



**Design Review Board**  
**Meeting Minutes**  
**Thursday, March 25, 2021**  
via tele/videoconference

**1. Call to order.**

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

Members present: Chair Scott Kraehnke, Larry Pachefsky, Mike Skauge and Mary Wright.

Others present: Hemad Fadaifar, Charles Pena, JB Hunter, Jessica Lenaghan, Phil Lenaghan, Dan Terrill, Ryan Hundt and Planning & Development Director Bart Griepentrog.

**2. Approval of the March 11, 2021 meeting minutes.**

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

**3. Further consideration of the application and plans on file for the window modifications (east elevation) at residential property 1814 E. Olive Street.**

Hemad Fadaifar presented a revised version of his proposed plan. The revised plan showed matching window trim detail around a set of three new kitchen windows. The two outer windows would be casements aside an interior panel. All featured mullions to match the detail of the dining room window. A cut sheet of the new windows was also proposed.

Chair Kraehnke confirmed that all of the requested details from the previous meeting were provided and reviewed the cut sheet of the proposed windows. He believed the revised plan was satisfactory.

Mr. Skauge motioned to approve the plans as submitted; seconded by Mr. Pachefsky. Vote 4-0

**4. Further consideration of the application and plans on file for the installation of a wall sign at commercial property 1712 E. Capitol Drive.**

JB Hunter provided an overview of the revised plans, noting that a black, enamel-finished aluminum panel with router cut lettering has been proposed to reface the sign. Planning Director Griepentrog confirmed that the proposed sign now met code and that only aesthetic conditions, if any, remained up for discussion.

Mr. Skauge moved to approve the plans, as submitted; seconded by Mr. Pachefsky. Vote 4-0.

**5. Consideration of the application and plans on file for the installation of a front yard patio at residential property 4515 N. Woodburn Street.**

Jessica Lenaghan provided an overview of the front yard patio project. She noted that the patio would be accessed by stepping down from the front stoop. She also noted that a wall would be built around the perimeter of the patio and that new landscaping would be installed.

Mr. Pachefsky questioned what material the proposed wall would be made of and was informed that it would be a cement block material. He questioned if Lannon stone to match the house was considered. Ms. Lenaghan noted that a Lannon stone cap was possible, but not the entire wall. She also pointed out that landscaping would be installed in front of the wall to screen it from the front. She noted that the plans would be modified to include that same boxwood screen along the front of the patio.

Chair Kraehnke questioned how high the wall would be and suggested that if it were 18 inches it could also serve as seating. Mr. Skauge agreed and noted that if it were any smaller it would be a trip hazard. Ms. Lenaghan was able to confirm from the designer that the wall was proposed to be 16 inches high, but was unsure if that included the cap.

Planning Director Griepentrog pointed out that the code required decorative concrete for the patio surface.

Mr. Skauge moved to approve the plans, providing that the concrete patio have a decorative finish, that the wall height be 18 inches above the patio and that landscaping screening be provided along the east edge of the patio wall. Seconded by Ms. Wright. Vote 4-0.

**6. Consideration of the application and plans on file for the construction of a three-season room (rear elevation) at residential property 2321 E. Menlo Blvd.**

Dan Terrill presented an overview of the proposed project that would replace an existing three-season room at the rear of the house with a new, elevated three-season room and side deck. He noted that the drawings should have shown the side and back of the stairway as enclosed.

Mr. Pachefsky questioned if the new window openings in the three-season room could be arched like other windows and the existing rear door on the house. Mr. Terrill indicated that they could not. Chair Kraehnke confirmed that the windows were telescoping. Mr. Terrill noted that the 13-inch sections could telescope up or down or be completely removed in warmer weather.

Mr. Skauge questioned the exterior casing and sill details, which were not evident on the plans. Mr. Terrill noted that they would match the house. Ms. Wright questioned if the new windows were vinyl, and Mr. Terrill informed that they were aluminum to match the house. Chair Kraehnke questioned the exterior siding material of the proposed three-season room, and Mr. Terrill answered that it would be stucco to match the house.

Ms. Wright motioned to approve the item with trim and window details to match the square windows on the side of the house, and a finished siding material of stucco to match the house; seconded by Mr. Skauge. Vote 2-0.

**7. Consideration of the application and plans on file for a window modification (south elevation) at residential property 4375 N. Alpine Avenue.**

Ryan Hundt presented details of the proposed window modification. He noted that the windows were being raised 8 inches in the bay to accommodate a countertop within a kitchen remodel. He stated that the three new windows would have lead tape to match the existing. He noted that douglas fir, which would be painted to match and flashed, would be used to fill in the gap between the new window and the existing sill. He also noted that the new windows would be clad and not have a separate exterior storm window.

Chair Kraehnke confirmed that the roof would remain. Ms. Wright confirmed that the stone veneer and lintel were not changing.

Mr. Hundt pointed out that the new window shown on the west elevation was not actually changing in size, but would just be a new double-hung window to replace an existing casement window. He noted that lead tape would also be installed to match the existing windows.

Mr. Pachefsky questioned if the milk chute would be staying, and Mr. Hundt confirmed that it would, but he neglected to include it on the plans.

Ms. Wright motioned to approve the plans, subject to including lead tape on the new double-hung window on the west façade; seconded by Mr. Skauge. Vote 4-0.

**8. Consideration of the application and plans on file for the installation of a wall sign at commercial property 1421 E. Capitol Drive.**

The applicant was not present to discuss this plan, so the item was ultimately deferred.

Planning Director Griepentrog provided a brief overview noting that the sign that was installed did not match the previously approved plan. He stated that illuminated channel letters, as installed, are prohibited by code. He noted that the applicant was hoping to keep the sign as installed, but remove electrical connection to the lighting to prohibit it from lighting up. If not illuminated, the applicant believed that the sign would not be prohibited.

**9. Adjournment**

Ms. Wright motioned to adjourn the meeting at 5:54 p.m.; seconded by Mr. Skauge. Vote 4-0.

Recorded by,



Bart Griepentrog, AICP  
Planning & Development Director