



3131 Taylor Av Building 4  
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**ELMWOOD PARK VILLAGE PLANNING COMMISSION MEETING MINUTES**  
**3131 TAYLOR AVE. BLDG 3**  
**August 5, 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**

Meeting was called to order by President Mills at 6:30 p.m. Roll Call: Present, Leif Peterson, Robert Tomamichael, Trustee Brad Jaeck, Trustee Pete Clouthier, President Tom Mills, Clerk/Treasurer Barb McNulty. Excused: Patrick Tierney

**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.

**APPROVAL OF MINUTES** – PLAN COMMISSION MEETING MINUTES – 07-01-2013

Motion to accept by Leif Peterson, 2<sup>nd</sup> by Trustee Clouthier, all in favor.

**NEW BUSINES**

1. Proper train of events for permits.
  - a. Complete the Plan Commission Application that can be obtained on the Village website: <http://vil.ep.wi.us/wp-content/uploads/2012/10/Plan-Commission-Application.pdf> or call the village hall to request one.
  - b. Submit completed plan commission application, along with 7 (seven) copies of your building plans plus a check for \$50.00 (made payable to the Village of Elmwood Park) to the Village Clerk located at 3131 Taylor Avenue, Unit 5, Racine, WI 53405.
  - c. The Plan Commission will review the plans submitted, if rejected, a letter will be sent to the property owner with the determination of the Commission, if approved by the Commission the plans will be forwarded to the building inspector for review.
  - d. The building inspector reviews the plans submitted, determines if they meet the building/construction guidelines, sets a building permit fee and informs the property owner of the same. The inspector will issue an application for the permit.
  - e. The property owner submits the permit application along with the appropriate fee to the Village Clerk.
  - f. Village Clerk will issue a building permit.
  - g. Once the permit has been issued work can commence.
  - h. Upon completion of work the property owner should contact the building inspector for a re-inspection.

**CONTACTS INFO:**

Building & Plumbing Inspector: Lee Greivell, lgreivell gmail.com, (262) 424-6957 mobile

Electrical Inspector: Tim Kratowicz (262) 554-0238 home (262) 930-3089 mobile  
krato\_74yahoo.com  
Motion to accept procedure made by Leif Peterson, 2<sup>nd</sup> by Trustee Jaeck, all in favor.

2. Discuss/set commercial zoning guidelines/districts/restrictions.

Commission to investigate how adjacent municipalities structure their zoning –

- Robert Tomamichael – Zoning
- Trustee Clouthier – Hours of Operation
- Trustee Jaeck – Signage and Landscaping
- Leif Peterson – Lighting

Meeting to discuss results to be scheduled for Monday, August 19, 2013. 6:30 p.m.

3. Fees charges for signs.

Discussion to be set for next meeting.

**OLD BUSINESS**

1. Property zoning – Lathrop Avenue

Property paperwork in the file indicates the Heinrich Property is zoned Multi-Family. Tax records show different zoning. Clerk to investigate with Village Assessor's office.

2. School Signage/lighted?

Discussion will follow at next plan commission meeting.

**ADJOURNMENT**

Motion by Trustee Jaeck to adjourn at 7:42 p.m., 2<sup>nd</sup> by Trustee Clouthier, all in favor.

*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.*