



## **Design Review Board Meeting Minutes Thursday, August 10, 2023**

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

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

Members present: Chair Scott Kraehnke, Wesley Brice, Chris Schorse, Ryan O'Connor, Heather Cook Elliot (excused/not present during item 9).

Others present: Jean Roberts-Guequierre, Todd Farnham, Paul Decker, Terri Blahnik, Chad Gentry, Nathan Mendez, Phu Ngo, Gwynne Olsen, and Building Inspector Justin Burris.

### **2. Approval of the July 27, 2023 meeting minutes.**

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

### **3. Consideration of the application and plans on file for the installation of a dormer (east elevation) at residential property 1628 E. Menlo Blvd.**

Mr. Todd Farnham was present to represent the project. The Board reviewed the plans on record and pictures of the property, noting that the dormer is creating the necessary headroom for a stairwell. Chair Kraehnke confirmed the three windows being added would be vinyl windows. Mr. Farnham noted the siding would match as closely as possible, aside from a ¼" difference in overall height due to material availability. Mr. Brice confirmed that the mull width between the tripled-up windows will closely match that of the existing windows.

Mr. Schorse motioned to approve the plans, as submitted; seconded by Mr. O'Conner. Vote 5-0.

### **4. Consideration of the application and plans on file for the removal of two windows (east elevation) at residential property 3564-66 N. Frederick Avenue.**

Mr. Paul Decker was present to represent the project. The Board reviewed the plans on record and pictures of the property. Inspector Burris noted that the areas of construction are not visible from the street or sidewalks due to the location of the windows and neighboring home.

The Board discussed the purpose for the window removal, and the need to tooth the brick back in when eliminating the windows.

Mr. O'Conner motioned to approve the plans, as submitted; seconded by Ms. Cook Elliot. Vote 5-0.

**5. Consideration of the application and plans on file for the installation of a wall-mounted sign at commercial property 2420 E. Capitol Drive.**

Mr. Chad Gentry was present to represent the project. The Board reviewed the plans on record and pictures of the property. Mr. Gentry explained that the letters will be stud/pin mounted and sit flat on the face of the soffit. It was confirmed that the sign is not illuminated.

Ms. Cook Elliot questioned the location of the sign as the door is not centered below the area of the soffit, so the sign will also be off-center of the door. It was discussed and because the door is setback from the façade it will look best to keep the sign centered on the soffit.

Mr. O'Conner motioned to approve the plans as submitted with the condition that it is pin mounted and does not remove or cover the architectural detail on the façade; seconded by Mr. Schorse. Vote 5-0.

**6. Consideration of the application and plans on file for the installation of a wall-mounted sign at commercial property 4144 N. Oakland Avenue.**

Ms. Terri Blahnik was present to represent the project. The Board reviewed the plans on record and pictures of the property; it was noted in the memo the Board that the proposed sign meets all applicable codes.

Mr. Brice questioned the height of the sign in relation to the adjacent transom window, and it was explained that the top of the sign will align with the top of the transom window. Mr. Brice expressed that it would look best to have the height of the sign match the height of the adjacent transom window.

Mr. Brice motioned to approve the plans as submitted with the condition that the height of the sign match the height of the adjacent window; seconded by Mr. Schorse. Vote 5-0.

**7. Consideration of the application and plans on file for the installation of a wall-mounted sign at commercial property 2221 E. Capitol Drive.**

Ms. Gwynne Olsen was present to represent the project. The Board reviewed the plans on record and pictures of the property. Chair Kraehnke confirmed this is similar to the previous sign that is stud mounted with a ¾" standoff and not illuminated.

Ms. Cook Elliot motioned to approve the plans, as submitted; seconded by Mr. O'Conner. Vote 5-0.

**9. Consideration of the application and plans on file for the alteration of two windows (east elevation) at residential property 1600 E. Menlo Blvd.**

Mr. Nathan Mendez was present to represent the project. The Board reviewed the plans on record and pictures of the property; it was noted that it is actually the west elevation where the alteration is taking place.

Much discussion took place over the style of the window changing to a slider, the code requirements for egress, natural light and ventilation, and the lack of a mullion that matches the existing windows.

Mr. O'Conner motioned to approve the plans as submitted with the condition that the trim of the windows matches the existing windows on the house; seconded by Mr. Schorse. Vote 3-1; Mr. Brice opposed; Ms. Cook Elliot was not present for the vote.

**10. Consideration of the application and plans on file for the installation of two windows (east elevation) at residential property 1901 E. Jarvis Street.**

Ms. Jean Roberts-Guequierre was present to represent the project. The Board reviewed the plans on record and pictures of the property. Inspector Burris noted that the plan was previously approved without the installation of the windows in the dormer, but that the contractor installed the windows anyway, and may now be reviewed as installed.

The Board reviewed the pictures and agreed that the installed windows look good in that they match the style of the existing windows, and that the trim matches those of the existing house.

The discussion turned to the kitchen window that is also represented on the plans, but which has not yet been modified. The drawing remains accurate in that the head height of the new window will be set higher than that of the existing windows on the East side, and Chair Kraehnke noted that the higher head height is atypical and does not coalesce with the architecture of the home.

Mr. Brice noted that it would look best if the horizontal mullion in the transom of the new kitchen window matched the elevation and height of the window trim of the adjacent dining room window. Ms. Jean Roberts-Guequierre noted that the contractor would line up the lower part of the transom with the lower part of the adjacent window trim, and all window trim and sill details would match as well.

Mr. Brice motioned to approve the plans as submitted, with the condition that the new kitchen window aligns the top of the paired casement window heads with the head trim of the adjacent four-bay window; seconded by Mr. O'Conner. Vote 3-1; Chair Kraehnke opposed, Ms. Cook Elliot abstained.

**11. Consideration of the application and plans on file for alterations to the previously approved removal of a bump out extension (rear elevation) at residential property 4497 N. Woodburn Street.**

Mr. Phu Ngo was present to represent the project. The Board reviewed the plans on record and pictures of the property. Mr. Phu Ngo noted that during the demolition of the former bump out the brick was in poor condition, and that reconstructing and patching the brick back in would have been difficult. Mr. Phu Ngo noted that there are many other materials on the house, and that the siding of the demolished bump-out matched the siding on areas of the 2<sup>nd</sup> floor. He also stated that upon completion the entire house including the new 1<sup>st</sup> floor vinyl siding would all be painted the same color.

Mr. O'Connor noted that new brick painted the same color would be a better overall match than the vinyl siding currently installed.

Mr. Schorse motioned to approve the plans as submitted with the condition that the cladding of the house is painted one singular color; seconded by Ms. Cook Elliot. Vote 3-2; Mr. O'Connor and Mr. Brice opposed.

**8. Consideration of the application and plans on file for the installation of a new window and patio door (rear elevation) at residential property 4481 N. Woodburn Street.**

The applicant was not present to represent the project, the item was temporarily deferred and considered as the last agenda item. The Board reviewed the plans on record and pictures of the property.

Chair Kraehnke stated that a soldier course should be maintained over the modified openings.

Mr. Brice motioned to approve the plans as submitted with the condition that the upper windows have traditional sill profiles and casing to match the existing windows, that the patio door has brick mold that matches that of the adjacent window, and that brick lintels are installed over the full width of the door and window openings to match the existing windows on the house; seconded by Mr. O'Connor. Vote 5-0.

**12. Future Agenda Items**

No future agenda items were discussed.

**13. Adjournment.**

Mr. O'Connor moved to adjourn the meeting at 6:01 p.m.; seconded by Chair Kraehnke. Vote 5-0.

Recorded by,



Justin Burris  
Building Inspector