



11333 N. Cedarburg Road
Mequon, WI 53092-1930
Phone: 262/242-3100

www.cityofmequonwi.gov

Community Development Department
Inspections Division

ARCHITECTURAL BOARD
Regular Meeting
Monday, July 13, 2026 - 6:00 PM
Christine Nuernberg Hall

Minutes

A) Call to Order and Roll Call

The meeting was called to order by Chairman Scott Reed at 6:00 p.m.

Present:

Chairman Scott Reed, Vice-Chairman Paul Apfelbach, Board Member Michael Wade,
Board Member Ann Scherzinger, Board Member Tom Irvin, Board Member Curtis Helm,
Board Member Janet Ehn

[**Absent:** Architect John Mikkelson, Board Member Anthony LaGalbo]

B) Approval of Meeting Minutes

1) Meeting Minutes - June 8, 2026

MOTION:	Motion to approve June 8, 2026, Minutes
MOVER:	Vice-Chairman Paul Apfelbach
SECONDER:	Board Member Tom Irvin
AYES:	Chairman Scott Reed, Vice-Chairman Paul Apfelbach, Board Member Michael Wade, Board Member Ann Scherzinger, Board Member Tom Irvin, Board Member Curtis Helm, Board Member Janet Ehn
NAYS:	None
RESULT:	Passed

C) Action Items

1) Matthew Richmond

New Single-Family Residence at 6260 W. Fox Crossing Drive

Subdivision: The Residence at Foxtown

Contractor: Lakeside Development Co. / Architect: Lakeside Development Co.

District 4 - 6:00 pm

MOTION:	To Approve
MOVER:	Board Member Tom Irvin
SECONDER:	Board Member Michael Wade
AYES:	4: Vice-Chairman Paul Apfelbach, Board Member Michael Wade, Board Member Tom Irvin, Board Member Curtis Helm
NAYS:	3: Chairman Scott Reed, Board Member Ann Scherzinger, Board Member Janet Ehn
RESULT:	Passed

2) Mark & Cheryl Wood

New Single-Family Residence at 9423 W. Huntington Drive

Subdivision: Swan Ridge Farms

Contractor: Korndoerfer Homes / Architect: SHP

District 4 - 6:05 pm

MOTION:	To Approve
MOVER:	Chairman Scott Reed
SECONDER:	Board Member Tom Irvin
AYES:	Chairman Scott Reed, Vice-Chairman Paul Apfelbach, Board Member Michael Wade, Board Member Ann Scherzinger, Board Member Tom Irvin, Board Member Curtis Helm, Board Member Janet Ehn
NAYS:	None
RESULT:	Plans approved as submitted with the following conditions: 1. Add 5/4x6 Frieze Boards on the left and right elevation gables to match the front elevation gable. 2. Add composite shake siding on the left and right elevation gables to match the front elevation gable. 3. Add Fypon Brackets to the top of left and right elevation gables to match the front elevation gable.

- 3) **Tim O'Brien Homes**
New Single-Family Residence at 10035 N. Migratory Lane
Subdivision: Swan Ridge Farms
Contractor: Tim O'Brien Homes / Architect: Tim O'Brien Homes
District 4 - 6:10 pm

MOTION:	To Approve
MOVER:	Board Member Tom Irvin
SECONDER:	Vice-Chairman Paul Apfelbach
AYES:	6: Chairman Scott Reed, Vice-Chairman Paul Apfelbach, Board Member Michael Wade, Board Member Ann Scherzinger, Board Member Tom Irvin, Board Member Janet Ehn
NAYS:	1: Board Member Curtis Helm
RESULT:	Plans approved as submitted with the condition that the stone beltline on the front elevation continues around the corner and dies at the inside corner on the rear elevation.

- 4) **Tim O'Brien Homes**
New Single-Family Residence at 9986 N. Migratory Lane
Subdivision: Swan Ridge Farms
Contractor: Tim O'Brien Homes / Architect: Tim O'Brien Homes
District 4 - 6:15 pm

MOTION:	To Approve
MOVER:	Board Member Curtis Helm
SECONDER:	Board Member Tom Irvin
AYES:	Chairman Scott Reed, Vice-Chairman Paul Apfelbach, Board Member Michael Wade, Board Member Ann Scherzinger, Board Member Tom Irvin, Board Member Curtis Helm, Board Member Janet Ehn
NAYS:	None
RESULT:	Passed

- 5) **William & Barbara McGaffigan**
New Single-Family Residence at 12835 N. Blue Jay Lane
Subdivision: Highland Meadows
Contractor: Allan Builders / Architect: Brian Andaloro
District 5 - 6:20 pm

