



BUILDING BOARD AGENDA
Tuesday, March 3, 2026 * 5:30 PM * Park View Room
13600 Juneau Boulevard, Elm Grove, WI 53122

1. Roll Call

Documents:

[*20260303_Building Board Memo.pdf*](#)

2. Review and act on meeting minutes dated February 3, 2026

Documents:

[*2_3_2026dm.pdf*](#)

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

Documents:

[*Business Sign Permit Application - Block Legal_Redacted.pdf*](#)
[*Block Legal Signage.jpg*](#)
[*Sign outside building.jpg*](#)

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

Documents:

[*600 Meadow Ln - Addition.pdf*](#)

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

Documents:

[*1635 Highland Dr - Alteration.pdf*](#)

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

Documents:

[*Neafie Construction Drawing.pdf*](#)

[*Neafie Const GIS.pdf*](#)

7. Other Business

8. 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 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.

Members of the public wishing to participate in a meeting virtually must submit a Virtual Meeting Access Request form no later than 3:00pm on the Friday preceding the scheduled meeting

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

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

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).



BUILDING BOARD MINUTES
Tuesday, February 3, 2026 * 5:30 PM * Park View Room
13600 Juneau Boulevard, Elm Grove, WI 53122

2/3/2026 - Minutes

1. Roll call

Assistant Village Manager Sowl called the meeting to order at 5:30 p.m.

Present:

- Mr. Flanner (virtual)
- Ms. Jackson
- Mr. Roge (arrived at 5:37 p.m.)
- Ms. Stuckert
- Mr. Thedford, Chair pro tempore

Absent:

- Mr. Olson
- Mr. Janusz

Ms. Stuckert made a motion to appoint Mr. Thedford as Chair pro tempore. Ms. Jackson seconded. Motion passed 4-0.

2. Review and act on meeting minutes dated January 20, 2026

Mr. Thedford identified the following edits:

- Item #4 - Addition of the words "wide full height" in front of stone wrap.
- Item #5 - Addition of the words "with or without the kingpost detail" to the fourth bullet-point in the motion.

Ms. Jackson made a motion to approve the minutes as amended. Mr. Thedford seconded. Motion passed 4-0.

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

Mr. Thedford stated that 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).

Dylan Braun of Innovative Signs was in attendance.

Braun presented two options for reconsideration. Braun stated that the business owner prefers Option A as presented in the materials.

Mr. Thedford recalled feedback from the prior meeting where modifications to the sign were requested, emphasizing the color of the sign contrasting the brick color of the building, centering of the sign on the brick, and making the sign shape to an oval. The black aligns better with the Wine Down sign.

Ms. Stuckert made a motion to approve Option A as submitted. Ms. Jackson seconded. Motion passed 4-0.

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

Mr. Thedford stated that 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.

Eric Nesseth was in attendance. Nesseth shared material samples with the Board, noting that there will be lap siding with shake in the peak of the gables.

Mr. Thedford confirmed that it will be a full siding replacement and asked to what extent windows will be replaced. Nesseth stated that two windows will be added on the south elevation and one will be removed on the east elevation along with the service door.

Ms. Jackson asked if the shutters will be kept. Nesseth said they will be removed.

Mr. Thedford asked if the new windows will match the existing ivory windows. Nesseth affirmed, stating that the interior color of the windows is bronze which may have caused confusion previously.

Mr. Roge arrived at 5:37 p.m.

Ms. Jackson asked if the shake will be transitioned. Nesseth stated that it will, however, the plans do not show it. Mr. Thedford asked if this could be redrawn. Nesseth confirmed.

Ms. Jackson made a motion to approve contingent upon updated plans being provided with the shake transition noted. Ms. Stuckert seconded. Motion passed 5-0.

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

Mr. Thedford stated that 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.

Chase Seufzer was in attendance. Seufzer stated that the windows were replaced as part of the interior kitchen remodel.

Mr. Thedford confirmed the new windows are black awning-style and open from the bottom, whereas the remaining windows on the home are double-hung and sliding in white. Seufzer stated that the remaining windows are planned to be replaced this summer.

Mr. Roge asked if Seufzer was open to coming back before the Board by the end of August to replace the remaining windows. Seufzer agreed.

Ms. Jackson said that including the grille detail on the smaller windows on the front may not look proportionate. Seufzer agreed and stated that these windows would be slightly enlarged. Seufzer added that he's unsure if the vertical windows at the garage will be kept in an effort to modernize the home.

Mr. Roge made a motion to retroactively approve the two new windows contingent upon the applicant coming back before the Board by the end of August 2026 to make alterations to the remaining windows to better align in color and style. Ms. Jackson seconded. Motion passed 5-0.

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

Mr. Thedford stated that, 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. The owner's plans identify that the shed will remain at 138 square feet. Additionally, the property is compliant with impervious surface requirements (~27%).

David Ellis was in attendance. Ellis stated that the old shed was falling apart with the roof failing.

Ms. Jackson clarified the size of the shed. Ellis stated that the shed will remain 138 square feet but that the height will be increased to 9 feet. Ellis said the old shed's roof was failing due to the pitch, which is why he is increasing the height. Ellis added that the old fencing is coming down as well.

Ms. Jackson asked if lap siding will be used. Ellis confirmed.

Ms. Jackson stated that the white will stand out too much and asked if the owner would use beige to match the house color instead. Ellis agreed.

Ms. Jackson asked if there will be any detail at the roof. Ellis stated there will be a 6" fascia board. Jackson asked if the drawings could be revised. Ellis confirmed.

Ms. Jackson asked if the roof would match the house. Ellis confirmed.

Ms. Jackson made a motion to approve the shed alteration contingent upon an updated shed drawing inclusive of the 6" fascia board and notation of the beige color. Ms. Stuckert seconded. Motion passed 5-0.

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

Mr. Thedford stated that the owner requests approval to replace a double hung window unit with new inswing french doors on the west elevation. Additionally, a guardrail balcony will be installed.

Ron Roszman of Wisconsin Kitchen Mart was in attendance.

Ms. Stuckert asked how far the balcony will project. Roszman said it would project 12".

Jackson asked what color the guardrails will be. Roszman said they will be black.

Jackson asked what the door color will be. Roszman said they will be cashmere aluminum clad.

Assistant Village Manager Sowl stated that the condo association did approve of the project.

Ms. Jackson made a motion to approve as submitted. Ms. Stuckert seconded. Motion passed 5-0.

8. Other Business

None.

9. Adjournment

Mr. Thedford made a motion to adjourn. Ms. Jackson seconded. Motion passed 5-0 at 5:58 p.m.

VILLAGE OF ELM GROVE BUSINESS SIGN PERMIT APPLICATION

Applicant Name/Business: Block Legal Services, LLC

Applicants Business Address: 13545 Watertown Plank Road, Unit 7, Elm Grove, WI 53122

Applicants Phone #: _____ Applicants Email: _____

Sign Company: FastSigns

Project Manager Name: Ginger Evenson

Project Manager Phone #: 262-364-6661 Project Manager Email: ginger.evanson@fastsigns.com

Description of the location of the sign on premises:

In front of building, replacing the old Kurtz Realty signage

Type of Sign Material: Dibond metal in existing wood frame

Method of Illumination: _____

Height: 37.5 inches Width: 27.75 inches Over Sq. Ft: 7.23

Height Above Ground to Top of Sign: 96 inches Ground Clearance: 37 inches

Overall Extension from Building (If attached): _____

Please attach 14 copies of sign renderings, Sign Permit Application, and Building Permit Application

If applicant is not the property owner, the property owner must sign this application authorizing the applicant to erect the sign.

