



**BUILDING BOARD MINUTES**  
**Tuesday, January 6, 2026 \* 5:30 PM \* Park View Room**  
13600 Juneau Boulevard, Elm Grove, WI 53122

1/6/2026 - Minutes

**1. Roll call**

Chairman Olson called the meeting to order at 5:30 p.m.

**Present:**

- Chairman Olson
- Mr. Flanner
- Ms. Jackson
- Mr. Matola
- Mr. Roge
- Mr. Thedford

**Absent:**

- Mr. Janusz
- Ms. Stuckert

**Also Present:**

- Ethan Sowl, Assistant Village Manager / Zoning & Planning Administrator

**2. Review and act on meeting minutes dated November 18, 2025**

Chairman Olson stated that, under item six, it should be clarified which direction the sump pump will discharge. Additionally, in the motion to approve the landscape plan, Olson stated that "black posts" should be clarified.

**Ms. Jackson made a motion to approve the meeting minutes as noted. Mr. Matola seconded.**

**Motion passed 6-0.**

**3. Review and act on a request by Max and Susan Meinerz, Green Meadow – Lot 9 (13155 Green Meadow Ct), for an alteration**

Chairman Olson stated that the owners previously received approval for the design of their new home in June 2025. At this time, the owners are requesting approval to change the approved roof color from Owens Corning sandcastle to peppercorn.

Susan Meinerz was in attendance to represent the request. Meinerz stated that the sandcastle color appeared to be orange and that she preferred a more classic and timeless color.

**Mr. Matola made a motion to approve the color change. Ms. Jackson seconded. Motion passed 6-0.**

**4. Review and act on a request by Bill and Joanne Drobyski, 13305 Oakhurst Dr, for an addition**

Chairman Olson stated that the owners are requesting approval to construct a 340 square foot screened porch addition on the rear of the home. The proposed addition meets setback (34.6' side, 59.1' rear) and coverage requirements (~12% building footprint, ~% impervious surface).

Chet Holmes, the builder, was in attendance to represent the request.

Chairman Olson asked what the color of screen frames will be. Holmes stated that they will be beige to match the existing house. Olson asked what color the stairs and landing will be. Holmes stated they will also be beige. Olson stated that the Board typically likes to see samples of all materials and colors at the meeting.

On the south elevation, Olson stated that the screening underneath the screened porch appears to be framed, whereas on the east elevation it looks like a header board with verticals. Holmes stated that there will not be anything on the east side.

Mr. Matola asked if the screened porch is taking the place of an existing deck. Holmes affirmed that it is.

Ms. Jackson asked if it would be possible to match the panel sizes on each side of the screened porch. Holmes stated that it is not possible due to the staircase.

**Mr. Matola made a motion to approve contingent upon submission of samples and update to the west elevation in plan-view. Mr. Thedford seconded. Motion passed 6-0.**

**5. Review and act on a request by Tom and Holly Shepherd, 1040 Katherine Dr, for an addition**

Chairman Olson stated that the owners are requesting approval to construct a 750 square foot addition off the rear of the home. The proposed addition meets setback requirements and coverage requirements (6% building footprint, 15.6% impervious surface).

Tom and Holly Shepherd, owners, were in attendance to represent the request. Anna Fridiric of Nickel and Oak Design, Joe Heleniak of Kelman Homes, and Stephen Vebber of SVA&D Architects were also in attendance.

Vebber stated that the addition design is trying to pay homage to the rest of the home's design. The addition includes a prairie-style hip roof. The second story addition balances a dormer on the front side of the house. The window openings will align with those of the existing home. There will be a new entry and

mud room on the east side, which adds an element to a formerly blank side of the home.

Mr. Matola asked Vebber to walk him through the roof line of the second story master addition. Vebber stated that the intent is for the new portion of the home to not be any more dominant than the existing portion. There will be a gable along the back, and the dormer has a flat roof portion that aligns to the existing ridge of the smaller gable above the living room. This creates a prairie-style appearance. The hip roof on the back creates a valley that comes to a sloped portion between the existing house and new addition so as not to touch the existing flat blade portion of the room.

Mr. Matola asked what the intent of the singular column of brick is where the flat roof connects to the addition. Vebber stated that it is existing brick and that the intent is for it to be covered.

Mr. Thedford asked if there will be any egress windows at the kitchen. Vebber stated there will be an egress window on the north side.

Mr. Thedford asked if they considered putting something above the stoop at the kitchen. Olson stated that side of the house is already within a setback anyway, so an overhang would not be possible.

Mr. Matola asked if the property is one or two lots. Assistant Village Manager Sowl stated that the legal description includes two lots, but that the property is a singular parcel. Setbacks are not an issue.

**Ms. Jackson made a motion to approve. Mr. Thedford seconded. Motion passed 6-0.**

**6. Review and act on a request by George and Colleen Alex, 1055 Highland Dr, for an addition**

Chairman Olson stated that the owners are requesting to construct a 434 square foot garage addition. The proposed addition will meet setback (20' side, 48.5' rear) and coverage (12% building footprint, 21% impervious surface) requirements.

The owners were in attendance to represent the request.

Chairman Olson stated that in these situations it is preferred to set the single garage door back from the existing garage door; however, there is not enough room on this property.

Chairman Olson asked if lighting will be added. Ms. Jackson stated that there is a light identified on the elevation. George Alex stated that all lights on the elevation will be replaced with new ones and will match.

**Ms. Jackson made a motion to approve. Mr. Roge seconded. Motion passed 6-0.**

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

Chairman Olson stated that CC Aesthetic Boutique is requesting to install a 24" x 72" (12 square feet) sign on its façade facing Watertown Plank Road. The proposed sign meets the size requirement 33 square feet including the Wine Down sign area.

Dylan Braun of Innovative Signs was in attendance to represent the request.

Ms. Jackson stated that she does not like how different the sign is from the existing Wine Down sign. Chairman Olson stated that he does not like the white sign being placed on the existing brick.

Mr. Thedford suggested that the sign should be centered above the westernmost window. The sign should be dark with white lettering.

Ms. Jackson asked what the material will be. Braun stated that the sign would be aluminum. There will not be any lighting on the sign.

Braun requested the item be tabled so he can speak with the owner about modifications to the design and location.

**Mr. Matola made a motion to table the request. Ms. Jackson seconded. Motion passed 6-0.**

Ms. Jackson suggested maybe including a dark border around the sign and making it an oval shape to more align with the Wine Down sign shape.

**8. Review and act on a request by Jeff and Elizabeth Lyvers, 865 Morningside Ln, for an alteration**

Chairman Olson stated that the owners are requesting to make alterations to the rear of the home where there is currently a deck.

Brad Hopper of Deep River Partners was in attendance to represent the request.

Hopper stated that the deck is in poor condition and would be replaced with a roof structure utilizing an existing beam and column from the deck. Additionally, the sliding door opening to the deck will be replaced with two windows and wood paneling in between. All materials and colors will match the existing home.

Chairman Olson asked what the purpose is behind the wood paneling between the new windows. Hopper stated that they did not just want a blank wall and that it plays off of the bump out on the back of the home.

Mr. Matola asked what color the panel system will be. Hopper stated it would be the same brown as the siding. Chairman Olson stated that the paneling breaks up the siding a little, which adds a nice element.

**Mr. Matola made a motion to approve the request. Ms. Jackson seconded. Motion passed 6-0.**

**9. Other Business**

None.

**10. Adjournment**

**Mr. Thedford made a motion to adjourn. Mr. Flanner seconded. Meeting adjourned at 6:24 p.m.**