



Design Review Board Meeting Minutes Thursday, October 13, 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, Daryl Melzer, and Chris Schorse.

Others present: Brian Scheive, Katie Weber, Phillip Aiello, Rick Koepke, Michael McConnell, Sue Froelich, Sarah Spencer, Michael Sazama, Joel Agacki, Kevin Casper, Keith Stachowiak, Julia Ela, Jayne Page, and Bart Griepentrog, Planning & Development Director

2. Approval of the September 22, 2022 meeting minutes.

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

3. Consideration of the application and plans on file for the installation of a third-floor deck, spiral staircase and second-floor deck (south elevation) at residential property 3909-11 Farwell Avenue.

Brian Scheive was present to discuss this item, which was noted to have been brought back from a recent meeting. The revised plans showed the required third-floor exit as a spiral staircase on the side of the house to a new second-floor landing. He hoped these plans were more aesthetically pleasing to the Board. Mr. Scheive noted that the plans provided to the Board were not the most recent and presented a hand-out showing the desired plans, which featured a door and a window on the third floor and a door and two windows on the second floor.

Mr. Schorse questioned why the window and door plans were modified, and Mr. Scheive noted that cost was a primary factor. Chair Kraehnke asked how the exterior wall would be in-filled. Mr. Scheive stated that new vinyl siding would be installed within the entire third floor gable and on the bumped-out elevation on the first and second floor. Mr. Melzer asked if the neighbors had been informed of the proposed change. Director Griepentrog noted that the project did not qualify for a neighbor notice. Ms. Weber stated that she speaks with her neighbor but has not discussed the proposed changes with them.

Chair Kraehnke stated that he did not have any issues with the proposal. Mr. Melzer noted that he liked this proposal much better. Ms. Loest agreed. Chair Kraehnke noted that he liked the previous version that showed French doors on the third floor but acknowledged that it was opening up to a laundry room.

Mr. Melzer moved to approve the plans, as submitted by Mr. Scheive at the meeting, seconded by Ms. Loest. Vote 4-1 (Mr. Brice voting no).

4. Consideration of the application and plans on file for landscaping modifications at commercial property 4040 N. Bartlett Avenue.

Phillip Aiello and Rick Koepke were present to discuss this item. Director Griepentrog provided a brief overview noting that the required landscape vines that were proposed to screen the parking structure had not successfully grown and the revised plans were being proposed to screen the open spaces on the parking structure's west elevation. It was noted that upright junipers would be planted in areas with openings into the parking structure and that other vines would be planted on the brick portions of the elevations. Soil amendments would take place to help growing conditions and temporary fencing would be installed to protect the new plantings.

Mr. Melzer questioned if the proposed vines would be different than what was originally planted. Mr. Koepke was unsure what was originally planted but stated that Boston Ivy would be installed. Mr. Brice questioned how wide the planting area was. Mr. Koepke stated it was 30 inches, which he stated was wide enough for the root ball of the upright junipers, which were capable of growing in tight spaces. Mr. Brice questioned the spread of the mature upright junipers and was informed it would be approximately two to three feet. He also noted that they would grow 15-20 feet tall. Mr. Brice questioned if the plantings might encroach the sidewalk and was told that they may, but very slightly. Chair Kraehnke noted that if they did encroach that they would need to be pruned. Ms. Loest noted that if they were trimmed back too much, they could look bald. Mr. Koepke stated that they would plant the junipers as close to the wall as they could to avoid that from happening. Mr. Brice questioned if the mass of the canopy would be significantly above grade. Mr. Koepke noted that the junipers would have coverage close to grade.

Mr. Schorse moved to approve the plans, as submitted, conditioned upon pruning the plantings to avoid encroachment onto the sidewalk; seconded by Mr. Melzer. Vote 5-0.

Mr. Koepke noted that the plantings would likely not be installed until late spring 2023.

5. Consideration of the application and plans on file for the replacement of a window with a French door (rear elevation) at residential property 3541 N. Frederick Avenue.

Michael McConnell was present to discuss this item. He noted the plans related to a kitchen remodel and that the existing window would be replaced with a set of French doors that would open onto a new rear yard deck.

Mr. Melzer confirmed that the existing door into the house would also remain. Chair Kraehnke questioned if the stairs to that door would be updated. Mr. McConnell noted that those stairs would be replaced in conjunction with the new deck.

Mr. McConnell noted that the new French doors included detailing to match the windows in the house. It was noted that new windows would also be installed within existing openings. Chair Kraehnke confirmed that the trim around the door would match existing. It was noted that no covering was proposed over the new doorway.

Mr. Melzer moved to approve the plans, as submitted; 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 1425 E. Capitol Drive.

Sue Froelich and Sarah Spencer were present to discuss this item. Director Griepentrog provided a brief overview of the proposal, noting that a special exception was required because the sign exceeded 18 inches in height and is placed within the building's sign band. He noted that the sign would be the exact same size and shape as the tenant within the east portion of the building. The applicant's stated that they believed their sign would look better than what the previous tenant had because it would match and balance the other sign.

Chair Kraehnke questioned the material of the sign and was informed that it would be made of aluminum dibond with a vinyl overlay.

Ms. Loest moved to approve the plans via Special Exception, in recognition of the sign's effect on the appearance and character of the neighboring property [tenant space] (8), as submitted, seconded by Mr. Melzer. Vote 5-0.

7. Consideration of the application and plans on file for a two-story rear addition with screened porch at residential property 2206 E. Kensington Blvd.