Property Owner Name/Business: John Schlifske

Property Owner Address: 13545 Watertown Plank Road, Unit 1, Elm Grove, WI 53122

Property Owner Signature: _____ Date: _____

The following is due upon submission of application materials. Please make checks payable to Village of Elm Grove.

Building Board Submission Fee

\$50.00*

*Additional Permit Fees will be due for the issuance of a permit by the Building Inspector.

Notice: Permit Fees double for work started without a permit

BLC

LEC



Setzer

600 Meadow Ln

Bathroom Addition

Bathroom addition:

See attached rendering

Addition bump out - 5 feet deep x 8 feet 4 inches wide on exterior

Exterior Materials:

See attached picture

Cream city brick to match brick on house

Shingles - driftwood to match roof on house

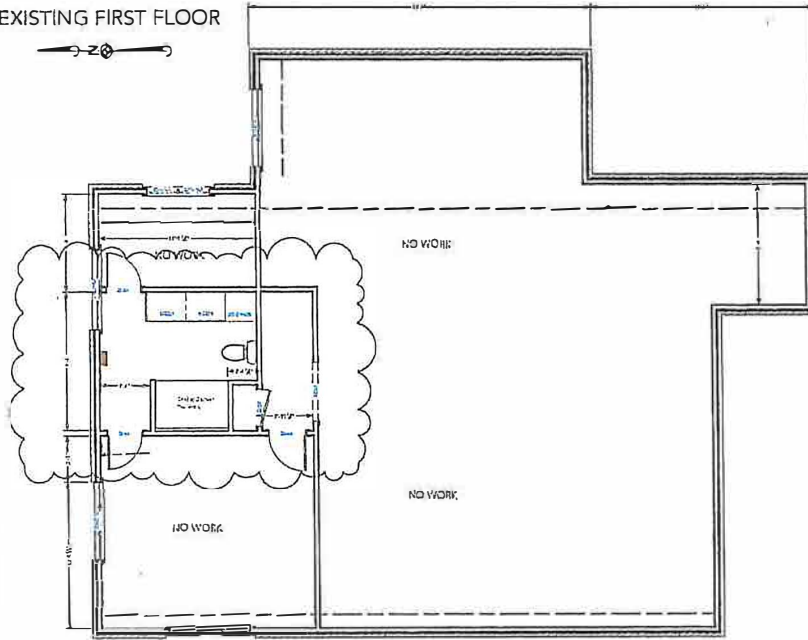
Windows - Crystal triple casement 44x68 in tan to match windows on house

Tan trim around window to match windows on house

SETZER RESIDENCE

BATHROOM ADDITION

EXISTING FIRST FLOOR

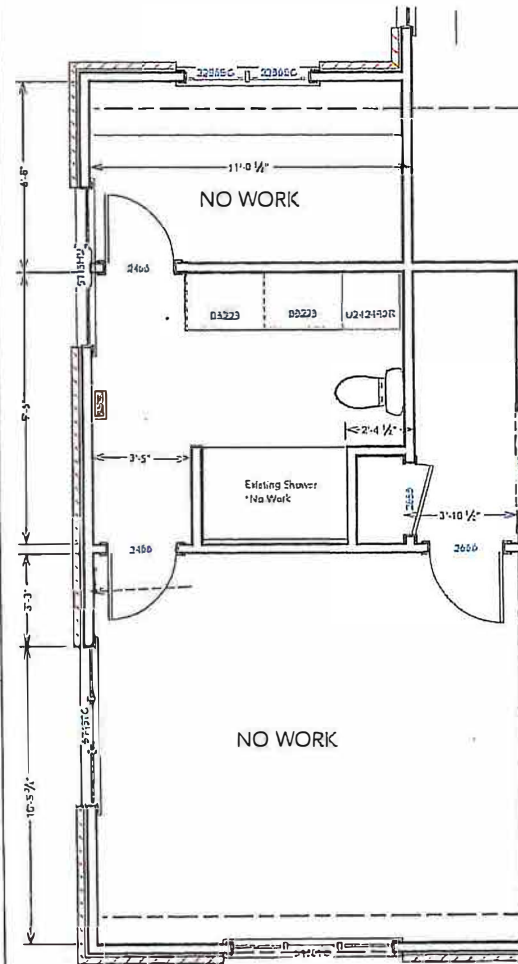


1ST FLOOR
1/4" IN = 1 FT



EXISTING ELEVATION IMAGE

EXISTING FIRST FLOOR



1ST FLOOR
1/2" IN = 1 FT

EXISTING FOUNDATION



FOUNDATION
1/4" IN = 1 FT



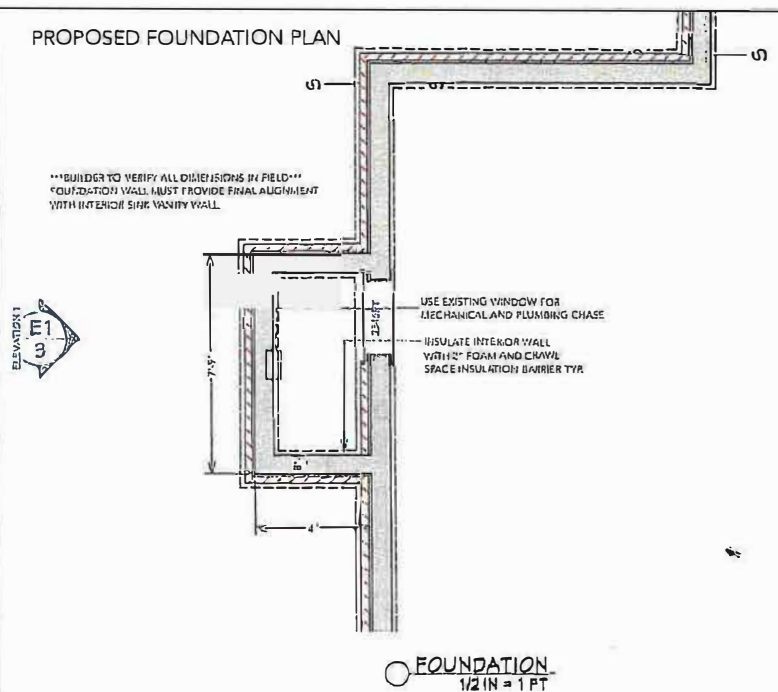
REVISION	DATE	BY	DESCRIPTION

SETZER RESIDENCE
600 MEADOW LN, ELN GROVE, WI 53122

STUDIO SAINT MARIE
ARRA VU RACARINET CO.
2493 CREST DR. UNIT D LAKE GENEVA, WI 53147
p. 262.215.9262 office@studiosaintmarie.design

DATE:	2/15/26
SCALE:	
SHEET:	P-1

BATHROOM ADDITION



****CONTRACTOR TO FOLLOW ALL STATE AND LOCAL BUILDING CODES.**

****VERIFY DIMENSIONS IN FIELD. ANY DISCREPANCIES AND REMEDIES SHOULD BE APPROVED BY THE OWNER AND COMPLY WITH ALL MUNICIPAL BUILDING AND ZONING CODES**



SETZER RESIDENCE
6003 MEADOW LN. ELM GROVE, WI 53122

STUDIO SAINT MARIE
BRAVURA CABINET CO.

