



3131 Taylor Av Building 4
P.O. Box 085882
Racine, Wisconsin 53408-5882
Phone +1 (262) 554-7818
www.vil.elmwoodpark.wi.us

ELMWOOD PARK VILLAGE PLANNING COMMISSION MEETING MINUTES
3131 TAYLOR AVE. BLDG 4
MAY 6, 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.

CALL TO ORDER/ROLL CALL -President Mills Called Meeting to Order at 6:30 p.m.

Present: Patrick Tierney, Leif Peterson, Robert Tomamichel, Trustee Jaeck,
Trustee Clouthier, President Mills, Clerk/Treasurer Barbara McNulty
Absent: Warren Honore

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 Comment or Input

APPROVAL OF MINUTES – PLAN COMMISSION MEETING – 04-01-2013 Motion to accept meeting minutes made by Trustee Clouthier, second by Leif Peterson, all in favor, no opposed.

NEW BUSINESS

1. 4006 Taylor Avenue, Hassan Khalil – Driveway rebuild/culvert replacement
 - Culvert must be approved by County of Racine because it is a county roadway per Patrick Tierney.
 - Driveway, subject to approval by County of culvert, motion to approve Leif Peterson, second Patrick Tierney.
 - Trustee Jaeck informed Plan Commission major reconstruction of Taylor Avenue by State of Wisconsin this year. Village Resident Khalil may want to wait for the improvement until reconstruction is complete. President Mills will talk to Mr. Khalil, advise him of proposed improvements scheduled for Taylor Avenue to find out if he would still want to follow through with the improvements he sought a permit for.
2. 3420 Oak Tree Lane, Christopher & Michelle Kordus – Garage Addition & Fence
 - Plan Commission would look at garage addition and fence separately.
 - Motion by Leif Peterson to approve Garage addition, second by Trustee Jaeck, all in favor, no opposed.
 - Trustee Jaeck questioned design (height and property line) of fence. This would need to be done at the next meeting. Patrick Tierney also offered to assist owner with petition.
 - Action on fence permit to be deferred to next meeting.
3. 3365 N. Elmwood Drive, Richard Kohlman – Electrical

- President Mills stated electrical work completed was due to an emergency and was already completed. Permit fee and application had been received by Village.
4. 3801 Maryland Avenue, A. Day
- Pictures of exterior of property were passed around for the Plan Commission members to review. President Mills stated that an inspection had been completed by the Village electrical inspector and the Village building inspector in which the following items were found:
- Outside electric wiring open and exposed to public, possibly live
 - Box by lamp post had wires exposed and was not grounded.
 - Gazebo in poor state of repair
 - Fence being put up without permit was of various materials and height.
- President Mills reported unsanitary conditions of the property which included vermin and rats being feed and housed in outside areas of the back yard. Solid waste being stored in yard, rotting and a place for vermin to hide.
- Clerk/Treasure to email Plan Commission members list of code violations she had found.
- Motion by Trustee Jaeck to have village attorney draft letter to owner of property listing his ordinance violations, allowing him 10 days after receipt of letter to commence repair and/or cleanup of property, if issues not resolved within 21 days of receipt of letter Village will take action to correct violations and bill Arlyn Day, the property owner for the cost. If Mr. Day does not pay those costs within 30 days said cost will be added to his property tax bill as a special assessment. Violation fines will begin after the 10 days of receipt of letter and shall be charged at the maximum allowed by the Village Ordinances. Leif Peterson seconded, all in favor, sent to Village Board of Trustees for affirmation.
5. 3628 S. Elmwood Drive, Michael and Lisa Matsen, drive-way.
- Property owners submitted rough draft of planned enlargement of driveway. Owners advised to submit a request for a permit to the plan commission with Detailed plans for review. Clerk/Treasurer to email resident application.
6. 3321 Wheelock property addressed by Leif Peterson. He had received complaints by neighbors that there is outdoor debris around the home that has accumulated and is blowing on to neighbors properties. Home has been vacant for a year and no one has taken care of landscaping. Motion made by Leif Peterson to have Clerk send a letter to owner of the property requesting them to take care of the debris, second by Trustee Clouthier, all in favor, none opposed.

OLD BUSINESS

1. 3512 Green Meadows Drive – Shed concern update
- President Mills stated that shed had been moved. Property owner asked to consider placing deck box under shed. Owner will consider that or will get Tupperware boxes to store pool supplies under deck of pool.
2. 3559 Taylor Avenue – Deck – Needs plans and permit fee.
- No diagram of deck received as of today's date. Deck was inspected by Village building inspector and found to meet the building codes. Suggestion by inspector to charge a fee of \$170.00 fine for not applying for the permit before constructing deck. Additional charge of \$50.00 application fee for plan commission to review plans, plus the cost of the permit.
- Motion by Trustee Jaeck to have clerk write a letter to the owner of the property,

requesting the detailed deck construction plans and drawing on survey of location of deck. Letter to notify owner of fines and fees. Offer owner \$50.00 credit on fees if papers are submitted to the plan commission by its next meeting. Second by Pat Tierney. Clerk expressed concern for delivery of letter as last letter never picked up at post office by owner. Leif Peterson agreed to hand deliver letter to resident.

3. Village Welcome Sign
 - a. Greg Taleck is willing to donate time to make up signs for reimbursement of materials.
4. Park Name

Trustee Clouthier motioned to name Village Park - BeeBe Park, second by Leif Peterson, all in favor, no opposed.

ADJOURNMENT Motion by Trustee Clouthier to adjourn meeting, second by Trustee Jaeck, all in favor, no opposed.

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.