

VILLAGE OF ELM GROVE

13600 Juneau Boulevard
Elm Grove, WI 53122

PLAN COMMISSION MEETING
Monday, September 12, 2016 * 7:00 PM * Court Room

AGENDA

1. Roll Call.

2. Review and act on meeting minutes dated 7/11/16

Documents:

pc071116dm.pdf

3. Review and provide recommendation regarding the Certified Survey Map pursuant to §305-8 and provide a recommendation to the Board of Trustees for the combination of lot 23 & 24 of the Elm Grove Terrace subdivision (600 Kurtis Drive)

Documents:

600 kurtis drive, csm.pdf

4. Review and act on a request for a demolition permit for a single family residential home located at 2075 Elm Tree Court pursuant to §106-11 to §106-19

Documents:

2075 elm tree court, demolition permit.pdf
harrigan-20160901-2075 elm tree court demolition plan review.pdf
2075 elm tree court, property within 300 feet.pdf

5. Review and act on a request to amend an existing plan of operation for MDG Hospitality (Wall Street Drink Exchange) pursuant to §335-85

Documents:

890 elm grove road, wall street drink exchange plan of operation (amended).pdf

6. Other Business

7. 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.

**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, July 11th, 2016**

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

1. Roll Call.

Present: Mr. Palmer, Mr. Cashin, Mr. Higgins, Mr. Long and Mr. Nelson.

Absent: Mr. Kujawa (excused), Ms. Hunter (excused)

Also Present: Mr. De Angelis, Mr. Harrigan, Attorney Koehnke and applicants

2. Review and act on Plan Commission regular meeting minutes dated May 2nd, 2016.

Mr. Nelson motioned and Mr. Higgins seconded to approve the meeting minutes. Motion carried 5-0.

3. Review and act on a request for a demolition permit for a single family residential home located at 1455 Victoria Circle North pursuant to Village Code §106-11 to §106-19

Mr. Palmer questioned if the Village is in receipt of the demolition bond. Mr. Harrigan confirmed that the demolition bond has been received, however the public way disturbance bond has not yet been submitted.

Pat Hietpas, of Regency Builders, was present to represent the homeowners. Mr. Palmer questioned if anything has changed in the demolition plan since the application was submitted. Mr. Hietpas confirmed the engineering review conducted by Ruekert & Mielke has determined several items need to be included on the survey. These items include:

- Show and label the existing sanitary sewer main in Victoria Circle North as an 8" diameter pipe in accordance with record drawings.
- Label yard grade of neighboring house to the east.
- Label proposed spot yard grades at outside corners of proposed new structure.
- Label proposed spot grades of proposed driveway.
- Show sump pump discharge line directing flow toward an existing road ditch.
- Show location of proposed downspouts and direction of discharge.
- Show the proposed sanitary sewer, gas, electric, telephone utilities that will serve the property.

Mr. Harrigan also mentioned that Ruekert & Mielke request a wetland determination on the property due to wetland indicators existing on the property. Mr. Hietpas confirmed these wetland indicator soils exist on the northwest portion of the property, and this will be more relevant to the new home construction. Mr. Palmer clarified the wetland indicators are not relevant to the demolition of the existing home.

Mr. De Angelis clarified the only items relating to the demolition required to be submitted prior to the demolition permit being issued are the Public Way Disturbance Bond and Sewer Lateral Abandonment forms. The other items being addressed on the review letter from Ruekert & Mielke relate specifically to the new home construction.

Mr. Palmer asked if there was anyone else in the audience who would like to speak to this item. Jim Massalas, 1340 Victoria Circle South, voiced his concerns regarding the list of neighboring properties in proximity to the demolition site that was included in the Regency Builders demolition

letter. It was determined that Mr. Massalas did in fact receive a notice letter from the Village of Elm Grove regarding the proposed demolition. The Regency Builders demolition letter had an inaccurate list of neighboring property addresses. Mr. Palmer indicated that it is the duty of Village staff to review information submitted for approval.

Mr. Palmer asked the Plan Commission members if there were any more questions regarding the demolition permit application.

Seeing none, Mr. Long motioned and Mr. Nelson seconded to approve the demolition permit contingent upon completion and submission of the Sewer Lateral Abatement form and the Public Way Disturbance Bond. Motion carried 5-0.

5. Other Business

None

6. Adjournment

Mr. Cashin motioned and Mr. Long seconded to adjourn the meeting. Motion carried 5-0.

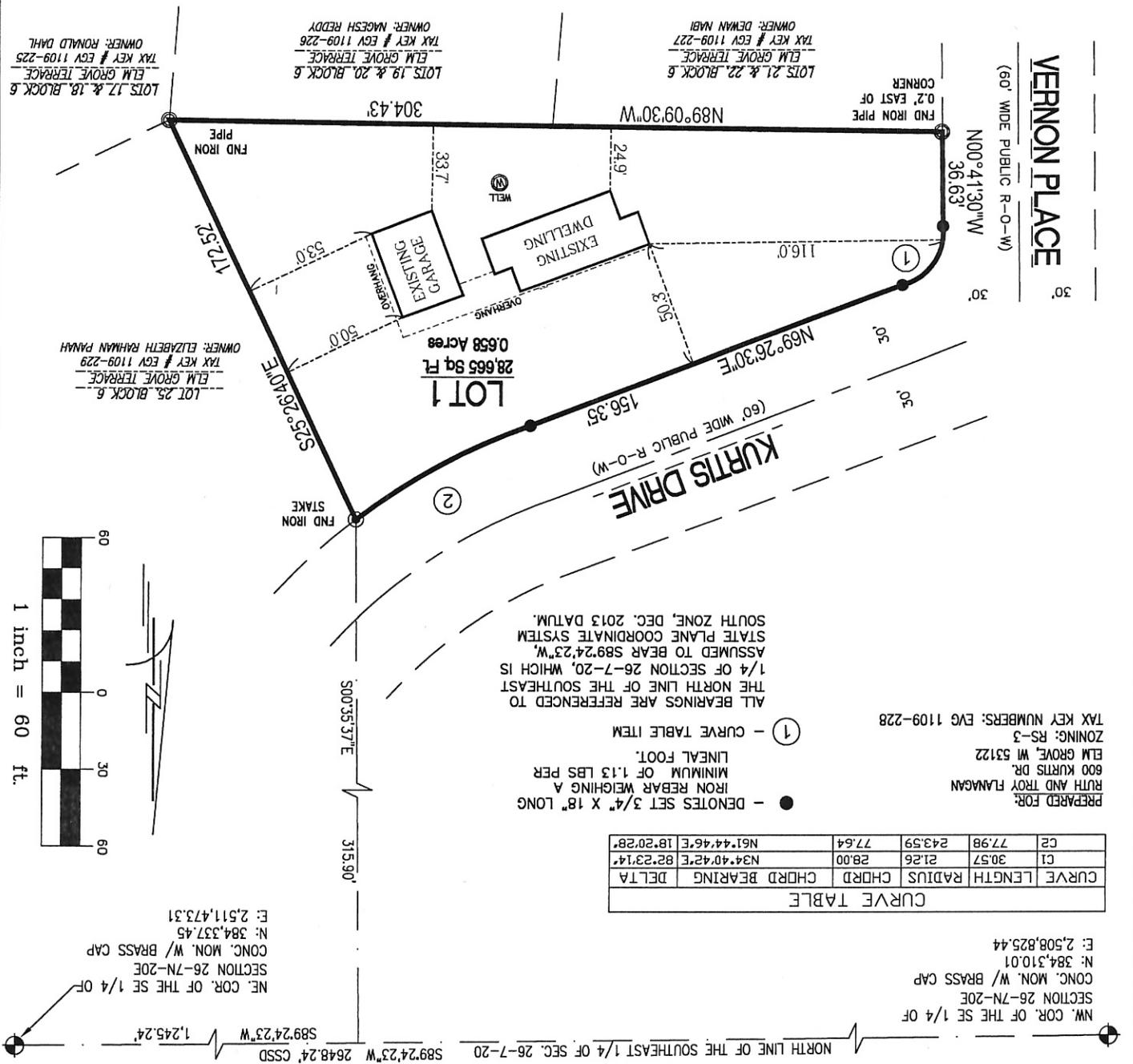
Meeting adjourned at 7:17p.m.

Respectfully Submitted,

Thomas Harrigan
Zoning and Planning Administrator/
Assistant to the Village Manager

CERTIFIED SURVEY MAP NO.

LOTS 23 AND 24, BLOCK 6, ELM GROVE TERRACE, LOCATED IN THE NORTHEAST 1/4 AND THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 26, TOWN 7 NORTH, RANGE 20 EAST IN THE VILLAGE OF ELM GROVE, WAUKESHA COUNTY, WISCONSIN.



