

# VILLAGE OF ELM GROVE

13600 Juneau Boulevard  
Elm Grove, WI 53122

PLAN COMMISSION MEETING  
Monday, January 4, 2016 \* 7:00 PM \* Court Room

## AGENDA

### 1. Roll Call

Documents: [memo 010416.pdf](#)

### 2. Review and act on meeting minutes dated December 7, 2015

Documents: [pc120715dm.pdf](#)

### 3. Review and provide recommendation regarding the Certified Survey Map pursuant to §305-8 regarding the combination of lots at 13475 Watertown Plank Road and 940 Elm Grove Road.

Documents: [13475 watertown plank rd- csm.pdf](#), [13475 watertown plank rd- gis image.pdf](#), [griffiths-20151210-siepmann certified survey map review.pdf](#)

### 4. Other Business

### 5. Adjournment.

Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires that the meeting or materials for the meeting has to be in an accessible location or format must contact the Village Clerk, Mary S. Stredni, at 262-782-6700 or 13600 Juneau Boulevard by 3:00 PM Friday prior to the meeting so that any necessary arrangements can be made to accommodate your request.

NOTICE: It is possible that members of, and possibly a quorum of, other governmental bodies of the Village may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in the above notice.



# Memo

To: Plan Commission  
From: Casey Griffiths, Zoning and Planning Administrator/Assistant to the Village Manager  
Date: December 17, 2015  
Re: Review of January 4, 2016 Meeting Agenda

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**Item 3. Review and provide recommendation regarding the Certified Survey Map pursuant to §305-8 regarding the combination of lots at 13475 Watertown Plank Road and 940 Elm Grove Road.**

The Siepmann Family Trust is seeking approval of a certified survey map to combine two parcels. The submittal of this CSM was to comply with a directive from the Plan Commission at the June 1, 2015 meeting. At that meeting, the Plan Commission reviewed a plan of operation for a proposed business at 13475 Watertown Plank Road. The issue of parking arose at that meeting, as staff recalled that the demolition of the structure at 940 Elm Grove Road was to facilitate the construction of a parking lot. At the meeting Jim Siepmann, representing the Siepmann Family Trust, noted that the construction of a parking lot was not feasible without an addition to the building at 13475 Watertown Plank Road. Mr. Siepmann and staff agreed that 940 Elm Grove Road would be cleaned up and landscaping would be installed. The Plan Commission and Mr. Siepmann agreed that a certified survey map would be completed before the end of 2015 and that plans for a proposed addition and new parking lot would be presented between 18 to 24 months from the June 2015 Plan Commission meeting. Ruekert & Mielke has reviewed the proposed CSM and the comment letter is included in your packet.

Please feel free to contact me with any questions.

**DISCLAIMER- THE FOLLOWING ARE DRAFT MINUTES FROM  
THE PLAN COMMISSION AND ARE SUBJECT TO CHANGE UPON  
APPROVAL OF THE PLAN COMMISSION**

**PLAN COMMISSION  
MEETING MINUTES  
Monday, December 7, 2015**

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Meeting was called to order at 7:00 p.m. by Mr. Palmer

**1. Roll Call.**

Present: Mr. Cashin, Mr. Higgins, Ms. Hunter, Mr. Kujawa, Mr. Nelson and Mr. Palmer

Absent: Mr. Long (excused).

Also Present: Mr. De Angelis, Mr. Griffiths, Attorney de la Mora, and applicants

**2. Review and act on Plan Commission regular meeting minutes dated November 2, 2015**

Mr. Higgins motioned and Ms. Hunter seconded to approve the meeting minutes as presented. Motion carried 6-0.

**3. Review and provide recommendation regarding the Certified Survey Map pursuant to §305-8 for the lot at 670 Florence Drive.**

Dan Radler owner of the lots was present before the Plan Commission.

Mr. Palmer asked if there were any changes that had been made from what was submitted. Mr. Radler stated that there were no changes.

Mr. Palmer asked everything in the letter from Ruekert & Mielke had been addressed. Mr. Griffiths stated that it had.

Mr. Higgins motioned and Mr. Nelson seconded to recommend approval of the certified survey map as submitted. Motion carried 6-0.

**4. Review and act on a request for a demolition permit for a single family residential home located at 705 Elm Grove Road pursuant to §106-11 to §106-19.**

Nick Suddendorf, builder and Kurt & Laura Goranson owners of the property were present before the Plan Commission.

