

**VILLAGE OF ELM GROVE  
BUILDING BOARD  
MEETING MINUTES  
Tuesday, September 2, 2003, 5:00 PM, Park View Room**

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**1. Roll Call**

*Present:* Mr. Campbell, Ms. Dunn, Mr. Francois, Mr. Liechty, Mr. Oliveri, Mr. Sayas, Mr. Valentin

*Excused Absence:* Mr. Baesemann, Mr. Sobczak

*Also Present:* Applicants, Mr. Mikolajewski

Ms. Dunn motioned to appoint Mr. Oliveri chair for the meeting. Mr. Campbell seconded. Motion carried 7-0.

**2. Discuss modifications to Code of Ordinance Section 335-88**

**3. Discuss modifications to Code of Ordinance Section 7-1 and 7-4**

Items 2 & 3 were discussed concurrently.

Mr. Mikolajewski reminded the Board that the Legislative Committee had sent back potential language modifications for Section 335-88 to the Building Board for further consideration. In addition, Mr. Mikolajewski presented the Committee with an example of how Section 7-1 and 7-4 could be altered to include provisions found within the City of Mequon Code. The Board discussed both issues through an informal conversation.

As the discussion had not concluded by 5:30 PM, the Board decided to table further discussion until after the evening's items were presented.

Mr. Liechty motioned to table discussion regarding Items # 2 & 3. Mr. Francois seconded. Motion carried 6-0.

**4A. Squires Grove Condominiums – 1030 Pilgrim Parkway – Decks**

Squires Grove Condominiums submitted a proposal to reconstruct the failing decks currently on the buildings. It was noted that the existing wrought iron railings would be reused. The only architectural difference would be the addition of 6X6 white posts to provide additional structural support.

Ms. Dunn motioned to approve the submitted proposal noting that in accordance with Code of Ordinance Section 7-1 & 7-4, when erected the exterior architectural appeal and functional plan of the proposed structure will not be so at variance or so similar to the exterior architectural appeal and functional plan of structures under construction or existing in the immediate neighborhood, or so at variance with the intended character of the applicable district as stated in Chapter 335, Zoning, as to be likely to cause a substantial depreciation in the property values in the immediate neighborhood. Mr. Francois seconded.

Discussion. It was noted that all of the decks would be replaced. It was also noted that the Building Inspector should check existing railings to insure that they meet current Code requirements relative to child safety.

Ms. Dunn amended her motion to reflect the need for Building Inspector review. Mr. Francois seconded the amended motion. Motion carried 6-0.

#### **4B. Coffee Depot Café – 890 Elm Grove Road – Signs**

Ms. Darlene Martins presented a proposal for a Coffee Depot sign to be located in Village Court. The sign will be individual gold letters attached directly to the brown façade. Mr. Mikolajewski informed the Board that the sign is consistent with the Uniform Sign Format for the building.

Mr. Campbell motioned to approve the sign as submitted in accordance with Code of Ordinance Section 7-1 and 7-4. Mr. Francois seconded. Motion carried 6-0.

#### **4C. Jeffrey and Retta Meser – 15305 Brojan Drive – Accessory Structures**

Mr. and Mrs. Meser presented their proposal for a new shed, arbor, pergola, and driveway entrance feature. The two existing sheds in the backyard will be removed. The new shed complies with size and setback requirements. Mr. Liechty clarified that all of the pool equipment will be located in this new shed.

Mr. Valentin motioned to approve the shed proposal as submitted noting that in accordance with Code of Ordinance Section 7-1 & 7-4, when erected the exterior architectural appeal and functional plan of the proposed structure will not be so at variance or so similar to the exterior architectural appeal and functional plan of structures under construction or existing in the immediate neighborhood, or so at variance with the intended character of the applicable district as stated in Chapter 335, Zoning, as to be likely to cause a substantial depreciation in the property values in the immediate neighborhood. Mr. Sayas seconded.

Discussion. Mr. Liechty noted that the door will be flush metal. Motion carried 6-0.

Discussion turned to the arbor and pergola. It was noted that these structures would be approximately 9' 6" tall. The columns will be a synthetic product, with the remaining parts of the structures constructed of natural cedar. The pergola will replace the existing awning on the building. The pergola will measure 8' x 15'. The arbor and pergola will both be painted white.

Mr. Campbell motioned to approve the proposal for the arbor and pergola noting that in accordance with Code of Ordinance Section 7-1 & 7-4, when erected the exterior architectural appeal and functional plan of the proposed structure will not be so at variance or so similar to the exterior architectural appeal and functional plan of structures under construction or existing in the immediate neighborhood, or so at variance with the intended character of the applicable district as stated in Chapter 335, Zoning, as to be likely to cause a substantial depreciation in the property values in the immediate neighborhood. Ms. Dunn seconded. Motion carried 6-0.

Discussion turned to the driveway entrance columns. The Board discussed the height of the columns, noting that no specific height had been provided with the submittal. The applicant agreed to a maximum height of 5 ' from the base to the top of the light fixture. Mr. Sayas motioned to approve the driveway columns with the provision that they not exceed 5 ' in height to the top of the light fixture. Mr. Dunn seconded.

Discussion. The Board requested clarification regarding the color of the brick. The applicants indicated that they were unsure of the color, or the materials at the time. The applicants requested to withdraw the driveway column proposal until they have a clearer understanding of the height and materials to be used.

Mr. Francois motioned to table the item. Mr. Liechty seconded. Motion carried 6-0.