CURVE TABLE

CURVE	LENGTH	RADIUS	CHORD	CHORD BEARING	DELTA
C1	30.57	21.26	28.00	N34°40'42"E	82°23'14"
C2	77.98	243.59	77.64	N61°44'46"E	18°20'28"

PREPARED FOR:
RUTH AND TROY FLANAGAN
600 KURTIS DR.
ELM GROVE, WI 53122
ZONING: RS-3
TAX KEY NUMBERS: EVG 1109-228

ALL BEARINGS ARE REFERENCED TO THE NORTH LINE OF THE SOUTHEAST 1/4 OF SECTION 26-7-20, WHICH IS ASSUMED TO BEAR S89°24'23"W, STATE PLANE COORDINATE SYSTEM SOUTH ZONE, DEC. 2013 DATUM.

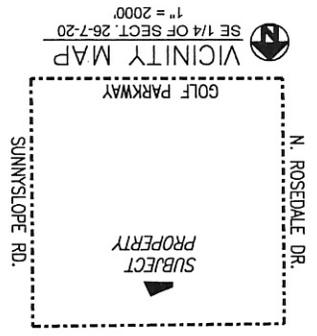
- - DENOTES SET 3/4" X 18" LONG IRON REBAR WEIGHING A MINIMUM OF 1.13 LBS PER LINEAL FOOT.
- ① - CURVE TABLE ITEM



NW. COR. OF THE SE 1/4 OF SECTION 26-7N-20E
CONC. MON. W/ BRASS CAP
N: 384.310.1
E: 2,508.825.44

NORTH LINE OF THE SOUTHEAST 1/4 OF SEC. 26-7-20
S89°24'23"W 2648.24' CSSD
S89°24'23"W 1,245.24'

NE. COR. OF THE SE 1/4 OF SECTION 26-7N-20E
CONC. MON. W/ BRASS CAP
N: 384.337.45
E: 2,511,473.31



VICINITY MAP
SE 1/4 OF SECT. 26-7-20
1" = 2000'



Frederick W. Shibilski
FREDERICK W. SHIBILSKI
S - 1154

2554 N. 100th STREET
WAUWATOSA, WI 53226
PHN 414-257-2212
FAX 414-257-2443



LOTS 23 AND 24, BLOCK 6, ELM GROVE TERRACE, LOCATED IN THE NORTHEAST ¼ AND THE NORTHWEST ¼ OF THE SOUTHEAST ¼ OF SECTION 26, TOWN 7 NORTH, RANGE 20 EAST IN THE VILLAGE OF ELM GROVE, WAUKESHA COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE
STATE OF WISCONSIN
MILWAUKEE COUNTY)SS

I, Frederick W. Shibilski, a Professional Land Surveyor do hereby certify:

That I have surveyed, divided and mapped Lots 23 and 24, Block 6, Elm Grove Terrace, located in the Northeast ¼ and the Northwest ¼ of the Southeast ¼ of Section 26, Town 7 North, Range 20 East in the Village of Elm Grove, Waukesha County, Wisconsin, being more particularly described as follows: Commencing at the Northeast corner of the Southeast ¼ of Section 26; thence South 00° 35' 37" East, 315.90 feet to the point of beginning of the land to be described; thence South 25° 26' 40" East, 172.52 feet; thence North 89° 09' 30" West, 304.43 feet to a point on the East right-of-way line of Vernon Place; thence North 00° 41' 30" West along said East line, 36.63 feet to a point of curvature; thence Northeastly 30.57 feet along said line being the arc of a curve having a radius of 21.26 feet with its centerpoint to the Southeast, a central angle of 82° 23' 14" with a long chord bearing North 34° 40' 42" East a distance of 28.00 feet; thence North 69° 26' 30" East along the South line of Kurtis Drive, 156.35 feet to a point of curvature; thence Northeastly 77.98 feet along the South line of Kurtis Drive, said line being the arc of a curve having a radius of 243.59 feet with its centerpoint to the Northwest, a central angle of 18° 20' 28" and a long chord bearing North 61° 44' 46" East a distance of 77.64 feet to the point of beginning.

That I have made such survey, land division and map by the direction of Troy R. Flanagan and Ruth Morris, owners of said land.

That this map is a correct representation of all exterior boundaries of land surveyed and the land division thereof made.

That I have fully complied with the provisions of s.236.34 of the Wisconsin State Statutes and Land Division Ordinances of the Village of Elm Grove in surveying, dividing and mapping the same.

Dated this 1st day of August, 2016.



Frederick W. Shibilski S-1154
Wisconsin Professional Land Surveyor

A handwritten signature in black ink, appearing to read "Frederick W. Shibilski".

CERTIFIED SURVEY MAP NO. _____

[Handwritten Signature]



Notary Public, State of Wisconsin
My Commission expires _____

Personally came before me this _____ day of _____, 2016, the above named _____ of the above named Freedom Mortgage, to me known to be the person who executed the foregoing instrument and to me known to be such Representative said Bank and acknowledged that he executed the foregoing instrument as such officer as the deed of said Bank by its authority.

STATE OF _____
(_____) COUNTY, SS

Freedom Mortgage Representative

In Witness Whereof, Freedom Mortgage, has caused these presents to be signed by _____, this _____ day of _____, 2016, its Representative, at _____,

Freedom Mortgage, duly organized and existing under and by virtue of the laws of the United States, mortgagor of the above described land, hereby consent to the surveying, dividing, and mapping of the land described in the foregoing affidavit of Frederick W. Shibilski, surveyor and does hereby consent to the above certificate of Troy R. Flanagan and Ruth Morris, owners.

CONSENT OF MORTGAGEE:

Notary Public, State of Wisconsin
My Commission expires _____

Personally came before me this _____ day of _____, 2016, the above named Troy R. Flanagan and Ruth Morris, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

STATE OF WISCONSIN
(MILWAUKEE COUNTY) SS

Troy R. Flanagan
Ruth Morris

Troy R. Flanagan and Ruth Morris, as owners we hereby certify that we have caused the land described above to be surveyed, divided and mapped as represented on this map in accordance with the provisions of s.236.10 or s.236.12 of the Wisconsin State Statutes and Land Division Ordinances of the Village of Elm Grove. Witness the hand and seal of said owners this _____ day of _____, 2016.

OWNERS CERTIFICATE:

LOTS 23 AND 24, BLOCK 6, ELM GROVE TERRACE, LOCATED IN THE NORTHEAST ¼ AND THE NORTHWEST ¼ OF THE SOUTHEAST ¼ OF SECTION 26, TOWN 7 NORTH, RANGE 20 EAST IN THE VILLAGE OF ELM GROVE, WAUKESHA COUNTY, WISCONSIN.

CERTIFIED SURVEY MAP NO. _____



[Handwritten signature]

Neil Palmer, Village President

Approved by the Village Board of Trustees of the Village of Elm Grove, on this ____ day of _____, 2016.

VILLAGE OF ELM GROVE BOARD APPROVAL

Neil Palmer, Chair

Approved by the Village Plan Commission of the Village of Elm Grove, on this ____ day of _____, 2016.

VILLAGE OF ELM GROVE PLAN COMMISSION APPROVAL

LOTS 23 AND 24, BLOCK 6, ELM GROVE TERRACE, LOCATED IN THE NORTHEAST ¼ AND THE NORTHWEST ¼ OF THE SOUTHEAST ¼ OF SECTION 26, TOWN 7 NORTH, RANGE 20 EAST IN THE VILLAGE OF ELM GROVE, WAUKESHA COUNTY, WISCONSIN.

CERTIFIED SURVEY MAP NO. _____



Demolition Permit Request

8-25-2016

Ronny Barenz
Barenz Builders
N112W16700 Mequon Rd
Germantown, WI 53022

Village of Elm Grove
13600 Juneau Blvd
Elm Grove, WI 53122

Demolition Permit Request for 2075 Elm Tree Ct Elm Grove

We would like to respectfully request a demolition permit on behalf of the owners Edward (Rusty) & Amy Zosel for their existing home that is in disrepair located at 2075 Elm Tree Ct Elm Grove.

