

**MINUTES OF THE  
BROWN DEER BUILDING BOARD  
Virtual Meeting Phone/Video  
June 19, 2023**



The meeting was called to order at 4:04 p.m.

**I ROLL CALL**

Present: Mary Buckley, Jeff Gary, Will Manley, Ryan Thacker

Excused: Chris Eger

Also Present: Nate Piotrowski; Community Development Director, Michael Peine from Peine Architects

**II PERSONS DESIRING TO BE HEARD**

None

**III CONSIDERATION OF MINUTES**

Mr. Thacker motioned for approval and Mr. Manley seconded the motion. Approval of the May 15, 2023 meeting minutes was unanimous.

**IV OLD BUSINESS**

None

**V PLANS SUBMITTED FOR CONSIDERATION**

The following item was on the agenda for review:

**1. Building Addition – 4103 W. Woodale Ave.**

Mr. Piotrowski and Mr. Peine both introduced the item before the committee. The purpose of this proposal is to have a small addition and renovation to an existing CBRF. The plans are to change the Southeast corner of the property and alter the garage into a functional room space. The plan is to match all the existing finishes; the new siding, window trims, gutter and downspouts.

These plans include an existing sprinkler system that will be extended into the new spaces and altered spaces. The site plan is fairly far away from neighbors. There is also a fair amount of vegetation buffers. This site will have room for 24/7 activity; dropping off meals, visitors, and enough space for three vehicles. The new addition will have a flat roof; quarter inch per foot; rubber roof. The adjacent sloped roof will be reroofed all the way up to the ridge to ensure a good seal and a flat roof merge. A concrete stoop and handrail will be added on the South end of the structure, so anyone in the common area can exit that space and go to the backyard. All plans meet the DHS (Department of Human Services) standard requirements for the owner to receive a DHS license.

Ms. Buckley inquired if the plans will be reviewed by the Fire Department. Mr. Piotrowski stated yes and by the Building Inspection Department.

Ms. Buckley inquired about a handicap ramp not shown in the plans. Mr. Peine stated that the ramp would be eliminated in favor of an at-grade sidewalk approach.

Mr. Thacker asked if there were any attempts to make the roof on the addition similar to the rest of the house. Mr. Peine stated that was too difficult because it would involve significant changes to the existing roof trusses. He added that the street view of the building will stay the same. Another option is to place an artificial parapet around all sides of the addition to mask the view of the flat roof.

Mr. Manley commented that the addition will not be visible from the street.

Mr. Manley commented that the existing driveway will extend to the house which will no longer be a garage.

Mr. Manley asked if greenery can be added between the home and the driveway as a buffer because there will no longer be a garage. Mr. Peine stated that a 4ft wide space could be sawcut into the pavement and filled with landscaping that would provide an improved look. Mr. Manley also inquired about accessing the front door. Mr. Peine stated that there is a small walkway from the side of the garage leading to the front door. It will also be wide enough for wheelchair access.

Mr. Thacker commented that he does not have a problem with the flat roof on the back of this structure, but suggested that there needs to be a parapet on the east side of the structure to hide the black roof membrane. He added that drainage could be accommodated by two through wall scuppers. Mr. Peine was ok with this modification.

Mr. Gary inquired about egress lighting (exit lighting). Mr. Peine stated that two headed LED spotlights will be installed. For the inside there will be ceiling and wall mounted lights and mid path lights. A new exit will have exterior double headed emergency egress lights installed.

Ms. Buckley inquired about the proximity of neighboring dwellings and if they will be affected by this new addition. Mr. Peine showed where the house to the east was located on the survey and suggested that pine trees could be added to screen the view of the addition.

It was consensus of the Board that additional pine trees would be a worthwhile addition.

*Mr. Thacker motioned for approval and Mr. Manley seconded the motion with the following conditions:*

- a) Driveway is sawcut to incorporate a planting strip of at least 4ft with foundation plantings b) the parapet is extended to the east side of the addition with two scuppers for drainage c) evergreen trees are planted along the property line to screen the new addition.*

*Motion to approve the building addition was unanimous.*

## **VII ADJOURNMENT**

Mr. Manley motioned to adjourn; Mr. Thacker seconded the motion.

Approval was unanimous.

The meeting adjourned at 4:42 p.m.

The next regularly scheduled meeting is July 17, 2023.

*Tomeika Jones*

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Deputy Clerk, Village of Brown Deer