

# Memo



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

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**Item 3 . Review and act on a request by Block Legal Services, LLC, 13545 Watertown Plank Rd, Unit #7, for Business Signage**

William Block, owner of Block Legal Services, has installed a 7.23 square foot sign, approximately 38” off the ground. The sign is compliant with size requirements. The sign was inadvertently installed prior to issuance of a building permit; therefore, retroactive approval is being requested. The owner has obtained a temporary sign permit for the time being.

**Item 4. Review and act on a request by Dwayne Setzer, 600 Meadow Ln, for a bathroom addition**

Dwayne Setzer, owner, requests approval to construct a 42 square foot bathroom addition on the north side of the home. The addition will be compliant with setback requirements (25.4’ side yard). The lot will also remain compliant with the impervious surface coverage limit (~6% building footprint, ~18% total coverage).

**Item 5. Review and act on a request by GMD Homes, 1635 Highland Dr, for alterations**

Dwayne Setzer of GMD Homes requests approval to replace the front door previously approved by the Board, to replace 3 windows on the front of the home, and to remove a portion or all of the porch roof.

**Item 6. Review and act on a request by Neafie Ruttger Joint Trust, 12505 Westgrove Terrace, for a deck**

The owner(s) request approval to demolish the existing deck and rebuild in the same footprint. The deck is compliant with setback requirements (57’ street, 48’ and 77’ sides, 79’ rear).