



**IMPORTANT NOTICE: A \$25 FILING FEE MUST ACCOMPANY THIS APPEAL, WITHIN THE DEADLINE REFERENCED BY THE BILL.**

Checks should be made payable to: City of Milwaukee and a copy of the bill should be included with your appeal

**IMPORTANT NOTICE FOR CUSTOMERS PAYING BY CHECK**

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction.

IF THE CHARGES HAVE ALREADY APPEARED ON YOUR TAX BILL, THIS APPEAL CANNOT BE FILED.

TO: Administrative Review Board of Appeals  
City Hall, Rm. 205  
200 E. Wells St.  
Milwaukee, WI 53202  
(414) 286-2231

DATE: 12/9/24

RE: 7317 W Lisbon Ave 53216  
(Address of property in question)

Under ch. 68, Wis. Stats., s. 320-11 of the Milwaukee Code of Ordinances, this is a written petition for appeal and hearing.

I am appealing the administrative procedure followed by Public Works  
(Name of City Department)

Amount of the charges \$ 303.57

Charge relative to: Row Encroachment

I feel the City's procedure was improper due to the following reasons and I have attached any supporting evidence, including city employee's names/dates which I spoke to regarding this issue and copies of any city orders received:

I was sent a letter regarding cutting down some trees or a tree, however the letter didn't reach my home until 2 days after the due date. I then cut down what I thought I needed to however still received another letter but a bill this time. The first letter was not specific on what tree or where as well no photos to reference. I called to ask and was told the city has pictures on file yet none given to me. I am a first time home owner and was unaware of what was being asked.

Jana Janssen  
Signature

Tara Janssen  
Name (please print)

7317 W. Lisbon Ave Milwaukee 414 595 0433  
Mailing address and zip code 53216 Daytime phone number

janssentara22@gmail.com  
E-Mail Address(es)



Department of Public Works - Operations Division  
 Zeidler Municipal Building - 841 N. Broadway, Room 620 - Milwaukee, WI 53202  
 TELEPHONE: 414-286-CITY (2489)

Make check payable to the City of Milwaukee. Check payments must be payable in U.S. dollars and be drawn on a U.S. bank. Payment receipt is only valid after check payment clears all banks.  
 When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction.

December 04, 2024

TARA JANSSEN  
 7317 W LISBON AV  
 MILWAUKEE, WI 53216

Record ID: **PWCF-24-08847**  
 Violation: **Row Encroachment**  
 Address: **7317 W LISBON AV**  
 Taxkey: **2910016000**  
 Notice Date: **10/25/2024**  
 Amount Due: **\$303.57**

Your property has been found in violation of City of Milwaukee Ordinance No. 116-55, overhanging branches, and 116-56, special assessment for trimming.

**\$303.57 is now due. Future violations of this ordinance will result in escalating fees.**

**Pay Online**

(Credit /Debit Card or E-Check)  
[milwaukee.gov/dpwpayment](http://milwaukee.gov/dpwpayment)  
 Enter the Record ID # found on the coupon below.

**Pay In Person**

(Cash or Check only)  
 Present coupon below with payment during normal working hours:  
 OFFICE OF THE CITY TREASURER  
 AT CITY HALL  
 200 E WELLS ST

**Pay by Mail**

(Check or Money Order only)  
 Send coupon below with check or money order to:  
 OFFICE OF THE CITY TREASURER  
 200 E WELLS ST  
 MILWAUKEE, WI 53202

If not paid within 30 days, an additional \$25 administrative fee will be incurred and added to your next property tax bill. If you fail to pay the full amount of your property tax bill, including the special assessments and charges, your property will be eligible for in rem tax foreclosure action by the City of Milwaukee under Section 75.521, Wisconsin State Statutes, or you may be subject to a personal civil action by the City of Milwaukee under Section 74.53, Wisconsin State Statutes.

To appeal these charges, print the appeal application available online at [milwaukee.gov/appealform](http://milwaukee.gov/appealform). You may also request an appeal application by calling (414) 286-CITY(2489). Return the appeal application along with the \$25 appeal filing fee to the Administrative Review Appeals Board, 200 E Wells St, Rm 205, **within 120 days** of the date of this letter.

By law, written notification to property owners/tenants in violation of this ordinance is not required. As a courtesy, a notice was posted on your property (unless that property is a vacant lot) for compliance. To sign up for email notifications of Forestry and Sanitation Services property violations; visit [milwaukee.gov/enotify](http://milwaukee.gov/enotify) and subscribe to location based service notifications.

If you have any questions regarding these charges, please contact the City of Milwaukee Call Center at (414) 286- CITY (2489). You can search for current charges against your property and pay online at [milwaukee.gov/lms](http://milwaukee.gov/lms).

Please detach and return with payment for City of Milwaukee DPW Row Encroachment Charge  
 A \$25 administrative fee will be added if not paid by: 01/03/2025

Bill To TARA JANSSEN  
 7317 W LISBON AV  
 MILWAUKEE, WI 53216

Record ID PWCF-24-08847

Amount Due \$303.57

**City of Milwaukee**

Make Checks Payable To

**Office of the City of Treasurer  
 PO Box 514062  
 Milwaukee, WI 53203-3462**

In person payments can be made at:  
**Office of the City of the Treasurer  
 City Hall, Room 103  
 200 E Wells Street**

Mail To

4800025003000000024000000030357000031357050100088476

## Receipt of ARBA Fee

Date:	12/9/24
Received Of:	Tara Janssen
Property at:	7317 W. Lisbon Ave.
Received By:	LME
Check # (If Applicable):	Cash
Amount:	\$25.00

CITY OF MILWAUKEE  
2024 DEC -9 A 10:16  
CITY CLERK'S OFFICE