

**VILLAGE OF ELM GROVE  
BUILDING BOARD  
MEETING MINUTES**

**Tuesday, April 19<sup>th</sup>, 2022**

Meeting was called to order at 5:30 PM by Chairman Olson.

**1. Roll Call.**

Present: Chairman Olson, Mr. Thedford, Ms. Steindorf, Mr. Janusz, Mr. Roge and Mr. Falsetti

Absent: Mr. Koleski, Mr. Matola

Also present: Mr. Harrigan, applicants.

**2. Review and act on meeting minutes dated April 6<sup>th</sup>, 2022.**

Mrs. Steindorf motioned to approve the minutes as amended, Mr. Falsetti seconded. Motion carried 6-0.

**3. Review and act on a request by Amanda and Andrew Glassman, 15150 Froedtert Drive, for a home alteration (revised materials).**

Ms. Glassman was not in attendance.

Chairman Olson indicated the proposed Canyon Brick fiber cement board product does not appear to be a masonry type of material. Additionally, the Building Board would need to see the product board panels and how they joint together.

It was discussed that a more appropriate chimney material would be a “lick and stick” thin brick veneer which displays mortar joints.

The proposed fiber cement board almost appears to be a Hardie Board product, and it would be helpful to see a larger sample board for context.

Mr. Thedford motioned to table this item to a future meeting, Mrs. Steindorf seconded. Motion carried 6-0.

**4. Review and act on a request by Matt Gray, 1765 Westmoor Terrace, for an egress window located on the front of the home.**

Mr. Gray was present before the Board.

Chairman Olson asked if there is any additional landscaping planned around the egress window well.

Mr. Gray indicated the intention will be to maintain the existing landscape in the area, and potentially expand the landscaping to create more screening if needed.

Chairman Olson inquired if there will be a safety cover on top of the window well.

Mr. Gray stated there will be a safety cover in place.

Mrs. Steindorf motioned to approve as submitted, Mr. Roge seconded. Motion carried 6-0.

**5. Review and act on a request by Darby Koehne, 1205 Longwood Ave, for a new shed.**

Ms. Koehne was not present.

Mr. Falsetti asked if there is an existing concrete pad in the location where the new shed will be constructed.

Mr. Harrigan indicated he is unaware of an existing concrete pad, however the new shed will require a concrete pad per Village Code.

Having additional questions for the applicant related to site placement, Mr. Falsetti motioned to table the item, Mrs. Steindorf seconded. Motion carried 6-0.

**6. Review and act on a request by Brian & Laurie Dworak, 13000 Gremoor Drive, for a new pool and pool shed.**

Brian & Lauri Dworak were present before the Board.

Chairman Olson asked why the pool mechanicals are proposed to be located in a centralized location within the rear yard.

Mr. Dworak indicated the pool mechanicals are unable to be located next to the home as the windows on the rear elevation would not allow for code compliant distancing of the pool mechanicals.

Mr. Falsetti asked how the front panel window on the pool shed operates and opens.

Mr. Dworak indicated it rolls up into the shed, much like a garage door.

Chairman Olson asked if there is a reason the stone was added to the front of the pool shed.

Mr. Dworak indicated the intention is to have something harder and more durable underneath the counter top. This material was not carried throughout the structure as it is not the same material as the brick on the home.

Mr. Thedford opined the proposed material on the front elevation of shed should be all brick to match the home, or alternatively siding.

Chairman Olson suggested a large format tile may be appropriate in this location as well.

Mr. Falsetti asked if there would be any lawn equipment, or pool chemicals stored in the shed. If so, venting should be considered.

Mr. Dworak stated there would be lawn equipment and pool chemicals stored in the shed and soffit and ridge venting will be incorporated.

Mr. Thedford again indicated the proposed stone on the front elevation of the pool shed is much different from the brick on the home. The proposed material in this location should be more harmonious with the brick of the home.

Mr. Thedford inquired what material will be used for the counter top.

Mr. Dworak stated that has not yet been determined, but it will be a stone material.

Chairman Olson noted the counter top material will need to be reviewed by the Board.

Mr. Janusz asked if electricity will be brought to the shed and if so, will there be lighting.

Mr. Dworak confirmed there will be electricity and the shed will have downcast lighting in the soffit, being cast onto the patio.

Chairman Olson asked if the doors will be white.

Mr. Dworak confirmed, however the panel door over the bar area will be glass.

Chairman Olson noted the overall desire is for the shed to have some representation of the house. Maybe look at something more simplistic, maybe there is a white large format tile that can be used on the front elevation of the shed to match the white vinyl on the other side of the shed.

Mr. Thedford questioned the format of the window on the right and left elevation of the shed and how that related to the existing windows on the home. The suggestion was made for these windows to be vertical in orientation on both elevations.

Mr. Falsetti motioned to approve the swimming pool, landscaping plan and pool fence as presented, and for the pool shed proposal to be tabled to a future meeting date, Mr. Thedford seconded. Motion carried 6-0

**7. Review and act on a request by Carol Nigh, 1280 Longwood Avenue, for several home alterations.**

Ms. Nigh was present before the Board.

