



Design Review Board
Meeting Minutes
Thursday, August 26, 2021
via tele/videoconference

1. Call to order.

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

Members present: Chair Scott Kraehnke, Wesley Brice, Lybra Loest, Daryl Melzer, Larry Pachefsky and Mike Skauge.

Others present: Vickie Garcia, Krista Verhein, Mark Verhein, Nicholas Blavat, Gabrielle Kupfer, Roxanne Kupfer, Kristen DiBone, Dave Salkin and Planning & Development Director Bart Griepentrog.

2. Approval of the August 12, 2021 meeting minutes.

Mr. Pachefsky motioned to approve the minutes, as drafted; seconded by Mr. Brice. Vote 6-0.

3. Consideration of the application and plans on file for the installation of a front yard patio at residential property 2014-16 E. Wood Place.

Vickie Garcia, the landscape architect for the project, provided an overview. She stated that her client has requested a patio in the front yard that would be compatible with the architecture of the home. She noted that a seat wall constructed of natural lannon stone was planned for the outer edge of the patio that would provide good screening. In addition, landscaping would be planted in front of the seat wall and on either side of the patio to screen it from the neighbors. Drain tiles and a rain garden would also be installed. Minimal up-lighting would be installed to highlight the trees and on the inside of the seat wall. Scattered path lights were also planned. The proposed patio surface would match the existing patio surface in the rear of the house, which is a high quality Unilock concrete paver that reflects the pattern in the house.

Director Griepentrog noted that the Village's existing patio regulations require patios to be directly adjacent to the principle structure and that patio surfaces may not exceed six inches above grade in the front yard. Ms. Garcia noted that the patio surface is less than six inches above grade, but that the seat wall and screening make it appear higher. Ms. Garcia stated that the patio could not go directly up to the house because a window well was installed directly in front of the house. She also wished to keep plantings up against the house to maintain its residential feel.

Ms. Loest questioned if the dimensions of the patio were separate from the walkway. Director Griepentrog believed that the walkway could be included within the patio area for the purposes

of discussing adjacency. Ms. Loest confirmed that there currently is not a walkway from the front door to the driveway. Ms. Garcia noted that the current path to the front door involved some overgrown stepping stones that led down to the sidewalk.

Mr. Skauge noted the proposal would be a vast improvement over what was currently in place.

Mr. Skauge motioned to approve the plans, as submitted, providing that the proposed pergola is above the front windows; seconded by Ms. Loest. Mr. Pachefsky questioned if the Village had any rules that required a direct walkway from the sidewalk to the front door for postal delivery. It was noted that the postal service can walk up the driveway. Vote 6-0.

4. Consideration of the application and plans on file for a window to sliding door alteration (rear elevation) at residential property 4424 N. Lake Drive.

Nicholas Blavat was present to discuss the project. He summarized that two existing windows in the dining room would be replaced with a set of sliding doors on the rear elevation to open up the view. A Marvin four-panel multi-slide door is proposed. It would be located within the exact dimensions of the existing window openings. The existing brick, stone header and trim would be replicated and patched where necessary. He also noted that an existing CMU brick wall to the north would be clad in matching brick.

Chair Kraehnke confirmed that the existing window openings would not be enlarged, but that the portion between the windows was being removed. Director Griepentrog noted that the plans show the header of the proposed door at a height lower than the windows on the south end of the elevation. Mr. Blavat confirmed that the header was lower, but not changing. Mr. Skauge pointed out that the sunroom in between the two areas broke up the elevation, so that no one would ever see the difference in heights. Mr. Skauge requested details of the cladding on the sliding door and was informed that it would match the existing in color.

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

5. Consideration of the application and plans on file for a door to window alteration (rear elevation) at commercial property 4425-29 N. Oakland Avenue.

Gabrielle Kupfer provided an overview of the proposed project. She noted that an exterior, non-functioning door and stoop would be removed and replaced with a window to match an existing window with the same header height.

Mr. Pachefsky questioned if the door was a fire exit. Ms. Kupfer responded that it was not and that she had checked with the building inspector to confirm its removal was possible. Mr. Skauge questioned what type of window was planned, and Ms. Kupfer noted it would be a wood framed, double-hung window of the same size and with the same trim as the existing. Chair Kraehnke confirmed that the remaining area would be infilled with stucco.

Mr. Skauge moved to approve the plans, as submitted; seconded by Mr. Pachefsky. Vote 6-0.

6. Consideration of the application and plans on file for the installation of an illuminated monument and wall sign at commercial property 1409 E. Capitol Drive.

Kristen DiBone of WSM Architects and Dave Salkin from Bauer Sign provided an overview of the proposed signage.

Ms. DiBone noted a desire to install a wall sign on the west (non-front) façade of the building so that it is visible to eastbound traffic on E. Capitol Dr. She detailed that the sign, which was just under the maximum allowance of 60 sq. ft. would be post-mounted halo-lit letters. She noted that no signage would be installed on the primary elevation to preserve its architectural aesthetic. Director Griepentrog noted that a special exception was not required to install the sign on the side of the building, as long as only one sign was being proposed. He also noted that the west elevation fronted at least 30 ft. of open space, so it was eligible for signage.

Ms. DiBone provided details of the proposed monument sign, which would be double-sided and located within a new landscape island in the northeast corner of the lot. The sign would be 32 sq. ft. and installed at a maximum height of 7 ft. Slots for up to two tenant panels would be incorporated into the design. Wintergreen boxwoods would be planted in the landscape island, and the sign would be placed above. Mr. Salkin noted that the sign would be constructed of aluminum, with routed out faces.

Mr. Skauge confirmed that the proposed future tenant areas would be blank, until the tenants are filled or known. Chair Kraehnke confirmed that the new landscape island would be completely rebuilt.

Mr. Skauge motioned to the approve the plans for both signs, as submitted; seconded by Mr. Melzer. Vote 6-0.

7. Adjournment

Mr. Pachefsky motioned to adjourn the meeting at 5:37 p.m.; seconded by Mr. Melzer. Vote 6-0.

Recorded by,



Bart Griepentrog, AICP
Planning & Development Director