Mr. Palmer asked if anything had changed from their submittal. Mr. Suddendorf noted that the Building Board had requested a change to the proposed grade of the new home.

Mr. Palmer asked if staff had any outstanding issues. Mr. Griffiths stated the only outstanding items were the typical bonds and fees that still need to be paid.

Ms. Hunter motioned and Mr. Kujawa seconded to approve the demolition permit as submitted. Motion carried 6-0.

**5. Review and provide recommendation regarding the Certified Survey Map pursuant to §305-8 regarding the combination of lots at 1825 and 1775 San Fernando Drive.**

Pat Seegers from Ascent Builders was present before the Plan Commission as a representative of Neal and Mindy Harmelink, owners of the two lots.

Mr. Palmer noted that the proposal was to combine the two lots, which straddle Underwood Creek. In addition to the certified survey map, the Plan Commission is also reviewing proposed

changes to the subdivision's covenants and restrictions, which would allow for the lots to be combined. The subdivision will ultimately need to approve the changes to the restrictions and covenants.

Mr. Higgins asked if this matter had been before the Plan Commission previously. Mr. Palmer stated that it had been reviewed by the Plan Commission before. That proposal was brought forward by the previous owners of the three lots along San Fernando Drive. The previous proposal called for a change to the lot lines but would have kept three lots along San Fernando Drive. This proposal combines two, resulting in only two lots along San Fernando Drive.

Mr. Higgins motioned and Ms. Hunter seconded to recommend approval of the certified survey map. Motion carried 6-0.

**6. Review and provide recommendation to the Board of Trustees regarding the conveyance of the lot located at 13620 Underwood River Parkway to the Village via donation.**

Dr. Ron Martins owner of the property and John Gehringer attorney for Dr. Martins were present before the Plan Commission.

Attorney Gehringer stated that Dr. Martins would like to convey the property to the Village in the form of a donation. The land currently is located within the floodplain, and Dr. Martins has worked with the Village to complete a wetland delineation for the property, which is included on the survey for the property.

Mr. Palmer stated that the lot is important to the Village for possible stormwater management and that the lot is not buildable.

Attorney de la Mora noted that he recommend title insurance on the parcel which will cost \$300.

Mr. De Angelis noted that a tree survey had been done and there are trees which are currently diseased with emerald ash borer and will need to be removed at the expense of the Village.

Mr. Nelson motioned and Ms. Hunter seconded to recommend acceptance of the conveyance of the land via a donation to the Board of Trustees. Motion carried 6-0.

**7. Other Business**

None

**8. Adjournment**

Mr. Kujawa motioned and Mr. Cashin seconded to adjourn the meeting. Motion carried 6-0.

Meeting adjourned at 7:10 p.m.

Respectfully Submitted,

Casey Griffiths  
Zoning & Planning Administrator/  
Assistant to the Village Manager

**CERTIFIED SURVEY MAP NO. \_\_\_\_\_**

Sheet 1 of 3

Being a redivision of Parcel 1 of Certified Survey Map No. 3609 and  
Part of the NE 1/4 and SE 1/4 of the NW 1/4 of Section 25, Town 7 North, Range 20 East  
VILLAGE OF ELM GROVE, WAUKESHA COUNTY, WISCONSIN



**OWNER/SUBDIVIDER:**  
SIEPMANN FAMILY TRUST  
f/b/o: JUNE S BODENBACH  
ATTN: JIM SIEPMANN  
W240 N1221 PEWAUKEE ROAD  
WAUKESHA, WI. 53188  
PHONE (262) 650-9700

**LEGEND:** ● -IRON PIPE 18" x 1" NOMINAL DIA. (PLACED) 1.13+ LBS. PER LIN. FT.  
○ -IRON PIPE 18" x 1" NOMINAL DIA. (FOUND) 1.13+ LBS. PER LIN. FT.

