



Design Review Board
Meeting Minutes
Thursday, November 2, 2023

1. Call to order.

The meeting was called to order at 5:05 p.m.

Members present: Chair Scott Kraehnke, Heather Cook Elliott, Wesley Brice, and Ryan O'Connor

Others present: Michael Lauer, Jason Strekow, and Planning Director Bart Griepentrog

2. Approval of the October 26, 2023 meeting minutes.

Mr. Brice moved to approve the minutes, as drafted; seconded by Mr. O'Connor. Vote 4-0.

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

Michael Lauer was present to discuss this item.

Mr. O'Connor confirmed that all of the siding would be replaced on the extended dormer. Mr. Lauer stated that he believed the siding would be easy to match.

Mr. O'Connor noted that the plans did not match current photos of the house, notably that the windows on the house had a small strip of siding in between them whereas the plans showed the windows trimmed together. Mr. Lauer pointed out that he wanted to fill in the windows on the back end with glass blocks because they were in the shower area. He stated that he did not understand why the plans were not drawn accurately. Chair Kraehnke confirmed that the size of the windows would not be changed. Mr. Lauer summarized that he wanted to remove the furthest window and fill that in with siding to match leaving just one glass block window of the current size in the shower area.

Ms. Cook Elliot questioned if the new windows in the dormer would be one unit or two, separated by siding. Mr. Lauer stated that he did not have an intention or preference and would do what the Board wanted. Chair Kraehnke noted that the windows on the opposite dormer were placed within individual openings. However, Mr. Brice noted that the front dormer window and the set of windows on the opposite elevation were larger units trimmed together. He believed those were original to the design of the home, whereas the other dormer was likely added. Mr. Brice stated that the new windows should include traditional exterior sill trim nosing.

Mr. Brice motioned to approve the plans, subject to the new double windows matching the set of existing windows on the front dormer, that all exterior casing matches the existing front dormer window and has a traditional sill that matches the front dormer window, the opening that is being infilled [with glass block] needs to maintain a traditional sill and same proportion and exterior casing to match the front dormer; seconded by Ms. Cook Elliott. Vote 4-0.

4. Consideration of the application and plans on file for a door to window alteration at residential property 4601-03 N. Morris Blvd.

Jason Strekow was present to discuss this item. He noted that the entire house was being remodeled. He stated that new windows would be installed on the entire house and that brand new LP siding, fascia, soffit and gutters, flat roof and railing system would also be installed. In the process of doing this work, they are seeking to remove the back porch on the house. He noted that the door would be removed, that a window matching the other window on the façade would be installed and that the remaining area would be infilled with brick to match.

Chair Kraehnke confirmed that all of the existing cedar shingle would be replaced. He questioned what type of trim would be installed. Mr. Strekow noted that all new trim would be installed and that it had a width of 6 inches so that it would look exactly the same. Chair Kraehnke questioned if the door was the same size [width] as the other window. Mr. Strekow said the new window would be uniform.

Mr. Brice questioned if the building inspector had reviewed the plans for code. Director Griepentrog noted that the building inspector gave it approval to be placed on the agenda. Mr. Brice questioned if the existing rear porch was the way around needing egress windows on the second floor. Mr. Strekow clarified that the new window would not be a double-hung, as shown on the plans, but a casement window in order to provide egress. Chair Kraehnke questioned if both windows would be matching casement windows, and Mr. Strekow said they would not be. Mr. Brice and Chair Kraehnke confirmed that the new window would match the width and height of the existing window but would be a casement window. Mr. Brice stated that he did not like that both windows would not match. He questioned if egress could be met with a double-hung window. Mr. Strekow did not believe it could. Mr. Brice reiterated that it would be his preference that both windows be matching double-hungs. Mr. Strekow questioned what he would have to do if a double-hung window did not meet code for egress. Mr. Brice stated that he would need to figure that out and noted that the Design Review Board just reviews the design. Chair Kraehnke stated that the applicant should talk with the building inspector to confirm if a double-hung window would work.

Director Griepentrog clarified that the Design Review Board does not approve window styles or replacements. He noted that the Board reviews changes in the openings. He said that the Board could approve the plans noting the inclusion of a double-hung window but that the homeowner can replace that window to a different style at any point without a permit or design review. Mr. Strekow said that his company wanted to install what the Board wanted.

Mr. O'Connor motioned to approve the plans, subject to a double-hung window being installed in the modified opening and confirming correct egress; seconded by Ms. Cook Elliott. Vote 4-0.

5. Future Agenda Items

No future agenda items were discussed.

6. Adjournment.

Mr. O'Connor moved to adjourn the meeting at 5:35 p.m.; seconded by Ms. Cook Elliott. 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