Ms. Nigh presented the proposed building materials to the Board.

Chairman Olson noted several discrepancies in the revised plan set not reflecting the accurate existing conditions and layout of the home.

Chairman Olson asked if Ms. Nigh would be open to making the window on the right hand side of the right elevation match the window on the left side of the right elevation.

The Board was in agreement with this approach and Ms. Nigh stated she would find this change acceptable.

Chairman Olson noted the south elevation is incorrect and is omitting a front portion of the home. However, the Board appears to be comfortable with the changes that have been presented, although an accurate plan set will be required.

Mr. Harrigan indicated a complete and accurate plan set will be required prior to issuance of the building permit.

Mr. Thedford motioned to approve the plans conceptually, with the addition of a double hung window in the existing dining room opening, the plans need to be revised and made accurate as to the existing conditions and the revised final plan set is to be reviewed and verified for accuracy by Chairman Olson prior to issuance of the building permit, Mrs. Steindorf seconded. Motion carried 6-0.

*Seeing Ms. Koehne join the meeting via Zoom video conferencing, the Board motioned to bring Item 5 back to the table for consideration.*

**5. Review and act on a request by Darby Koehne, 1205 Longwood Ave, for a new shed.**

Ms. Koehne was present before the Board.

Chairman Olson asked what the distancing will be from the shed to the western and the northern property boundary.

Ms. Koehne indicated it will be approximately 3'-5'.

Mr. Harrigan asked Ms. Koehne to verify the specific height of the shed, noting that 10' is the maximum height allowed by Code of Ordinances.

Ms. Koehne indicated she can verify this height and send it to Mr. Harrigan for the file, but she believes it is 9'4".

Chairman Olson asked how the proposed color relates to the home.

Ms. Koehne stated it is the same color as the doors on the home.

Mr. Thedford motioned to approve with the notation added to the site plan indicating there will be a 3' minimum separation from the northern and western property boundaries, and the shed is not to exceed 10' in height, Mr. Janusz seconded. Motion carried 6-0.

**8. Review and act on a request by UW Credit Union, 15300 W. Bluemound Road, for a new Landscaping Plan and Business Signage.**

Dave Ewanowski, of Kee Architecture, Cheryl Weisensel, of UW Credit Union, and Mike Studnicka, of Wisconsin Sign, were present before the Board.

Mr. Ewanowski provided an overview of the Landscaping Plan and how that interplays with the site plan and proposed signage.

Mr. Studnicka presented the Board with the proposed signage plan.

Mr. Falsetti indicated that he has concerns related to the amount of signage and lighting the signs will produce specifically on the north portion of the property near Watertown Plan Road. There are several single-family residential properties within proximity of this area.

Mr. Thedford noted it would be in the brands best interest to consider this and be more sensitive to the lighting being broad cast into the neighborhood.

Mr. Janusz noted it would be helpful to see the signage at existing UW Credit Union Branches for context.

Mr. Studnicka stated the Franklin and Glendale branch have several elements of the signage package that is being proposed.

Chairman Olson asked for additional information related to the Super G window logo.

Mr. Studnicka explained how the logo graphic is etched into the window glass.

Mr. Harrigan noted the Super G window logo, as proposed exceeds 50% of the window area, which is the maximum allotment per the Code of Ordinances. Mr. Harrigan discussed the other aspects of the proposed signage which either are in violation of the Code of Ordinances, or which the Board has discretion to approve.

Chairman Olson noted the Board appears to have multiple reservations as it relates to the proposed Interactive Teller Machine (ITM) signage, among other aspects of the proposed window signage.

Mr. Roge stated he would suggest a narrow approach to the proposed signage related to what the Code of Ordinances specifically allows for in regard to location and size. The recommendation was made by Mr. Roge for the signage plan to be reconsidered with this approach in mind.

Mr. Thedford commented that he would suggest considering removal of the signage from the east elevation of the building, however the signage on the west elevation appears to be purposeful. The proposed signage on the ITM canopies appears to be too much.

Mr. Falsetti questioned if the signage on the ITM needs to be backlit, especially due to the proximity of Watertown Plank Road.

Mr. Thedford stated it would be beneficial to have an updated photometric site plan which contains all the illumination of the proposed signage.

Mr. Studnicka indicated the building signage on the west elevation is a number one priority.

Mrs. Weisensel requested for the signage to be tabled to a future meeting date.

Mr. Thedford motioned to approve the Landscaping Plan as submitted, Mr. Falsetti seconded. Motion carried 6-0.

Mrs. Steindorf motioned to table the signage proposal to a future meeting date, Mr. Falsetti seconded. Motion carried 6-0.

## **9. Other Business**

None.

## **10. Adjournment**

Mr. Falsetti motioned to adjourn. Mrs. Steindorf seconded. Motion carried 6-0. Meeting adjourned at 7:15 P.M.

Respectfully Submitted,

Thomas Harrigan  
Assistant Village Manager  
Zoning and Planning Administrator