

Memo



To: Building Board
From: Ethan Sowl, Assistant Village Manager/Zoning & Planning Administrator
Date: January 29, 2026
Re: Review of Agenda Items for February 3, 2026

Item 3. Review and act on a request by CC Aesthetic Boutique, 13386 Watertown Plank Rd, for a business sign

CC Aesthetic Boutique is requesting to install a 13.7 square foot sign on its façade facing Watertown Plank Road. The proposed sign meets the size requirement of 33 square feet for the Watertown Plank Rd-facing façade (including the Wine Down sign area).

[Village sign ordinance allows one square foot of sign area per one linear foot of building frontage. The building's frontage is approximately 33 feet. Wine Down's sign facing Watertown Plank is 19.25 square feet. In total, the building's sign area facing Watertown Plank is 33 square feet.]

Item 4. Review and act on a request by Kathleen Nesseth, 12430 Stephen Pl, for an alteration

The owner requests approval to make alterations to the exterior of the home as part of an interior remodel project. The exterior alterations include addition and demolition of exterior windows and a door, exterior siding replacement, and replacement of the garage door.

Item 5. Review and act on a request by Chase and Sarah Seufzer, 2050 Mount Kisco Dr, for an alteration

The owners previously received permits to complete an extensive interior remodel where 2 (two) walls were removed, the living room was raised, and the kitchen was remodeled. Additionally, two windows were replaced on the back of the home.

The project requires retroactive consideration, specifically for the newly installed windows. The owners have stated that they intend to replace the remainder of the windows in the near future.

Item 6. Review and act on a request by David Ellis, 14755 Juneau Blvd, for a shed alteration

In the fall of 2025, the Village contacted the owner in regard to reconstructing the shed on their property without a permit. By this point, the shed reconstruction was underway. The owner cooperated with the Village, weatherproofed his progress, and subsequently filed for a permit and Building Board review.

The owner is now requesting approval to reconstruct the shed. It has since been identified that the shed location is within the 50' street yard setback (39'). The owner obtained signatures from abutting properties to which the shed is visible, satisfying Village ordinance's exemption from this requirement. Additionally, the old shed was identified to be larger than 150 square feet (maximum size per Village ordinance). The owner's plans identify that the new shed will be 138 square feet.

Additionally, the property is compliant with impervious surface requirements (~27%).

Item 7. Review and act on a request by Mark and Julie Steinhafel, 13670 Park Circle S., for an alteration

The owner requests approval to replace a 2 (two) double hung window unit with new inswing french doors on the west elevation. Additionally, a guardrail balcony will be installed.