2493 CREST DR. UNIT D LAKE GENEVA, WI 53147
office@studiosaintmar.com 262.215.9264

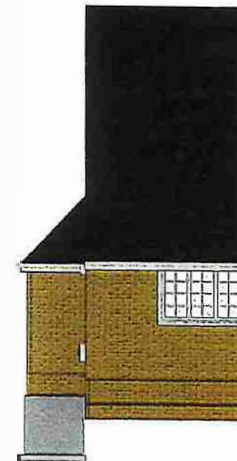
DATE:
2/15/26
SCALE:
SHEET:

SETZER RESIDENCE

BATHROOM ADDITION



E1 ELEVATION 1
1/4 IN = 1 FT



E2 ELEVATION 2
1/4 IN = 1 FT

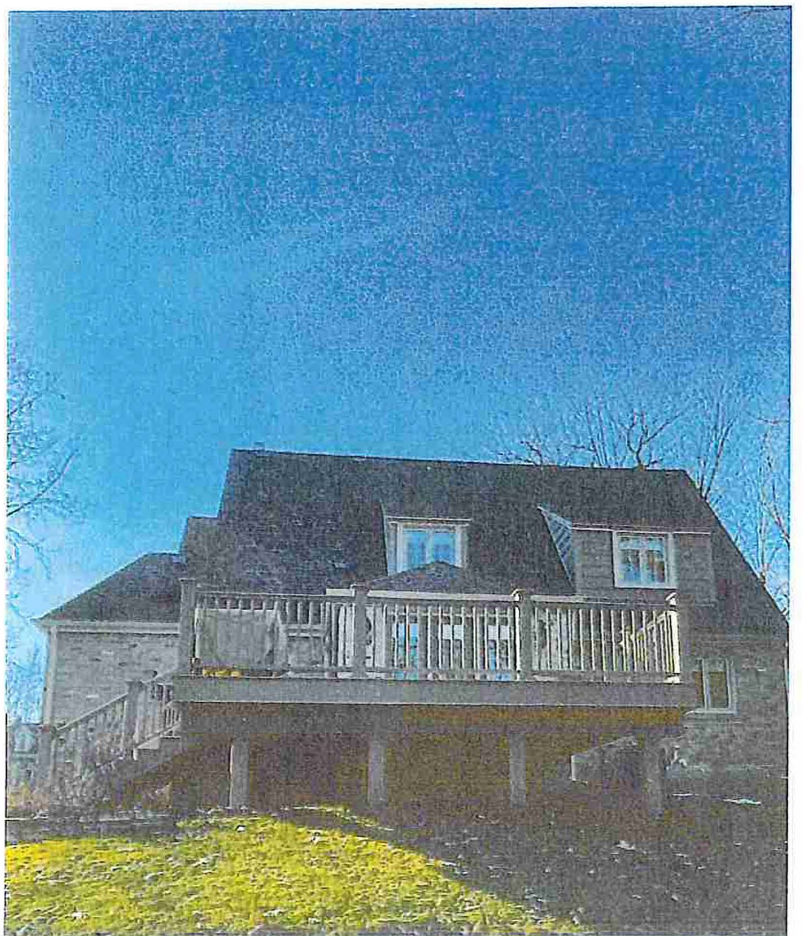
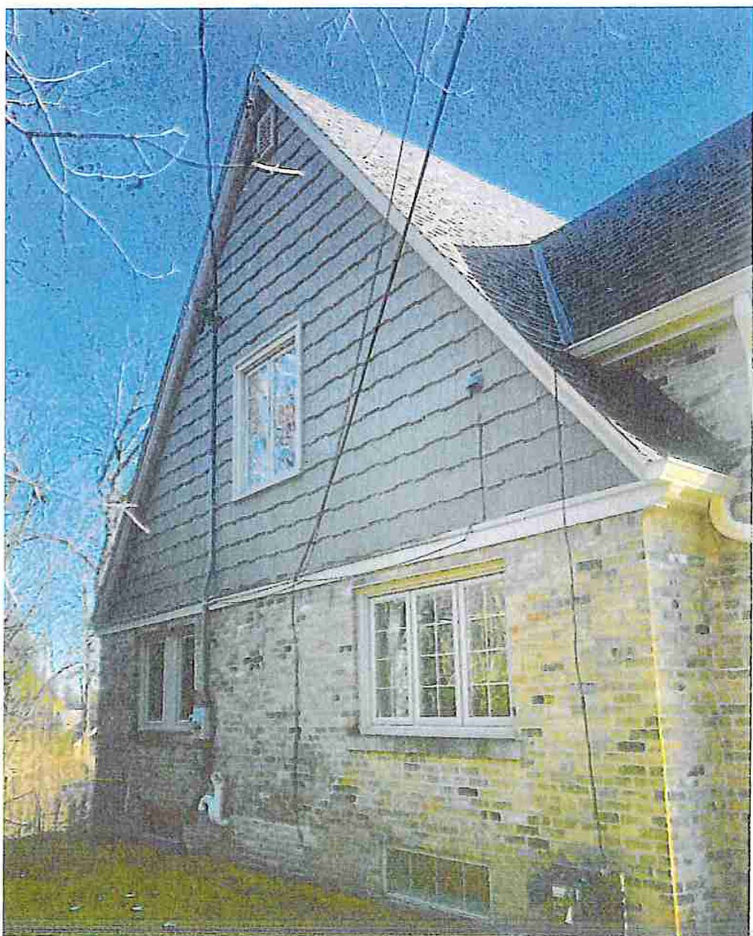
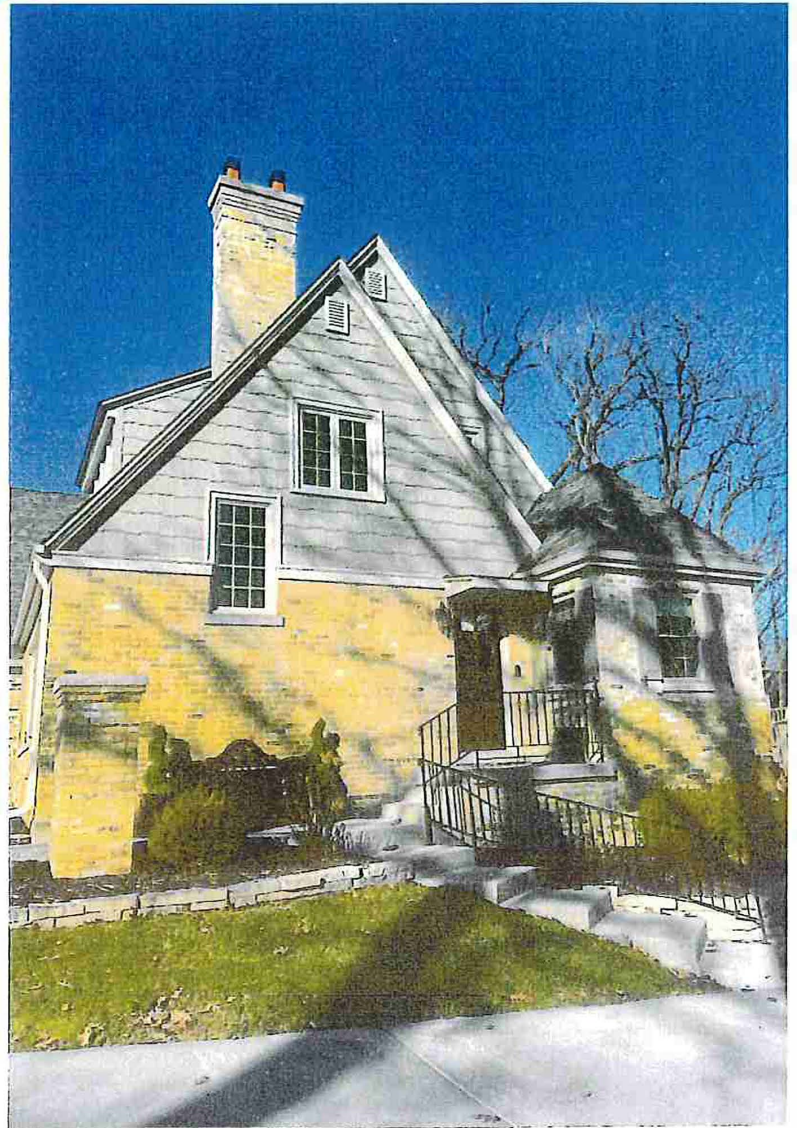
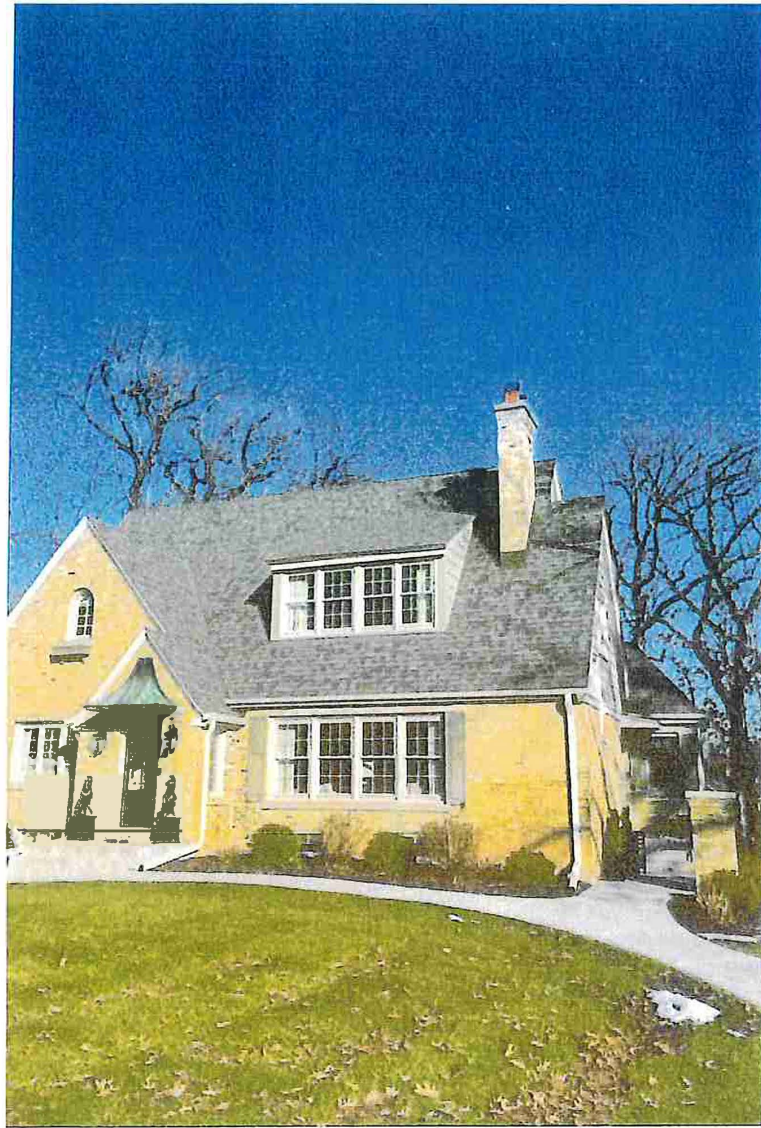