With gratitude,

Ronny Barenz – Barenz Builders

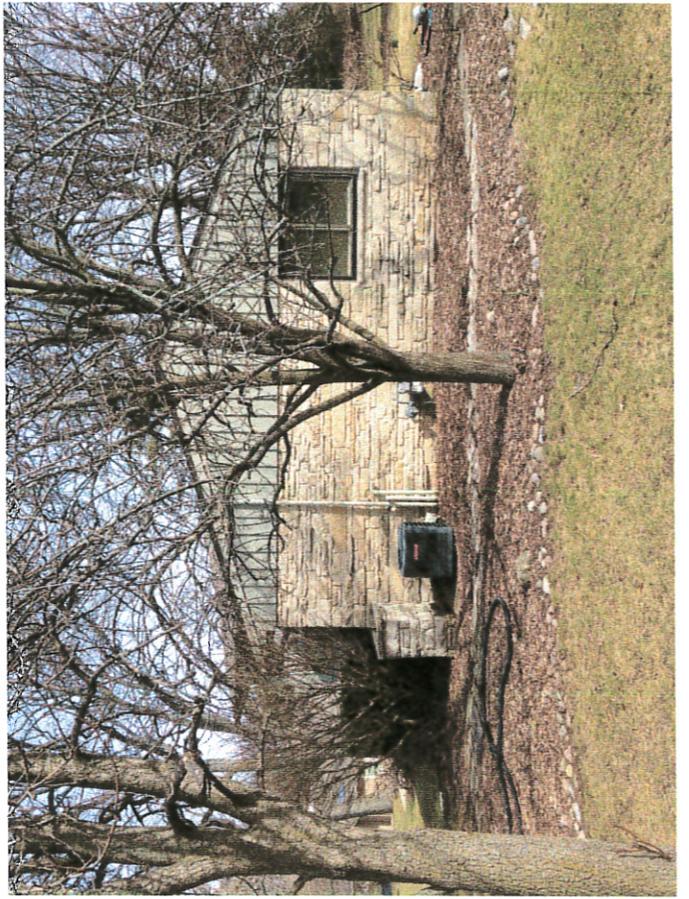


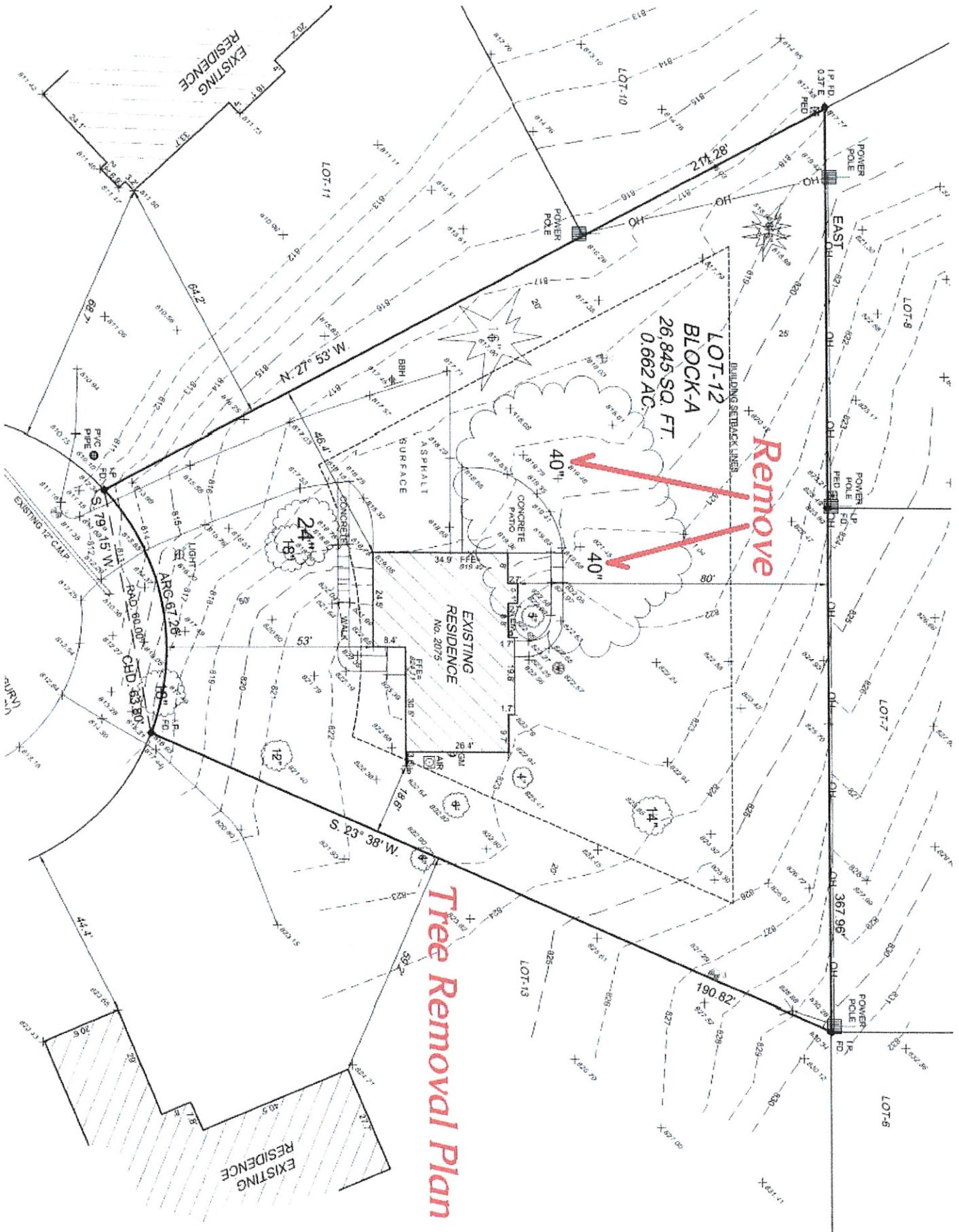


Village of Elm Grove- Demolition permit submission requirements:

- 1) Description of the land and use
 - a. House is a tri-level ~1880sqft with aluminum siding and stone on partial of house with an asphalt roof that was built around 1962.
 - b. House is a year round residence that is not currently occupied.
- 2) Existing Building Plans and Specifications
 - a. We do not have any house plans, the house was built around 1962.
 - b. See photos attached showing elevations of house
 - c. See survey, tree removal plan, pictures & Landscape letter for description and sizes.
- 3) Building Plans and Specifications- N/A
- 4) Principles
 - a. We will be razing the existing home and are in design process for a new home. The existing home has not been maintained and is in disrepair and non-salvageable. The existing home is a tri-level without a garage which is not feasible with the accessibility desired.
- 5) Sewer Lateral Disturbance and abandonment form- See attached
- 6) Public Way Disturbance Permit - N/A
- 7) Existing Road Conditions-See photos attached
- 8) Dust and Airborne Particulate plan-Will use water from East neighbor's house garden hose & nozzle to spray the project down during demolition to minimize air-borne particles.
- 9) Site Erosion Plan-See Erosion Control plan attached for silt fencing to be installed.
- 10) Site Restoration plan-Will propose to fill hole with onsite material into hole if new home permit is not issued right away, grade and seed all disturbed areas. All disturbed areas will be controlled by erosion fabric on down slope.
- 11) Names and addresses of neighboring property owners-
 - a. Kelly Frank (NE corner of the Cu du Sac) 2105 Elm Tree Rd
 - b. Holly & John Whitcolm (across the street) 2095 Elm Tree Rd
 - c. Gwen Taylor (next door to the NW) 2085 Elm Tree Rd
 - d. Teresa & Kevin McBride (next door to the East) 2065 Elm Tree Rd
 - e. 2045 Elm Tree Rd (name unknown)
 - f. 1920 Hawthorn Dr (name unknown)
 - g. 1940 Hawthorn Dr (name unknown)
 - h. 1960 Hawthorne Dr (name unknown)
- 12) Completed and signed building permit application-See attached
- 13) Completed and signed demolition permit addendum-See attached
- 14) Permit fee of \$82.50 -Will be submitted with application
- 15) \$2,000 Public Way disturbance Bond-Will be submitted with application
- 16) \$10,000 Letter of Credit-Will be submitted with application







Remove

Tree Removal Plan

**LOT-12
BLOCK-A
26,845 SQ. FT.
0.662 AC.**

**EXISTING
RESIDENCE
NO. 2075**

**EXISTING
RESIDENCE**

**EXISTING
RESIDENCE**

M. 85° 42' N.

S. 23° 38' W.

EAST ST.

April 7, 2016

Mr. Ron Barenz,

Barenz Builders, Inc.

N112 W16700 Mequon Road

Germantown, WI



Landscape Design/Architecture

Landscape Construction

Landscape Maintenance

Seasonal Color

Holiday Decorating

RE: Property at 2075 Elm Tree Ct., Elm Grove, WI

Ron,

Yesterday afternoon I was able to stop at the above referenced property in Elm Grove and assess the condition of the two large trees you have inquired about. The trees are basswood trees, also known as linden trees. These two large trees are quite mature and in my opinion have issues with their condition that would be cause for concern in the future. The trees are actually fairly close to each other which has caused their canopies to compete for light and grow a bit out of normal balance.

The basswood tree furthest to the east has a huge split at the junction of the main trunk, and the multiple upper trunks that grow upward forming its canopy. This tree looks to be way beyond being a candidate for cables and braces, and with the decayed and diseased areas that are present – it poses a risk for significant damage to many surrounding beneficial trees, as well as the residence, should it go down unexpectedly.

