

VILLAGE OF ELM GROVE

13600 Juneau Boulevard
Elm Grove, WI 53122

BUILDING BOARD

Tuesday, March 2, 2021 * 5:30 PM * Court Room

AGENDA

1. Roll Call

2. Review and act on meeting minutes date 2/2/21

Documents:

[BB020221md.pdf](#)

3. Review, discussion and possible action on the redevelopment proposal for the School Sisters of Notre Dame Campus, 13105 Watertown Plank Road.

Documents:

[Review Template 20210225.pdf](#)
[03.02.21 BBmemo.pdf](#)

4. Other Business

5. Adjournment

Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires that the meeting or materials for the meeting has to be in an accessible location or format must contact the Village Clerk, Michelle Luedtke, at 262-782-6700 or 13600 Juneau Boulevard by 3:00 PM Friday prior to the meeting so that any necessary arrangements can be made to accommodate your request.

NOTICE: It is possible that members of, and possibly a quorum of, other governmental bodies of the Village may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in the above notice

**DISCLAIMER – THE FOLLOWING ARE DRAFT MINUTES FROM THE BUILDING BOARD
AND ARE SUBJECT TO CHANGE UPON APPROVAL FROM THE BUILDING BOARD**

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

Tuesday, February 2, 2021

Meeting was called to order at 5:31 PM by Chairman Olson.

1. Roll Call.

Present: Chairman Olson, Mr. Falsetti, Mr. Thedford (via Video conference), Mr. Koleski (via Video conference), Mrs. Steindorf (via Video Conference), Trustee Domaszek (via video conference), Mr. Matola (via Video Conference), Mr. Roge (via Video Conference)

Absent: Mr. Janusz

Also present: Mr. Harrigan, and applicants.

2. Review and act on meeting minutes dated 1/19/2021.

Mr. Falsetti motioned and Mr. Thedford seconded to approve the January 19, 2021 minutes as submitted. Motion carried 8-0.

3. Review and act on a request by Jesse and Jamie Niederbaumer, 13055 Gremoor Drive, for a home alteration.

Homeowner, Jesse Niederbaumer, was present before the Board.

Paul Winter, of Damage Control Construction, was also present.

Chairman Olson asked if the style of the window is a mission style and if all the windows in the home will be casements.

Mr. Winter confirmed the style is mission, and all the windows will be casement with the exception of two slider windows due to the width opening at those locations.

Mr. Falsetti noted the existing fireplace and chimney are to be removed. The plans demonstrate a new gas fireplace being installed, where will it be vented?

Mr. Winter stated the gas fireplace will be direct vented out the side of the home.

Mr. Falsetti asked if the existing roof is to remain, or if it will be completely replaced.

Mr. Winter indicated the entire roof will be replaced with Owens Corning Estate Grey asphalt shingles. The soffit, fascia and gutters will all be replaced as well.

Chairman Olson inquired what tone the proposed cedar front door will be.

Mr. Niederbaumer stated it will be more of a “reddish” tone, and the new garage door will match.

Mr. Thedford motioned to approve the plan set as submitted, Mr. Domaszek seconded. Motion carried 8-0.

4. Review and act on a request by Lauren Harkness, 655 Vernon Place, for a home alteration.

Matthew Jahns, of Refined Renovations, was present before the Board.

Chairman Olson asked if the intention is to get rid of the box bay windows all together.

Mr. Jahns confirmed they will be removed.

Chairman Olson asked if the new windows will match the color of the existing windows.

Mr. Jahns confirmed.

Mr. Koleski asked if the mullions on the new windows will match the existing mullion pattern.

Mr. Jahns stated they will match, with mullions on the top portion of the windows, and solid glass on the bottom.

Chairman Olson asked if the clipped corners will be removed from the garage door frame when the new door is installed.

Mr. Jahns confirmed.

Mr. Koleski motioned approved with the understanding the windows on the second floor will be installed as described, Mr. Domaszek seconded. Motioned carried 8-0.

5. Review and act on a request by Cheryl Peters, of St. Mary's Parish, for a revised monument sign plan.

Chairman Olson recused himself from the meeting in order to represent this item.

In light of Chairman Olson's recusal, Mr. Harrigan entertained a motion to appoint a Chair Pro Tem.

Mr. Domaszek motioned to appoint Mr. Matola as Chair Pro Tem, Mr. Thedford seconded. Motion carried 7-0.

Mr. Olson explained the existing signage at St. Mary's Parish was approved for construction by the Building Board last year. However, after the monument sign was constructed on Church Street, the difference in grade created an exposed sign footing. A lannon stone planter bed is being proposed in this location. It would stand less than 2' in height.