PROJECT NAME	SETZER RESIDENCE
DATE	2/15/26
SCALE	1/4" = 1'
SHEET	

SETZER RESIDENCE
600 N. MADISON LN. ELI GROVE WI 53122

STUDIO SAINT MARIE
68 MAYURA CABINET CO.
3493 CREST DR. UNIT D LAKE GENEVA, WI 53147
p.262.215.9264 office@studiosaintmarie.com

DATE:	2/15/26
SCALE:	1/4" = 1'
SHEET:	





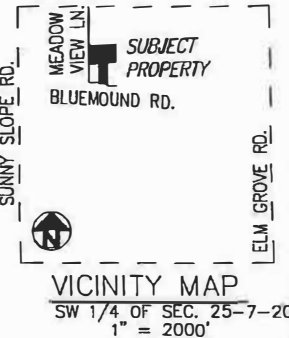
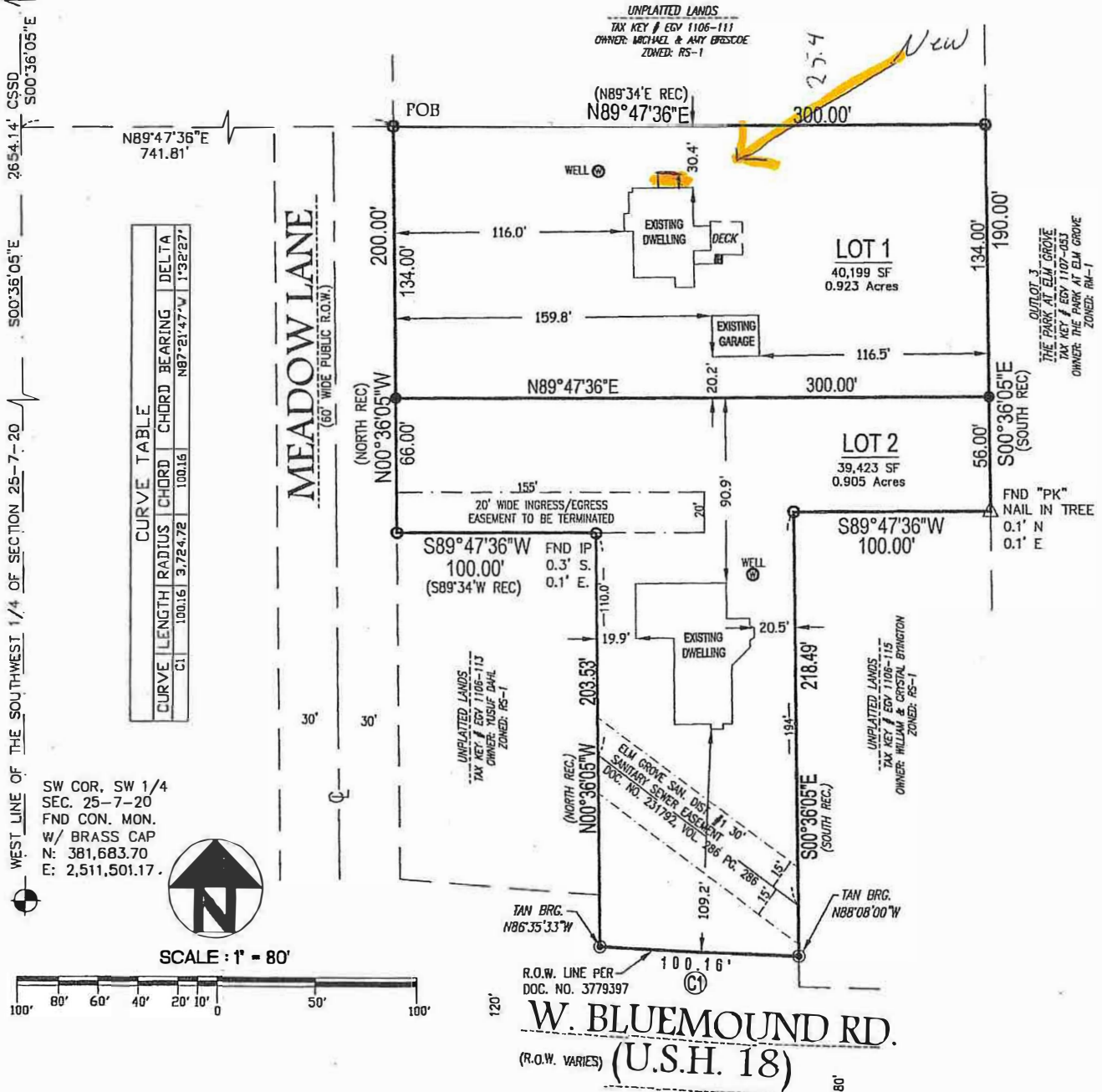
CERTIFIED SURVEY MAP NO. _____

PART OF THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 25, TOWN 7 NORTH, RANGE 20 EAST
IN THE VILLAGE OF ELM GROVE, WAUKESHA COUNTY, WISCONSIN.

