

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

Tuesday, November 7, 2023

1. Roll Call.

Present: Chairman Olson, Mr. Thedford, Ms. Raysich, Ms. Steindorf, and Mr. Janusz

Absent: Mr. Falsetti, Trustee Stuckert, Mr. Roge, and Mr. Matola

Also present: Ms. Gehl and Applicants

Chairman Olson called the meeting to order at 5:30 P.M.

2. Review and act on meeting minutes dated October 17, 2023.

MS. STEINDORF MOTIONED TO APPROVE THE MINUTES AS PRESENTED. MS. RAYSICH SECONDED. MOTION PASSED 5-0.

Item 3. Review and act on a request by Matthew & Sarah Pancheri, 830 Shadow Lawn Drive, for an alteration.

Ms. Denise Rinke with Gabor Design Build was present before the Board to represent the request.

Applicant is requesting approval for the replacement of a lower level window as part of a home remodel. The applicant is proposing to replace a lower level bathroom window to match the existing casement kitchen windows on the home. Please see the enclosed plan set for review.

Chairman Olson confirmed with Ms. Rinke that the structure is only a single-story home.

Ms. Raysich asked if the glass block is being removed and if the window is being replaced in the same size as the existing. Ms. Rinke stated yes and noted that the current finishes and color will match existing windows on the rest of the home.

MS. RAYSICH MOTIONED TO APPROVE THE PROPOSAL AS PRESENTED. MS. STEINDORF SECONDED. MOTION PASSED 5-0.

Item 4. Review and act on a request by Charles & Jennifer Hutchinson, 15025 Westover Road, for an alteration.

No one was present before the Board to represent the request.

Applicant is requesting approval for the addition of a window on the lower level of the home as part of a home remodel. As the applicant was unaware that Building Board approval is required for this scope of work, the alteration has already been made on the property. It is worth noting; however, that the Village does not require a permit for siding replacements so in turn it also is not typically reviewed by the Building Board. So, if the homeowner were to only have made

improvements to the garage siding this would not have had to come to the Building Board for review/approval. Please see the enclosed plan set for review.

Ms. Raysich confirmed with Ms. Gehl that there was a window added on the rear of the home between the two patio doors.

Chairman Olson asked when siding and roof replacements come to the Building Board for review. Ms. Gehl noted that if there are no structural changes being made siding and roof replacements do not require a permit so staff would never see them even if it appears to be a stylistic change. Chairman Olson asked that this discussion be included when the Building Board reviews the Code.

MR. THEDFORD MOTIONED TO APPROVE THE PROPOSAL AS EXECUTED. MS. RAYSICH SECONDED. MOTION PASSED 5-0.

Item 5. Review and act on a request by Calvin & Maretta McMullen, 1980 Westmoor Terrace, for an alteration.

Mr. Nick Griswold with Royal Builders was present before the Board to represent the request.

Applicant is requesting approval for various alterations as part of an interior remodel. These applicants were originally approved for an addition by the Building Board on May 16th, 2023 and are returning to the Board after expanding the second floor addition and changing the design of various windows. Please see the enclosed plan set for review.

Mr. Griswold explained that the changes being made include adding an additional window on the first and second floor on the left elevation, adding an additional window on the second floor and altering other windows to double-hung windows on the rear elevation, adding a transom window and altering the window spacing on the second floor on the right elevation, and removing the shutters on the front elevation.

Ms. Steindorf asked for clarification on the grids shown on the windows in the plan. Mr. Griswold explained that the three windows that are existing in brick on the rear elevation are not changing and the windows have grids on the top and are open on the bottom.

Ms. Steindorf asked if shutters could be added on the front elevation on the upper level where there is siding and potentially on the front elevation of the garage. Ms. Raysich was in agreement and noted that she does not feel shutters would be needed on the left elevation.

MS. RAYSICH MOTIONED TO APPROVE THE PROPOSAL AS PRESENTED WITH THE CONDITION THAT BLACK SHUTTERS BE ADDED ON THE FRONT ELEVATION WHERE THERE IS SIDING ON THE UPPER LEVEL AND WITH THE OPTION TO ALSO ADD BLACK SHUTTERS ON THE FRONT ELEVATION ON THE GARAGE. MR. THEDFORD SECONDED. MOTION PASSED 5-0.

6. Other Business.

Ms. Gehl informed the Building Board that due to the holidays and Board members' availability, the Code revision discussions will be taking place following the New Year.

Ms. Gehl will be sending an availability request for the November 21, 2023 Building Board meeting to confirm whether there will be a quorum as a result of the Thanksgiving holiday.

7. Adjournment.

MR. THEDFORD MOTIONED TO ADJOURN. MS. RAYSICH SECONDED. MOTION PASSED 5-0.

Meeting adjourned at 6:05 P.M.

Respectfully Submitted,

Katherine Gehl
Assistant Manager/Zoning & Planning Administrator