



**Design Review Board**  
**Meeting Minutes**  
**Thursday, September 23, 2021**  
via tele/videoconference

**1. Call to order.**

The meeting was called to order at 5:01 p.m.

Members present: Chair Scott Kraehnke, Bryan Koester, Ryan O'Connor, Daryl Melzer, Larry Pachefsky, Mike Skauge (arrived during item 3) and Mary Wright (arrived during item 3).

Others present: Daniel Merkel, Jennifer Merkel, Mirza Beg and Planning & Development Director Bart Griepentrog.

**2. Approval of the September 9, 2021 meeting minutes.**

Mr. Pachefsky motioned to approve the minutes, as drafted; seconded by Mr. O'Connor. Vote 5-0.

**3. Consideration of the application and plans on file for the construction of a front yard patio at residential property 4465 N. Frederick Avenue.**

Daniel Merkel was present to provide an overview of the project. He noted that he was looking to expand his existing front walkway into a patio. The patio surface would be a stamped, walnut board-formed concrete. It was noted that the landscaping plan included proposed plantings on the neighboring yard, which Mr. Merkel stated was being done with permission.

Mr. Melzer confirmed that the existing arbor vitae on the north side of the property were going to stay. It was noted that a new accent boulder, light post and lannon stone wall would be installed in front of the patio. Director Griepentrog also confirmed that the proposed lannon border edge would match that of what exists on the north side of the property. Mr. O'Connor noted that the proposed landscaping represented a good continuation of what was currently present. Chair Kraehnke questioned if the setbacks had been confirmed with the building inspector. Director Griepentrog confirmed that there was no required side yard setback for at grade patios in this zoning district per 535-9F(2)(b).

Mr. Koester moved to approve the plans, as submitted; seconded by Mr. Melzer. Vote 7-0.

**4. Consideration of the application and plans on file for exterior modifications at commercial property 3624 N. Oakland Avenue.**

Mirza Beg provided an overview of the project, which involved exterior renovations to an existing gas station. Mr. Beg noted that new storefront windows would be installed and that the unused carwash would be abandoned and renovated into additional interior space. He also stated that the whole building would be re-bricked and topped with a band of EIFS.

Director Griepentrog noted that the renovations were subject to the Central District Master Plan Design Guidelines and referenced the materials section for the Board's review. More specifically, he noted the bulleted point that noted "smooth/textured stucco or plaster . . . shall be used only for decorative accent purposes and limited in their use on building facades and visible walls." Mr. Beg stated that the proposed use and color of EIFS was designed to be an accent to the brick. Chair Kraehnke requested to see the photos within the design guidelines and noted that the condo development on the lower left of the page showed a building with lower brick and upper smooth surfacing.

Mr. Melzer stated that the remodel looked a lot better than the current building. Chair Kraehnke noted that he liked the removal of the mansard roof and stated that he was not a big fan of the amount of stucco being shown but acknowledged it was a good replacement for the roof. He noted that it was being used as an accent, while the majority of the building would be brick. Director Griepentrog questioned if the existing brick was being repainted, but it was pointed out that the building was actually being refaced with new brick.

Mr. Beg also noted that a stone sill would be installed under the windows as an accent. Chair Kraehnke questioned the material on the rear of the building, and was informed that it was metal panels. Mr. Beg stated that the exit to the car wash on the rear façade would also be filled in with new metal panels.

Mr. O'Connor stated that he was generally not a fan of EIFS and would like to see more brick, but in relation to the scope of proposed renovations on the building and recognizing the color match, stated that it worked here, particularly with the soldier course above the windows. Mr. O'Connor questioned if any signage would be installed on the building, and Mr. Beg stated that he was not planning to put any signage on the building. Ms. Wright stated that the renovations would be a huge improvement. Mr. Skauge also stated he liked it and thought the EIFS was appropriate, although he is not a big fan of the product. Mr. O'Connor also noted that it was being used up high, so snow plows would not damage it.

Mr. Melzer moved to approve the plans, as submitted; seconded by Mr. Pachefsky. Vote 7-0.

**5. Adjournment**

Mr. Koester motioned to adjourn the meeting at 5:26 p.m.; seconded by Mr. Melzer. Vote 7-0.

Recorded by,



Bart Griepentrog, AICP  
Planning & Development Director