**SURVEYOR/ENGINEER:**  
JAHNKE & JAHNKE ASSOC. INC.  
ATTN: JOHN R. STIGLER, RLS  
711 W. MORELAND BLVD.  
WAUKESHA, WI. 53188-2479  
PHONE:(262) 542-5797

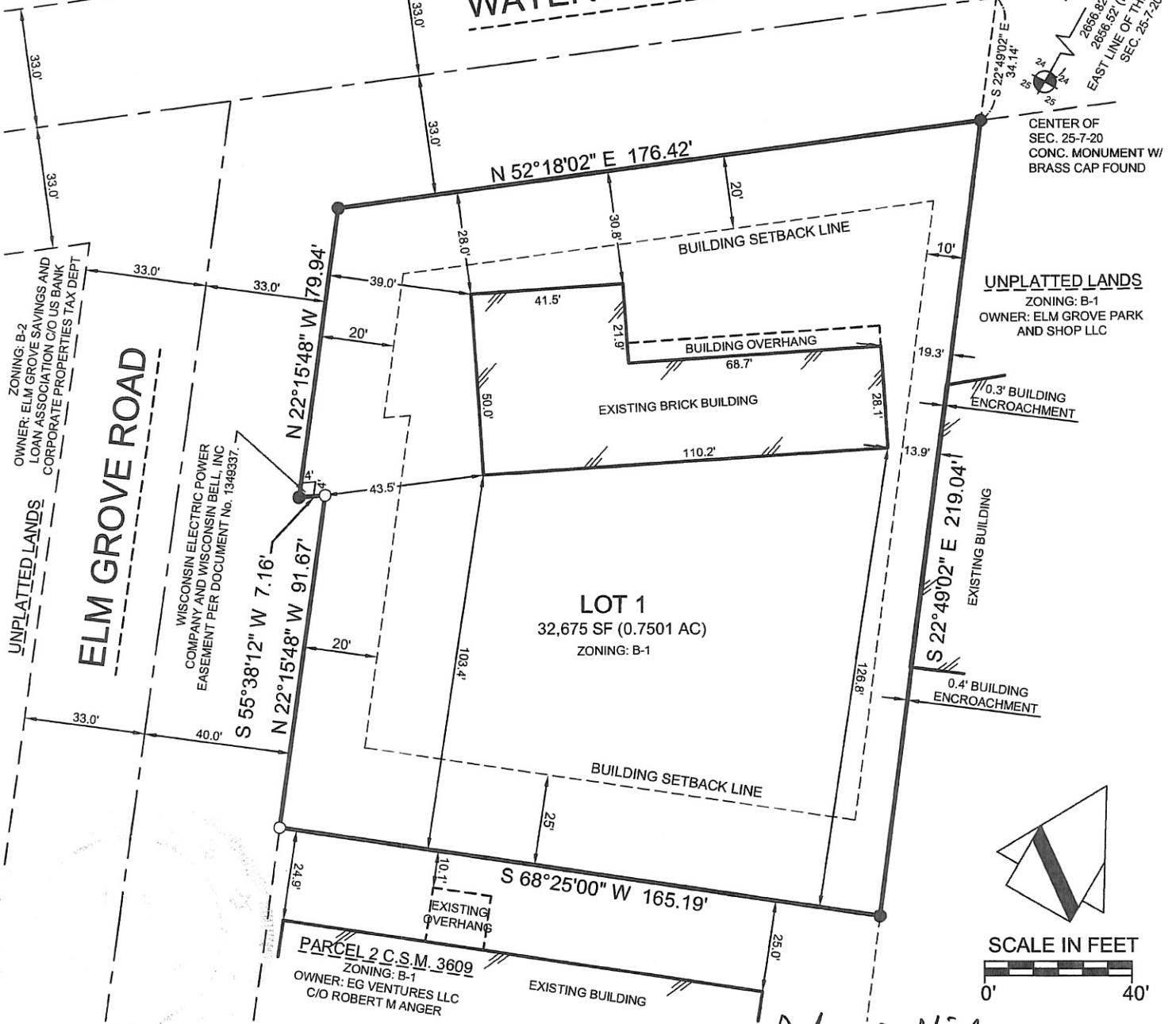
**REFERENCE BEARING:** BEARINGS ARE REFERENCED TO THE EAST LINE OF THE NORTHWEST QUARTER (NW 1/4) OF SECTION 25, T7N, R20E WHICH HAS A RECORDED BEARING OF SOUTH 01°16'01" EAST PER CERTIFIED SURVEY MAP No. 3609.