#### **4D. Larry and Becky Sullivan – 12725 Green Meadow Place – Sunroom**

Mr. Jim Teske presented the proposed sunroom. The sunroom will include two bronze polymer skylights. The shingles on the addition will match those on the rest of the home.

Mr. Valentin noted that the bronze color of the skylights would not match the gray color of the roof.

The Board clarified that the skylight is domed plastic and the triangular windows on the front façade of the addition are clear Plexiglas. Cedar will be used for the framing of the structure. The screen will be a charcoal fiberglass. Rough-sawn plywood will be used for the floor and ceiling of the addition. T-111 siding will be used on the gable end of the sunroom and will be painted to match the rest of the home.

Several Board members expressed a need for the skylights on the addition to be identical to the skylights located on the home.

Mr. Francois motioned to approve the sunroom addition noting that the skylights must match skylights already found on the home and that new shingles must match as closely as possible shingles on the rest of the home. Mr. Francois noted that in accordance with Code of Ordinance Section 7-1 & 7-4, when erected the exterior architectural appeal and functional plan of the proposed structure will not be so at variance or so similar to the exterior architectural appeal and functional plan of structures under construction or existing in the immediate neighborhood, or so at variance with the intended character of the applicable district as stated in Chapter 335, Zoning, as to be likely to cause a substantial depreciation in the property values in the immediate neighborhood. Mr. Liechty seconded. Motion carried 6-0.

#### **4E. Dr. and Mrs. Rao – 14975 Del Prado Court – New Home**

Mr. Jorgen Hansen, architect, presented the proposed new home at the end of Del Prado Court. Mr. Hansen indicated that the position of the home will enable the maintenance of the large trees at the back of the parcel. The home will be a two-story brick and stone prairie-style structure with 4,400 square feet of living space. The base will include both rough and smooth stone. A reddish-brown brick with tan mortar will be used on the rest of the home. The roof will be constructed of black dimensional shingles with brown specks. The aluminum windows and trim will be taupe. The gutters and flashing will be copper. Smooth cedar siding, stained a very deep color, will be used

under the overhang. The chimney will be stone with concrete caps. Art glass will be used on some of the second floor windows.

Mr. Liechty motioned to approve the architecture and materials of the proposed home. Mr. Liechty noted that in accordance with Code of Ordinance Section 7-1 & 7-4, when erected the exterior architectural appeal and functional plan of the proposed structure will not be so at variance or so similar to the exterior architectural appeal and functional plan of structures under construction or existing in the immediate neighborhood, or so at variance with the intended character of the applicable district as stated in Chapter 335, Zoning, as to be likely to cause a substantial depreciation in the property values in the immediate neighborhood. Mr. Francois seconded. Motion carried 6-0.

The first floor elevation of the proposed home is 863.5. The entrances to the home will be at grade.

Mr. Francois was excused from the meeting.

Mr. Hansen continued to discuss the home. The front walkways will be constructed of a cut flagstone. The driveway will be concrete with a brick border. Eau Claire gravel will be used around the home and condensing units. A lattice fence will be used as a screen around the condensing units. The Board noted that the fence would require a separate approval once the applicant determines the style of the fence that they propose to use.

The Board noted that topography and drainage patterns on the parcel would essentially remain the same as existing. The Board noted that the proposal meets both footprint (10.6%) and impervious surface area (19.5%) requirements.

Mr. Liechty motioned to approve the placement, FFE of 863.5, building footprint, impervious surface area, stormwater drainage, and erosion control as submitted. Ms. Dunn seconded. Motion carried 5-0.

Discussion turned to landscaping. Although most of the large trees at the back of the parcel would remain, a couple at the front of the parcel would need to be removed. Foundation shrubs and groundcover will be included around the base of the home. One new shade tree will be planted in front of the home.

Mr. Liechty motioned to approve the landscaping as proposed, noting the need to submit a fence plan before a fence can be constructed along the rear elevation of the home. Ms. Dunn seconded. Motion carried 5-0.

### **Items 2 & 3 Revisited**

The Board continued discussion about requiring the use of consistent materials on all elevations of the home and changes to Code of Ordinance Section 335-88 and 7-1/7-4. In summary, it was the opinion of the Board that these are policy issues that will require additional guidance from other policy-making bodies of the Village.

It was the consensus of the Board that a meeting was needed between the Legislative Committee and the Building Board to discuss what, if any, changes should be made to Section 335-88 or 7-1/7-4.

Mr. Dunn motioned to meet with the Legislative Committee and possibly Board of Trustees to discuss possible policy changes relative to the Building Board. Mr. Campbell seconded. Motion carried 5-0.

**5. Approval of minutes from August 19, 2003**

Ms. Dunn motioned to approve the minutes as submitted. Mr. Sayas seconded. Motion carried 5-0.

**6. Old Business**

Mr. Mikolajewski informed the Board that Mercury Communications has decided to use three lights to illuminate their new sign. No action was required of the Board, and no action was taken.

**7. New Business**

Mr. Valentin expressed concern about the vote that was taken regarding the Woman's Club fence at the August 19<sup>th</sup> meeting. Mr. Valentin suggested that the Board develop a policy to describe when members do or do not have a conflict of interest with a proposal. The Board was in general agreement that this could be useful.

**8. Adjournment**

Ms. Dunn motioned for adjournment. Mr. Liechty seconded. Motion carried 5-0. Meeting adjourned.

Respectfully Submitted,

Matthew B. Mikolajewski  
Assistant Planner