Michael Sazama and an associate were present to discuss this item. Mr. Sazama noted that the proposed two-story rear addition would be constructed in the area currently occupied by the attached garage and screened porch. It was noted that a new, detached garage would also be constructed in the rear yard.

Mr. Melzer confirmed that the addition would occupy approximately the same space as the current footprint. Ms. Loest questioned if the lot conformed to the Village's 30% green space requirement. Director Griepentrog noted that it likely did but would be verified prior to permitting.

Chair Kraehnke noted that the primary material of the addition would be hardy board stucco panel. He questioned if it always met the house at a corner. Mr. Sazama noted it would be slightly setback on the east elevation and treated with a trim board. Chair Kraehnke noted that not all window styles matched. He pointed out that some had lead details and others did not. Chair Kraehnke stated that the addition had its own aesthetic and featured consistent trim around doors and openings. Chair Kraehnke noted that the new porch featured a standing seam metal roof, and the second story addition was capped with a tile roof to match the existing house. Mr. Sazama noted that they had found some recycled clay tiles that would perfectly match.

Mr. Brice questioned why the first-floor brick wall on the east façade extended into the addition. Mr. Sazama noted that portion of the wall was structural and would be very costly to cut back and re-support at the corner. He agreed that it would have been ideal to bring it back to the corner, but it couldn't be done.

Chair Kraehnke confirmed that the window on the east façade would be in-filled with brick to match. Mr. Sazama noted that there would be plenty of brick available from the removal of the garage. Chair Kraehnke questioned whether they would be willing to add additional brick onto

the second floor. Mr. Sazama said it would be their preference not to. It was noted that the second-floor addition is setback slightly from the first-floor brick extension.

Mr. Melzer moved to approve the plans, as submitted; seconded by Mr. Schorse. Vote 5-0.

8. Consideration of the application and plans on file for a rear one-story addition at residential property 3536 N. Shepard Avenue.

Joel Agacki, architect, and Kevin Casper, homeowner, were present for this item. Mr. Agacki noted that there were two components to the project. The first involved a single-story mud room addition on the back corner of the house. The other related to the expansion of two second-story window openings for egress, also on the rear elevation. Those new windows would be casement windows. Mr. Agacki noted that the brick and its detailing would be matched as close as possible on all elements, including base soldier coursing.

Chair Kraehnke confirmed that the addition would have a flat roof. He questioned if scuppers would be utilized. Mr. Agacki noted that he had not yet confirmed that detail. Chair Kraehnke expressed a desire to have the gutter detailing match the existing.

Mr. Melzer moved to approve the plans, as submitted; seconded by Mr. Brice. Vote 5-0.

9. Consideration of the application and plans on file for the installation of a deck on the front elevation and rear screened porch addition at residential property 4304 N. Woodburn Street.

Keith Stachowiak, architect, and Julia Ela, homeowner, were present to discuss this item. Mr. Stachowiak noted that there were two alterations being proposed, one in the front and one in the back. He noted that a new deck was proposed to replace the front entry. He stated that a screened-in porch was being proposed on the rear to replace the existing deck. Mr. Stachowiak noted that the proposed front deck was typical to a bungalow style home and featured a standard picket rail. He noted that the rear porch featured exposed wood and a perimeter guardrail.

Chair Kraehnke questioned if the home was being altered in any way beyond changes to the proposed appendages. Mr. Stachowiak confirmed it was not and stated that the first-floor floor plan was provided only for reference. Chair Kraehnke questioned how the decks would be skirted. Mr. Stachowiak noted that cedar would be used for skirting, which would be painted in the front to match the home, but he was unsure how it would be treated in the back. Mr. Stachowiak noted that the shape of the rear porch was complex with an offset roof, in order to avoid the second story window, electrical panel, solar transformer and a condenser. He also noted the size was limited to make sure the garage remained accessible to two cars.

Mr. Schorse confirmed that the stone wall in the front of the house was being removed for the new deck. Mr. Stachowiak noted that it did not match the house in any way.

Mr. Brice moved to approve the plans, as submitted; seconded by Mr. Melzer. Vote 5-0.

10. Consideration of the application and plans on file for the removal of a second-floor door and airing porch and the installation of a first-floor covered entry at residential property 1831-33 E. Wood Place.

Jayne Page was present to discuss this item.

Chair Kraehnke confirmed that the project involved removing the second-story porch and infilling the existing window. He questioned if the first-floor door was being altered. Ms. Page noted that the door would be replaced, but the size would not be changing. Chair Kraehnke questioned if the whole back side would be resided. Ms. Page noted that only the area of the infill would be modified. Chair Kraehnke questioned the material of the new posts and roof. Ms. Page stated that the existing wood posts would be used, and matching shingles would clad the new roof. Mr. Melzer asked how far the current structure extended from the house. Ms. Page noted that the size of the structure was not changing.

Chair Kraehnke questioned why the door was being removed. Ms. Page believed the deck was not used and noted the condition was poor. Mr. Schorse noted that there was a second-story deck on the front of the home. Chair Kraehnke stated that he would prefer to see a window in replacement of the door instead of filling it all in but was not necessarily opposed to it as proposed.

Mr. Brice questioned if footings were planned for the new posts. Ms. Page believed the posts were being reused in their current form. She reiterated that the posts were in good shape, but the deck boards were not because they were not installed to shed water.

Mr. Melzer moved to approve the plans, as submitted; seconded by Mr. Schorse. Vote 5-0.

11. 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.

12. Adjournment.

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

Recorded by,



Bart Griepentrog, AICP
Planning & Development Director