**UNPLATTED LANDS**  
ZONING: B-2  
OWNER: ELM BUILDING INC  
C/O ROBERT R REINDERS

NE CORNER OF NW 1/4 OF SEC. 25-7-20  
CONC. MONUMENT W/  
BRASS CAP FOUND

**UNPLATTED LANDS**  
ZONING: B-2  
OWNER: R&R INVESTMENTS  
OF WISCONSIN LLC

**WATERTOWN PLANK ROAD**



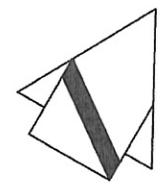
CENTER OF SEC. 25-7-20  
CONC. MONUMENT W/  
BRASS CAP FOUND

**UNPLATTED LANDS**  
ZONING: B-1  
OWNER: ELM GROVE PARK  
AND SHOP LLC

ZONING: B-2  
OWNER: ELM GROVE SAVINGS AND  
LOAN ASSOCIATION C/O US BANK  
CORPORATE PROPERTIES TAX DEPT

WISCONSIN ELECTRIC POWER  
COMPANY AND WISCONSIN BELL, INC  
EASEMENT PER DOCUMENT No. 1349337.

**PARCEL 2 C.S.M. 3609**  
ZONING: B-1  
OWNER: EG VENTURES LLC  
C/O ROBERT M ANGER



*John R. Stigler*  
JOHN R. STIGLER - Wis. Reg. No. S - 1820  
DATED THIS 24th DAY OF SEPTEMBER, 2015  
REVISED THIS 24th DAY OF NOVEMBER, 2015  
INSTRUMENT DRAFTED BY JOHN R. STIGLER

CERTIFIED SURVEY MAP NO. \_\_\_\_\_

Sheet 2 of 3

Being a redivision of Parcel 1 of Certified Survey Map No. 3609 and  
Part of the NE 1/4 and SE 1/4 of the NW 1/4 of Section 25, Town 7 North, Range 20 East  
VILLAGE OF ELM GROVE, WAUKESHA COUNTY, WISCONSIN

SURVEYOR'S CERTIFICATE:

I, John R. Stigler, Professional Land Surveyor, being duly sworn on oath, hereby depose and say that I have surveyed, divided and mapped the following land bounded and described as follows:

Being a redivision of Parcel 1 of Certified Survey Map No. 3609 as recorded on June 20, 1979 in Volume 27 on Pages 277-279 as Document No. 1095326 and part of the Northeast Quarter (NE 1/4) and Southeast Quarter (SE 1/4) of the Northwest Quarter (NW 1/4) of Section 25, Town 7 North, Range 20 East, Village of Elm Grove, Waukesha County, Wisconsin bounded and described as follows: Commencing at the northeast corner of the Northwest Quarter (NW 1/4) of Section 25; thence South 01°16'01" East along the east line of said Northwest Quarter (NW 1/4) 504.45 feet to the centerline of Watertown Plank Road; thence South 52°18'02" West along said centerline, 953.66 feet; thence South 22°49'02" East 34.14 feet to the south right-of-way line of Watertown Plank Road and the place of beginning of the land hereinafter to be described; thence continuing South 22°49'02" East 219.04 feet; thence South 68°25'00" West 165.19 feet to the east right-of-way line of Elm Grove Road; thence North 22°15'48" West along said east right-of-way line 91.67 feet; thence South 55°38'12" West along said east right-of-way line 7.16 feet; thence North 22°15'48" West along said east right-of-way line 79.94 feet to the south right-of-way line of Watertown Plank Road; thence North 52°18'02" East along said south right-of-way line 176.42 feet to the point of beginning. Containing 32,675 square feet (0.7501 acres) of land

I further certify that I have made such survey, land division and map by the direction of the owner of said land; that such map is a correct representation of the exterior boundaries of the land surveyed and map thereof made; and that I have fully complied with the provisions of Chapter 236 of the Wisconsin State Statutes pertaining to Certified Survey Maps (Section 236.34) and the regulations contained in Chapter 305 Land Division of the Village of Elm Grove in surveying, dividing and mapping the same.



*John R. Stigler*

JOHN R. STIGLER – Wis. Reg. No. S-1820  
Revised this 24<sup>th</sup> day of November, 2015

STATE OF WISCONSIN)<sub>SS</sub>  
WAUKESHA COUNTY)

The above certificate subscribed and sworn to me this 24<sup>th</sup> day of November, 2015.