MOTION:	To Approve
MOVER:	Board Member Tom Irvin
SECONDER:	Board Member Ann Scherzinger
AYES:	Chairman Scott Reed, Vice-Chairman Paul Apfelbach, Board Member Michael Wade, Board Member Ann Scherzinger, Board Member Tom Irvin, Board Member Curtis Helm, Board Member Janet Ehn
NAYS:	None
RESULT:	Passed

- 6) **Andrew & Judith McDonagh**
New Single-Family Residence at 12847 N. Blue Jay Lane
Subdivision: Highland Meadows
Contractor: Allan Builders / Architect: Brian Andaloro
District 5 - 6:25 pm

MOTION:	To Approve
MOVER:	Board Member Tom Irvin
SECONDER:	Board Member Ann Scherzinger
AYES:	Chairman Scott Reed, Vice-Chairman Paul Apfelbach, Board Member Michael Wade, Board Member Ann Scherzinger, Board Member Tom Irvin, Board Member Curtis Helm, Board Member Janet Ehn
NAYS:	None
RESULT:	Passed

- 7) **Dhaval & Gandabhai Patel**
New Single-Family Residence at 12968 N. Mockingbird Court
Subdivision: Highland Meadows
Contractor: Victory Homes of WI / Architect: Brian Andalaro
District 5 - 6:30 pm

MOTION:	To Approve
MOVER:	Chairman Scott Reed
SECONDER:	Board Member Janet Ehn
AYES:	Chairman Scott Reed, Vice-Chairman Paul Apfelbach, Board Member Michael Wade, Board Member Ann Scherzinger, Board Member Tom Irvin, Board Member Curtis Helm, Board Member Janet Ehn
NAYS:	None
RESULT:	*Plans approved as submitted with the condition that on the rear elevation picture windows, the six outer windows must have grids added to them (as drawn).

- 8) **Timory, Jeremy & Catherine Naples**
Exterior changes at 11118 N. Pebble Lane
Subdivision: Sunset Ridge Estates
Contractor: WI Integrity Builders Corp. / Architect: WI Integrity Builders Corp.
District 8 - 6:35 pm

MOTION:	To Approve
MOVER:	Chairman Scott Reed
SECONDER:	Board Member Tom Irvin
AYES:	Chairman Scott Reed, Vice-Chairman Paul Apfelbach, Board Member Michael Wade, Board Member Ann Scherzinger, Board Member Tom Irvin, Board Member Curtis Helm, Board Member Janet Ehn
NAYS:	None
RESULT:	Passed

- 9) **Craig & Katie Gretzinger**
Shed at 9845 N. Thornapple Lane
Subdivision: Thornapple Farm
Contractor: TBD / Owner: Envision Design
District 8 - 6:45 pm

MOTION:	To Approve
MOVER:	Board Member Tom Irvin
SECONDER:	Board Member Ann Scherzinger
AYES:	Chairman Scott Reed, Vice-Chairman Paul Apfelbach, Board Member Michael Wade, Board Member Ann Scherzinger, Board Member Tom Irvin, Board Member Curtis Helm, Board Member Janet Ehn
NAYS:	None
RESULT:	Plans approved as submitted with the condition that two windows should be added to the north elevation to match the windows on the west elevation.

- 10) **Victory Homes of Wisconsin**
New Single-Family Residence on Lot #13 in Granville Ridge
Subdivision: Granville Ridge
Contractor: Victory Homes of WI / Architect: Brian Andalaro
District 1 - 6:55 pm

MOTION:	To Approve
MOVER:	Vice-Chairman Paul Apfelbach
SECONDER:	Chairman Scott Reed
AYES:	Chairman Scott Reed, Vice-Chairman Paul Apfelbach, Board Member Michael Wade, Board Member Ann Scherzinger, Board Member Tom Irvin, Board Member Curtis Helm, Board Member Janet Ehn
NAYS:	None
RESULT:	Passed

- 11) **Adam & Steph Liebl**
New Single-Family Residence at 14051 N. Granville Road
Subdivision: N/A
Contractor: Squared Away / Architect: Lex Design Group
District 1 - 7:00 pm

MOTION:	To Approve
MOVER:	Board Member Michael Wade
SECONDER:	Board Member Tom Irvin
AYES:	Chairman Scott Reed, Vice-Chairman Paul Apfelbach, Board Member Michael Wade, Board Member Ann Scherzinger, Board Member Tom Irvin, Board Member Curtis Helm, Board Member Janet Ehn
NAYS:	None
RESULT:	Passed

- 12) **Daniel & Susan Minahan**
Two-Story Addition at 13909 N. Green Bay Road
Subdivision: N/A
Contractor: Wisconsin Craftsman / Architect: HB Designs LLC
District 1 - 7:05 pm

