



## **Design Review Board Meeting Minutes Thursday, July 28, 2022**

### **1. Call to order.**

The meeting was called to order at 5:06 p.m.

Members present: Chair Scott Kraehnke, Lybra Loest, Larry Pachefsky and Mary Wright.

Others present: John Shulenburg, Kyle Beyer, Fahim Beg, and Bart Griepentrog, Planning & Development Director.

### **2. Approval of the July 14, 2022 meeting minutes.**

Mr. Pachefsky moved to approve the minutes, as drafted; seconded by Ms. Wright. Vote 4-0.

### **3. Consideration of the application and plans on file for a door to window modification (rear elevation) at residential property 4539 N. Ardmore Avenue.**

John Shulenburg was present to discuss this item. He noted that the plans involved removing the existing enclosed porch and second story balcony to install a rear yard deck. He stated that the first-floor bay window would be modified into a standard window opening and the second story doorway would be removed and turned into a window opening. New siding and windows would be installed on the entire house.

Chair Kraehnke questioned if the scope of the project included removal of the bay window, which was not shown on the plans. Mr. Shulenburg confirmed and re-stated that two new double-hung windows would be installed flush with the wall in the former opening the same width as the current bay. Chair Kraehnke confirmed that the head and sill heights of the new windows would match the existing. It was noted that a new deck would be installed in front of the new windows and that the existing door would be elevated to exit directly onto the deck. Mr. Shulenburg confirmed that new LP SmartSiding featuring a wood grain finish with an 8" reveal would be installed on the entire house.

Ms. Wright motioned to approve the item as submitted, with the addition of two double-hung windows to be installed in replacement of the existing bay window with the same head and sill heights, and the relocation of the existing door moved up to exit directly onto the deck. Seconded by Mr. Pachefsky. Vote 4-0.

**4. Consideration of the application and plans on file for the installation of landscaping/parking screening at commercial property 1421 E. Capitol Drive.**

Kyle Beyer of the North Shore Pharmacy was present for this item. Director Griepentrog provided a brief background noting that screening of the parking stalls was required per the Village's Central District Master Plan Design Guidelines. He stated that this requirement was triggered as a condition of the façade renovations, which took place almost two years ago. The previous plans to screen the parking stalls were being requested to be modified through this application. Mr. Beyer also noted that the installation was delayed by the installation of a natural gas line in the area. Mr. Beyer further noted that a concrete planter was proposed to be installed.

Ms. Wright confirmed that the planter would be five feet wide. Ms. Loest questioned the guideline related to required screening, and Director Griepentrog shared that the guidelines state that "Parking areas shall be screened with fencing and landscaping at street and sidewalk edges and adjacent to residential buildings. Fencing, walls, and landscaping shall be a maximum of 30 to 40 inches in height and shall preserve sight lines at entrances/exits to reduce conflicts between pedestrians and motorists." Ms. Wright questioned if the screening should be wider. Chair Kraehnke noted that was a question the Board needed to decide. Ms. Loest noted that the driveway was one-way into the parking lot, so sightlines out were less of a concern. Mr. Beyer noted that his property line starts two feet behind the sidewalk. Director Griepentrog noted that landscaping or structure, such as a wall or planter, could be installed in the public right of way with permission of the Village Board via an Application for Special Privilege Approval. Ms. Wright confirmed that the proposed planter was 18" deep.

Ms. Wright questioned what would be planted in the planter, and Mr. Beyer noted that he planned to plant annuals or potentially tall grasses. Ms. Loest questioned if the planting needed to be in place year-round. Director Griepentrog re-stated the corresponding guideline and pointed out that fencing was also detailed. He noted that patio screening requirements were recently updated to clarify this type of question, but that the commercial design guidelines were not part of that update. Mr. Beyer stated he was happy to follow whatever guidance was provided by the Board.

Mr. Pachefsky questioned if the entire side needed to be screened, and Chair Kraehnke noted it was the Board's role to interpret whether or not the plans met the stated guideline. Mr. Pachefsky suggested that normally the asphalt would be cut, and ground plantings would be installed in the entire area. Ms. Loest agreed that would be ideal. Mr. Pachefsky also stated he would be fine with a larger planter that screened the entire side. Ms. Wright noted that the shape of the area available for screening narrows closer to the driveway and limits the ability of a planter to be installed.

