



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.