



Village of Lannon | 20399 W. Main Street | Lannon, WI 53046

October 23, 2020

«Owner\_Name»  
«Residential\_Address»  
«CityStateZip»

Re: Private Property Summary Related to the Village of Lannon (Village)  
Municipal Water Expansion Project  
Uninhabited Parcel Adjacent to Commonly Owned Parcel, Proposed New Water Main (Bin 6)

Dear Property Owner,

The Village plans to expand its municipal water system in response to the high rate of bacteriological contamination, including *E. coli*, in private well sources. The Village has received a grant on behalf of property owners from the Waukesha County Community Foundation's Village of Lannon Quarry Fund (Quarry Fund) that will assist with the private property costs. This letter describes how this project and the available funds will affect your property.

Our records show that your property, tax key «TAXKEY», is an uninhabited parcel located adjacent to an inhabited parcel under common ownership that is adjacent proposed new water main pipes. Based on review of this uninhabited parcel, it appears that there is an extremely low probability that a separate dwelling will be built on this parcel in the future. As an example, this may be a "double-lot" situation in which the uninhabited parcel contains a garage and the adjacent, commonly owned parcel has a primary residence. If you are not the owner of this property, or if the information we have is incorrect, please contact the Village Engineer, Ben Wood, Strand Associates, Inc., at 414-271-0771 or ben.wood@strand.com.

The Village is planning to special assess each parcel that is adjacent to existing water main (public hearing notice enclosed). In order to avoid being special assessed for this parcel, you must combine the uninhabited lot with the adjacent lot so that there is one resulting parcel and tax key. This can be completed by a certified land surveyor through an official document, such as a certified survey map (CSM), that will be recorded with the Waukesha County Registrar of Deeds office. You must complete this process by June 30, 2021 in order to avoid being special assessed for both lots.

**What's Next? Hire a Land Surveyor to combine your lots by June 30, 2021.**

Most land surveyors are familiar with the CSM process. Your surveyor will need to draft the CSM, submit the CSM with a corresponding application and fee to Village Hall, the Village Engineer will review the CSM, the Village Board will take final action on the CSM, and the document can then be recorded at the County.

For further information regarding this project, please contact Village President Tom Gudex (262-488-5813) or Village Engineer Ben Wood (414-271-0771).

Sincerely,

Brenda Klemmer, Clerk, Village of Lannon

Enclosures

c: Ben Wood, P.E., Village Engineer, Strand Associates, Inc.®  
Hector de la Mora, Village Attorney, von Briesen & Roper, s.c.

## Notice of Public Hearing

### Special Village Board of Trustees Meeting

Notice is hereby given that there will be a Special Meeting of the Lannon Village Board convened at the Lannon Village Hall, 20399 W. Main Street on November 5, 2020 commencing at 5:30 P.M. for the purpose of conducting, considering and taking the following possible actions.

1. Roll Call.
2. Statement of Public Notice.
3. Pledge of Allegiance.
4. Pursuant to Wis. Stat. §66.0703 (7), conduct a *public hearing* regarding the Special Assessment Needs Assessment ("REPORT") prepared by the Village Engineer, Strand Associates where all interested persons or their agents or attorneys may appear to be heard.  
The REPORT has been on file with the Village Clerk since October 23, 2020 to provide relevant information for the Village Board to enable the determination and implementation, on a reasonable basis, of a special assessment for Village of Lannon water system improvements.  
A copy of the REPORT is available from the Village Clerk for viewing during announced business hours, or upon request.  
The REPORT: (1) contains a map of the special assessment zone entitled Figure 3.02-1 between pages 3-2 and 3-3; (2) identifies the proposed water system improvements on pages 2-1 thru 2-3; (3) references preliminary plans and specification in its Appendix B; (4) contains an opinion of probable project costs; and (5) contains on an equivalent meter basis an estimate of assessment as to each parcel of property affected. Conclude and close the public hearing.
5. Pursuant to Wis. Stat. §66.0617 (3), conduct a *public hearing* regarding the 2020 Water Impact Fee Study ("2020 Study") prepared by the Village Engineer, Strand Associates, and which has been on file with the Village Clerk since October 16, 2020 to amend those portions of the Village ordinances identified on pages 18 thru 20 of the 2020 Study, a copy of which is available for viewing during announced business hours, or upon request. Conclude and close the public hearing.
6. With respect to the first hearing (No. 4 above), the Village Board may approve, disapprove or modify the REPORT's recommendations; or it may refer the REPORT to village staff with directions to change the plans and specification to accomplish a fair and equitable assessment.
7. Depending on the action taken with respect to item No. 6 above, the Village Board may consider proceeding with the proposed water system improvements by approving the proposed plans and specifications and adopting a *resolution* directing that the work be carried out and paid for in accordance with the REPORT as finally approved.
8. With respect to the second hearing (No. 5 above), the Village Board may consider and take possible action to adopt an ordinance to amend various Lannon Village Ordinances as recommended on pages 18-20 of the 2020 Study.
9. Adjournment.