- - DENOTES SET 3/4" X 18" LONG IRON REBAR WEIGHING A MINIMUM OF 1.13 LBS PER LINEAL FOOT.
- ⊙ - DENOTES FOUND 3/4" IRON REBAR
- - DENOTES FOUND 1" IRON PIPE
- REC - DENOTES RECORD

1. ALL BEARINGS ARE REFERENCED TO THE WEST LINE OF THE SOUTHWEST 1/4 OF SECTION 25-7-20, WHICH IS ASSUMED TO BEAR S00°36'05"W, STATE PLANE COORDINATE SYSTEM SOUTH ZONE, JAN. 2017 DATUM.
2. DIRECT VEHICULAR ACCESS TO LOT 2 IS PROHIBITED FROM BLUEMOUND ROAD.

PREPARED FOR:
ANTHONY AND ROWENA RAGONESE
520 MEADOW LANE
ELM GROVE, WI 53122
ZONING: RS-1
TAX KEY NUMBERS:
EGV 1106-112
EGV 1106-114



GMD Homes

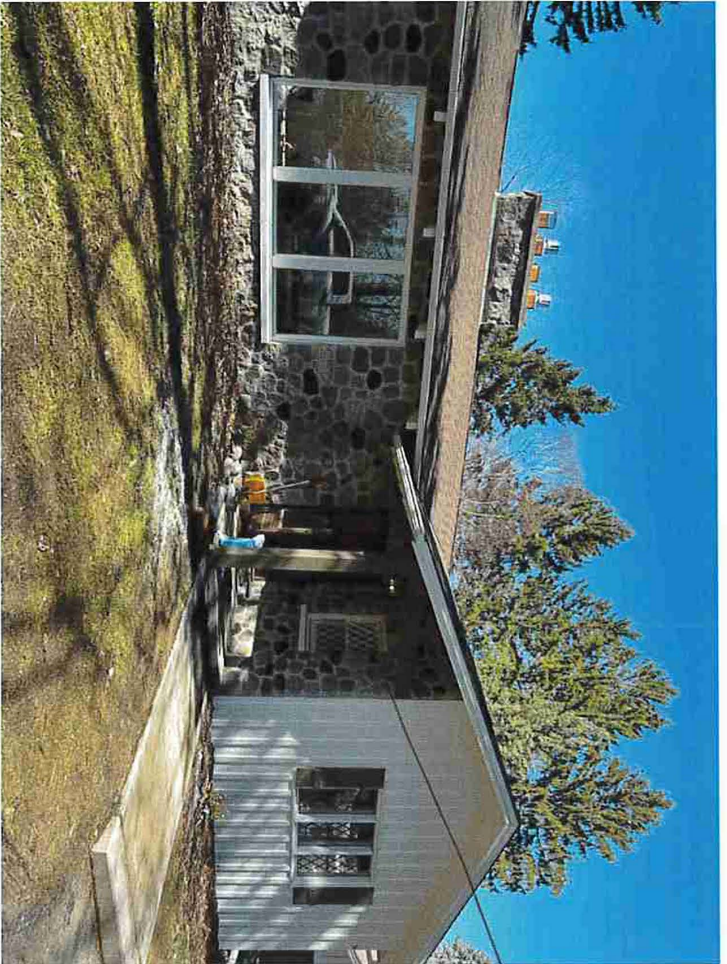
1635 Highland Drive

Proposed updates

Scope of work:

- 1 Replace existing front door to match glass back door that was approved previously
- 2 Replace three front windows that have diamond grills with three casement crystal windows to match other front approved windows.
- 3 Remove last 7 feet of porch roof and seven posts from back porch back to the 2 x 12 beam or remove completely