The second basswood tree is closer to the corner of the house and has been neglected for decades, as far as any structural pruning of its huge canopy. Like the first tree, it has many large upright trunks, actually several too many - compared to the supporting main trunk. These upright trunks have very acute angles to each other and are significantly likely to experience future splitting or breaking if some major structural cutting is not done on this tree. Major damage to the residence could result. One concern is that if too many of these huge limbs and trunks come out, there would be significant stress to this tree and potential decline because of this amount of trimming. The other concern I have is the proximity of this gigantic tree to the foundation walls of the home, and the very real likelihood for structural pressure on the basement walls from the huge root mass that this tree must have. I have seen many cases of cracked basement walls caused over time by trees of this size and proximity.

My recommendation would be for these two large and potentially damaging trees to be removed. The site has so many other mature and healthy tree specimens that give the lot such great character, but these two basswood trees have some serious concerns in my opinion.

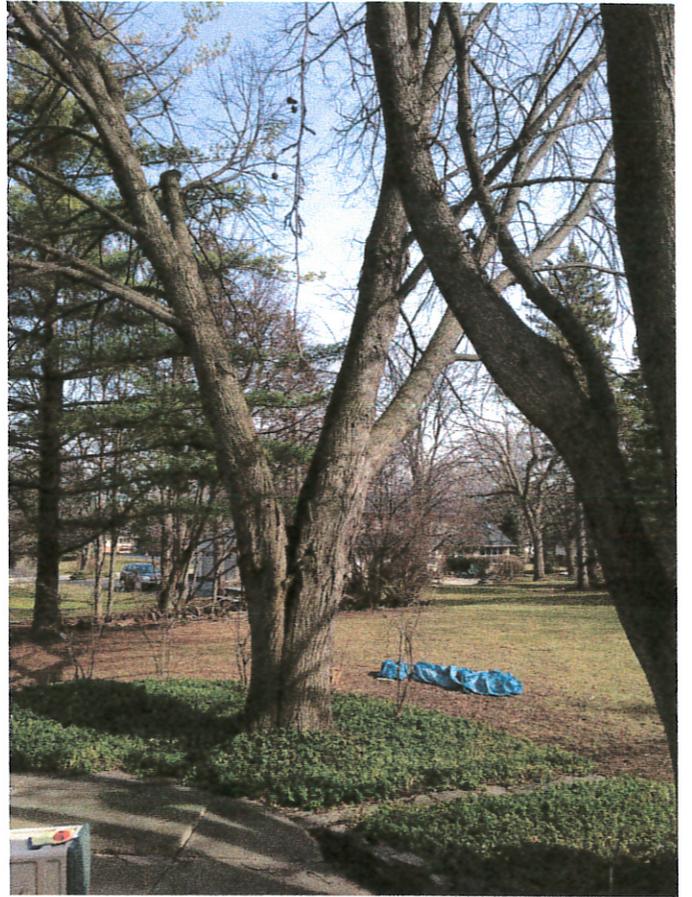
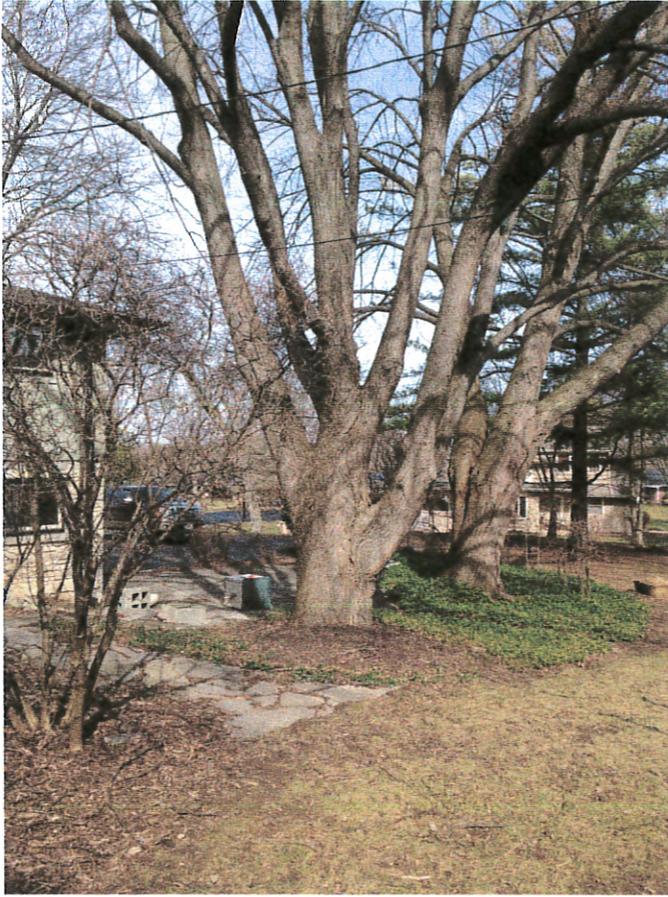
Respectfully submitted,



Chris Miracle, Landscape Architect

LandWorks, Inc.





**VILLAGE OF ELM GROVE
SEWER LATERAL DISTURBANCE & ABANDONMENT PERMIT**

Contractor Name: Barenz Builders

Address: N112W16700 Mequon Rd Germantown, WI 53022

Phone: 262-253-2282

Email: ronny@barenzbuilders.com

Property Owner: Edward & Amy Zosel

Address: 13825 Fairfield Ct Elm Grove

Phone: 414-405-8107

Email: rustyzosel@yahoo.com

Project Address (if different than above): 2075 Elm Tree Ct Elm Grove

SEWER LATERAL CONDITION:

- Replacement of existing lateral with new PVC.
- Existing lateral free of defects.
- Existing lateral has been lined.
- Lateral terminated at the main and permanently sealed at the main.

Other comments:

Richard Paul, Jr., Director of Public Works

Date



PUBLIC WAY DISTURBANCE PERMIT

Property Owner Name: Edward + Amy Zosel
 Property Mailing Address: 2075 Elm Tree Ct Elm Grove
 Property Owner Phone: 414-405-8107
 Property Owner Email: rustyzosel@yahoo.com

Project Location: 2075 Elm Tree Ct Elm Grove
 Project Manager Name: Jake Bohmann - Barenz Builders
 Property Manager Address: N112W16700 Mequon Rd Germantown 53022
 Property Manager Phone: 262-253-2282
 Property Manager Email: jake@barenzbuilders.com

A description of the general nature of the work to be done: raze existing home + build new 2 story home.

Pre-Submission

- A.) Base Permit Fee \$ 300.00
- B.) Total square yardage of disturbed paved surface area _____ x \$40.00 \$ _____
- C.) Total linear footage of disturbed grassed surface area _____ x \$2.00 \$ _____
- D.) Total due at submission (add lines A, B, C) \$ _____

(If you do not have any disturbed paved surface area or disturbed grassed area, please use zero.)

Signature of Applicant: [Signature] Date: 8/26/16

Approved by:

