

**ELMWOOD PARK VILLAGE PLANNING COMMISSION MEETING MINUTES**  
**3131 TAYLOR AVE. BLDG 4**  
**FEBRUARY 4, 2013 - 6:30 P.M**

All agenda items shall follow protocol including staff overview, Board discussion, questions by public, Board disposition of item. The public must be recognized by the President.

**I. CALL TO ORDER/ROLL CALL - President Mills called the meeting to order at 6:30 p.m.**

<b>Present:</b>	<b>Thomas Mills, President</b>	<b>Excused:</b>	<b>Greg Taleck</b>
	<b>Peter Clouthier, Trustee</b>		<b>Leif Peterson</b>
	<b>Brad Jaeck, Trustee</b>	<b>Guests:</b>	<b>Nick Haas, Trustee</b>
	<b>Barbara McNulty, Clerk Treasurer</b>		
	<b>Pat Tierney</b>		
	<b>Robert Tomamichael</b>		

**II. PUBLIC COMMENT AND INPUT**

*Pursuant to Wisconsin Statute 19.84(2) "the public notice of a meeting of the governmental body may provide for a period of public comment, during which the body may **receive** information from members of the public." Correspondence shall be read into record at this time. **No public comments.***

**III. NEW BUSINESS**

1. Taylor Complex Signs
  - a. Disabled
    1. There is a need for additional handicap signs
    2. Signs needed for all buildings to indicate what number they are.
    3. Signs needed "no overnight parking" for Taylor Complex.
    4. Entry to Village needs new signs stating Village Parking Reg.
    5. Trustee Clouthier to check in to the cost of signs.
    6. Pat Tierney suggested placing logo's on signs. Trustee Haas let planning commission know where to find the logos.
2. No Survey of Complex

There is no longer an interest in purchasing the property from the potential buyer; division of the parcels will be held until necessary.

**IV. OLD BUSINESS**

1. Ordinances Changes/Updates

Pat Tierney passed out 3 books with information and suggestions on planning commission ideas and agenda's. Tom will pass books out to Plan Commission members for review and suggestions. He also shared with the committee the idea of issuing a "PERMIT SIGN" to be placed in the home owner's window that will indicate the work that the permit is for and dates. Permit sign could be issued by clerk after approval of improvements by the planning commission.

House on Lathrop and Taylor Avenue added a deck without a building permit. – Clerk to send letter to owners requesting they appear before the planning commission at the next meeting with their plans for the deck and to acquire a permit.

Owners of a house on Green Meadows put up a shed which had not been permitted by the Planning Commission due to setbacks – Clerk to send letter to owners requesting they appear before the planning commission at the next meeting.

House on Standish Lane had new driveway put in and a large amount of drywall delivered – no permits were applied for. President Mills to investigate further.

Clark Homestead had new electrical put on side of home – President Mills stopped by and introduced himself and asked about a permit – owners said they would follow up with the planning commission about it but nothing has resulted.

Taylor Avenue property has been listed with a Realtor. All offers received shall be brought to the Board of Trustees and Planning Commission for a decision.

Some of the improvements that will be made to the Taylor Avenue property with the additional funds from the refinance to include:

Make each building handicap accessible.  
Separate electric for each building.

Current tenants: Building 2 – Building Blocks, Building 4 – RADD, Spirituality Group and Village Hall, Buildings 1 and 5 are vacant. The hall rental in Building 3 has increased since the painting and cleaning took place and the gym rental has also increased.

## **V. ADJOURNMENT**

Motion made by President Mills to adjournment, seconded by Trustee Clouthier – meeting adjourned at 7:45 p.m.

*Requests for persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Village Clerk's Office at (262) 664-7828 with as much advance notice as possible.*