



Design Review Board
Meeting Minutes
Thursday, September 22, 2022

1. Call to order.

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

Members present: Chair Scott Kraehnke, Wesley Brice, Lybra Loest, and Larry Pachefsky.

Others present: Kyle Beyer, Kerry Namin, Rachel Vasquez, Ziauddin Khan, and Bart Griepentrog, Planning & Development Director

2. Approval of the September 8, 2022 meeting minutes.

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

3. Consideration of the application and plans on file for the installation of parking lot screening at commercial property 1421 E. Capitol Drive.

Kyle Beyer noted that he was not able to install the screening plans he recently had approved and was seeking approval of an alternate solution. He stated that a triangular portion of asphalt would be cut out and edged with poured concrete curbing to create a planter bed like what was installed on the front of the building and more inline with the original plans.

Chair Kraehnke noted that the chalked-out area shown on the photo did not exactly match the plan and questioned which was accurate. Mr. Beyer stated that the chalked-out area was accurate. Ms. Loest confirmed that the curb height would match the curbing adjacent to the building. Mr. Beyer noted that the curbing would be taller at the front due to the grade slope, which he noted would be helpful on the parking lot side of the planter which is only two feet away from the adjacent parking space. Chair Kraehnke stated that he liked it and believed it was a better solution than the previous plan.

Director Griepentrog pointed out that perennial boxwoods were proposed to be planted. Mr. Beyer also noted that some annuals may be planted.

Mr. Beyer acknowledged that he understood the Village Board would also need to approve this plan for a Special Privilege, since it encroached into the right of way.

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

4. Consideration of the application and plans on file for post-demolition site restoration at residential property 3711 N. Downer Avenue.

Kerry Namin was present to discuss the proposed plans. She stated that the existing house would be demolished and removed, including the whole foundation, and then backfilled. Topsoil, seed, and hay would be installed as a ground cover. She also noted that two large trees and a few existing stumps would be removed. She stated that three small trees would remain on the south property line, as well as a hydrangea bush at the back of the lot. The concrete driveway and retaining wall would also be removed.

Chair Kraehnke questioned if a new home was being planned. Ms. Namin stated that it was, but that more time was needed to draw up the plans. She noted that there was an enforcement notice on the property to clean it up and believed the demolition and site restoration was the best way to comply.

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

5. Consideration of the application and plans on file for the installation of a wall sign at commercial property 1518 E. Capitol Drive.

Rachel Vasquez was present to discuss the requested wall sign. Director Griepentrog provided a brief overview of his memo and noted that the sign closely matched what the previous tenant had installed, which also met code. He noted that this tenant space did not have a sign band and that the allowable square footage was up to 15 sq. ft. and that the proposed wall sign was 13.3 sq. ft. in size.

Chair Kraehnke noted that the sign would feature vinyl signage atop a dibond material.

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

6. Consideration by Special Exception of the application and plans on file for the installation of a wall sign at commercial property 2213 E. Capitol Drive.

Ziauddin Khan was present for discussion of this item. Director Griepentrog noted that a Special Exception was required due to exceeding the allowable height. He noted the current tenant also exceeded that height, as did another tenant within the building. He further stated that the sign's materials and design matched the other tenants of the building.

Chair Kraehnke confirmed that the rectangle shown on the sign plan represented the dimensions of the full sign band on the building. Chair Kraehnke noted that the proposed design was better than the current tenant's because the height of the lettering was different on each line. Ms. Loest questioned the material of the lettering, and Director Griepentrog provided that they would be laser cut plastic letters with a bubble thickness of 1".

Ms. Loest moved to approve the plans via Special Exception, in recognition of the sign's proposed type (2), size in relation to the area facing of the building (7) and the effect of the sign on adjacent property (9), as submitted, seconded by Mr. Pachefsky. Vote 4-0.

7. Future Agenda Items.

Director Griepentrog noted that the Design Review Board would be invited to the October 25, 2022 Plan Commission meeting to listen to a presentation of the proposed Commercial Zoning Update.

8. Adjournment.

Mr. Pachefsky moved to adjourn the meeting at 5:58 p.m.; seconded by Mr. Brice. Vote 4-0.

Recorded by,

A handwritten signature in blue ink that reads "Bart Griepentrog". The signature is written in a cursive style.

Bart Griepentrog, AICP
Planning & Development Director