Director of Public Works: _____ Date: _____

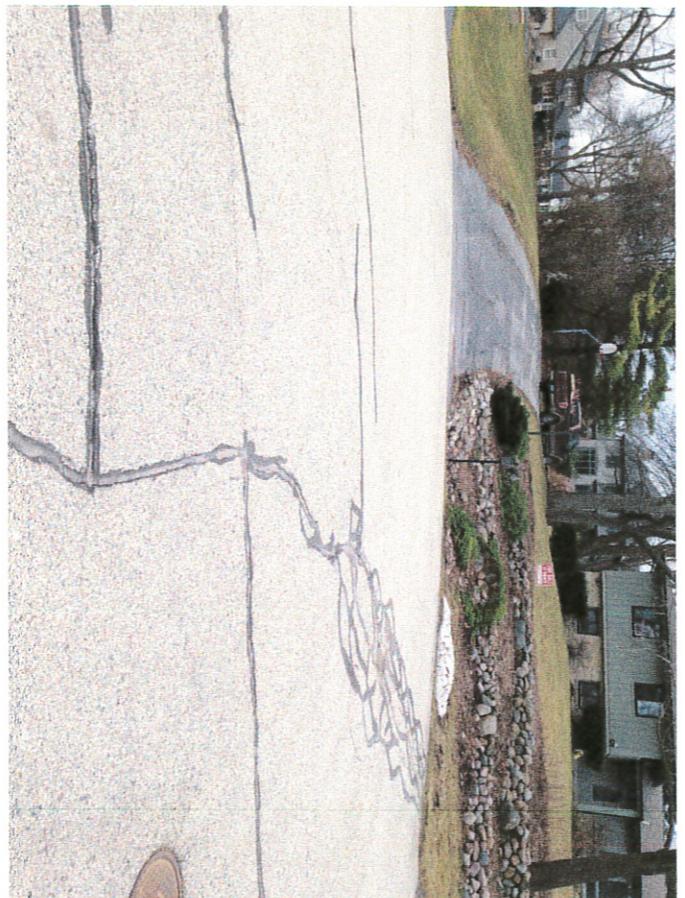
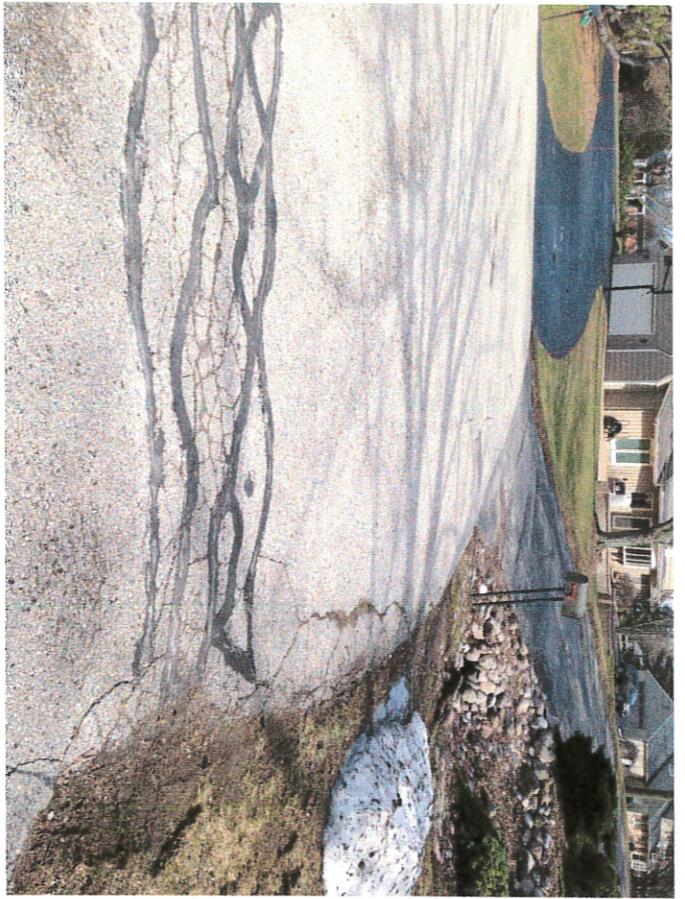
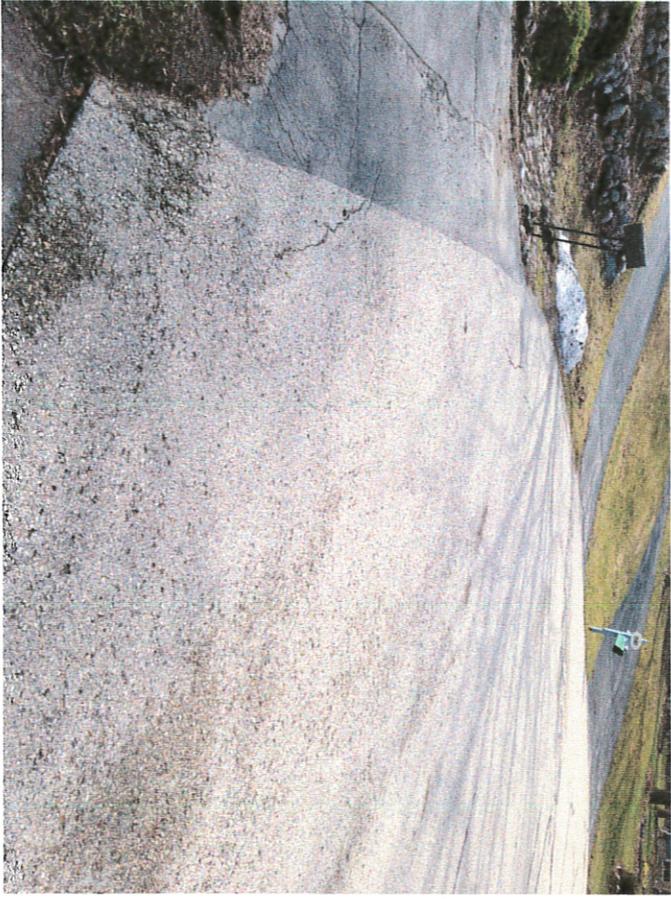
Post-Submission

Final Inspection Date: _____
 Outstanding Permit Fee Total: _____
 Director of Public Works Approval: _____

Permit Checklist

- Complete and Signed Application (above)
- Copy of Corporate Surety Bond in the Amount of \$2000.00
- Check for the Fees - Payable to the Village of Elm Grove
- A Drawing Indicating the Approximate Location of the Work to be Done
- Any Additional Items Needed by the Director of Public Works
- Coordinate Final Inspection with the Director of Public Works





Call (262) 544-8280 or 1-800-422-5220 SAFEbuilt Wisconsin	UNIFORM BUILDING PERMIT APPLICATION	PERMIT NO. TAX KEY # EGV 1097046
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WI MUNICIPALITY VILLAGE OF ELM GROVE	<table style="width:100%;"> <tr> <td style="width:30%;">PROJECT LOCATION (Building Address)</td> <td>2075 Elm Tree Ct Elm Grove</td> </tr> <tr> <td>PROJECT DESCRIPTION</td> <td>Raze Existing home and build new residential home</td> </tr> </table>	PROJECT LOCATION (Building Address)	2075 Elm Tree Ct Elm Grove	PROJECT DESCRIPTION	Raze Existing home and build new residential home
PROJECT LOCATION (Building Address)	2075 Elm Tree Ct Elm Grove				
PROJECT DESCRIPTION	Raze Existing home and build new residential home				

APPLICANT EMAIL: COMMERCIAL 1 & 2 FAMILY

Owner's Name Edward & Amy Zosel	Mailing Address - Include City & Zip 13825 Fairfield Ct Elm Grove	Phone # (w/area code) 414-405-8107
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Contractors Name Barenz Builders	Mailing Address - Include City & Zip N112W16700 Mequon Rd Germantown	Phone # (w/area code) 262-253-2282
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Contractor Registration Number 5990	Master Electrician License Number 1089637	Estimated Cost \$1,000,000.00
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SCHEDULE OF INSPECTION FEES	MIN	EACH	QTY	TOTAL FEE
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RESIDENTIAL 1 & 2 FAMILY				
1. New Home Plan Review		\$200.00		
2. Addition Plan Review		\$100.00		
3. Alt/Repair Plan Review		\$50.00		
4. New Structure/Addition	\$110.00	\$0.32 per sq ft		
5. Erosion Control - New structure or addition over 300 sq ft		\$200.00		
6. Erosion Control - Addition under 300 sq ft		\$110.00		
7. Remodel/Repair (per thousand of project valuation)	\$85.00	\$11.50		
8. Accessory Structure	\$70.00	\$0.28 per sq ft		
9. Occupancy Permit		\$105 per dwelling unit		
10. Temporary Occupancy Permit		\$155 per dwelling unit		
11. Pools (separate electric permit required) (per thousand of project valuation)	\$70.00	\$11.50		
12. Early Start (footings and foundations)		\$175.00		
13. Razing fee	\$85.00	\$0.10 per sq ft		
14. Other (specify)		\$68.00		

COMMERCIAL				
1. Multi-Family (3+ family), Motel, CBRF, Daycare, Merchant, Restaurant, Tavern, Hall, Church, Office	\$137.00	\$0.34 per sq ft		
2. School, Institution, Hospital, Vehicle/Sm Engine Repair, Parking, Storage, Auto Body	\$137.00	\$0.32 per sq ft		
3. Manufacturing and Industrial - office area, follow office fees	\$137.00	\$0.30 per sq ft		
4. Warehouse, mini warehouse, Bldg Shells - for multi-tenant office area use office fees	\$137.00	\$0.34 per sq ft		
5. Special Occupancies (outdoor pools, tents, etc.)	\$140.00	\$0.19 per sq ft		
6. Erosion Control (for first acre)		\$200.00		
7. Erosion Control (every acre thereafter)		\$85.00		
8. Remodel/Alteration/Repair (per thousand of project valuation)	\$110.00	\$14.00		
9. Occupancy, Temp Occupancy, Change of Use		\$175 per dwelling unit		
10. Razing fee	\$85.00	\$0.10 per sq ft	1	\$188.00
11. Other (specify)				

Approval Conditions: This permit is issued pursuant to the attached conditions. Failure to comply may result in suspension or revocation of this permit or other penalty. Owner/Builder solely responsible for compliance with all applicable State & Local Building and Zoning codes.