Sent from my iPhone

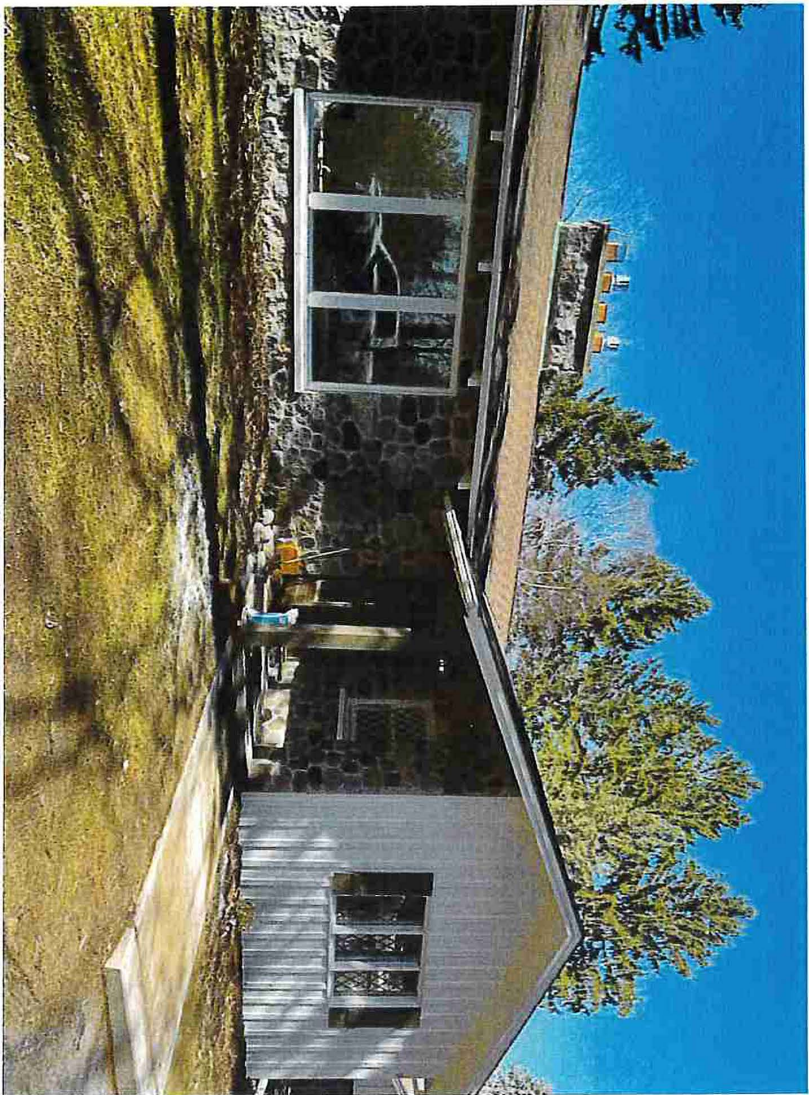


Replace

Replace To match this window



1635 Highland



Replaced Front Door
with New Glass Door

old

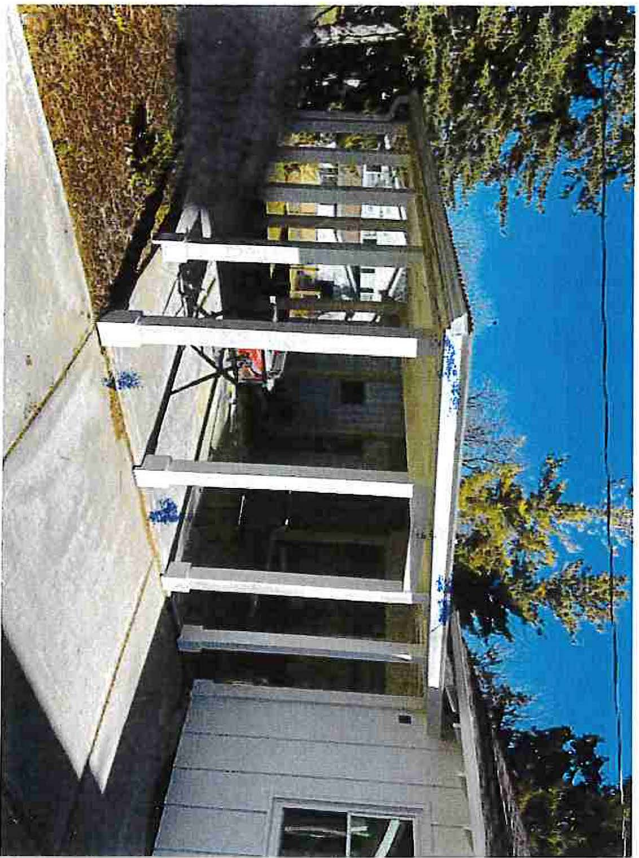


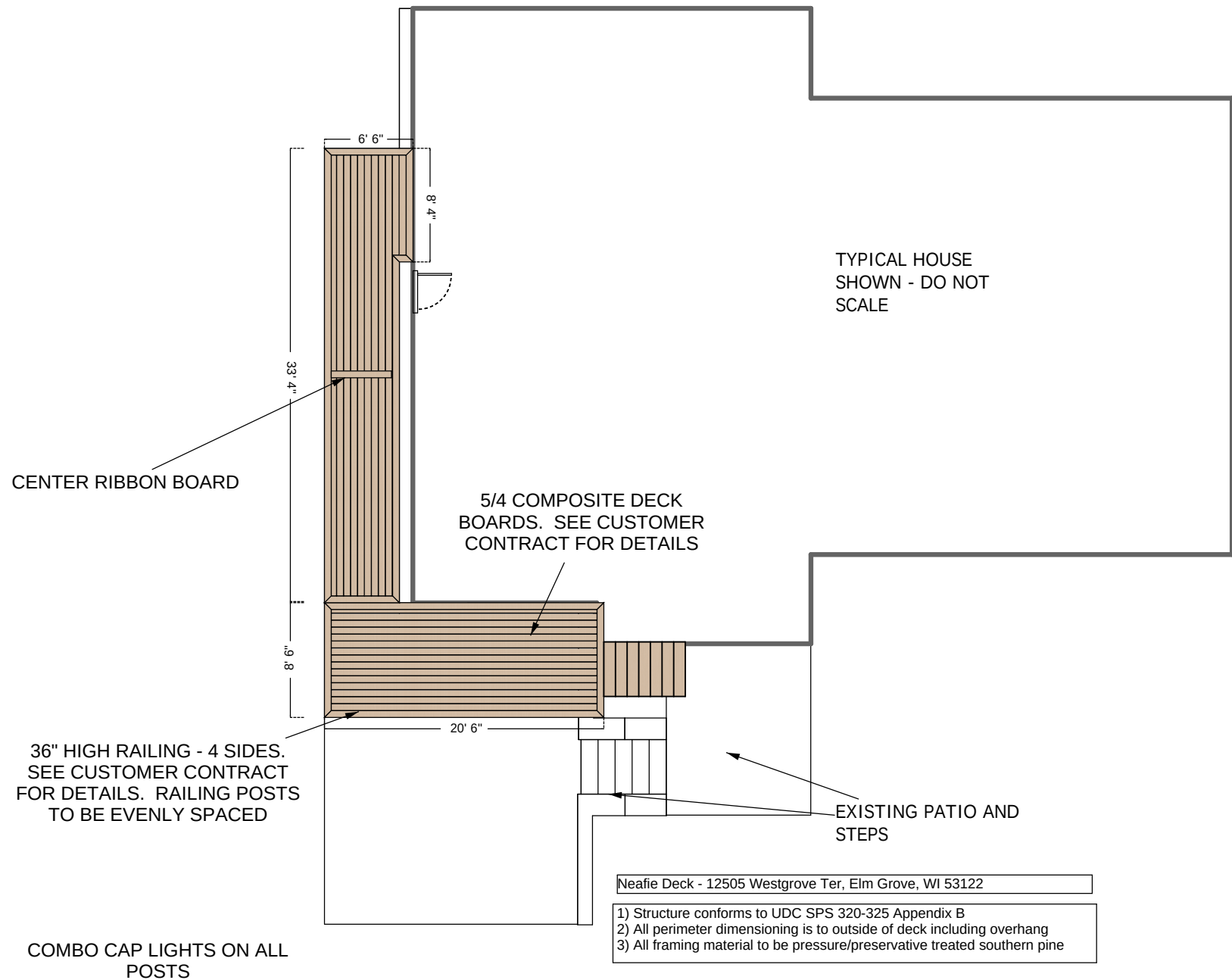
old

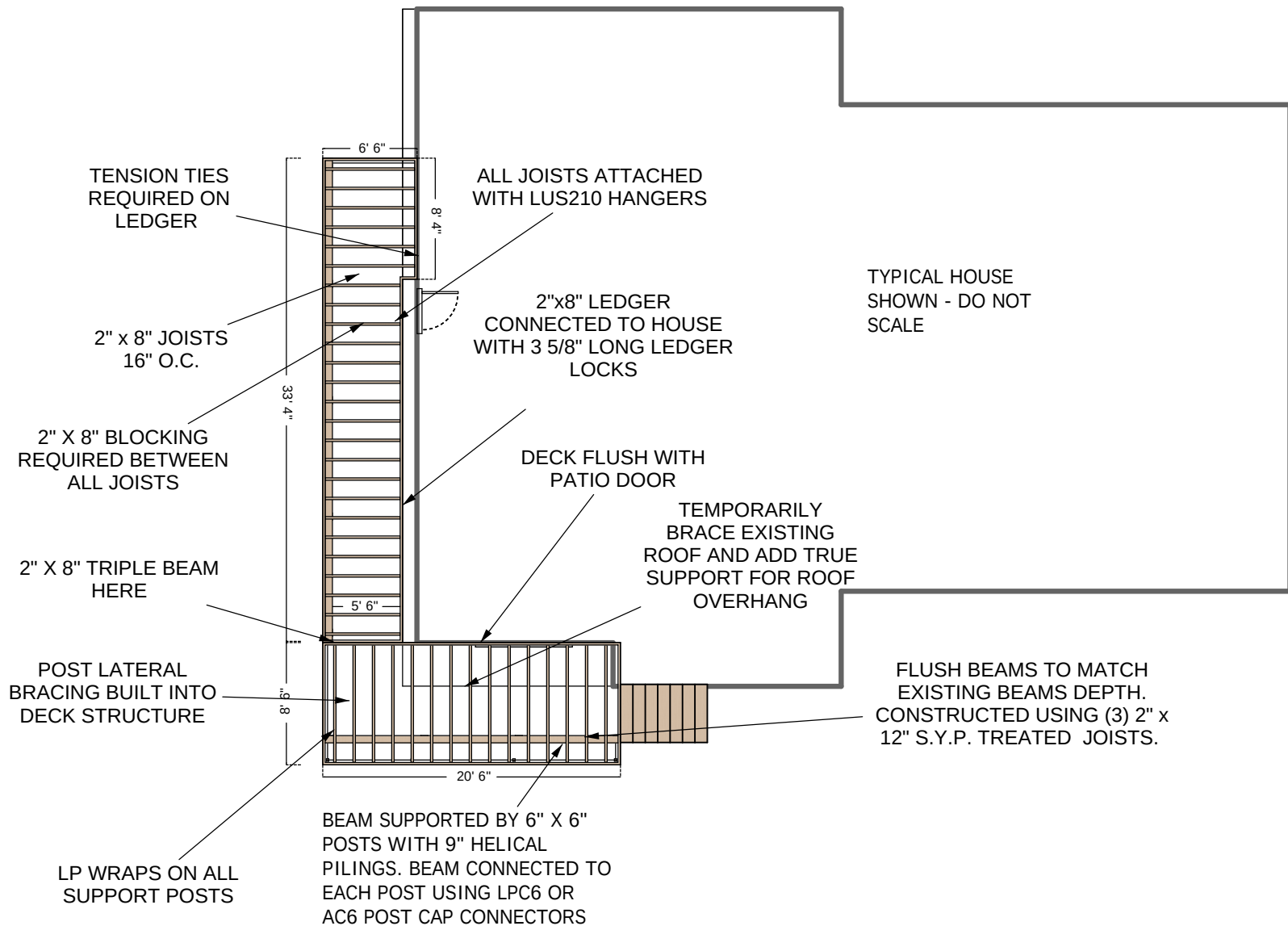


New