MOTION:	To Approve
MOVER:	Board Member Michael Wade
SECONDER:	Board Member Tom Irvin
AYES:	Chairman Scott Reed, Vice-Chairman Paul Apfelbach, Board Member Michael Wade, Board Member Ann Scherzinger, Board Member Tom Irvin, Board Member Curtis Helm, Board Member Janet Ehn
NAYS:	None
RESULT:	Passed

- 13) **Robert & Angelika Para**
Revisions to New Single-Family Residence at 7739 W. Cheverny Drive
Subdivision: Cheverny
Contractor: Owner / Architect: Owner
District 1 - 7:15 pm

MOTION:	To Approve
MOVER:	Board Member Tom Irvin
SECONDER:	Board Member Ann Scherzinger
AYES:	Chairman Scott Reed, Vice-Chairman Paul Apfelbach, Board Member Michael Wade, Board Member Ann Scherzinger, Board Member Tom Irvin, Board Member Curtis Helm, Board Member Janet Ehn
NAYS:	None
RESULT:	Passed

- 14) **Fred & Heidi Skinner**
Garage addition and exterior changes at 5310 W. Parkview Drive
Subdivision: Mequon Country Estates
Contractor: Wade Design & Construction / Architect: Wade Design
District 2 - 7:25 pm

MOTION:	To Approve
MOVER:	Board Member Tom Irvin
SECONDER:	Board Member Ann Scherzinger
AYES:	6: Chairman Scott Reed, Vice-Chairman Paul Apfelbach, Board Member Michael Wade, Board Member Ann Scherzinger, Board Member Tom Irvin, Board Member Curtis Helm, Board Member Janet Ehn
ABSTAINED:	1-Board Member Michael Wade
NAYS:	None
RESULT:	Passed

- 15) **Veridian Homes LLC**
New Single-Family Residence at 8122 W. Skylark Court
Subdivision: The Enclave
Contractor: Veridian Homes LLC / Architect: Veridian Homes LLC
District 3 - 7:35 pm

MOTION:	To Approve
MOVER:	Chairman Scott Reed
SECONDER:	Board Member Ann Scherzinger
AYES:	Chairman Scott Reed, Vice-Chairman Paul Apfelbach, Board Member Michael Wade, Board Member Ann Scherzinger, Board Member Tom Irvin, Board Member Curtis Helm, Board Member Janet Ehn
NAYS:	None
RESULT:	Passed

D) Review of City of Mequon's Code of Ordinances

- 1) At its April 14, 2026, meeting, the Public Welfare Committee directed staff to resume a review of the City's Code of Ordinances related to the roles and responsibilities of boards, committees, and commissions.

Building Inspector Greg Golden asked and discussed with the Board Members the following questions:

1. Meeting frequency and scheduling

- Is the current meeting schedule appropriate for the board/committee/commission's responsibilities?

Yes. The Board feels that meeting once a month is sufficient, especially since our submissions are usually 15 or under. The Board was also in agreement that if only two submissions were presented, a meeting should be held so as not to hold up construction.

- Are there opportunities to improve efficiency or member participation?

Board Member Janet Ehn noted that by eliminating so many individual district members several years ago, the Architectural Board meetings are more streamlined which improved the efficiency and pace of the meetings.

Board Member Curtis Helm reiterated that the applicants' understanding of the Architectural Board Guidelines before submitting plans was a key factor in the approval process.

Board Member Michael Wade commented that staff should continue working with the applicants to ensure adequate drawings are presented to the Board.

2. Quorum and attendance requirements

- Are current quorum requirements appropriate? - Yes
- Are attendance expectations clear and workable? - Yes

3. Powers and duties

- Are the current responsibilities clearly defined and reflect current practice? – Yes
- Are there any duties that should be added, removed, or clarified? – No

4. Opportunities to merge or consolidate with another standing committee

- Are there opportunities to improve efficiency by combining responsibilities with another board, committee, or commission? – No

5. Additional considerations

- Are there any other operational, procedural, or compliance-related issues that the Public Welfare Committee should consider? – No

E) Adjourn

MOTION:	To Adjourn
MOVER:	Vice-Chairman Paul Apfelbach
SECONDER:	Board Member Tom Irvin
AYES:	Chairman Scott Reed, Vice-Chairman Paul Apfelbach, Board Member Michael Wade, Board Member Ann Scherzinger, Board Member Tom Irvin, Board Member Curtis Helm, Board Member Janet Ehn
NAYS:	None
RESULT:	Approved

Meeting concluded at 7:05 p.m.

Respectfully submitted,
Karen Heil
Permit Coordinator

*For additional clarification, marked-up Architectural Board plans can be viewed in the Inspections Department during normal business hours, Monday through Friday, 8:00-4:30.

