



# **Design Review Board**

## **Meeting Minutes**

### **Thursday, October 12, 2023**

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

The meeting was called to order at 5:25 p.m.

Members present: Wesley Brice, Heather Cook Elliott, Daryl Melzer, and Lybra Loest (acting Chair)

Others present: Magdalene Raven, Adrian Cerda, and Planning Director Bart Griepentrog

#### **2. Approval of the September 28, 2023 meeting minutes.**

Mr. Brice moved to approve the minutes, as drafted; seconded by Ms. Cook Elliott. Vote 4-0.

#### **4. Consideration of the application and plans on file for window alterations at residential property 2501 E. Menlo Blvd.**

Ms. Raven was present for this item. She noted that the plans involved the extension of a window by 18 inches on the backside of the house to accommodate a kitchen remodel. She also noted that the window would have matching grids and that new matching headers and sills would be installed.

Acting Chair Loest confirmed that the upper height of the window would not be changed. Ms. Cook Elliott noted that the drawings showed the headers to be flush with the windows, but in reality, the current headers extend beyond the windows. Ms. Raven stated that she could match that overhang on the new window as well. Ms. Cook Elliott noted that it would be good to call that out on the plans so that the right size material is ordered.

Mr. Brice questioned the proposed mull between the two new windows. He stated that it did not match the width of the existing mull within the set of windows on the back of the house. Ms. Raven noted that the proposed window is just one window unit. She noted that installing a wider mull would expand the space of the window. Mr. Brice noted that the window units could also be narrowed. Ms. Cook Elliott confirmed that the proposed window would be a casement window, not double-hung. Mr. Brice stated that his preference would be to maintain the same style of window as the rest of the house. Ms. Cook Elliott noted that the window they are replacing is currently a casement window and the proposed plans look more in line with the rest of the house than that currently does. Mr. Melzer agreed that the proposed after looks better than the current. He also acknowledged that the window is on the backside of the house.

Mr. Melzer questioned if it would even be feasible to increase the size of the opening based on the interior layout. Ms. Raven stated that it would be feasible to expand the opening because

there are no interior walls in the way, although there are upper cabinets on both sides. Ms. Cook Elliott noted that a crank window is very useful over a sink because it is difficult to reach over and open double-hung windows in that scenario.

Mr. Melzer motioned to approve the plans, with the condition that a header be installed to match the current style with an overhang; seconded by Ms. Loest. Vote 3-1. (Mr. Brice voting no.)

**6. Consideration of the application and plans on file for the extension of an existing dormer (south elevation) and window modifications at residential property 3835 N. Frederick Avenue.**

Mr. Cerda was present to discuss this item. Director Griepentrog provided a brief overview of past reviews and approvals and noted that a new owner has taken over and is seeking to complete the renovation of the property. Mr. Cerda said he was seeking to extend the existing dormer on the south elevation to provide additional head height to the stairway. He noted that the extended dormer would match the length of the dormer on the north side. He also pointed out that a picture window within a kneewall would be removed and covered with siding. Lastly, he noted that the glass block windows within the bathrooms on the north elevation would be removed and reinstalled with awning windows with privacy film that were smaller in size.

Mr. Brice confirmed that the new bathroom windows would be awning windows even though the plans appeared to include casement windows. Mr. Cerda believed that awning windows would be more functional; Mr. Brice agreed. Mr. Brice questioned the proposed trim around the new windows, and Mr. Cerda stated that all trim would match the existing. Mr. Brice stated that he would condition approval upon that, including a traditional style sill.

Mr. Brice stated that the dormer extension felt like it needed another window. Mr. Cerda noted that an additional window would be located within the stairwell and be hard to operate. Mr. Brice noted that a single, fixed double-hung window that matches the width, height and detailing of the other dormer windows could be installed. Lastly, he noted that the overhang of the dormers should match and be inset from the main gable. He also said the same fascia detailing should be installed.

Mr. Brice motioned to approve the plans, with the conditions that a single window be added to the south dormer extension with the same height and width of the existing dormer windows, that all new windows feature exterior casing that matches the same size as the existing and traditional sills be installed, and that the rear overhang and fascia detailing of the new dormer matches the existing north dormer; seconded by Mr. Melzer. Vote 4-0.

**5. Consideration of the application and plans on file for the extension of an existing dormer (north elevation) at residential property 3555 N. Murray Avenue.**

Mr. Melzer motioned to defer the plans due to lack of representation at the meeting; seconded by Mr. Brice. Vote 4-0.

**3. Consideration of the application and plans on file for outdoor lighting at commercial property 1530 E. Capitol Drive.**

Mr. Brice motioned to defer the plans due to lack of representation at the meeting; seconded by Mr. Melzer. Vote 4-0.

**7. Future Agenda Items**

No future agenda items were discussed.

**8. Adjournment.**

Mr. Melzer moved to adjourn the meeting at 5:51 p.m.; seconded by Ms. Cook Elliott. Vote 4-0.

Recorded by,

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

Bart Griepentrog, AICP  
Planning & Development Director