

Design Review Board
Meeting Minutes
Thursday, November 21, 2019



3930 N. Murray Avenue, Shorewood, WI

1. Call to order.

The meeting was called to order at 5:03 p.m.

Members present: Bryan Koester, Scott Kraehnke (Chair), Mike Oates and Mike Skauge.
Others present: Bart Griepentrog, Planning & Development Director; Linda Jacobi-Miller and Dylan Dreger.

2. Approval of November 7, 2019 meeting minutes.

Mr. Oates motioned to approve the minutes as drafted; seconded by Mr. Koester. Vote 4-0.

3. Consideration of the application and plans on file for the installation of a front yard deck at residential property 1907 E. Lake Bluff Blvd., property owner Linda Jacobi.

Ms. Jacobi-Miller presented a brief overview of the project noting that the deck was installed over a concrete stoop that was sinking by the house. She noted that it was too expensive to remove the concrete, referencing that there was approximately 19.2 tons of it.

Mr. Skauge questioned if the concrete was pitched to the house and wondered if there was any water leakage into the basement. Ms. Jacobi-Miller stated there was no water in the basement in this area and noted that there are two slabs that meet in the middle. The deck was installed on top of those. Mr. Skauge expressed his concern for placing the deck on top of the concrete. Mr. Oates mentioned that frost footings would be required for the structure. Director Griepentrog read a portion of Building Inspector Burris' memo which made it clear that the deck as built would need to be taken down and reconstructed to code.

Mr. Skauge suggested that the current skirting be modified with 1x3 boards with a picture frame trim. He also wanted to see 1x3 balusters or something similar on the railing. He noted that the materials should not be pre-cut, pressure treated. Mr. Oates asked that the risers on the stairs be enclosed, and Mr. Skauge noted that handrails would be required per code. Mr. Skauge questioned the notch on the stringer and informed Ms. Jacobi-Miller that code would not allow it. He suggested that the concrete stairs would need to be chiseled out instead. Mr. Oates requested that the 4x4 posts be located on the inside of the railing. Mr. Skauge wondered if code would allow the deck to be located at the door threshold and cautioned the applicant to consider lowering it.

Director Griepentrog informed the Board that if the deck were to be approved in its current configuration that approval from the Board of Appeals would be required to allow the deck to encroach into the front yard. Ms. Jacobi-Miller acknowledged and noted that the current concrete stoop is located in the front yard and would request consideration.

Chair Kraehnke summarized the Board's requests and included a request for balusters to match the railing be provided on the handrail up to the rake. Mr. Skauge questioned how the deck would be painted, and Ms. Jacobi-Miller noted that it would be painted once the treated material was ready.

Mr. Oates motioned to approve the deck on the condition that the skirting be modified to include 1x3 vertical boards with a picture frame trim; balusters on the handrail to be 1x3 boards or something similar; relocation of 4x4 posts to be on the inside of the railing; closed risers; handrails per code with the same balusters up the rake; and a painted finish. Mr. Koester seconded. Vote 4-0.

Director Griepentrog clarified that the next steps would include Board of Appeals consideration for intrusion into front yard.

4. Consideration by Special Exception of the application and plans on file for the installation of window decals at commercial property 4144 N. Oakland Avenue, business occupant HIYA Taco.

The applicant requested this item be deferred to a future meeting. No action was taken.

5. Consideration of the application and plans on file for the installation of a blade sign and wall sign at commercial property 3565 N. Oakland Avenue, business occupant The Exercise Coach.

Director Griepentrog provided a brief summary of the project noting that the blade sign met code and that the lettering of the wall sign was below the 18" maximum height, but above the three-inch maximum projection. It was noted that the maximum projection was infeasible and has not been required by other applicants in such cases.

Mr. Oates confirmed that the signage would be located on Oakland Ave. He questioned the height of the blade sign above the sidewalk, and Director Griepentrog noted that minimum clearance would be confirmed upon installation. Chair Kraehnke questioned if the blade sign could be located within the sign band. Mr. Skauge questioned if the location of the blade sign would impact or be inhibited by any structural elements. The applicant indicated that he was working with the building owner on this proposal and would confirm prior to installation.

Mr. Skauge motioned to approve the plans on the condition that the blade sign be located within the sign band and centered with the wall sign; seconded by Mr. Oates. Vote 4-0.

6. Adjournment.

Mr. Koester motioned to adjourn the meeting at 5:32 p.m.; seconded by Mr. Skauge. Vote 4-0.

Recorded by,



Bart Griepentrog, AICP
Planning & Development Director