INSPECTIONS NEEDED <input type="checkbox"/> ROUGH <input type="checkbox"/> SERVICE <input type="checkbox"/> FINAL	TOTAL FEE
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The applicant agrees to comply with the Municipal Ordinances and with the conditions of this permit; understands that the issuance of the permit creates no legal liability, express or implied, of the Department, Municipality, Agency or Inspector; and certifies that all the above information is accurate. Have Permit/Application number and address when requesting inspections. Give at least 24 hours notice on all inspections.

SIGNATURE OF APPLICANT		DATE 8.17.16
FEES:	RECEIPT:	PERMIT ISSUED BY MUNICIPAL AGENT:
Inspection Fee	Ck #	Name
Other	Date	Date
Total	Amt.	Certification No.
	Rec. By	

DEMOLITION PERMIT ADDENDUM

The following forms AND signatures must be submitted with a Demolition Permit Request.

Permits Forms for Demolition Projects

Permit forms can be obtained at the Village Hall front desk. Applicants are required to pull permits for the following activities:

1. Demolition Permit –Utilize the standard Building Permit application. Check the category identifying “Razing”. This permit is required to be submitted with the request to the Plan Commission.
2. Well Capping/Abandonment – Utilize the Plumbing Permit application and submit directly to the Building Inspector.

Please complete the Permit Forms to the best of your ability. To ensure proper processing double check each permit for inserting:

- The property owners name, address, project location and current telephone number.
 - The contractor(s) name, address, license number and current telephone number.
 - List the estimated project cost.
 - Sign and date the Permit Forms
-

Property Access Statement

I understand that every permit authorizing demolition of a dwelling issued by the Plan Commission shall be conditioned upon the agreement of the owner of the subject property that if any work pursuant to a permit authorizing demolition of a dwelling is undertaken in violation of any provision of the Village code, then the Village will have the right at all times, but not the obligation, to enter onto the subject property and to cause any and all work to be done and action to be taken to cure such violation.

I acknowledge that these individuals will not notify me prior to entering my property.

I acknowledge that the owner of the subject property shall be jointly and severally responsible for all costs and expenses incurred by the Village, and that the Village has the right to draw upon the letter of credit submitted as a requirement of demolition.

Owner Signature: 

Waiver for Special Contract Fees

In accordance with Elm Grove Code of Ordinance §30-3, any special professional services required to process your application or finalize your project will be billed to you in accordance with all applicable provisions of §30-3 and will be subject to all appeal rights as stated in §30-3. These services include, but are not limited, work of the Village Attorney and Village Engineer.

I have read, understand, and do hereby acknowledge the provisions of Elm Grove Code of Ordinance §30-3.

Owner Signature 

Print Name Edward R. Zosel

Date 8/18/16

Property Address (current mailing address): 13825 Fairfield Ct., Elm Grove

Demolition/Construction Code of Conduct

All applicants will be charged \$40.00 for the sign when receiving the demolition permit.

The Village of Elm Grove requires all construction personnel to follow all rules and regulations. Violations may result in stop of work, fines of \$100 - \$1,000 a day for each offense, and/or a revoked permit per Chapter I, Article II. All references to the Village code of ordinance can be viewed at www.elmgrovetwi.org.

Construction Hours (§ 208-4):

7:30 a.m. to 8:00 p.m. Monday through Friday

9:00 a.m. to 4:00 p.m. Saturdays

No work on Sundays or Federal Holidays in which the Village Hall is closed.

Delivery of construction materials or services to residentially zoned sites - 7:30 a.m. to 6:00 p.m. Monday through Saturday

Electric Generators (§ 208-4):

Gasoline, natural gas, propane or diesel fueled portable electric generators to power construction, excavation or demolition equipment are prohibited.

Keep Elm Grove Clean:

Keep streets free of mud and debris (§208-3).

Do not litter – use trash receptacles (§208-3).

Maintain erosion control measures in place throughout the construction and demolition (§106-17 D 3).

Follow stormwater management procedures (§325-30).

Control dust with onsite water supply (§106-17 D 5).

Obey Traffic Rules:

Keep streets open for use. (§ 275-4)

Do not disturb culvert grading or neighboring landscaping (§106-17 D 6).

Damages to the road are the responsibility of the property owner (§106-17 D 6).

Name of construction foreperson: Jake Bohmann – Barenz Builders

Telephone number of construction foreperson: 262-253-2282

Code of Ordinance Section Related to Special Contract Fees

§ 30-3. Special charge for Village professionals contract fees

- (1) a. Whenever the offices of the Village Attorney, Village Engineer or any other of the Village's contract professional staff are contacted for current services regarding a specific person's property, development or other special matter in the Village of Elm Grove by:
 1. The Village President, Village Board member, Village Board Committee member, or Village Commission member or any representative, agent or designee of the same; or
 2. A property owner or any person or entity or a respective representative, if said contact results in a charge to the Village of Elm Grove for that professional's time and services and said service is not a service provided to the Village of Elm Grove as a whole; then the Village Manager shall be authorized to charge said person or entity for the current service provided and/or pursuant to the provision of Section 66.0627, Wis. Stats., to impose a special charge for that current service to the benefited property owner for the fees incurred by the Village.
- b. This ordinance shall be enforced on the basis of the policy as established by the Village upon a recommendation of the Village Board Finance and Licensing Committee, by resolution enacted by the Village Board and revised from time to time that shall include schedules for cash deposits and other means of securing payment to the Village.
- (2) The Village Manager is authorized to invoice each person or entity for special charges, allowing a period of time not more than thirty (30) days to pay for provided current services. The invoice shall include an itemized statement of the professional service fees provided.
- (3) The Village Clerk shall give each property owner, invoiced for current services, notice that a hearing may be requested before the Village Board Finance and Licensing Committee regarding the charges against the property. If a hearing is timely requested in writing within twenty (20) calendar days of the mailing of the invoice for current services, the matter shall be heard in accordance with the provisions of this Section 30-3 on the issue of the cost of professional fees incurred to benefit a specific land owner.
- (4) If any amount remains unpaid after the thirty (30) days allowed for payment where no hearing has been timely requested, the Village Clerk shall automatically charge that delinquent amount, plus any applicable penalty and/or interest against the current or next tax roll as a delinquent tax against the property pursuant to Wis. Stats. § 66.0627. In the event the invoice rendered to a property owner or the time allowing for payment precludes placement on the current year's tax roll, any such delinquent charge shall be extended to the following year's tax roll.
- (5) Upon receipt of a timely request for a hearing on the invoice for special charges, the Village Board Finance and Licensing Committee shall hold a hearing regarding same at its next regular meeting or, at its discretion, at a special meeting. Such hearing shall be preceded by posted public notice and written notice to the property owner.
- (6) When a timely hearing has been requested, no current charges for special services shall be placed on the tax roll until a hearing has been held and a decision has been rendered and reduced to writing. A copy shall be sent via first class mail, postage prepaid, to the property owner. Only that part of the charges for special services approved by the Village Board Finance and Licensing Committee may be placed on the tax roll after the property owner has been given thirty (30) days to pay from the date of the Village Board Finance and Licensing Committee decision.

The Village, in addition or instead of the above, may follow any other legal means to collect the amounts due.

Code of Ordinance Sections Related to Code of Conduct

§ 106-3 H. Building Permit

Code of conduct signs required. No person shall be issued a building permit for the demolition, construction, and/or modification of the exterior of any structure within the Village unless such person has first purchased a demolition and construction code of conduct sign from the Zoning Administrator as required under the provisions of § 335-42E(3). The fee for code of conduct signs shall be approved by resolution from time to time as established by the Village Board. Failure to obtain and/or display said sign throughout the course of demolition, modification, and/or construction shall constitute a violation of this chapter and, in addition to all other applicable penalties, shall be grounds for the issuance of a stop-work order. [Added 4-22-2003]

§ 335-42. Restrictions, prohibitions and exemptions.

(3) Demolition and construction code of conduct signs required. [Added 4-22-2003EN]

(a) For purposes of this chapter, the term "code of conduct sign" shall mean the sign approved by the Village Board of Trustees and obtained from the Zoning Administrator to notify contractors, subcontractors, and materialmen of applicable provisions of this Code of Ordinances pertaining to operation and maintenance sites involving the demolition, construction, and/or remodeling of the exterior of any structure or building in the Village.

(b) All persons applying for demolition and/or building permits for the demolition, construction, or remodeling of the exterior of any structure or building within the Village shall purchase a code of conduct sign from the Zoning Administrator at the fee established from time to time by the Village Board of Trustees prior to issuance of any building permit.

(c) The code of conduct sign required under this subsection shall be posted in the ground no closer than seven feet to the roadway pavement edge and driveway, and no further than 15 feet from the roadway pavement edge and driveway, in such a manner as to be clearly visible from the driveway and roadway. The code of conduct shall be prominently displayed in this manner throughout the time any demolition and/or building permit is required to be displayed under this Code of Ordinances.

