof on the shed dormer.

Mr. Melzer confirmed that the AC unit would not be placed on the roof.

Chair Kraehnke stated that the improvements looked good, matched well with the existing house and would improve the living space. Mr. Melzer noted that the proposed dormers would look better than the currently unbroken roofline.

Ms. Wright motioned to approve the plans, as submitted; seconded by Mr. Melzer. Vote 4-0.

4. Consideration by Special Exception of the application and plans on file for the installation two wall signs at commercial property 4231 N. Oakland Avenue.

Zane Nichols was present to discuss this item. Director Griepentrog provided an overview of the project, including notation that a Special Exception was required for the installation of a second wall sign. He stated that the proposed signs, which were comprised of reverse-illuminated channel letters, were compliant to the code in both design and size. He noted that other signage would be installed on the site associated with the drive-thru and ATM, but that it was all under 2 sq. ft. and did not require permit or review.

Chair Kraehnke confirmed that both signs were identical in size.

Ms. Wright motioned to approve the sign plans by Special Exception, as submitted, noting that criteria (6) location of the building on a corner lot justified the exception for a second sign; seconded by Mr. Melzer. Vote 5-0.

5. Future Agenda Items

No future agenda items were discussed.

6. Adjournment.

Ms. Wright moved to adjourn the meeting at 5:14 p.m.; seconded by Mr. Melzer. Vote 5-0.

Recorded by,



Bart Griepentrog, AICP
Planning & Development Director