My commission expires July 25, 2017.

*Anthony S. Zanon*

ANTHONY S. ZANON – NOTARY PUBLIC



OWNER: SIEPMANN FAMILY TRUST F/B/O JUNE S. BODENBACH

This Instrument was drafted by John R. Stigler

P.S. Brookfield 1264

**CERTIFIED SURVEY MAP NO.** \_\_\_\_\_  
 Being a redivision of Parcel 1 of Certified Survey Map No. 3609 and  
 Part of the NE 1/4 and SE 1/4 of the NW 1/4 of Section 25, Town 7 North, Range 20 East  
 VILLAGE OF ELM GROVE, WAUKESHA COUNTY, WISCONSIN

**OWNER'S CERTIFICATE:**

As owners, we hereby certify that we caused the land described on this map to be surveyed, divided and mapped as represented on this map. We also certify that this Certified Survey Map is required to be submitted to the following for approval: Village of Elm Grove

SIEPMANN FAMILY TRUST  
 F/B/O JUNE S. BODENBACH

\_\_\_\_\_  
 JAMES P. SIEPMANN - TRUSTEE

\_\_\_\_\_  
 JUNE S. BODENBACH - TRUSTEE

STATE OF WISCONSIN)ss

COUNTY OF WAUKESHA)

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2015, the above named JAMES P. SIEPMANN and JUNE S. BODENBACH, TRUSTEES of SIEPMANN FAMILY TRUST F/B/O JUNE S. BODENBACH, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

My commission expires \_\_\_\_\_.

\_\_\_\_\_  
 NOTARY PUBLIC

**PLAN COMMISSION APPROVAL:**

Approved by the Plan Commission, Village of Elm Grove, this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
 NEIL H. PALMER - CHAIRMAN

\_\_\_\_\_  
 MARY S. STREDNI - CLERK

**VILLAGE BOARD APPROVAL:**

Approved by the Village Board, Village of Elm Grove, this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
 NEIL H. PALMER - PRESIDENT

\_\_\_\_\_  
 MARY S. STREDNI - CLERK

JOHN R. STIGLER - Wis. Reg. No. S-1820

*John R. Stigler*

Dated this 24<sup>th</sup> day of September, 2015  
 Revised this 24<sup>th</sup> day of November, 2015

OWNER: SIEPMANN FAMILY TRUST F/B/O JUNE S. BODENBACH

This instrument was drafted by John R. Stigler

P.S. Brookfield 1264





W233 N2080 Ridgeview Parkway • Waukesha, WI 53188-1020 • Tel. (262) 542-5733

December 10, 2015

Casey Griffiths  
Zoning & Planning Administrator/  
Assistant to the Village Manager  
Village of Elm Grove  
13600 Juneau Boulevard  
Elm Grove, WI 53122

RE: Siepman Certified Survey Map Review

Dear Mr. Griffiths:

Per your request, we have completed our Siepman Certified Survey Map (dated September 24, 2015, revised November 24, 2015) review for compliance with Wisconsin Administrative Code Chapter A-E 7, Wisconsin Statute Chapter 236 (utilizing the 2014 Plat Review Check List), and the Village of Elm Grove Chapter 305.

Based on this review, we the following comments.

1. Per Chapter 236 (1m) (a): In the SURVEYOR/ENGINEER caption, RLS must be changed to PLS.

The scrivener's error listed above must be corrected. After that is completed, we believe it will not require further review by Ruekert & Mielke, Inc. We believe this Certified Survey Map is true and correct and ready to be sealed and signed after the aforementioned error is completed.

Thank you for allowing us to be of service to the Village of Elm Grove. If you should have any questions regarding this review, please do not hesitate to contact our office.

Very truly yours,

RUEKERT & MIELKE, INC.



Bruce K. Cross, P.L.S.

Professional Land Surveyor

[bcross@ruekert-mielke.com](mailto:bcross@ruekert-mielke.com)

BKC:jkc

cc: Anthony D. Petersen, P.E., Ruekert & Mielke, Inc.  
John R. Stigler, P.L.S., Jahnke & Jahnke Assoc., Inc.  
File

~38-00000 Miscellaneous Project Files > 215 Misc Engineering > CSM-Plat Reviews > Griffiths-20151210-Siepman Certified Survey Map Review.docx~