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Office of the City Clerk

**BOARD OF APPEALS**  
**Thursday, March 6, 2025**  
**6:00 PM**  
**Christine Nuernberg Hall**

**Minutes**

**1) Call to Order**

**Present:**

Chair Kathleen Massey  
Board Member Ramona Larson  
Board Member Robert Stern  
Board Member James Wawrzyn  
Vice Chair Thomas Flanagan -- **Excused**  
Board Member Steve Helfer -- **Excused**

Also present City Attorney Sajdak and City Clerk Fochs.

**2) Approve meeting minutes of February 6, 2025**

Motion to approve Board of Appeals meeting minutes of February 6, 2025.

**RESULT:** **Approved by Voice Acclamation [Unanimous]**  
**MOVED BY:** Board Member Wawrzyn  
**SECONDED BY:** Board Member Stern

**AYES:** Massey, Larson, Stern, Wawrzyn

**3) Discussion**

a. Procedures and Processes of the Board of Appeals

The Board tasked City Attorney Sajdak with summarizing the current process for the Board to determine if any changes could be adopted. Chair Massey reviewed each section of the Board procedures and added revisions, which will be incorporated into the final version.

The Board began its discussion of the application process. City Attorney Sajdak said some municipalities have a subject expert vet the application. Generally, larger communities have the Clerk manage the application process and prepare the meeting packets, agendas, postcards, etc.

Chair Massey said the City Clerk and staff do an excellent job organizing and providing notice for the Board of Appeals in a timely manner, but the Clerk should not be expected to know all the zoning and building codes.

The Board discussed the need for the public to understand what the standards are and what constitutes a hardship. City Attorney Sajdak said the staff tries to educate applicants before and during the process to prevent unnecessary appeals. Supervisor Golden has often explained to applicants that they do not have a hardship, but they choose to proceed with the appeal regardless. An updated application should include a script that covers question by question some guidelines that help the applicant determine if they have a hardship.

City Attorney Sajdak will revise the Board of Appeals procedures and Variance Application using the samples highlighted in this meeting for the Board to review and approve. These revisions should be ready for the April meeting.

#### 4) Adjourn

Motion to adjourn at 6:51 PM.

**RESULT:**                      **Approved by Voice Acclamation [Unanimous]**  
**MOVED BY:**                Board Member Stern  
**SECONDED BY:**            Board Member Wawrzyn

<b>AYES:</b> Massey, Larson, Stern, Wawrzyn
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Respectfully Submitted,

*Beth Kong*  
*Deputy Clerk*