(d) The requirement for purchase and posting of a code of conduct sign may be waived by the Zoning Administrator in writing based on the Zoning Administrator finding that proposed construction or remodeling cannot reasonably be anticipated to cause a disturbance to occupants of neighboring residential property or obstruct, damage, or cause material to be deposited on Village streets.

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

September 1, 2016

Mr. Thomas Harrigan
Zoning and Planning Administrator
Village of Elm Grove
13600 Juneau Boulevard
Elm Grove, WI 53122-0906

Re: 2075 Elm Tree Court
Demolition Plan Review

Dear Mr. Harrigan:

As requested, we have reviewed the documents submitted to the Village for the demolition of an existing single family home at 2075 Elm Tree Court. These documents were submitted to meet the requirements of the Village Code. A site visit was held on August 31, 2016 with yourself, Richard Paul and I in attendance. The application states the property owner is in the process of designing a new house for the property. However, my review was generally limited to the demolition of the existing house. The findings and recommendations related to the demolition of the existing single family home are as follows:

1. Existing features not shown or that appear to be shown incorrectly on the Plat of Survey are listed below. These items should be added to or revised on the Plat of Survey before it is resubmitted for review of a re-development plan:
 - a. Landscaping and retaining walls in the front yard are not shown.
 - b. The driveway culvert appears to be shown incorrectly as a straight line between the two visible end points. Evidence suggests that a buried bend exists in the grassy area between the driveway for this house and the neighboring house to the east.
 - c. First floor elevations of the existing houses for the neighboring properties to the east and to the west are not shown.
 - d. First floor elevation of the existing house to be demolished is not shown. This information is important for evaluating the proposed first floor elevation of a new house. This information will need to be collected before the existing house is demolished.
 - e. Existing utilities serving the house to be demolished are not shown. Underground utilities must be located on site before demolition begins. The located utilities should be surveyed and added to the Plat of Survey.
 - f. Several existing trees along the rear property line are not shown. It was difficult to determine during our site visit which trees along the property line, if any, are located north of the property line. However, one evergreen tree near the southwest corner of the lot is obviously located on the property and is not shown. Any trees located on the applicant's property that are larger than 12-inches in diameter must be shown on the Plat of Survey.

~Elm Grove Village 38-00000 Miscellaneous Project Files > 216 Misc Engineering > Correspondence > 2075 Elm Tree Court > Harrigan-20160901-2075 Elm Tree Court Demolition Plan Review.docx~

Mr. Thomas Harrigan
Re: 2075 Elm Tree Court Demolition Plan Review
September 1, 2016
Page 2

- g. The Plat of Survey shows overhead electric lines running along the south and east sides of the lot. Easement limits for this utility (and any others) are not shown.

2. Sanitary Lateral:

Record drawings indicate the property is served by an existing 8-inch diameter clay sanitary sewer located within the public right-of-way with the lateral for this property connected to the dead end sanitary manhole. The demolition application indicates the sanitary sewer lateral will be replaced with a new PVC lateral. For future reference, a new lateral connection may be made anywhere along the sewer main except the new lateral may not be directly connected to the sewer manhole or within 5 feet of the manhole structure.

Per Section 232-8 of the Village Code, the existing sanitary lateral will need to be severed from the main and a watertight seal placed at the main connection. The abandonment will need to be inspected and tested to the satisfaction of the Director of Public Works.

Cement slurry backfill will be required for excavations under the road pavement with pavement replacement in kind.

3. Water: The Plat of Survey shows the location of the existing well. It is assumed the existing well will remain in place and will serve a new home proposed in the future.
4. The demolition application states the open excavation following demolition will be filled, graded and seeded unless a new building permit is issued right away. If there is a delay between demolition and filling/construction, a barrier fence should be installed around any open excavation.
5. Erosion Control:

The Erosion Control plan provided with the application shows silt fence to be installed around the perimeter of the property. The silt fence cannot be installed within the public right-of-way and should be moved south to the property line. If any disturbance is necessary in the public right-of-way, then temporary manufactured erosion log ditch checks and/or other perimeter control devices other than silt fencing conforming to DNR Technical Standards 1062 and/or 1071, respectively must be used downstream across un-stabilized ditches and swales. This item can be addressed in the field by Village Staff.

All erosion controls must be in place prior to beginning land disturbing activities.

6. Wetlands: Mapping from the Wisconsin Department of Natural Resources (DNR) Water Surface Data Viewer website shows wetlands and wetland indicators are not known to exist on the property.

Mr. Thomas Harrigan
Re: 2075 Elm Tree Court Demolition Plan Review
September 1, 2016
Page 3

7. Floodplain: The effective FEMA floodplain map shows the property to be located outside of a regulatory floodplain.

8. Driveway Culvert:

The existing driveway culvert is assumed to be left in place. During our site visit it was determined that the existing culvert is in fair condition but may need to be replaced as part of the future re-development plan due to construction traffic.

9. Tree Removal:

The Plat of Survey shows several trees exist on the lot. The demolition application shows two trees located on the lot to be removed. One existing tree is shown to be located along the front lot line and will remain in place.

Based upon the above issues, we recommend the Village approve the demolition application assuming the demolition-related items listed above are addressed in the field. Please contact our office with any questions regarding this matter. Thank you for allowing us to be of service to the Village of Elm Grove.

Very truly yours,

RUEKERT & MIELKE, INC.



Anthony D. Petersen, P.E. (WI, IA)
Senior Project Manager
apetersen@ruekert-mielke.com

ADP:crp
cc: David De Angelis, Village of Elm Grove
Richard Paul, Jr., Village of Elm Grove
File

NALabelLin
DAVID ENGSTRAND
ROBERT SCHNEIDER
JEFFREY W LINDERT
DAVID E FRANK
DANIEL R GREEN
RICHARD F MEYER
JOHN E & HOLLY W WHITCOMB TRUST
KEVIN J LENNON
KEVIN MCBRIDE
RYAN RETHWISCH
MARIA T ZANONI
GWENDOLYN J TAYLOR
RONALD H BARENZ
GARY HEWITT
ARTHUR SMITH
ROBERT WEHSE
MARC ABERNETHY
DANIEL J BLONG
CARRIE LUKACH SMELTZER REVOCABLE TRUST
STEPHEN WEHSE
LEE HENNING
WILLIAM J DAVIDSON
MARK W BOSBOUS
LOUIS J & SUSAN ANDERSON FOHR JOINT REVOCABLE
DEAN JOHNSON
PAUL C ANDERSEN

NALabelL_1
GRACIELA HERNANDEZ ENGSTRAND
DARA SCHNEIDER
MARCIA E LINDERT
KELLY L FRANK
LYNNE M GREEN
ROXANN KENDZIORA
2095 ELM TREE CT
2060 ELM TREE RD
TERESA MCBRIDE
SARA RETHWISCH
2040 ELM TREE RD
200 W 34TH AVE #976
CHERYL BARENZ
LINDA BOLCH
RUTH SMITH
ELLEN WEHSE
DENISE ABERNETHY
KELLY A BLONG
1940 HAWTHORNE DR
KIM WEHSE
MARILYN HENNING
1915 HAWTHORNE DR
KATHERINE A BOSBOUS
TRUST AGREEMENT DATED AUGUST 18, 2014
KAREN JOHNSON
SHEVONNE C ANDERSEN

NALabelL_2
2125 ELM TREE RD
2155 ELM TREE RD
2100 ELM TREE RD
2105 ELM TREE CT
2080 ELM TREE RD
2100 HIGHLAND DR
ELM GROVE WI 53122
ELM GROVE WI 53122-1116
2065 ELM TREE RD
2060 HIGHLAND DR
ELM GROVE WI 53122
ANCHORAGE AK 99503-3969
5899 TRACKETT DR
2045 ELM TREE RD
2020 ELM TREE RD
2040 HIGHLAND DR
14525 RIDGEMOOR DR
1920 HAWTHORNE DR
ELM GROVE WI 53122-1120
1960 HAWTHORNE DR
1980 HAWTHORNE DR
ELM GROVE WI 53122
1925 HAWTHORNE DR
1945 HAWTHORNE DR
1965 HAWTHORNE DR
1985 HAWTHORNE DR

NALabelL_3
ELM GROVE WI 53122
ELM GROVE WI 53122
ELM GROVE WI 53122
ELM GROVE WI 53122-1169
ELM GROVE WI 53122
ELM GROVE WI 53122-1127

ELM GROVE WI 53122
ELM GROVE WI 53122

WEST BEND WI 53095-9207
ELM GROVE WI 53122
ELM GROVE WI 53122
ELM GROVE WI 53122
ELM GROVE WI 53122-1131
ELM GROVE WI 53122-1120

ELM GROVE WI 53122
ELM GROVE WI 53122

ELM GROVE WI 53122-1121
ELM GROVE WI 53122-1121
ELM GROVE WI 53122
ELM GROVE WI 53122

NALabelL_

Thursday: _____

4. Customer Load:

Daily Average: 75

Daily Peak: 400

5. Will you be submitting for signage? If yes, your proposal must meet Building Board specifications – see Zoning Administrator.

