



Design Review Board
Meeting Minutes
Thursday, September 24, 2020
via tele/videoconference

1. Call to order.

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

Members present: Chair Scott Kraehnke, Bryan Koester, Larry Pachefsky, Daryl Melzer and Mike Skauge.

Others present: Paul (project manager for item 3), Mark Fairbanks, and Justin Burris, Building Inspector.

2. Approval of September 10, 2020 meeting minutes.

Mr. Skauge moved to approve the minutes as drafted; seconded by Mr. Koester. Vote 5-0.

3. Further 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) presented an overview, noting that the decision had been made to have the kitchen window match the style of the front office window. The window will be inoperable, as the manufacturer does not make the window in that size that is operable. It was noted that the updated plans illustrate the actual location of all the existing windows on the house as well, and is represented to scale.

Mr. Skauge moved to approve the plans as submitted; seconded by Mr. Koester. Vote 5-0.

Mr. Koester recused himself from agenda item number 4., as it was his project and a conflict of interest to vote on his own item.

4. Consideration of the application and plans on file for window alterations (South elevation) at residential property 4459 N. Murray Avenue, property owner Bryan Koester.

Mr. Koester introduced the item stating that in conjunction with an upcoming kitchen remodel, the two first floor kitchen windows would be modified to match the existing windows on the house. Mr. Kraehnke questioned if the siding would be patched back in to match the existing/surrounding, which Mr. Koester confirmed.

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

5. Adjournment

Mr. Koester moved to adjourn the meeting at 5:13 p.m.; seconded by Mr. Skauge. Vote 5-0.

Recorded by,

A handwritten signature in black ink that reads "Justin Burris". The signature is written in a cursive, flowing style.

Justin Burris
Building Inspector