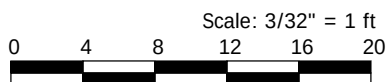


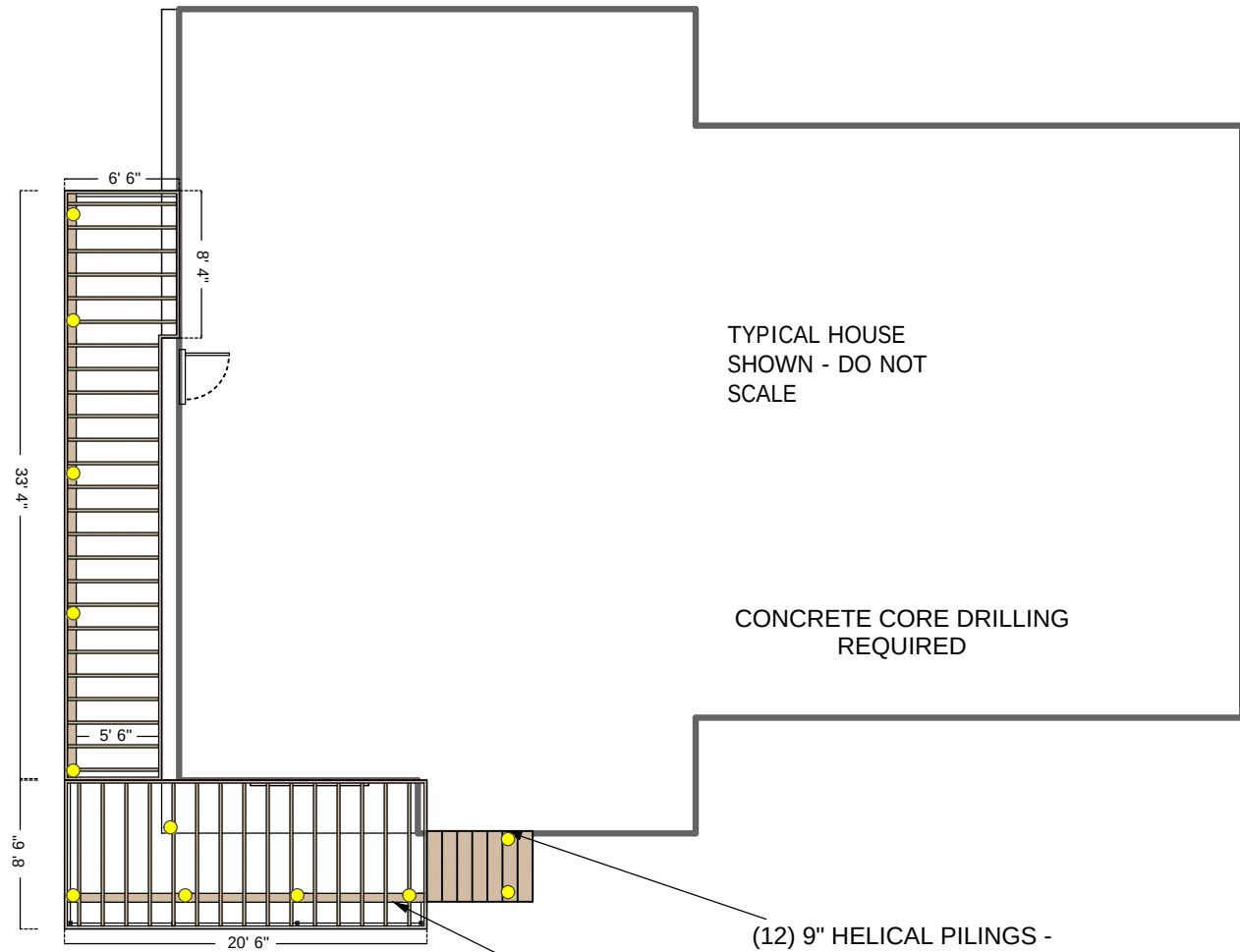




Neafie Deck - 12505 Westgrove Ter, Elm Grove, WI 53122

- 1) Structure conforms to UDC SPS 320-325 Appendix B
- 2) All perimeter dimensioning is to outside of deck including overhang
- 3) All framing material to be pressure/preservative treated southern pine



