



**Design Review Board
Meeting Minutes
Thursday, January 8, 2026**

1. Call to order.

The meeting was called to order at 5:05 p.m.

Members present: Chair Scott Kraehnke, Lybra Loest, Robert Miller, Ryan O'Connor, and Chris Schorse.

Others present: Jack Samse, and Planning Director Bart Griepentrog.

2. Approval of the December 18, 2025 meeting minutes.

Mr. Miller motioned to approve the minutes, as drafted; seconded by Mr. Schorse. Vote 5-0.

3. Consideration by Special Exception of the application and plans on file for the installation of a wall sign at commercial property 1425 E. Capitol Drive.

Jack Samse was present to discuss this item. Director Griepentrog summarized that the sign was compliant to code other than it was taller than what is allowed. He pointed out that previous signs on this building were granted special exceptions for size.

Mr. O'Connor stated that he believed an exception was warranted based on the proportion of the existing sign band. He appreciated that the lettering did not exceed 18 inches in height, which he felt would be more problematic.

Mr. O'Connor motioned to approve the sign via special exception based on 445-23A(7) size or proposed sign in relation to area facing of the building or structure in which the business applicant is located; seconded by Mr. Miller. Vote 5-0.

4. Further discussion of updating the Village's Sign Code (Chapter 445).

Director Griepentrog noted that he did not have any updates to provide or discuss and asked that this item be deferred to a future meeting.

5. Discussion and consideration of 2025 Design Review Board Annual Report and Future Initiatives.

Director Griepentrog presented members with the draft annual report, which noted that the DRB met 19 times last year and reviewed 48 properties, which was down from 73 properties

the year prior. He also showed them a summary chart of their annual statistics from the last 6 years and noted that in general the number of reviews was down.

Director Griepentrog also provided the Board with a list of their previously identified future initiatives for discussion. He noted that they were currently working to finalize an update to the sign code as their current initiative. Chair Kraehnke asked members to review the initiatives, which included drafting residential design guidelines for common components, reviewing submittal requirements, and a review of the Board's scope. He also asked members to comment on the identified priorities. Mr. O'Connor agreed with the list of initiatives and suggested that some of them might not be as difficult or time-consuming to work on. Director Griepentrog believed that the item regarding DRB's scope would be the most impactful from a staff perspective. He showed the Board the previously compiled list and said that staff would appreciate confirmation of current practice. He noted that a code change could be required but might not be necessary. Ms. Loest questioned whether a survey could be sent out to all members to gauge interest in modifying the scope. Director Griepentrog agreed that her suggestion was a good idea and mentioned that he would develop and send one out.

Action was deferred until the next meeting so that more members could review and comment on the annual report and future initiatives prior to the January 31st deadline.

6. Future Agenda Items

No future agenda items were discussed.

7. Adjournment.

Mr. O'Connor motioned to adjourn the meeting at 5:43 p.m.; seconded by Ms. Loest. Vote 5-0.

Recorded by,



Bart Griepentrog, AICP
Planning and Development Director