Yes

No

6. If a dumpster is located on the property, is it screened from the street and all neighboring properties? Dumpsters must be screened per Village Ordinance – see Zoning Administrator.

Yes

No

7. Expected Date of Occupancy:

6-10-16

- **Site Plan Information** (Provide representation of the following: ingress; egress; parking arrangement; landscaping; loading docks/stalls; refuse/recycling receptacle storage; equipment/materials storage; accessory structures. *If a site plan has been previously filed with the Village, please indicate below and reference the date of submittal.*)

- **Floor Plan Information** (Provide identification of offices, conference rooms, display areas and storage areas). List all other occupants within the building, their business and parking requirements (may be provided by building owner).

Approval of the Plan of Operation and Site Plan Review will NOT be granted without receipt of this completed form at least 20 business days prior to a regularly scheduled Plan Commission meeting (first Monday of each month).

*Applicant's Signature: Mynon Froese Date: 7-2-16

*Signature of Property Owner or Registered Agent: _____ Date: _____

***Signature of this document denotes review of and agreement to the content of this form and the requirements of Section 335-85 – Plans of Operation.**

Conditions of Approval:

Copies provided to:

- Building Inspector
- Police Chief
- Fire Chief
- Fire Inspector
- Assessor
- Village Clerk

**Village of Elm Grove
Plan of Operation Addendum
and
Notice of Responsibilities**

In order for the Village to maintain continuity of business operations and have contact information for emergency services, a plan of operation must be approved by the Plan Commission and on file at the Village Hall prior to initiating business operation. The plan of operation is designed to ensure that important Village regulations (such as parking requirements) are consistently enforced. Businesses are not allowed to operate until the plan of operation has been reviewed and approved by the Plan Commission. A plan of operation is the joint responsibility of the business operator and the property owner and/or registered agent.

As businesses or institutions requiring a plan of operation *change the nature of business as defined in Section 335-32J*, submittal and approval of an amended plan of operation shall be required. Amended plans of operation are processed in the same manner as initial review and approval, which includes verification from the business operator and the property owner and/or registered agent as to the nature and scope of the proposed use and consultation with the Zoning and Planning Administrator.

At all times it shall be the responsibility of both the business operator and the property owner and/or registered agent to provide adequate parking facilities that are consistent with the requirements of Section 335-32 (Parking). Said responsibility includes, but is in no way limited to, the need to obtain adequate parking should any sort of joint or shared parking arrangement be terminated for any reason.

SURVEY OF EMPLOYEE HOURS FOR NON-METERED BUSINESSES

VILLAGE OF ELM GROVE

Owner/Facility Name Wall STREET DRINK EXchange

Business Location 890 ELM GROVE Rd.

Mailing Address (if different from above) _____

Instructions: Sanitary sewer charges for unmetered water users are based on the number of employee hours worked at the business location. Please report the total number of hours that each employee is estimated to be present at the above business location, including management, working owners, and part time employees.

Description of business operations: _____

Estimated employee data for current year:

	<u>Number of employees</u>	<u>Hours/Year</u>
Full time employees	<u>4</u>	<u>10,400</u>
Part time employees	<u>41</u>	<u>46,692</u>
Total	<u>45</u>	<u>57,092</u>

Do you anticipate a significant change in employee hours during the next twelve months?

Yes _____ No X If yes, please explain: _____

Business Owner/Registered Agent

Title _____ *Date*

Return to: Mary S. Stredni
Village of Elm Grove
13600 Juneau Blvd.
Elm Grove WI 53122

Telephone Number

The Village Court - 890 Elm Grove Road - Elm Grove, WI 53122 - (262) 785-0240



Information for Plan of Operation and Use

Property Tax Key #	EGV 1106 964
Property Address:	890 Elm Grove Road
Property Owner & Mailing Address:	Village Court LLC 100 Maple Park Blvd. Suite 104 St. Clair Shores, MI 48081-2253
Property Owner Business & Fax:	(586) 772-4788 Office (586) 772-4766 Fax
Property Owner E-Mail:	TLambrecht@lambrecht-Associates.com (Ted Lambrecht) gmarekrealty@gmail.com Gary Marek
After Hours Emergency Contact:	Gary Marek (262) 785-0240 Office (414) 659-1736 Cell (262) 785-0297 Home

The Village Court
890 Elm Grove Rd
Elm Grove, WI 53122



Post Office / Park & Shop

Woller-Anger
 Insurance



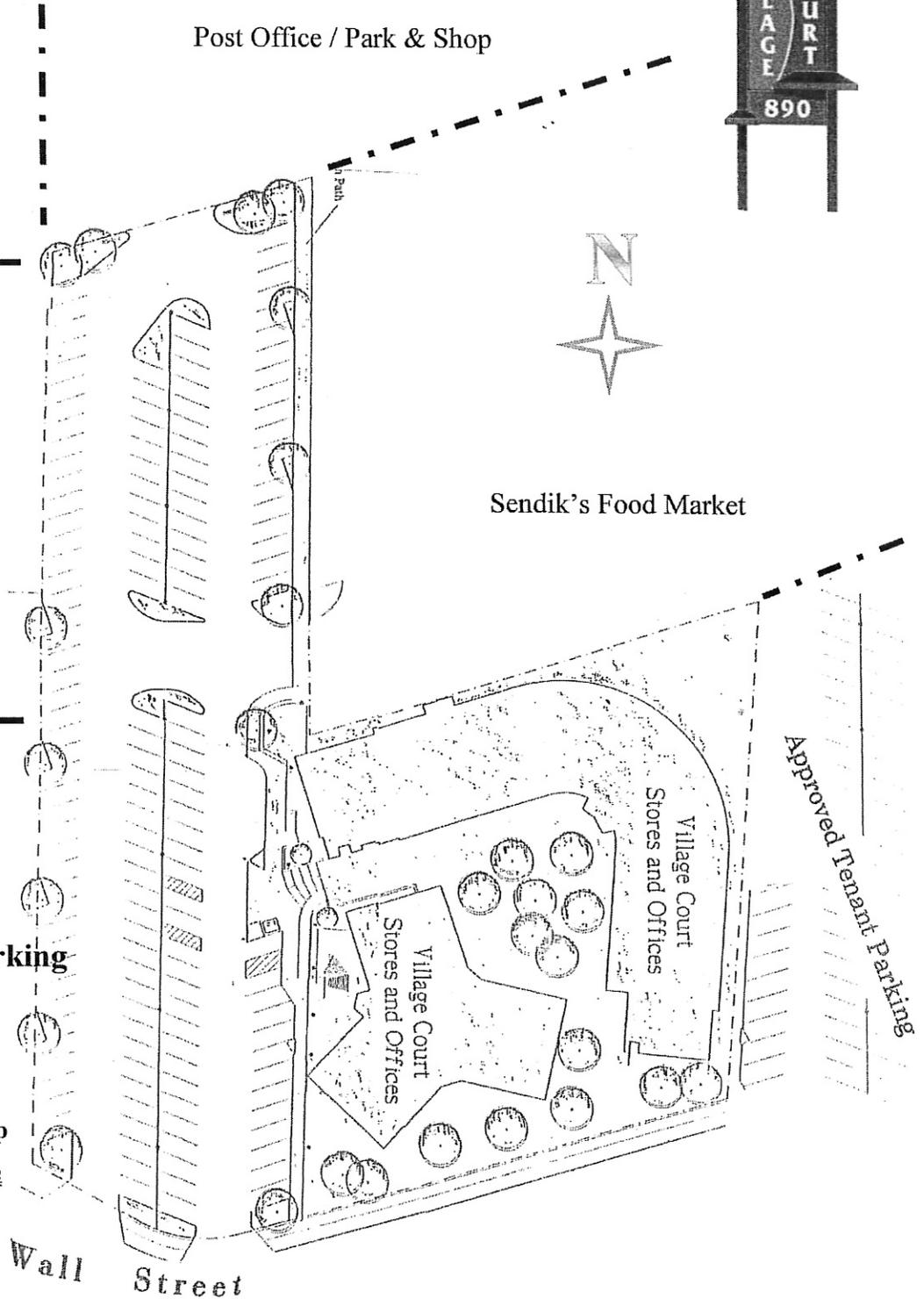
910 Professional
 Bldg.

Sendik's Food Market

BMO Harris
 Bank

Village Court Parking

- 147
- 6 handicap
- 153 front
- 81 rear
- 4 lower ramp
- 238 total on site
- 8 Wall Street
- 246 Available

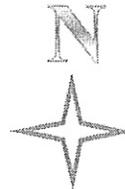


The Village Court
890 Elm Grove Rd
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