Mr. Matola stated that by looking at the height of the exposed sono-tube, the planting bed would allow for approximately 12" of planting depth.

Mr. Olson confirmed.

Mr. Domaszek motioned to approve as submitted, Mr. Falsetti seconded. Motion carried 7-0.

6. Other Business

Mr. Harrigan stated the February 16th, 2021 meeting will need to be rescheduled due to the spring election.

Also there will be a joint working session of the Plan Commission and Building Board on Wednesday, February 10th, 2021.

7. Adjournment

Mrs. Steindorf motioned to adjourn, Mr. Domaszek seconded. Motion carried 7-0. Meeting adjourned at 6:15 p.m.

Respectfully Submitted,

Thomas Harrigan
Zoning and Planning Administrator/
Assistant to the Village Manager

DRAFT

Elm Grove Building Board
SSND/Mandel Group Redevelopment Proposal
Architectural and Landscaping Review Template - March 2nd, 2021

Overall Architectural Character Building 1

Discussion Topics	Explain your thoughts in detail (both positive and/or constructive)	Thoughts for potential revisions/changes to the area of interest (If applicable)
Building Style		
Context/Compatibility		
Spacial Perception Walking and Driving		

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Overall Architectural Character Building 2

Discussion Topics	Explain your thoughts in detail (both positive and/or constructive)	Thoughts for potential revisions/changes to the area of interest (If applicable)
Building Style		
Context/Compatibility		
Spacial Perception Walking and Driving		

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Overall Architectural Character Building 3

Discussion Topics	Explain your thoughts in detail (both positive and/or constructive)	Thoughts for potential revisions/changes to the area of interest (If applicable)
Building Style		
Context/Compatibility		
Spacial Perception Walking and Driving		

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Material Selections/Appropriateness Building 1

Discussion Topics	Explain your thoughts in detail (both positive and/or constructive)	Thoughts for potential revisions/changes to the area of interest (If applicable)
Siding		
Stone		
Wood		
Metal		
Roofing		

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Material Selections/Appropriateness Building 2

Discussion Topics	Explain your thoughts in detail (both positive and/or constructive)	Thoughts for potential revisions/changes to the area of interest (If applicable)
Siding		
Stone		
Wood		
Metal		
Roofing		

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Material Selections/Appropriateness Building 3

Discussion Topics	Explain your thoughts in detail (both positive and/or constructive)	Thoughts for potential revisions/changes to the area of interest (If applicable)
Siding		
Stone		
Wood		
Metal		
Roofing		

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Landscaping Review

Discussion Topics	Explain your thoughts in detail (both positive and/or constructive)	Thoughts for potential revisions/changes to the area of interest (If applicable)
Planned vs. Natural		
Streetscape		
Neighborhood Integration		

Memo



To: Building Board
From: Thomas Harrigan, Zoning and Planning Administrator/Assistant Manager
Jim Olson, Building Board Chairman
Date: February 26, 2021
Re: Review of Agenda for Tuesday, March 2, 2021

Item 3. Review, discussion and possible action on the redevelopment proposal for the School Sisters of Notre Dame Campus, 13105 Watertown Plank Road.

~Meeting Memo from Chairman Olson~

Board Members,

I want to thank you for your time and participation during the February 17th Building Board meeting as we reviewed the School Sisters of Notre Dame Campus plans with the Mandel Group and Engberg Anderson. As I had mentioned to you that evening, our next meeting on March 2nd will also be a working session where we discuss elements of the project that are looked favorably upon, as well as those that are of concern. For this discussion, I have assembled three main topics with corresponding sub-categories for consideration. Tom Harrigan has incorporated these topics into a review template for you to reference as you are thinking about the design elements of the redevelopment proposal. At the meeting we will be reviewing these individual items, by building, and will be looking for feedback that will then be consolidated and shared with the developer/architect team. I am hoping that this systematic approach by individualizing elements of the project will assist you in voicing your opinions based on the information that has been presented. If there are any questions regarding this approach, please contact Tom Harrigan prior to the meeting for clarification. *Please reference the enclosed Architectural and Landscaping Review Template to assist you in compiling comments to be shared at the March 2nd meeting.*

Again, thank you for your time and effort participating in this very important review process.

Jim

Please link to the most recent plan sets for review here:

- [Architectural Drawings 12.21.20](#)
- [Landscape Drawings 12.21.20](#)

The project webpage may also be accessed here for a comprehensive detail of information provided to date: <https://www.elmgroveti.org/679/School-Sisters-of-Notre-Dame-Campus-Rede>