



Design Review Board
Meeting Minutes
Thursday, September 10, 2020
via tele/videoconference

1. Call to order.

The meeting was called to order at 5:00 p.m.

Members present: Chair Scott Kraehnke, Wesley Brice, Bryan Koester, Ryan O'Connor, Larry Pachefsky and Mike Skauge.

Others present: Paul Schuessler (project manager for item 3), Mark Fairbanks, Rick Dassow, Brian Stoffel, David Wu and Bart Griepentrog, Planning & Development Director

2. Approval of August 27, 2020 meeting minutes.

Mr. Koester moved to approve the minutes as drafted; seconded by Mr. Skauge. Vote 6-0.

3. Consideration of the application and plans on file for a window alteration at residential property 2122 E. Edgewood Avenue, property owner Mark and Margaret Fairbanks.

The project manager (Paul Schuessler) presented an overview of the project and noted that property owner Mark Fairbanks was also in the meeting. The purpose of the modification is to raise the height and shrink the width of the kitchen window to accommodate interior renovations. Siding and trim would be patched to match the existing context of the façade.

Chair Kraehnke confirmed that the existing double-hung window would be replaced with side-by-side windows. Paul indicated that the exact style of window was not known at this time. Chair Kraehnke noted that the plans up for consideration appeared to show two fixed windows with a divider. Mr. Skauge questioned if the windows would be operable and asked if French windows were considered. Paul and Mr. Fairbanks noted that operable windows would be preferred, and Mr. Fairbanks stated that French windows would be an acceptable option.

Chair Kraehnke questioned what proportion the window would be in relation to the other windows on the façade, and offered the windows in the study as an example. He noted that it would be ideal to match an existing condition rather than create another one. Mr. Fairbanks noted that he hoped to optimize light within the kitchen.

Mr. O'Connor questioned if the trim would be white or brown, noting that both conditions exist on this façade. Paul noted that the second floor windows were recent replacements and that the goal is to have all windows eventually match those. Mr. Fairbanks also stated that the entire exterior would be repainted soon, but likely no longer this year.

Mr. O'Connor questioned if the new window would be centered below the existing second floor window, as drawn. Paul noted that field measurements were taken to confirm the position of the new window, but not of the other existing windows. He confirmed that the right and top edges of the existing opening would be maintained.

Mr. Skauge noted that it was hard to approve the proposal, if the drawings were not accurate. Mr. O'Connor also stated that the proportions were tough to understand. Paul reiterated that it was his primary goal to show the replacement window accurately and understood that the others were likely off. Mr. Skauge suggested holding off on any action, until accurate drawings were presented. He also noted that the applicant should confirm the window type and include at least a notation that the materials and trim would match an existing style. Chair Kraehnke asked the Board to confirm if the size and shape were ok. Mr. Skauge suggested matching the proportion of the set of three windows and lining up the sills. The goal would be to provide some sense of continuity on this side of the house. Paul noted that the office windows on the right of the façade would be used for reference.

No action was taken on this item. It is expected to come back at a future meeting with revised plans.

4. Consideration of the application and plans on file for the installation of a front yard patio at residential property 4081 N. Maryland Avenue, property owner Tom Bell.

Rick Dassow of Ideal Property Management presented this item. He noted that the property did not really have a backyard, and that this front yard patio would replace existing concrete patch and a back stairway that was not up to code. He noted that a new stoop would be installed to step down onto the patio. Lastly, he stated that the new patio would be wrapped in perimeter arbor vitae screening within the privet hedge that surrounded the entire property.

Chair Kraehnke questioned the size of the patio and was informed that it was 12' x 14'. Mr. Griepentrog noted that patios need to be adjacent to the house, so the transition area from the stoop would also need to be included. Chair Kraehnke noted that a new complimentary front walk was also going to be installed to the front door, but stated that it was out of the scope of review. Mr. O'Connor questioned the landscaping plan, which included an outline of plantings, including hostas to be installed by the homeowner. Mr. Dassow confirmed its eventual inclusion. Mr. Koester noted that quality materials were proposed.

Mr. Koester moved to approve the plans as submitted; seconded by Mr. O'Connor. Vote 6-0.

5. Consideration of the application and plans on file for the installation of a roof structure over a rear yard porch at residential property 3709-11 N. Morris Blvd., property owners Brian Stoffel and Alison Brown.

Brian Stoffel, homeowner, provided an overview of the project, which related to the installation of a roof structure over an existing rear-yard deck. He noted that 4"x4" posts would be bolted to the 4"x4" posts of the existing structure. He described that a ledger board would be attached to the house to support the roof.

Chair Kraehnke questioned if the posts would be inset of the railings. Mr. Stoffel noted that a slight notch would need to be cut into the existing railing. Mr. O'Connor questioned if the existing structure had adequate footings to add a roof, not for weight, but for up-lift. Mr. O'Connor also questioned the color of the proposed corrugated metal roof, but was reminded that color is not within the review authority of the Board.

Chair Kraehnke questioned if the proposed roof is just missing the second story porch. Mr. Stoffel confirmed that it was, but suggested that a slight notch may be needed in the metal roof. Mr. Pechefsky questioned if an asphalt roof was considered to match the house, noting that he believed it would look better. Chair Kraehnke noted that the proposed roof pitch would make asphalt shingles difficult to work.

Mr. Skauge moved to approve the plans as submitted, subject to building code review; seconded by Mr. Koester. Vote 6-0.

6. Further consideration of the application and plans on file for architectural and site improvements at commercial property 4496 N. Oakland Avenue, property owner Honest Blue Properties LLC.

Mr. Wu, property owner, provided an overview of the updated plans, which were first considered at the May 28, 2020 meeting. He noted that the site plan included required screening for the parking lot and refuse enclosure. Architecturally, the plans included new exterior cement board siding to replace the existing siding on the entire building. He noted an expanded second story railing on the rear of the building, which would be used in part to help screen a new exhaust system. He also pointed out that the cement block wall would be painted to match. He also noted that a new asphalt shingle roof would be installed.

Mr. Skauge questioned if he was proposing to side over the brick, and Mr. Wu indicated that he was not. Mr. O'Connor questioned if any window opening were changing, and Mr. Wu pointed out modifications on the third and fourth elevations, which related to changes on the second floor residential unit on the rear and interior side of the building. Chair Kraehnke confirmed that a completely new roof and building envelope were being proposed. Mr. Wu noted that he would rather do it right all at once than in pieces. He also noted that the cement siding would not chip or fade over time. Mr. Skauge questioned if the old siding would be removed before installing the new, and Mr. Wu confirmed that it would. Mr. Skauge noted that the building has needed some updates.

Mr. Wu pointed out that the plans included two potential color schemes. The Board noted that they do not approve color choices, but generally agreed that the first option, as preferred by the applicant, was acceptable.

Mr. Skauge questioned if the new windows would match the current style. Mr. Wu confirmed that it would. He also noted that white trim and gutters would be installed throughout the project.

Mr. Skauge moved to approve the plans, as submitted; seconded by Mr. O'Connor. During further discussion, Mr. Koester noted that he liked the proposed improvements, but would have preferred that shingles be kept within the gables. Vote 6-0.

7. Adjournment

Mr. Koester moved to adjourn the meeting at 5:51 p.m.; seconded by Mr. Skauge. Vote 6-0.

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