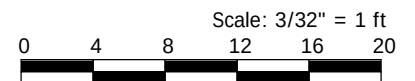


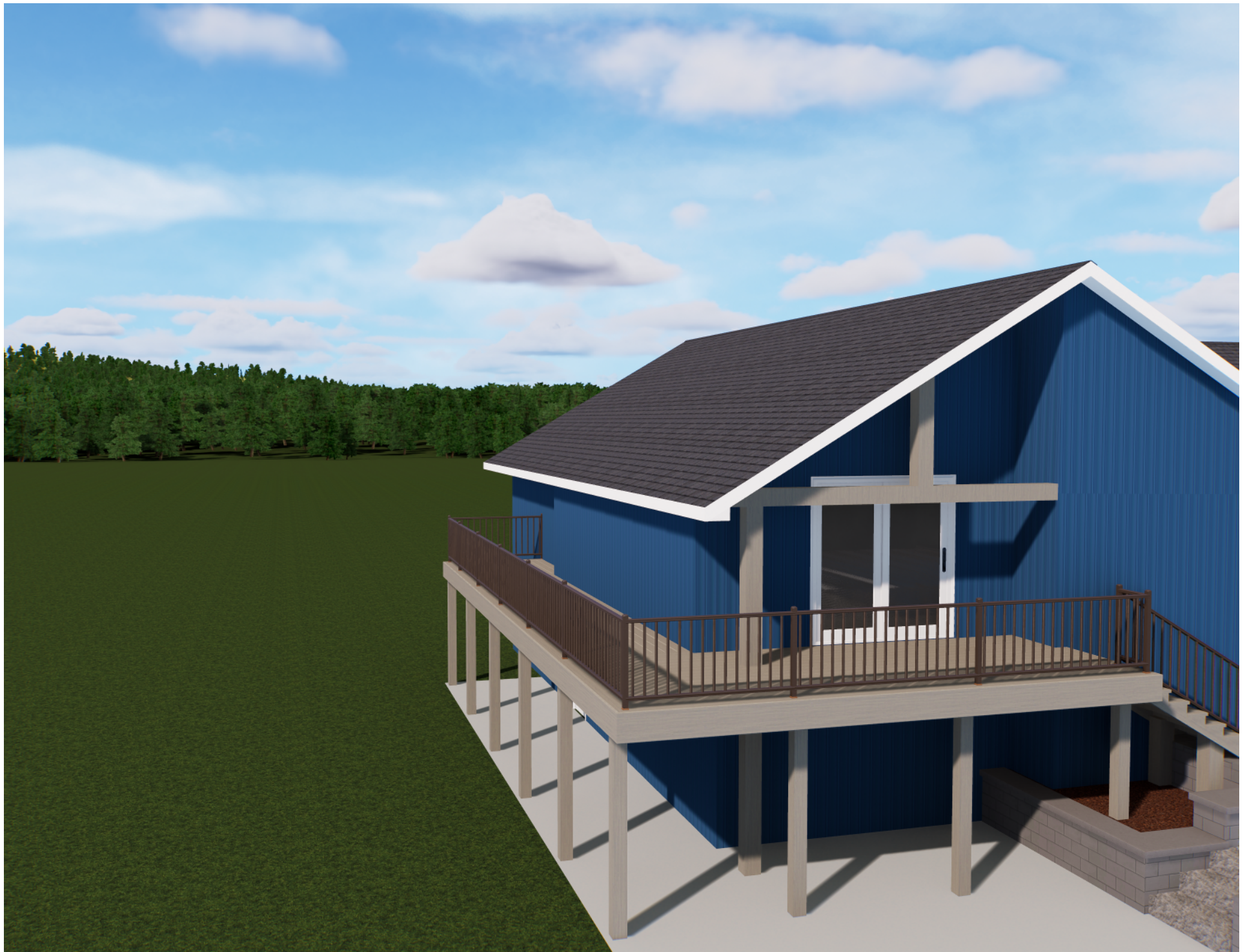
(12) 9" HELICAL PILINGS -
ESTIMATED LOCATIONS
SHOWN, VERIFY ON SITE

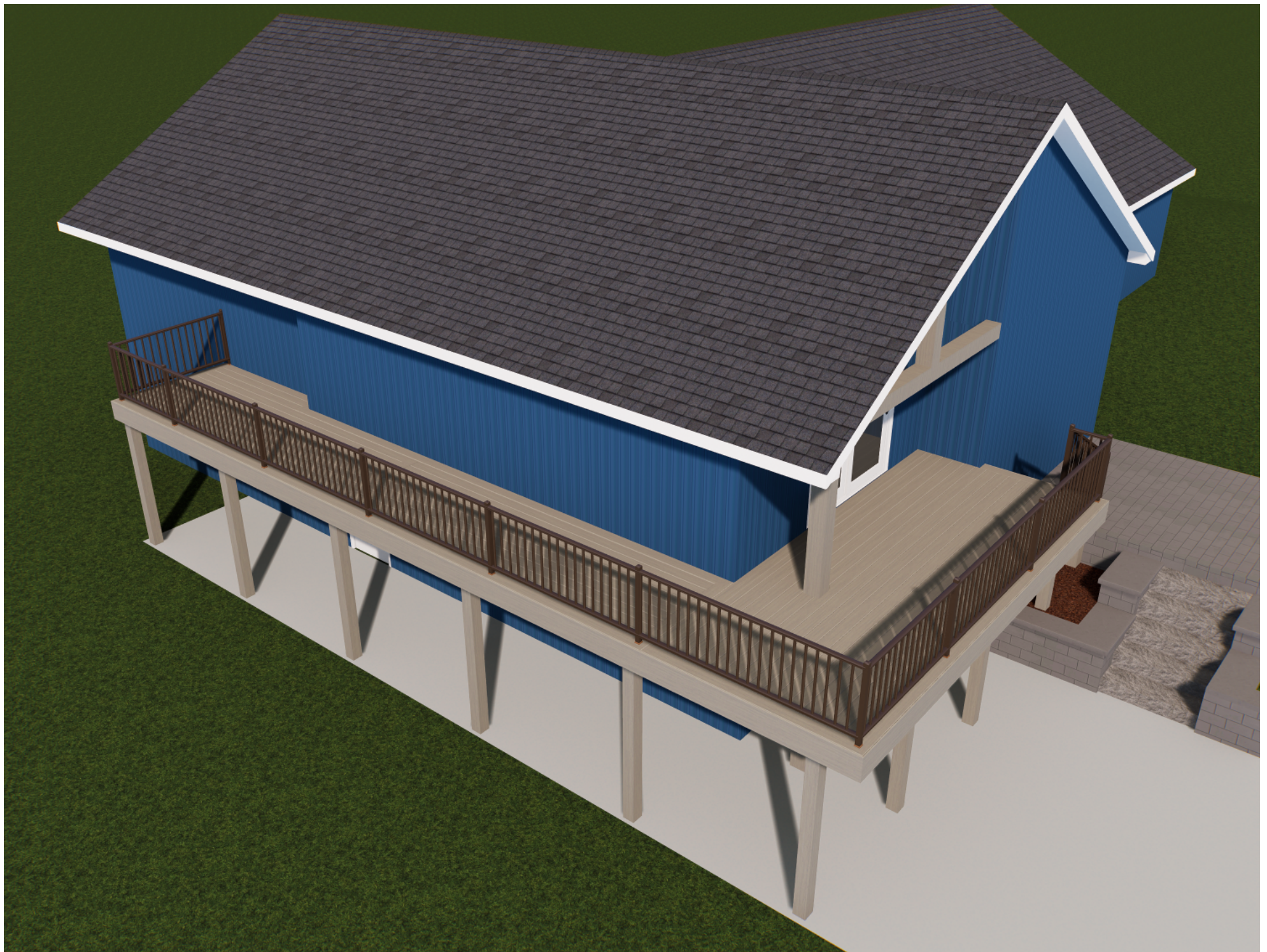
REMOVE AND REINSTALL
PAVERS AROUND HELICAL
PILE LOCATIONS

Neafie Deck - 12505 Westgrove Ter, Elm Grove, WI 53122

- 1) Structure conforms to UDC SPS 320-325 Appendix B
- 2) All perimeter dimensioning is to outside of deck including overhang
- 3) All framing material to be pressure/preservative treated southern pine









Neafie Deck - 12505 Westgrove Ter, Elm Grove, WI 53122



Legend

- Municipal Boundary_2K
- Parcel_Dimension_2K
- Note_Text_2K
- Lots_2K
 - Lot
 - Unit
 - General Common Element
 - Outlot
- SimultaneousConveyance
 - Assessor Plat
 - CSM
 - Condominium
 - Subdivision
- Cartoline_2K
 - EA-Easement_Line
 - PL-DA
 - PL-Extended_Tie_line
 - PL-Meander_Line
 - PL-Note
 - PL-Tie
 - PL-Tie_Line
 - <all other values>
- Railroad_2K

0 45.56 Feet

The information and depictions herein are for informational purposes and Waukesha County specifically disclaims accuracy in this reproduction and specifically admonishes and advises that if specific and precise accuracy is required, the same should be determined by procurement of certified maps, surveys, plats, Flood Insurance Studies, or other official means. Waukesha County will not be responsible for any damages which result from third party use of the information and depictions herein, or for use which ignores this warning.

Notes:

Printed: 11/12/2025

