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Office of the City Administrator

**PUBLIC WELFARE COMMITTEE  
MEETING MINUTES  
March 10, 2015**

**PRESENT:** Aldermen Mayr, Gierl, Pukaite

**ALSO PRESENT:** Mayor Abendroth, Assistant City Administrator Thyes, Community Development Director Tollefson, City Attorney Sajdak, Executive Assistant Prosser

The meeting was called to order by Alderman Mayr at 7:00 PM

**Approve minutes of the February 24, 2015 meeting**

**Action:** Motion to approve meeting minutes from February 24, 2015 (Pukaite/Gierl)

**Result:** Motion passed by voice acclamation.

**Discussion of city zoning code enforcement and procedures**

Kim Tollefson, Community Development Director stated at a previous meeting of the Public Welfare Committee, zoning code enforcement was an item for discussion. Ms. Tollefson noted as a result of the discussion, staff was asked to review the administrative guidelines for zoning enforcement to ensure violators are responding and achieving compliance in a reasonable timeframe and to ensure that violations do not linger for extended periods of time. Ms. Tollefson went on to say, as a follow up to the Committee's request; staff has provided the Committee with categories related to zoning code violations and deadlines based upon the degree of the severity of the violation and the amount of work needed to correct.

Alderman Mayr asked what type of follow up procedure is in place once the initial notice has been sent to the resident. Ms. Tollefson reviewed the steps taken by the city's enforcement officer. City Attorney Sajdak stated if a violation has not been corrected, a citation is issued and the resident receives a notice to appear at Mid Moraine Municipal Court. Attorney Sajdak noted Mid Moraine Municipal Court meets once a month, therefore, if a citation is issued in the middle of the month, more than likely the case will not be reviewed until the next month. Attorney Sajdak went on to review the Mid Moraine Municipal Court process with the Committee.

Alderman Gierl stated he would like to see the process be as uniform as possible and suggested a maximum limit of three extensions be given to the 7 days, 14 days and 14-30 day categories of zoning code violations. Alderman Pukaite stated city staff has an appropriate plan in place to implement the city's ordinance on zoning code violations. The Committee did not ask for any further information from city staff.

**Adjourn**

**Action:** Motion to adjourn the meeting (Pukaite/Gierl)

**Result:** Motion passed by voice acclamation. Meeting adjourned at 7:27 PM

Respectfully submitted,  
Lina Prosser, Executive Assistant  
CITY OF MEQUON PUBLIC WELFARE COMMITTEE