



Village of Bayside
9075 N Regent Road
Architectural Review Committee Meeting
October 16, 2023
Village Board Room 6:00pm

**ARCHITECTURAL REVIEW COMMITTEE
MEETING MINUTES**

I. CALL TO ORDER AND ROLL CALL

Chairperson Krampf called the meeting to order at 6:00 pm.

II. ROLL CALL

Chair: John Krampf
Members: Dan Zitzer
Marisa Roberts - excused
Tony Aiello - excused
Ben Minkin
Kavin Tadamrongwanish – excused
Trustee Liaison: Mike Barth

Also in attendance: Leah Hofer, Assistant Village Manager
Andy Pederson, Village Manager
Jackie Mich, Village Planner

III. APPROVAL OF MINUTES

A. Approval of September 11, 2023 meeting minutes.

Motion by Trustee Barth, seconded by Committee Member Minkin, to approve the September 11, 2023 meeting minutes. Motion carried unanimously.

IV. BUSINESS

A. 8550 North Pelham Parkway – Chris Estes

Chris Estes, homeowner, appeared on behalf of the project. There were no neighbors in attendance. Mr. Estes described the project as the construction of 280 lineal feet of 6-foot cedar picket fence.

Committee Member Zitzer questioned the picture provided as it was not 50 percent open. Mr. Estes explained it was just an appearance example photo.

Motion by Committee Member Minkin, seconded by Trustee Barth, to approve the project as described and presented in the application. Motion carried unanimously.

B. 8950 North Bayside Drive – Tim & Sharlene Byrne

Project was tabled.

C. 1010 East Glencoe Place – Kevin Kleinmann

Kevin Kleinmann, homeowner, appeared on behalf of the project. There were no neighbors in attendance. Mr. Kleinmann described the project as the construction of a 316 square foot pavilion/ pergola.

Committee Member Minkin asked about the preexisting structure. Mr. Kleinmann stated that they had a temporary pergola set up. Chairperson Krampf asked about the foundation for the structure. Mr. Kleinmann explained it is on a preexisting concrete pad that was installed during a previous project for this work. Committee Member Minkin questioned what the roof material was going to be, Mr. Kleinmann responded that it will be a plastic material with UV ray protection.

Motion by Trustee Barth, seconded by Committee Member Minkin, to approve the project as described and presented in the application. Motion carried unanimously.

D. 505 East Bay Point Road – Tony Aiello

Giovani Pena, the project contractor, appeared on behalf of the project. There were no neighbors in attendance. Mr. Pena described the project as the construction of a 120 square foot wooden shed.

Motion by Committee Member Zitzer, seconded by Committee Member Minkin, to approve the project as described and presented in the application. Motion carried unanimously.

E. 626 West Fairy Chasm Road – Kyle Maier

Kyle Maier, homeowner, appeared on behalf of the project. There were no neighbors in attendance. Mr. Maier described the project as the construction of a 616 square foot detached garage addition.

Assistant Village Manager Hofer stated that this project was approved at the Board of Zoning Appeals already.

Motion by Trustee Barth, seconded by Committee Member Zitzer, to approve the project as described and presented in the application. Motion carried unanimously.

F. 422 West Manor Circle – Kris & Bill Barger

Cody Wade, project designer, appeared on behalf of the project. There were no neighbors in attendance. Mr. Wade described the project as the construction of a pitched garage roof. Mr.

Wade explained that the main house roof is a pitched roof while the garage is still a flat roof, so the homeowners want both roofs to match.

Motion by Trustee Barth, motion by Committee Member Minkin, to approve the project as described and presented in the application. Motion carried unanimously.

G. 9600 N Lake Drive – Morgan Allen

Amy Schmidt, contractor, and James Lucas, architect, appeared on behalf of the project. There were no neighbors in attendance. Ms. Schmidt described her part of the project as the construction of 369 lineal feet of 48-inch-high fence. Mr. Lucas described his part of the project as the addition of new windows and doors to the home.

Motion by Trustee Barth, motion by Committee Member Zitzer, to approve the project as described and presented in the application. Motion carried unanimously.

H. 1450 East Fairy Chasm Road – Becky Frankiewicz

Julie Voeller, project designer, appeared on behalf of the project. There were no neighbors in attendance. Ms. Voeller described the project as the construction of new windows and front porch alterations. Ms. Voeller explained that they are proposing a covered front porch and replacement of the front stoop.

Motion by Committee Member Minkin, seconded by Trustee Barth, to approve the project as described and presented in the application. Motion carried unanimously.

I. 600 Block of West Glencoe Place – Bayside Development Partners II, LLC

Jessica Timmer, RINKA, and Scott Yauck, Cobalt Partners, appeared on behalf of the project. Jackie Mich with Vandewalle & Associates appeared on behalf of the Village. Ms. Timmer described the project as the OneNorth master signage plan.

Ms. Timmer stated the master plan was conceptualized so that it would be one approval process, rather than numerous approvals for each sign, trying to ensure cohesiveness among the signs.

Chairperson Krampf asked where the height of the signs starts. Ms. Timmer stated the height proposed includes the base of the sign.

Committee Member Minkin asked if there will be a set font and color for the signs to be consistent with any signs thereafter. Ms. Timmer explained that the signs will remain consistent besides fonts being different depending on if the tenant has a specific font style for their brand.

Trustee Barth asked for clarification on the digital signage. Ms. Timmer stated that the digital signage can only change once per day.

Committee Member Zitzer expressed his concerns over the digital signage and the height of the signs.

Committee Member Minkin shared his support for the digital signage and that it will help the businesses.

Mr. Yauck stated that digital signage is important for the development and explained that there will be very little light pollution.

Chairperson Krampf shared his support for the digital signage and that as a resident he would like to see the daily updates.

Trustee Barth expressed his concerns towards the height of the sign that will be located on Port Washington Road.

Mr. Yauck discussed how the sign needs to be functional for the large lot.

Committee Member Minkin agreed that a slightly larger sign for a larger lot is reasonable.

Ms. Mich referenced her memo and said that the applicants are agreeable to the numerous changes within. Mr. Mich indicated that in the memo the Port Washington Road sign would be 18 feet tall by 10 feet wide and the Brown Deer Road sign would be 20 feet tall by 10 feet wide. Also, LED would be present only on the Brown Deer Road sign.

Committee Member Zitzer asked Ms. Mich if she believed the signage plan with her amendments fits the Bayside community.

Mr. Yauck stated that he believes both signs should be LED and digital.

Committee Member Minkin asked Ms. Mich for clarification about the size difference for the two signs.

Ms. Mich explained the Port Washington Road sign is two feet smaller due to being in a more residential area and wanted to lessen the impact.

Chairperson Krampf expressed that is important to have digital capabilities on both signs.

Trustee Barth asked if there were any best practice lumens for signs at this size.

Ms. Mich explained that with the LED lights proposed, they do have capabilities to minimize light trespassing.

Committee Member Zitzer stated he is in support of one digital sign and it being on Brown Deer Road.

Chairperson Krampf offered a compromise of time limits for the digital signs.

Motion by Trustee Barth to recommend the Vandewalle staff report with amendments with the addition of both signs having a digital display as presented, the Port Washington Road sign being turned off between midnight and 5am; and digital display sign can only change once a day, but not less than twice a week. Motion passed 3-1 (Zitzer-nay).

V. ADJOURNMENT

Motion by Committee Member Minkin, seconded by Trustee Barth, to adjourn the meeting at 7:25pm. Motion carried unanimously.

Emma Baumgartner
Operations Assistant