



BUILDING BOARD MINUTES
Tuesday, March 3, 2026 * 5:30 PM * Park View Room

13600 Juneau Boulevard, Elm Grove, WI 53122

3/3/2026 - Minutes

1. Roll Call

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

Present:

- Jim Olson, Chairman
- Mark DiFonzo
- Tim Flanner
- Michelle Jackson
- Andy Matola (arrived at 5:38 p.m.)
- Bret Roge

Absent:

- Tim Janusz
- Jennifer Stuckert
- Kiel Thedford

Chairman Olson welcomed Mark DiFonzo, a newly appointed member of the Board. DiFonzo introduced himself, stating that he has been a resident for 38 years, serves as a poll worker and attendant in the Public Works yard, and has previously served on the Fire Department. DiFonzo is a retired mechanical engineer.

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

Mr. Roge made a motion to approve the minutes. Mr. Flanner seconded. Motion passed 5-0.

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

Chairman Olson stated that 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.

Block apologized for inadvertently installing the sign, referencing a miscommunication with the sign company.

Mr. Roge made a motion to retroactively approve the sign. Ms. Jackson seconded. Motion approved 5-0.

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

Chairman Olson stated that 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).

Chairman Olson asked if the brick will be matched. Setzer stated that it would match.

Chairman Olson identified that since there is an existing appendage off the home with a hip roof, the proposed bathroom bump-out with a hip roof makes sense.

Ms. Jackson asked if there will be shutters. Setzer stated there will not be.

Mr. DiFonzo asked if there is any concern about the existing window being immediately adjacent to the bump out. Setzer stated there will be an 8-9-inch gap in between the window and bump out. Ms. Jackson stated that it looks like the window dies into the bump out, asking if the window could be shifted. Chairman Olson asked if the bump out could shift over approximately 6 inches. Setzer stated that this would likely not be possible. Setzer asked if the window could be removed and filled with brick if it is not possible to shift the window further away from the bump out. The Board agreed in an effort to achieve a cleaner look.

Mr. DiFonzo asked if the owner is relocating the electrical service and furnace exhaust. Setzer stated that these items will be moved.

Ms. Jackson made a motion to approve contingent upon the window on the rear elevation adjacent to the proposed bump out being shifted over approximately six inches. If the window is unable to be shifted, it shall be removed and filled with brick to match the remaining facade. Mr. Roge seconded. Motion passed 6-0.

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

Chairman Olson stated that 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.

Covered Porch Discussion

Setzer stated that the concrete under the porch is in very good shape. Setzer also stated that he is afraid that removing the entire porch will make the rear elevation look like a piece of the home is missing. Setzer proposed to remove approximately half of the porch (and its columns).

Chairman Olson asked what the owner is proposing. Setzer stated that he is proposing removal of 7 columns (and its roof above). Mr. DiFonzo asked what will support the structure if those are removed.

Setzer stated that there is a beam that runs across to support the structure (which would not be removed). Ms. Jackson asked if screens will be installed. Setzer stated that no screens will be installed since the beams are not spaced out evenly.

Mr. Matola clarified that, approximately, the last six feet of the covered porch (leaving the concrete) would be removed.

Chairman Olson stated his concern that in removing a portion of the porch is that a long open span would be left off the back while the columns are bunched up on the sides. Olson suggested installing decorative columns around the corner. Setzer agreed to complete this.

Mr. Matola stated that a drawing or plan should be submitted to show the revised column setup. Setzer agreed.

Window Discussion

Setzer proposed to remove the existing diamond-grille windows on the home (2 on the back and 1 on the front) and replace them with casement windows.

Chairman Olson stated that if the preference is to go with all casement windows, the Board would not have previously approved the newly installed double-hung windows late last year. Olson stated that this situation places the Board in a difficult position; the Board has always enforced uniform window proposals. If this project was submitted in one complete plan, the issue with non-matching windows would have been mitigated. Olson preferred that the windows should all be casement-style.

Mr. Matola reiterated that the home already has a combination of double-hung and casement windows on the rear. Matola suggested that the Board require replacement of the lone double-hung window on the front to a casement to match the remaining windows on the elevation as it currently appears out of place.

Door Discussion

Setzer stated that he previously intended to leave the existing, rustic front door; however, he would like to install a new glass door with a side lite to match the door on the back of the home. Ms. Jackson asked what color the door would be. Setzer stated that it will be painted brown.

Mr. Matola made a motion to approve the alterations contingent upon the following:

- **Replacement of diamond windows with casement windows.**
- **Double-hung window on the front elevation removed and replaced with a matching casement window.**
- **Seven columns (and roof above) on covered porch removed**
- **Two additional non-structural columns installed around new corners. Must match existing columns.**
- **glass panel front door to replace existing door.**

Mr. Thedford seconded. Motion passed 6-0.

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

Chairman Olson stated that 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).

Chairman Olson asked if the railing would include any decorative elements. Ms. Jackson stated that there is not any, there is a shadow on the rendering that makes it look like there may be.

Aaron Stephans of Outdoor Living Unlimited was in attendance.

Chairman Olson asked what material and color the railing will be. Stephans clarified that the railing would be a texture bronze color in aluminum.

Mr. DiFonzo asked if there will be lights on all post caps. Stephans stated that it would be an LED wired system and that there are no lights on their current deck.

Mr. DiFonzo asked if the deck will support the roof. Stephans stated that it needs to support the roof and that they are putting another helical support in the ground as a precaution.

Ms. Jackson made a motion to approve as submitted. Mr. Flanner seconded. Motion passed 6-0.

7. Other Business

None.

8. Adjournment

Mr. Matola made a motion to adjourn. Ms. Jackson seconded. Motion passed 6-0.