

**Design Review Board**  
**Meeting Minutes**  
**Thursday, February 22, 2018**  
3930 N. Murray Avenue, Shorewood, WI



**1. Call to order.**

The meeting was called to order at 5:02 p.m.

Members present: Acting Chair Robert Gosse, John Rizzo, Mike Skauge, Bryan Koester and Wesley Brice.

**2. Approval of December 21, 2017 meeting minutes.**

Mr. Rizzo moved to approve, seconded by Mr. Brice. Vote 5-0.

**3. Consideration of the installation of blade sign at commercial property 4210 N. Oakland Avenue, business owner Jacob and Kristen Reynolds (Golden Rey Energy Center).**

Mary Nelson presented the proposed blade sign explaining the need for an additional sign was for visibility. Mr. Rizzo questioned if the additional sign was permissible. Mr. Griepentrog noted a special exception must be granted for the additional sign. Mr. Skauge noted he does see the need for two signs. Mr. Gosse questioned the material type for the signboards, frame and brackets. Ms. Nelson noted the boards were laminated plastic with cedar frame mounted on steel brackets. Mr. Skauge questioned the height above finished grade noting that Village Code requires 8 feet clearance. Mr. Rizzo commented the proposed sign might be less than 8 feet to the bottom. Mr. Skauge questioned if the front sign extended into the right of way. Mr. Griepentrog noted a review for the project into the right of way was not completed. Mr. Skauge noted resizing the signs to be 8 feet above grade is needed.

Mr. Rizzo moved to approve by special exception for two blade signs with the condition both signs must be a minimum of 8 feet above grade to the bottom and the top of each sign shall be at the same elevation; seconded by Mr. Skauge. Vote 5-0.

**4. Consideration of window modifications (west and north elevations) at residential property 4605 N. Marlborough Drive, property owner Fairtree Properties LLC.**

Mr. Timms, property owner, presented the proposed alterations. Mr. Gosse noted the design included modifications to the rear porch and the agenda did not include this elevation. Building Inspector Henson commented the application was for the window modifications only and the rear porch must be re-submitted. Mr. Skauge questioned if the exterior casing and mulleins were to match existing. Mr. Timms noted they would match. Mr. Skauge moved to approve with the condition the exterior casing and mullions match existing; seconded by Mr. Rizzo. Vote 5-0.

**5. Consideration of window alteration (east elevation) at residential property 1815 E. Lake Bluff Blvd., property owner Peter Hill.**

Mr. Hill, property owner, presented the proposed window alterations. Mr. Skauge questioned if the existing window was a French design. Mr. Hill confirmed the windows are double hung. Mr. Rizzo mentioned the area was limited on space to enlarge the window. Mr. Brice noted the mullions at the new window should match the remaining windows. Mr. Gosse noted the head casing should be squared at the corners.

Mr. Brice moved to approve with the condition the center mullions are within one inch of the exiting mull width, both direction and all exterior casing have edge cap and match existing; seconded by Mr. Koester. Vote 5-0.

**6. Consideration of the expansion of a second floor porch (south elevation) at residential property 2407 E. Menlo Blvd., property owners Scott Tisdell and Stefanie Jacob.**

Ms. Lynn Bicher, designer, presented the proposed expansion. Mr. Gosse noted the plans were well presented. Mr. Koester commented the design was a good improvement. Mr. Skauge moved to approve as submitted; seconded by Mr. Koester. Vote 5-0.

**7. Consideration of new second floor porch (east elevation) at residential property 4143-45 N. Downer Avenue, property owner Brian Glassel.**

Mr. Howard Glassel, father of property owner, presented the proposed porch noting his knowledge of the project was limited. Mr. Gosse noted the plans did not represent the existing home. Mr. Skauge noted the existing window configuration is not shown correctly. Mr. Rizzo also confirmed errors on the plans noting the windows are pre-existing. Mr. Skauge moved to approve as drawn; motion amended to include the existing front elevation was not correctly drawn; seconded by Mr. Brice. Vote 5-0.

**8. Consideration of second story rear addition at residential property 4136 N. Prospect Avenue, property owner Russell Davis.**

Mr. Davis, property owner, presented the proposed addition. Mr. Gosse questioned if stucco was existing in other areas of the home. Mr. Davis confirmed stucco is present at the dormers. Mr. Rizzo questioned if the existing style of windows were to remain the same. Mr. Davis confirmed yes. Mr. Gosse questioned if grills will be used. Mr. Davis confirmed yes. Mr. Rizzo moved to approve with the condition all windows to match existing; second by Mr. Brice. Vote 5-0.

**9. Adjournment.**

The meeting adjourned at 6:20 pm.

Recorded by,



David Henson  
Building Inspector