Ms. Wright, Chair Kraehnke and Mr. Pachefsky all stated that they wanted to see more screening. Chair Kraehnke requested coverage from the edge of the sidewalk at the building to the edge of the parking stall striping. He suggested two planters could cover it. He noted that according to the drawing the actual width was 15'7", but only a 5' wide planter was proposed. Chair Kraehnke also stated that the lines could be repainted to accommodate the required screening. Ms. Loest stated that three plants could be installed to mimic the appearance of a wall and continue the architecture featured on the front façade. Ms. Loest stated that one planter was too insignificant and would look lost.

Chair Kraehnke questioned if the planter was less expensive than ripping out the asphalt, and Mr. Beyer stated that it was. Mr. Pachefsky noted that he has been required to cut out asphalt before and ended up really liking the results. Ms. Loest also suggested that option might result in less maintenance for the plantings but understood salt may also have impacts.

Ms. Loest questioned the scaling on the plans, and Chair Kraehnke agreed that it did not seem accurate. Mr. Beyer pointed out that the striping shown on the original plans does not match what was installed.

Chair Kraehnke reiterated his preference for at least another planter. Mr. Pachefsky restated his preference for the asphalt to be cut out. Ms. Wright stated that there should be room for at least two planters. Ms. Loest suggested that the planters likely come in different sizes and that a number of combinations could be possible. Ms. Wright stated that a group of three planters may look better.

Ms. Wright motioned to approve the plans, subject to at least 10 feet of screening being provided via planters along the parking lot edge, with approval of a Special Privilege from the Village Board, if necessary, with year-round plantings, such as evergreens, being installed. Seconded by Ms. Loest. Vote 4-0.

After discussion of item 5, Ms. Wright motioned to reconsider the vote of item 4 so that she could clarify the direction provided regarding year-round plantings. Mr. Pachefsky seconded the motion. Vote 4-0.

Ms. Wright motioned to approve the plans, subject to at least 10 feet of screening being provided via planters along the parking lot edge, with approval of a Special Privilege from the Village Board, if necessary, with plants that will maintain structure throughout the winter months. Seconded by Ms. Loest. Chair Kraehnke noted that this revised motion seeks to replace the prior direction for year-round plantings, such as evergreens. Ms. Wright suggested that plantings like plumed grasses would qualify. Ms. Loest stated the goal is to not have empty planters and that even shrubs without leaves or seasonal sprigs would be fine. Vote 4-0.

**5. Consideration of the application and plans on file for site and landscaping improvements at commercial property 2521 E. Capitol Drive.**

Fahim Beg was present for this item. Director Griepentrog reminded the Board that architectural changes to the building were recently approved, subject to the further consideration of required landscaping improvements. Mr. Beg noted that new landscaping is being proposed on both the north and east sides of the property. He noted that the site was tight and that this was the best scenario they could present to include landscape screening.

Chair Kraehnke noted that the plans indicated a concrete curb raised planter. He questioned how tall the curb would be and was informed it would be six inches. Chair Kraehnke liked the proposed plans and stated that he wished the previous applicant had done the same.

Ms. Wright noted that the proposed plantings were not evergreen and desired to be consistent with the previous item. Ms. Loest stated that plantings that kept structure within the winter months have also been acceptable. Ms. Wright confirmed that the plantings would go all the way to the driveway opening on E. Capitol Dr. She expressed appreciation for that.

Mr. Pachefsky stated that the proposal will be a huge improvement from current conditions.

Ms. Loest confirmed that the proposed landscaping behind the fence along the N. Downer Ave. side of the property was new. She noted that plantings exist in front of the fence, although they were not very healthy at the moment. It was noted that the plantings in front of the fence were planted last year, but unfortunately a landscaper cut them down a few weeks ago.

Ms. Pachefsky motioned to approve the plans, as submitted; seconded by Ms. Loest. Vote 4-0.

**6. Future Agenda Items.**

No future agenda items were discussed.

**7. Adjournment.**

Mr. Pachefsky moved to adjourn the meeting at 5:53 p.m.; seconded by Ms. Loest. Vote 4-0.

Recorded by,

A handwritten signature in blue ink that reads "Bart Griepentrog".

Bart Griepentrog, AICP  
Planning & Development Director